

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



Regular Meeting

Date: Wednesday, February 27, 2013
Time: 4:00 p.m. - 4:45 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 4:03 p.m. Chairperson Douglas Gale, Vice-Chair Jonathan Kau, Commissioner Valerie Lee, Commissioner David Gardner, and Commissioner Craig Carlile were present. Commissioner Buddy Richards arrived at 4:06 pm.

Douglas Carlson, Executive Director, Cindy Daley, Rental Subsidy Manager, April Smith, Owned Housing Manager, Donna Smith, Financial Services Manager, Dean Clement, Facilities Manager, and Erin Haley, Executive Assistant from the staff were present.

2. **Approval of Minutes:** Chairperson Gale referred the Board to Tab 1, which contained the Minutes from December 19, 2012, and asked if there were any questions or comments. There were not any questions or comments. Vice-Chair Kau moved to approve the Minutes from December 19, 2012. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.
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Report of the Executive Director

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

- a. **Franklin Heights CROWN:** Mr. Carlson stated that the Franklin Heights CROWN project is going well. We are now in CRC review of the subdivision and plat.
 - b. **Ekins Property Development:** Mr. Carlson stated that the Ekins project is going before the Zoning Commission this evening. He stated that the process should not be difficult as the proposed use is similar to surrounding current properties. Gil Rand is the architect for the project.
 - c. **Supportive Housing Sales:** Mr. Carlson stated that three of the four homes entered into contract the first week they were listed. One of the contracts has ended due to an environmental issue which was discovered during the inspection of the home. The Housing Authority is currently remediating the environmental issue, and has entered into a contract with another buyer.
 - d. **PHA Sustainable Homes Sales:** Mr. Carlson informed the Board that one home has sold and two are under contract.
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Discussion Item

Transition Plan for Executive Director Position: Chairperson Gale referred the Board to Tab 3, which contained the Transition Plan for the Executive Director Position. The Board discussed timing for contracting with a consultant for the Executive Director search, local consultant options, and creating a budget for the search.

Action Items

1. **Approval of PHA Cell Phone Policy:** Chairperson Gale referred the Board to Tab 4, which contained the PHA Cell Phone Policy. Mr. Carlson explained that the purpose of the policy is to ease the burden of the cost a cell phone contract on the staff members who have been using their personal cell phones as a necessity of their jobs, and to clarify the usage of cell phones to employees who have been issued Housing Authority cell phones. Commissioner Carlile requested a change in the subtitle "Employee Rights and Responsibilities" to "Employee Rights and Responsibilities for Stipend." Commissioner Carlile moved to adopt the PHA Cell Phone Policy. Commissioner
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Richards seconded the motion. The motion passed unanimously, 6:0.

2. **Approval of Unsecured Promissory Note for 1392 North 380 West, Provo \$64,644:** Chairperson Gale referred the Board to Tab 5, which contained the Promissory Note. Mr. Carlson explained that the Promissory Note asks the City to release the trust deeds tied to the property and carry them over to the new property which will be purchased with the proceeds from the sale of this building. Commissioner Gardner moved to approve Unsecured Promissory Note for 1392 North 380 West, Provo in the amount of \$64,644. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
3. **Approval of Unsecured Promissory Note for 461 West 700 North \$66,272:** Chairperson Gale referred the Board to Tab 6, which contained the Promissory Note. Mr. Carlson explained that this Promissory Note extended the same terms as the previous Note for the property at 461 West 700 North. Commissioner Gardner moved to approve Unsecured Promissory Note for 461 West 700 North, Provo in the amount of \$66,272. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.

Adjourn: Commissioner Lee moved to adjourn the Regular Meeting. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0. The meeting closed at 4:48 p.m.

The next meeting of the Provo City Housing Authority Board of Commissioners and Provo Nonprofit Housing Development Corporation Board of Directors is scheduled for Wednesday, March 27, 2013 at 4:15 p.m.
