

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, January 17, 2018
Time: 4:25 p.m. – 5:07 p.m.
Location: 650 West 100 North
Provo, Utah

Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:25 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Commissioner Kim Santiago; Commissioner Buddy Richards; Commissioner Valerie Lee; Robert Vernon, Chief Executive Officer; Shannon Dalley, Financial Services Manager and Becky Chipman, Executive Assistant. Commissioner Craig Carlile, Vice-Chair Kau and Commissioner Lauren Manzione were excused.
 - 2. Approval of Minutes for Wednesday, November 15, 2017:** Chairman Doug Gale referred the Board to Tab 1, which contained the Minutes for Nov. 15, 2017. Commissioner Kim Santiago made a motion to approve the minutes for November 15, 2017. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.
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Executive Directors Report:

1. Mr. Vernon thanked the Board of Commissioners for their participation in a good year and his promotion.
 2. Mr. Vernon explained some issues that were discussed at the PHADA Conference he attended in San Diego, Ca. There are some new programs that Mr. Vernon will be looking into and will discuss in future meetings. Commissioner Kim Santiago asked some questions about public housing and the tree removal. There was some discussion on HUD funding.
 3. Mr. Vernon issued handout #1 with the Operating Fund Application. There was some discussion on the funding and how it is managed. This application is complete after PCHA finds out some details of one number that was provided from HUD. Mr. Vernon has requested an explanation of how this number was calculated.
 4. Mr. Vernon gave the Board of Commissioners handout #2 that contained the timeline for the construction of the new office building.
 5. Mr. Vernon is requesting to purchase a new phone from the Board of Commissioners. They agreed this is something PCHA should cover.
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Discussion Items

- 1. Public Comment:** None of the public was present for comment.
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Action Items

1. Approve October 2017 Financials and Disbursements: Chairman Doug Gale referred the Board to tab 2, which contain the October 2017 Financials and Distributions. The Board of Commissioners asked a few questions that were satisfied by Mr. Vernon and Mrs. Daley. Commissioner Kim Santiago made a motion to approve the October 2017 Financials and Distributions. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.

2. Approval of November 2017 Financials and Disbursements: Chairman Doug Gale referred the Board to tab 3, which contain the November 2017 Financials and Distributions. Commissioner Valerie Lee made a motion to approve the November 2017 Financials and Distributions. Commissioner Kim Santiago seconded the motion. The motion passed unanimously, 4:0.

3. Greg Miller Benefits Update: Mr. Vernon gave an explanation on a letter that Mr. Miller's attorney sent to PCHA. Mr. Vernon has hired an attorney to defend PCHA.

4. Personnel Policy Update Resolution 1-A-18: Mr. Vernon would like to change the verbiage in the Employee Handbook. There is a paragraph in the Employee Handbook that Mr. Vernon is going to strike that explains that PCHA will pay medical benefits with your sick leave bank and add a sick leave bank. Commissioner Buddy Richards made a motion to change the verbiage Mr. Vernon is suggesting. Commissioner Kim Santiago seconded the motion. The motion passed unanimously, 4:0.

Adjourn: Chairman Doug Gale asked for a motion to adjourn the meeting. Commissioner Valerie Lee made a motion to adjourn. Commissioner Kim Santiago seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 5:07 pm. The next meeting of the Provo City Housing Authority is Tuesday, February 13, 2018 at 4:15 pm.
