

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, November 16, 2016
Time: 4:16 p.m. – 5:22 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 4:16 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner Lauren Manzione; Cindy Daley, Acting Executive Director, Shannon Dalley, Financial Services Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; Becky Chipman, Executive Assistant; Robert Vernon joined via phone and Guil Rand with Architect Coalition was present. Commissioner Kim Santiago joined the meeting at 4:33pm. Guil Rand was excused from the meeting at 4:59pm. Commissioner Craig Carlile and Commissioner Valerie Lee were not in attendance.
 - 2. Approval of Minutes for Wednesday, September 21, 2016:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for September 21, 2016. Commissioner Richards moved to approve the minutes for September 21, 2016. Vice-Chair Kau seconded the motion. The motion passed unanimously, 4:0.
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Executive Directors Report:

- 1. Cascade Gardens (Formerly St. Francis):** Mrs. Daley gave a report on finalizing Cascade Gardens and an updated about tax form 8609 that was received from Utah Housing Corporation.
 - 2. Staff Report:** PCHA welcomed new Executive Director Robert Vernon who will start as the Executive Director on January 3, 2017. Mrs. Daley updated the Board of the open enrollment meeting with PEHP and the increase in costs for 2017. PCHA Christmas party will be held on December 7, 2016. PCHA is going to reimburse the maintenance staff for use of their personal phones and cancel the Verizon phones.
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Discussion Items

- 1. Public Comment:** None of the public was present for comment.
 - 2. New Office Update (Basement & Elevator)** An environmental review being done by Provo City for HUD is still underway. The Board would like to look at the options of adding an elevator and basement in the new building and would like to compare the costs. Guil Rand with Architect Coalition gave a presentation of the new building drawings. Guild Rand is going to get bids with a basement and elevator to present to the Board at the next Board Meeting.
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Action Items

- 1. 2017 Board Meeting Schedule:** Chairman Gale referred the Board to tab 2, which contained the 2017 Board Meeting Schedule and a calendar for 2017. Board meetings will be held the third Wednesday of each month at 4:15pm. Commissioner Richards moved to approve the 2017 Board Meeting Schedule. Commissioner Manzione seconded the motion. The motion passed unanimously, 5:0.
- 2. Section 8 Management Assessment Program (SEMAP):** Chairman Gale referred the Board to tab 3, which contained SEMAP. Mrs. Daley explained to the Board the process of this report and the documentation

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needed to support it. Commissioner Santiago moved to approve SEMAP. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.

3. Personnel Policy Update: Chairman Gale referred the Board to tab 4, which contained some updates to the PCHA Employee Handbook. Mrs. Daley updated the Board on this policy was approved in 2003 and didn't get added to the handbook. The Board requested more information and numbers for this conversion. This motion has been benched until the next Board Meeting PCHA will provide this in policy format. The motion did not pass.

4. Lump Sum Wage Adjustment: Chairman Gale referred the Board to tab 5, which contained the Lump Sum Wage Adjustment spreadsheet for 2016. Mrs. Daley gave some information and answered some questions the Board asked that were satisfied. Commissioner Richards moved to approve the Lump Sum Wage Adjustment. Commissioner Santiago seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Chairman Gale moved to adjourn the meeting. Vice-Chair Kau motioned to approve. Commissioner Santiago seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:22 p.m. The next meeting of the Provo City Housing Authority is scheduled for December 14, 2016 @ 4:15 p.m.
