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

Regular Meeting

Date:	Wednesday, September 28, 2011
Time:	5:30 p.m. - 6:00 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 4:19 pm. The following Commissioners were present when the meeting was called to order: Chairperson Douglas Gale, Vice-Chair Jonathan Kau, Commissioner Craig Carlile, and Commissioner Dave Gardner. Commissioner Cindy Richards arrived at 4:21 p.m. Vice-Chair Kau was excused from the meeting at 5:35 p.m. Commissioner Lee was absent.

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

2. **Approval of Minutes from August 24, 2011:** Chairperson Gale referred the Board to Tab 1, which contained the minutes from August 24, 2011. Commissioner Carlile moved to approve the Minutes from August 24, 2011. Commissioner Lee seconded the motion. The motion passed unanimously 4:0.

Report of the Executive Director

Project Updates: Chairperson Gale asked the Executive Director to give the Board an update of current projects. Mr. Carlson stated that he had received the completed utility easements for the Community Center and is moving to finish the plans and specifications to be submitted to the City for a plan check. He stated that he was pleased with the way things are progressing with the Community Center. Mr. Carlson described some of the initiatives for Boulders residents which are initiated through the Circles Program, which included an agreement by Boulders management to hire an Ombudsman to work with tenants, the organization of a neighborhood organization, and the training of the Boulders management in Bridges out of Poverty.

Mr. Carlson stated that the PHA Sustainable Homes project is going well, and suggested that the Board to tour of the site at the October Meeting. The Board briefly discussed issues related to impact fees, building permits and net metering.

Mr. Carlson presented the Board with some preliminary designs created by the local architectural firm WPA, for the housing for homeless families to be built at the Community Action site. The concept is to build on top of the current Food Bank warehouse building. The project would have no land acquisition costs, and there would not need to be any zoning changes. The project includes 23 units built in two stories with a rooftop courtyard with a play area for children. The Board discussed specifics related to the design, including parking, security, location of doors and windows, elevators for ADA access, and proximity to public transportation.

Discussion Items

Joint Housing Authority Retreat: Chairperson Gale asked Mr. Carlson to update the Board about the possibility of a Joint Housing Authority Retreat with the Housing Authority of Utah County's Board of Commissioners. Mr. Carlson informed the Board that the Housing Authority of Utah County's Board was not available for a Retreat at this time, and suggested that it might be more feasible at a later date.

Action Items

1. Approval of PCHA Board Resolution 09-A-11 Approving Revision No. 1 to the Public Housing Operating

Budget for the Fiscal Year Ending September 30, 2011: Chairperson Gale referred the Board to Tab 2 which contained Resolution 09-A-11 Approving Revision No. 1 to the Public Housing Operating Budget for the Fiscal Year Ending September 30, 2011. The Board discussed revisions made to the Public Housing Operating Budget.

Commissioner Carlile moved to approve Resolution 09-A-11 Approving Revision No. 1 to the Public Housing Operating Budget for the Fiscal Year Ending September 30, 2011. Commissioner Richards seconded the motion. The motion passed unanimously 5:0.

2. **Budget Revisions for FY 2011:** Chairperson Gale referred the Board to Tab 3, which contained the Budget Revisions for all programs with a Fiscal Year ending September 30, 2011, and asked Mr. Carlson to explain the revisions. Mr. Carlson explained that the revisions were mostly routine, however, HUD did not fund one of the positions under the Family Self-Sufficiency Program, and because of this the cost allocations for employee salary and benefits had been adjusted to absorb the loss. The Board discussed the benefits of maintaining consistency in the Family Self-Sufficiency program rather than letting the employee go. Mr. Carlson also noted that rent revenues in the Public Housing program have gone down this year. This is related to a trend of lower tenant incomes, therefore the amount the Housing Authority income is reduced.

   a) Approval of Revision No. 1 to the Section 8-Housing Choice Voucher Budget for the Fiscal Year Ending September 30, 2011

