

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



Annual Meeting

Date: Wednesday, April 24, 2013
Time: 4:15 p.m.-6:05 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 4:23 p.m. Chairperson Douglas Gale, Vice-Chair Jonathan Kau, Commissioner Valerie Lee, Commissioner David Gardner, Commissioner Buddy Richards were present. Commissioner Craig Carlile was excused.

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.

Brent Stratton and Lance Mercer from Baird, Blackburn and Associates, PC were present for the presentation of the audited financials.

2. **Approval of Minutes for March 27, 2013:** Chairperson Gale referred the Board to Tab 1, which contained the Minutes from March 27, 2013, 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 March 27, 2013. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

The Board Meeting was presented in the following order: Opening Business, Discussion Item 1. Presentation of Financial Statements, Report of the Executive Director, Discussion Items 2 & 3, Action Items, Adjourn.

Report of the Executive Director: Chairperson Gale requested that Mr. Carlson update the Board on the current projects. Mr. Carlson distributed a document which contained updated information about the disposition of Supportive Housing and the PHA Sustainable Homes. The Board briefly discussed the status of the properties.

Project Briefings

- a. **Franklin Heights CROWN:** Mr. Carlson informed the Board that the zoning change had been approved and the bidding process had begun. The Housing Authority will be developing four homes on the six lot subdivision and Habitat for Humanity has made a verbal agreement to purchase and develop the remaining two lots.
 - b. **Ekins Property:** Mr. Carlson stated that this property also has received R-2 zone approval and is in the process for CRC review. The project has received \$200,000 in HOME funds which will assist in the financing of construction. An additional source of funds for this project could come from the CROWN project which we have recently finished. The PCHA will receive approximately \$43,000 for successfully managing the project.
 - c. **PHA Sustainable Homes Sales:** Mr. Carlson stated that two homes have closed, one is under contract, and the other two are being shown multiple times over the week.
 - d. **Supportive Housing Sales:** Mr. Carlson stated that two homes have closed, one is under contract and is continuing to struggle with boundary line issues, and the fourth home is continuing to be shown, but has not had any offers.
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Discussion Items

1. Presentation of Financial Statements for the Year Ending September 30, 2012 Baird, Blackburn & Associates: Chairperson Gale asked Brent Stratton and Lance Mercer from Baird, Blackburn and Associates, PC to present the Audited Financial Statements for the Year Ending September 30, 2012. Mr. Stratton distributed the bound copies of the audit to the Board. He presented the audit via PowerPoint, explaining in detail the various parts of the audit, including the following parts: Independent Auditors' Report, Management Discussion and Analysis, Combined
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Statement of Net Assets, the Notes to the Financial Statement, the Independent Auditors' Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133. At each section the auditors found no instance of non-compliance, and the PCHA was granted an unqualified opinion and considered a low risk auditee.

2. Presentation of PCHA 2012 Annual Report: Mr. Carlson distributed the draft of the 2012 Annual Report. Mr. Carlson stated that there were some typos that would be fixed before the final printing.
3. Discussion of Participant Board Member Appointment: Chairperson Gale asked Commissioner Lee if she would like to lead a discussion about her appointment. Commissioner Lee stated that her appointment expired on June 30, 2013, and she would like input as to whether or not the Board felt it would benefit from a new participant Commissioner. The Board expressed support for Commissioner Lee and the service she has given as the participant Commissioner. The Board discussed writing a letter expressing their support for her reappointment to the Board.

Action Items

1. **Election of Officers, Provo City Housing Authority and Provo Nonprofit Housing Development Corporation:** Chairperson Gale stated that each year at the Annual Meeting two members of the Board are elected to serve as officers to both the Provo City Housing Authority and the Provo Nonprofit Housing Development Corporation. The Board briefly discussed the function of the officers of the Board.

Commissioner Gardner nominated Commissioner Gale as Chairperson and Commissioner Kau as Vice-Chair. Commissioner Lee seconded the motion. The motion passed unanimously 5:0.

2. **Selection of Executive Director Search Consultant:** Chairperson Gale referred the Board to Tab 2, which contained a tabulation of fees for and proposals from the four agencies which had responded to the Request for Proposals for the Executive Director Search Consultant. Mr. Carlson stated that all four agencies are qualified. He went on to say that Dower & Associates is the low bid and has experience in the housing field that the other agencies do not have. He pointed out that the other agencies do have other strengths, including experience working with Provo City for hiring of director which may result in better marketing material. The Board discussed the benefits of having a consultant who understood the needs of the PCHA, and the field of public housing authorities. Commissioner Gale moved to enter into a contract with Dower and Associates. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Chairperson Gale moved to adjourn. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0. The meeting closed at 5:54 p.m.

The next Regular Meeting of the Board of Commissioners of the Provo City Housing Authority will be on Wednesday, May 22, 2013 at 4:15 pm.
