

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, November 19, 2014
Time: 4:21 p.m. – 5:15 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 4:21pm. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner Valerie Lee; Commissioner Craig Carlile; Jeremy Runia, Executive Director; April Smith, Owned Housing Manager; Cindy Daley, Rental Subsidy Manager; Dean Clement, Facilities Manager; and Becky Chipman Executive Assistant. Kurt Murray with PEHP joined the meeting at 4:28pm.
- 2. Approval of Minutes for Wednesday, October 22, 2014:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for October 22, 2014. Commissioner Richards moved to approve the minutes for October 22, 2014. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

Executive Directors Report

- 1. St. Francis Apartments:** Mr. Runia brought the board up to date on the additional funding source of \$229,000 sought through Utah Housing Corporation. Unfortunately this was declined due to the deferred developer fee being too low and asked PCHA to apply for state tax credits. PCHA is now under construction at the St. Francis Apartments. Mr. Runia provided photos of the St. Francis home being demolished and the new vacant lot. This project is scheduled to be complete in 9 months.
- 2. Dixon Court:** Mr. Runia notified the board that everything is complete on the Dixon Court development. PCHA is now working through the final lien waivers and draw. There are still some issues with providing an internet connection to this location. PCHA may have to absorb some of the cost to get this connection established. Mr. Runia presented photos of the completed Dixon Court units.
- 3. Franklin Heights CROWN:** Mr. Runia informed the board PCHA is working with UHC who has asked for a retroactive appraisal from 2012. PCHA has engaged an appraiser to complete a retroactive appraisal to be available by November 26th. This is holding up the cost certification and the final installment from the investor. All of the lien issues have been resolved and the two vacant lots have been sold to Habitat for Humanity.
- 4. Provo CROWN I:** Mr. Runia let the board know that most of the Provo CROWN homes were sold to the residents. There is one home that hasn't been sold yet. The lease has been extended to 12-1-14 to assist the tenant in purchasing the home.
- 5. Staff:** Mr. Runia explained that PCHA's Google library had a ribbon cutting recently. There is a ribbon cutting at the George Taylor home this Thursday to which the board members were invited to attend.

Discussion Items

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1. **Public Comment:** None of the public was available for comment.
 2. **PCHA Phone System:** Mr. Runia reminded the board of the ongoing issues with the phone system that has been going on for some time. PCHA changed carriers and is still having issues with the voice over IP. PCHA is changing to a land line system in place of the VOIP system. The new service will be provided by veracity.
 3. **Employee Evaluations:** Mr. Runia informed the board that employee reviews will be done in December for 2014.
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Action Items

1. **2015 Board Meeting Schedule:** Chairman Gale referred the board to tab 2, which contained the 2015 Board Meeting Schedule. The board was in agreement with the scheduled meeting dates and times. Commissioner Carlile moved to approve the 2015 Board Meeting Schedule and Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.
2. **SEMAP:** Chairman Gale referred the board to tab 3, which contained the SEMAP report. This is a requirement for PCHA to submit this report every year signed by the Chairman of the Board. Mr. Runia explained there's a lot of tracking and reporting which supports the report which is graded by HUD. PCHA is seeking approval of the report and allow the document to be submitted. Vice-Chair Kau motioned to approve the SEMAP Report and Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0.
3. **PCHA Medical Benefits:** Chairman Gale referred the board to tab 4, which contained the 2015 PEHP medical benefits analysis. Mr. Runia commented that in 2014 PCHA changed to PEHP for medical benefits. Kurt Murray with PEHP attended the meeting to explain the benefits to the board. There has been a 6.2% increase across the board for medical premiums. In addition to maintaining the current traditional medical coverage, Mr. Runia requested the board to approve a high deductible option. This is at no additional cost to PCHA. There will be an open enrollment meeting for PCHA employees where they can have a cost comparison done. This option will not be a requirement. Any savings in premiums would be provided to the employee in a HAS account. Commissioner Richards motioned to approve the 2015 PHCA Medical Benefits and Vice-Chair Kau seconded the motion. The motion passed unanimously 5:0.
4. **Lump Sum Wage Adjustment:** Chairman Gale referred the board to tab 5, which contained the employee lump sum wage adjustment report. The lump sum wage adjustment has been calculated the same as in years past. Mr. Runia explained how usually this lump sum wage adjustment is 2%-2.5%. Mr. Runia is seeking approval to have an adjustment of 3%. Mr. Runia believes this is justified given the additional effort employees have rendered with the transition to a new Director and other matters the staff has dealt with during 2014. Mr. Runia explained PCHA staff has put forth an excellent effort this year and a higher percentage is warranted. Commissioner Carlile motioned to approve Lump Sum Wage Adjustment and Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Chairman Gale moved to adjourn the meeting. Vice-Chair Kau motioned to approve. Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:12 pm. The next meeting of the Provo City Housing Authority is scheduled for Dec. 17, 2014 @ 4:15p.m.
