

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, May 12, 2020
Time: 4:15 p.m. (Virtual Meeting via Zoom)
Location: 688 West 100 North
Provo, Utah

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 4:30 p.m. The following members of the Board of Commissioners and staff were attendance: Chairman Doug Gale; Commissioner George Handley; Commissioner Lauren Manzione; Commissioner Craig Carlile, Robert Vernon, Chief Executive Officer; Shannon Dalley, Financial Services Manager; Cindy Daley, Rental Subsidy Manage; April Smith, Owned Housing Manager and Pamela Liston, Special Projects Manager.
 - 2. Approval of Minutes for Special Meeting April 2, 2020:** Chairman Doug Gale ask for discussion and approval of the minutes for the Special Board Meeting April 2, 2020. Commissioner Carlile made a motion to approve the minutes for Wednesday, April 2, 2020. Commissioner Manzione seconded the motion. The motion passed unanimously, 4:0.
 - 3. Approval of Minutes for Regular Board Meeting March 18, 2020:** Commissioner Manzione made a motion to approve the Regular Board Meeting Minutes for March 18, 2020. Commissioner Handley seconded the motion. The motion passed unanimously 4:0
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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 still 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.

HUD has automatically issued funds for COVID-19 expenses. The money has to be expended by the end of 2020. The expenses are being tracked so the report can be submitted. Skyline and Bonneville are hard because the tenants are not following social distancing guidelines.

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Extra security has been hired to patrol Skyline and Bonneville on nights and weekends when Staff isn't in the office. Robert is going to talk to Utah County Housing Authority to see if the master lease that was signed for 5 units at Skyline can be broken. These units are not under the same control as the rest of the units and it's hard to know what is going on with them.

There have been a few clients who had positive Covid-19 tests. They are at Skyline, Site Q and the Carson Townhomes. Masks have been passed out to clients and encouraged to wear them when they are in public. Unless the Office is notified of positive cases, it's a hard thing to track.

Meals have been donated once a week to different properties that the Housing Authority owns. The Senior buildings and Skyline and Bonneville have all received a donated lunch. Toilet paper has also been handed out as needed.

The Maintenance Garage is complete and Maintenance is arranging and getting everything situated.

Action Items

1. February and March 2020 Financial Statements and Disbursements: Chairman Doug Gale referred the board to the February and March 2020 Financial Statements and Disbursements. Commissioner Carlisle made a motion to approve the February and March 2020 Financial Statements and Disbursements. Commissioner Handley seconded the motion. The motion passed unanimously, 4:0.

2. Approve Changes to Public Housing's ACOP Plan: There has been a change made to the Public Housing ACOP plan that allows the Housing Authority to enforce a New HUD rule that when a tenant's income increases to 80% of AMI, they can stay in the unit for six months and then they will be asked to move. This helps the tenant's make plans when they are making a decent income and allows the Housing Authority to help others that need the units.

Commissioner Handley made a motion to Approve the changes to the Public Housing's ACOP Plan. Commissioner Carlisle seconded the motion. The motion passed unanimously, 4:0.

Adjourn: Chairman Doug Gale asked for a motion to adjourn the meeting. Commissioner Carlisle made the motion and Commissioner Handley seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:10 pm. The next meeting of the Provo City Housing Authority is Wednesday, June 17, 2020 @ 4:15 p.m.
