

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, August 15, 2018
Time: 4:18 p.m. – 5:14 p.m.
Location: 650 West 100 North
Provo, Utah

Opening Business

1. Welcome and Roll Call: Chairman Doug Gale welcomed the Board of Commissioners and opened the meeting at 4:18 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau; Commissioner Buddy Richards; Commissioner Kim Santiago; Commissioner Lauren Manzione; Robert Vernon, Chief Executive Officer; Cindy Daley, Rental Subsidy Manager; Shannon Dalley, Financial Services Manager; Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant. Commissioner Valerie Lee and Commissioner Craig Carlile were excused.

Approval of Minutes for Wednesday, July 18, 2018: Chairman Doug Gale referred the Board to Tab 1, which contained the Minutes for July 18, 2018. Commissioner Buddy Richards made a motion to approve the minutes for Wednesday, July 18, 2018. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 5:0.

Chief Executive Officer Report

- Mr. Vernon and Mr. Clement gave an update on the new office building and some change orders that were made. The new office should be complete by October. There was a discussion on how the move will take place.
 - Mr. Vernon explained to Board of Commissioners about some of the housing committees he is on. Mr. Vernon is trying to make some connections with the developers that are in legislature.
 - There was some discussion on HUD funds and what is available next year.
 - Mr. Vernon is going to update Valley Villa apartments and Mountain View next year.
 - Mrs. Daley gave a presentation about Section 8 vouchers and the availability of units.
 - There was some discussion about section 8 case worker Patty Chappel who fell and has had 2 surgeries and needs another surgery.
 - PCHA may work out a deal with Utah County Housing to do some of their accounting. Mr. Vernon thinks we will need to hire someone to back-fill for Shannon. Vice-Chair Jon Kau asked if their Board of Directors will need to approve this agreement. Mr. Vernon explained yes it would need to be approved from their Board.
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Discussion Items

1. Public Comment: None of the public was present for comment.

2. Housing Choice Voucher Leasing Worksheet: Chairman Doug Gale referred the Board to handout #1 which contained the Housing Choice Voucher Leasing Worksheet. Mr. Vernon gave an explanation on the spreadsheet and the percentages. This gives a snapshot of where the vouchers are being leased.

3. Preview of PCHA 2019 Budgets: Chairman Doug Gale referred the Board to handout #2 which contained the budget for the upcoming fiscal year. Mr. Vernon and Mrs. Dalley gave some explanation on the budget.

Action Items

1. June 2018 Financials and Disbursements: Chairman Doug Gale referred the Board to tab 2, which contained June 2018 Financials and Disbursements which are quarterly financials. The Board of Commissioners had several questions that were satisfied by Mrs. Dalley. Vice-Chair Jon Kau made a motion to approve the June 2018 Financials and Disbursements. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 5:0.

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Adjourn: Chairman Doug Gale asked for a motion to adjourn the meeting. Commissioner Kim Santiago made a motion to adjourn. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:14 pm. The next meeting of the Provo City Housing Authority is Wednesday, September 19, 2018 @ 4:15 p.m.