   Commissioner Carlile moved to approve Revision No. 1 to the Section 8 Housing Choice Voucher Budget for the Fiscal Year Ending September 30, 2011. Commissioner Gardner seconded the motion. The motion passed unanimously 5:0.

   b) Approval of Revision No. 1 to the Capital Fund Grant Operating Budget for the Fiscal Year Ending September 30, 2011

   Commissioner Carlile moved to approve Revision No. 1 to the Capital Fund Grant Operating Budget for the Fiscal Year Ending September 30, 2011. Commissioner Gardner seconded the motion. The motion passed unanimously 5:0.

   c) Approval of Revision No. 2 to the Discretionary Fund Operating Budget for the Fiscal Year Ending September 30, 2011

   Commissioner Carlile moved to approve Revision No. 1 to the Discretionary Fund Operating Budget for the Fiscal Year Ending September 30, 2011. Commissioner Gardner seconded the motion. The motion passed unanimously 5:0.

   d) Approval of Revision No. 1 to the Permanent Housing Operating Budget for the Fiscal Year Ending September 30, 2011

   Commissioner Carlile moved to approve Revision No. 1 to the Permanent Housing Operating Budget for the Fiscal Year Ending September 30, 2011. Commissioner Gardner seconded the motion. The motion passed unanimously 5:0.

   e) Approval of Revision No. 1 to the Shelter Plus Care Operating Budget for the Fiscal Year Ending September 30, 2011

   Commissioner Carlile moved to approve Revision No. 1 to the Shelter Plus Care Operating Budget for the Fiscal Year Ending September 30, 2011. Commissioner Gardner seconded the motion. The motion passed unanimously 5:0.

   f) Approval of Revision No. 1 to the Supportive Housing Operating Budget for the Fiscal Year Ending

September 30, 2011

Commissioner Carlile moved to approve Revision No. 1 to the Operating Budget for the Fiscal Year Ending September 30, 2011. Commissioner Gardner seconded the motion. The motion passed unanimously 5:0.

3. **Approval of PCHA Board Resolution 09-B-11 Approving the Public Housing Operating Budget for the Fiscal Year Ending September 30, 2012:** Chairperson Gale referred the Board to Tab 4, which contained Board Resolution 09-B-11 Approving the Public Housing Operating Budget for the Fiscal Year Ending September 30, 2012.

Commissioner Gardner moved to approve PCHA Board Resolution 09-B-11. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

4. **Budget Approvals for Fiscal Year 2012:** Chairperson Gale referred the Board to Tab 5, which contained the budgets for all programs with a Fiscal Year Ending September 30, 2012 and a cost allocation of salaries and benefits for Housing Authority employees. Mr. Carlson noted that the budgets and cost allocation do not include a COLA, but does include a 2% increase for merit increases and 2% for an end of year bonus. The Board discussed issues related to salaries and benefits including the rising costs of insurance.

   Mr. Carlson explained new HUD policies related to the Operating Subsidy for the Public Housing program, including issues related to recapture of reserves.

   a) **Approval of the Section 8-Housing Choice Voucher Budget for the Fiscal Year Ending September 30, 2012:** Commissioner Carlile moved to approve the Section 8 Housing Choice Voucher Budget for the Fiscal Year Ending September 30, 2012. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0

   b) **Approval of the Capital Fund Grant Operating Budget for the Fiscal Year Ending September 30, 2012:** Commissioner Carlile moved to approve the Capital Fund Grant Operating Budget for the Fiscal Year Ending September 30, 2012. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0

   c) **Approval of the Discretionary Fund Operating Budget for the Fiscal Year Ending September 30, 2012:** Commissioner Carlile moved to approve the Discretionary Fund Operating Budget for the Fiscal Year Ending September 30, 2012. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0

   d) **Approval of the Permanent Housing Operating Budget for the Fiscal Year Ending September 30, 2012:** Commissioner Carlile moved to approve the Permanent Housing Operating Budget for the Fiscal Year Ending September 30, 2012. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0

