

**MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS &
PROVO NONPROFIT HOUSING DEVELOPMENT CORPORATION BOARD OF DIRECTORS**



Regular Meeting

Date: Wednesday, November 20, 2013
Time: 4:15 p.m.-6:25 p.m.
Location: 650 West 100 North
Provo, Utah

Opening Business

- 1. Welcome and Roll Call:** Chairperson Gale welcomed the Board and called the meeting to order at 4:25pm. The following Commissioners were present when the meeting was called to order: Chairperson Douglas Gale, Vice-Chair Jonathan Kau, Commissioner David Gardner, and Commissioner Buddy Richards and Commissioner Valerie Lee. Commissioner Craig Carlile was excused from the meeting.

The following members of the staff were present: Douglas Carlson, Executive Director; Dean Clement, Facilities Manager; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; and Erin Haley, Executive Assistant. Donna Smith, Financial Services Manager was excused from the meeting.

- 2. Approval of Minutes for October 15, 2013:** Chairperson Gale referred the Board to Tab 1, which contained the minutes from October 15, 2013 and asked if anyone had any questions or comments about the Minutes. Commissioner Lee moved to approve the Minutes from October 15, 2013. Commissioner Richards seconded the motion. The motion passed unanimously 5:0.
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Report of the Executive Director

- 1. Project Reports:** Chairperson Gale asked Mr. Carlson to update the Board on the current projects.

St. Francis Apartments: Mr. Carlson stated that he had received a report which included the competing applications for the LIHTC funding. He stated that the project is facing significant competition. The final funding awards will be announced mid-December.

Ekins Development: Mr. Carlson stated that the subdivision plat has been approved, and the plan approval process will proceed when the final plans are received from the Architect. Plan approval could be completed in January.

Franklin Heights CROWN: Mr. Carlson reported that the framing has started on the Franklin Heights CROWN project.

Clifford Motors property: Mr. Carlson reported information regarding the current appraisal. The appraisal came in at a value far below that which we anticipated, prompting us to reconsider any talks of selling at this time. He recommended that the Board consider holding the property until it increases in value and we have a plan for utilization of proceeds. The Board discussed several strategies for the property, and its current tenants, including extending longer leases to the tenants. The consensus of the Board was to hold the property and continue with the current tenant's occupancy.

- 2. South Franklin Community Center Final Expense Report:** Chairperson Gale referred the Board to Tab 2, which contained a cost report of the South Franklin Community Center through November 14, 2013.
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Mr. Carlson stated that the Housing Authority is still waiting for a final request for payment from Habitat. When that request is received, we will be able to make the final expense report.

Discussion Item

Report of the Executive Director Employment Search: Chairperson Gale stated that the interview process was now complete and a candidate had been selected, and the Board was now in process of contract negotiations, which seemed to be going well. The Board discussed the interview process and issues related to the process.

Action Items

- 1. Section 8 Management Assessment Program (SEMAP):** Chairperson Gale referred the Board to Tab 3, which contained the Section 8 Management Assessment Program (SEMAP). Mr. Carlson stated that SEMAP is an annual certification process that is required by HUD for the Section 8 department for the Housing Choice Voucher program. The certification is partially based on a self-certification process and partially on data which is submitted to HUD through PIC (Public and Indian Housing Information Center). If approved by HUD, this certification will earn a High Performer ranking. Vice-Chair Kau moved to approve the Section 8 Management Assessment Program. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.
 - 2. Employee Year-End Compensation:** Chairperson Gale referred the Board to Tab 4, which contained Tab 4, the Lump Sum Wage Adjustment information. Mr. Carlson stated that PCHA employees have not received a COLA since 2009, and the Board has created a formula for a year-end wage adjustment to compensate employees. Commissioner Gardner moved to approve the 2013 Employee Year-End Compensation. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.
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Adjourn: Commissioner Lee moved to adjourn. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0. The meeting adjourned at 5:17 p.m.

The next Regular Meeting of the Board of Commissioners of the Provo City Housing Authority is scheduled for Wednesday, December 18, 2013 at 4:15 pm
