

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

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### Regular Meeting

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**Date:** Wednesday, July 19, 2017  
**Time:** 4:20 pm – 4:49 pm  
**Location:** 650 West 100 North  
Provo, Utah

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#### Opening Business

- 1. Welcome and Roll Call:** Vice-Chair Jon Kau welcomed the Board and opened the meeting at 4:20 pm. The following members of the Board of Commissioners and staff in attendance were: Vice-Chair Jon Kau; Commissioner Buddy Richards; Commissioner Lauren Manzione; Commissioner Valerie Lee; Robert Vernon, Executive Director; Cindy Daley, Rental Subsidy Manager; Shannon Dalley, Financial Services Manager; and Becky Chipman, Executive Assistant.
  - 2. Approval of Minutes for June 28, 2017 Regular Board Meeting:** Vice-Chair Jon Kau referred the Board to tab 1, which contained the June 28, 2017 Meeting Minutes. Commissioner Buddy Richards moved to approve the minutes for June 28, 2017. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0.
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#### Executive Directors Report:

- Mr. Vernon informed the Board of the final bid for the HVAC replacement bid amount.
  - The Board approved payment standard increases at the last Board Meeting. PCHA cut back on some of those increases to be more conservative. This is only for 0, 1 and 2 units.
  - Mr. Vernon went over the current Board terms. Commissioner Valerie Lee will be recommissioned in the August City Council meeting. Mr. Vernon would like to stagger the terms so the Commissioners don't all expire at the same time.
  - Mr. Vernon sent an email to the Board of Commissioners about doing a salary study of PCHA employees and compare to similar jobs.
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#### Discussion Items

- 1. Public Comment:** No members of the public were present.
  - 2. New Office Update:** There was a Provo City Planning Commission meeting held on July 12, 2017 that approved zoning from a church to an office building.
  - 3. Reschedule Public Housing Tour for September 12<sup>th</sup> or 14<sup>th</sup>:** The Board of Commissioners that was present agreed that September 12<sup>th</sup> would be the best day for a public housing tour.
  - 4. Checklist of Best Practices for Board Members:** Vice-Chair Jon Kau referred the Board to tab 2, which contained a document to assist Board Members of the best practices for Board Members of limited purpose entities. Mr. Vernon would like to revisit this document in the meeting next month.
  - 5. PHADA News Alert:** Vice-Chair Jon Kau referred the Board to tab 3, which includes a letter Mr. Vernon received from PHADA of some funding cuts proposed by Congress.
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### Action Items

**1. Approval of May 2017 Monthly Financial Statements & Disbursements:** Vice-Chair Jon Kau referred the board to tab 4, which contained May 2017 Financial Statements and Disbursements. Mrs. Dalley provided a list detailing why there would be anything out of the ordinary. There was also a handout of June's financials. There were some questions asked by the Board that were satisfied by Mrs. Dalley. Commissioner Valerie Lee moved to approve May 2017 Financials and Disbursements. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.

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**Adjourn:** Vice-Chair Jon Kau asked for a motion to adjourn the meeting. Commissioner Buddy Richards made a motion to adjourn. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 4:49 pm. The next meeting of the Provo City Housing Authority is scheduled for August 16, 2017 @ 4:15 pm.

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