

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Annual Meeting

Date: Wednesday, January 16, 2019
Time: 4:20 p.m. – 6:29 p.m.
Location: 688 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 4:20 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau; Commissioner Lynette Hemsath; Commissioner Lauren Manzione; Commissioner Craig Carlile; Robert Vernon, Chief Executive Officer; Shannon Dalley, Financial Services Manager; Dean Clement, Facilities Manager; and Becky Chipman, Executive Assistant. Dean Clement was excused at 5:00 pm.
 - 2. Approval of Minutes for Wednesday, November 14, 2019** Chairman Doug Gale referred the Board to Tab 1, which contained the Minutes for November 14, 2019. Vice-Chair Jon Kau made a motion to approve the minutes for Wednesday, November 14, 2019. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 4:0. Commissioner Lynette Hemsath abstained she was not a Board Member at the time the minutes were taken.
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Chief Executive Officer Report

- Mr. Vernon gave an update on the office. There has not been a final handoff on the new office building. There are several issues being addressed by the Contractor. There was some discussion about the new office and the move.
 - Mr. Vernon updated the Board of Commissioners about the Government shutdown and how that would affect the housing authority. Mr. Vernon is going to contact PHADA tomorrow to find out how long PCHA has until there is no funding.
 - Mr. Vernon reminded the Board of Commissioners about a lawsuit that PCHA opted in to. This is still being decided.
 - Vice-Chair Jon Kau inquired about the status of the new maintenance building. Mr. Vernon gave a status of what phase the maintenance add-on is in.
 - Mr. Vernon gave the Board of Commissioners and update on the Skyline North Apartments. There will be an open house at Skyline North on Thursday, January 24, 2019 at 2:00pm.
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Discussion Items

- 1. Public Comment:** None of the public was present for comment.
 - 2. Section 8 Management Assessment Program (SEMAP) Approval:** Chairman Gale referred the board to tab 2, which contained the SEMAP approval letter PCHA received from HUD.
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Action Items

- 1. October 2018 Financial Statements and Distributions:** Chairman Doug Gale referred the board to tab 3, which contained the October 2018 Financial Statements and Distributions. Mrs. Dalley gave some explanation. Commissioner Craig Carlile made a motion to approve. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 5:0.
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2. November 2018 Financial Statements and Distributions: Chairman Doug Gale referred the board to tab 4, which contained the November 2018 Financial Statements and Distributions. Mrs. Dalley gave some explanation. Commissioner Craig Carlile made a motion to approve. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 5:0.

3. Annual Election of Officers: Craig Carlile nominated Doug Gale to remain as Chairman. The nomination passed unanimously, 5:0. Commissioner Craig Carlile nominated Lauren Manzione to be Vice-Chair of the Board. The nomination passed, unanimously. 5:0.

Executive Session

1. Adjourn to Executive Session to Discuss Executive Director Performance. Commissioner Craig Carlile moved to exit to Executive Session. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously 5:0.

Commissioner Lauren Manzione motioned to adjourn executive session. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously. 5:0.

Discussion

1. Executive Director Compensation: The Board of Commissioners had many excellent things to say about Robert and the progress that has been made with the Housing Authority in the last year.

2. Commissioner Jon Kau: Commissioner Jon Kau has given a resignation from the Provo City Housing Authority as of the end of this meeting.

Adjourn: Chairman Doug Gale asked for a motion to adjourn the meeting. Vice-Chair Lauren Manzione made a motion to adjourn. Commissioner Lynette Hemsath seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 6:29 pm. The next meeting of the Provo City Housing Authority is Wednesday, February 20, 2019 @ 4:15 p.m.
