

## MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

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### Regular Meeting

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**Date:** Wednesday, March 18, 2020  
**Time:** 4:15 p.m.  
**Location:** 688 West 100 North  
Provo, Utah

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#### Opening Business

- 1. Welcome and Roll Call:** The Board appeared through Zoom and the phone for a meeting held virtually. Chairman Doug Gale welcomed the Board of Commissioners and staff and opened the meeting at 4:23 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Commissioner George Handley; Commissioner Lynette Hemsath; Commissioner Lauren Manzione; Commissioner Buddy Richards; Commissioner Craig Carlile, Robert Vernon, Chief Executive Officer; Shannon Dalley, Financial Services Manager; Cindy Daley, Rental Subsidy Manager; and Pamela Liston, Special Projects Manager.
- 2. Approval of Minutes for February 19, 2020:** Chairman Doug Gale ask for discussion and approval of the minutes for February 19, 2020. Commissioner Richards made a motion to approve the minutes for Wednesday, February 19, 2020. Commissioner Manzione seconded the motion. The motion passed unanimously, 6:0.

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#### Discussion Items

- 1. Public Comment:** None of the public was present for comment.
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#### Chief Executive Officer's Report

**Coronavirus:** The Housing Authority office is currently closed to the public. All forms that are needed by clients have been placed outside the front door. There is a window in the Briefing room that has the screen removed, if signatures are needed. The clients are being asked to communicate through phone and email. The maintenance department has been asked to not come into the office so that the social distancing can be maintained. There are not inspections being done and the maintenance is only doing emergency work orders.

There are have correspondence that has gone out to all of the residents, especially the 5 senior buildings that lay out what they should be doing to keep themselves safe. The Housing Authority has had toilet paper donations that are being distributed to the Seniors and the clients at Bonneville and Skyline.

The office is being cleaned by the staff every day and anything being turned into the office is through the slot on the south end of the office building. The items are then being held for 4 days, sprayed with disinfectant and then distributed. The Housing Authority is waving all late fees for at least the month of April

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### Action Items

**1. January 2020 Financial Statements and Disbursements:** Chairman Doug Gale referred the board to the January 2020 Financial Statements and Disbursements. Commissioner Hemsath made a motion to approve the January 2020 Financial Statements and Disbursements. Commissioner Handley seconded the motion. The motion passed unanimously, 6:0.

**2. Addition to HCV Administrative Plan and Public Housing's ACOP Plan**

These plans contain the information about how the Housing Choice Voucher Program and the Public Housing Program operate. Under preferences for the waiting list the highest priority was given to those applicants that are homeless due to natural disasters. This change would add language for a National Emergency, Natural Disaster, Pandemic, etc. "(Temporary preference in response to homelessness created from a National Emergency such as Natural Disasters like earthquake, fire, floods, etc. or a Pandemic Disaster which can be more grave than a Natural Disaster. Board approval will be necessary in qualifying a Natural Disaster or Pandemic Disaster)"

Commissioner Handley made a motion to Approve the changes to the HCV Admin Plan and the Public Housing's ACOP Plan to add the language for National Emergency. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.

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**Adjourn:** Chairman Doug Gale asked for a motion to adjourn the meeting. Commissioner Richards made the motion and Commissioner Manzione seconded the motion. The motion passed unanimously, 6:0. The meeting was closed at 5:00 pm. The next meeting of the Provo City Housing Authority is Wednesday, April March 15th, 2020 @ 4:15 p.m.

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