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

## Regular Meeting

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| **Date:** | Wednesday, July 27, 2011 |
| **Time:** | 4:15 p.m. - 5:45 p.m. |
| **Location:** | 650 West 100 North<br>Provo, Utah |

### Opening Business

1. **Welcome and Roll Call:** Vice-Chair Kau welcomed the Board and called the meeting to order at 4:18 p.m. Vice-Chair Jonathan Kau, Commissioner Carlile, Commissioner Valerie Lee, and Commissioner Gardner were present. Chairperson Gale joined the meeting at 4:20, and Commissioner Richards joined the meeting at 4:22. Vice-Chair Kau was excused at 5:51 p.m.

   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.

   Mayor John Curtis was also present.

2. **Approval of Minutes from June 22, 2011:** Chairperson Gale referred the Board to Tab 2, which contained the Minutes from June 22, 2011, and asked if there were any questions or comments. There were no questions or comments. Commissioner Richards moved to approve the Minutes from June 22, 2011. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

   The Board discussed the Agenda items in the following order: Welcome and Roll Call, Executive Session, Approval of the Minutes, Action Items, Report of the Executive Director.

### Report of the Executive Director

1. **Project Updates:** Chairperson Gale referred the Board to Tab 2, which contained a photo of the progress of the community gardens at Mountain View. Mr. Carlson stated that 5,000 square feet of under-utilized lawn are in the process of being converted to raised garden beds. He went on to say that the process has been more difficult than anticipated, and two temporary employees have been hired to help with the labor. He stated that Community Action will be organizing the use of the gardens next year as the growing season for this year has passed.

   Mr. Carlson stated that the preparation for the LIHTC application with the State of Utah is progressing. He stated that he felt the application should be competitive. He stated that he had not yet applied to have the Taylor House removed from the local historic register. He stated that he would be further along in the process at the next meeting. Mr. Carlson stated that the zoning for the project is in place, and there will not be a need to apply to change the zone.

   Mr. Carlson stated that the PHA Sustainable Homes are beginning site improvements, including grading of the lot. Chairperson Gale asked if the Board could tour the project. Mr. Carlson stated that as the homes construction progresses, he felt it would be a good idea for the Board to do a site visit.

   Mr. Carlson stated that the South Franklin Community Center is currently going through the process of acquiring two utility easements. The street where the utility lines connect is a private street. The Board discussed easement process.

2. **PCHA Landlord/Tenant Fraud Case:** Chairperson Gale asked Mr. Carlson to inform the Board of the PCHA

Landlord/Tenant Fraud case. Mr. Carlson asked Ms. Cindy Daley, Rental Subsidy Manager to give a report on the proceedings. Ms. Daley stated one of the Housing Choice Voucher recipients had committed fraud by having a boyfriend who wasn't listed on the lease live with her. This additional household member brought enough income to the household that the household would not have qualified for the Housing Choice Voucher program. The participant's landlord was aware of the unauthorized tenant and accepted side payments from the participant. The landlord was found guilty of fraud. Ms. Daley stated that this decision was an important decision, because housing authorities in our region had not been successful in prosecuting landlords. The Board discussed the case.

**Discussion Items** No Items for Discussion

**Executive Session**

**Strategy Session to Discuss the Purchase, Exchange or Lease of Real Property:** Commissioner Gardner moved to adjourn the Regular Meeting, and convene the Executive Session to discuss the purchase of real estate for future affordable housing development. Commissioner Carlile seconded the motion. The motion passed unanimously with a 5:0. The Regular Meeting closed at 4:20 p.m.

Commissioner Carlile moved to close the Executive Session and to reconvene the Regular Meeting. Vice-Chair Kau seconded the motion. The motion passed unanimously 6:0. The Regular Meeting reconvened at 5:32 p.m.

**Action Items**

**Reclassification of the Office Specialist II Position from a Grade 4 to a Grade 5:** Chairperson Gale referred the Board to Tab 3 which contained information about the duties of the Office Specialist II (Receptionist) position. Mr. Carlson stated that the receptionist had approached him and asked for a raise. Mr. Carlson said that he had been considering the position, and felt that the position should be reclassified from a Grade 4 to a Grade 5, which would make the receptionist position at the same grade as the program case workers. He stated that the position was the first point of contact with the public, and as such is responsible for how the Housing Authority is perceived in the community. Mr. Carlson stated that this change in grade would not only be for the current receptionist, but for all future employees hired for that position.

Commissioner Carlile moved to approve the reclassification of the Office Specialist II position from a Grade 4 to a Grade 5. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.

**Adjourn:** Commissioner Lee moved to adjourn. Commissioner Gardner seconded the motion. The motion passed unanimously, 5:0. The meeting closed at 6:01 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, August 24, 2011 at 4:15 p.m.