   e) **Approval of the Shelter Plus Care Operating Budget for the Fiscal Year Ending September 30, 2012:** Commissioner Carlile moved to approve the Shelter Plus Care Operating Budget for the Fiscal Year Ending September 30, 2012. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0

   f) **Approval of the Supportive Housing Operating Budget for the Fiscal Year Ending September 30, 2012:** Commissioner Carlile moved to approve the Supportive Housing Operating Budget for the Fiscal Year Ending September 30, 2012. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0

   g) **Approval of the Supportive Housing Grant Budget for the Fiscal Year Ending September 30, 2012:** Commissioner Carlile moved to approve the Supportive Housing Grant Operating Budget for the Fiscal Year Ending September 30, 2012. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0

5. **Approval of PCHA Board Resolution 09-C-11 Authorizing the Write-off of Collection Losses for the Fiscal Year Ending September 30, 2011:** Chairperson Gale referred the Board to Tab 6, which contained Resolution 09-C-11, Authorizing Write-Off of Collection Losses and a list of collection accounts to be written off. Mr. Carlson

stated that the collection losses are relatively modest for a housing authority of our size. He stated that attempts will continue to be made to collect on these accounts, but they must be written off for accounting purposes.

Commissioner Gardner moved to approve Resolution 09-C-11, Authorizing the Write-off of Collection Losses for the Fiscal Year Ending September 30, 2011. Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0.

6. **Approval of PCHA Board Resolution 09-D-11 Authorizing Non-Expendable Equipment Write-offs for the Fiscal Year Ending September 30, 2011:** Chairperson Gale referred the Board to Tab 7, which contained Resolution 09-D-11, Authorizing Write-off of Non-Expendable Equipment, as well as a list of the items written off. Mr. Carlson explained that items are no longer in use by Housing Authority staff or have depreciated where the items no longer have monetary value.

   Commissioner Richards moved to approve Resolution 09-D-11 Authorizing Write-off of Non-Expendable Equipment. Commissioner Gardner seconded the motion. The motion passed unanimously, 5:0.

7. A**ward of Audit Services Contract for FY 2011-2013:** Chairperson Gale referred the Board to Tab 8, which contained information about the bids for audit services contract for Fiscal Years 2011-2013. Mr. Carlson explained to the Board that four accounting firms responded to the request for proposals for the audit services contract. Baird, Blackburn & Associates, PC were the low responsible bid. This organization has experience providing auditing services for housing authorities and had favorable references from other housing authorities served by them. The Board discussed the importance of working with an experienced firm as well as the benefits and possible difficulties related to contracting with a new auditing firm respective of deadlines with HUD and other financing organizations. Mr. Carlson recommended that the Board approve the contract with Baird, Blackburn & Associates on a one year trial with the option to extend the contract for the final two years if their performance is satisfactory.

   Commissioner Gardner moved to award the audit services contract for Fiscal Years 2011-2013 with an option to rebid if the services and not performed to the Housing Authority Board's satisfaction. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

8. **Authorization to Submit a Federal Low-Income Housing Tax Credit Application:** Chairperson Gale referred to Board to Tab 9, which contained the State of Utah and Federal Low-income Housing Credit 2012 Consolidated Application. Mr. Carlson explained the tax-credit application process to the Board. He stated that the demand for multifamily housing is high in Utah, and there are many applicants and good projects which will be competing for the tax credits.

   Mr. Carlson gave details about the St. Francis Apartments project, including amenities which will benefit the residents. Chairperson Gale disclosed that he is the Executive Director of Scenic View Academy, which will refer graduates of their program for eight of the units which are set aside for developmentally disabled individuals.

   Commissioner Gardner moved to authorize the Executive Director to submit the State of Utah and Federal Low-Income Housing Credit 2012 Consolidated Application. Commissioner Carlile seconded the motion. The motion passed unanimously, 4:0.

Adjourn: The meeting was adjourned at 5:54 p.m. when Commissioner Gardner left the meeting and a quorum was lost.

The next Regular Meeting of the Board of Commissioners is scheduled for November 23, 2011, at 4:15 p.m.