

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, December 14, 2016
Time: 4:16 p.m. – 5:32 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 4:15 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 Craig Carlile; Commissioner Kim Santiago, 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, Peggy with Architectural Coalition was present.
 - 2. Approval of Minutes for Wednesday, November 16, 2016:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for November 16, 2016. Commissioner Richards moved to approve the minutes for November 16, 2016. Commissioner Kim Santiago seconded the motion. The motion passed unanimously, 5:0.
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Executive Directors Report:

- 1. Cascade Gardens (Formerly St. Francis):** The 8609 tax form 8609 has been approved and sent to the IRS. PCHA is still waiting for the final installment from the investor which will not be available until the 2016 tax returns are available.
 - 2. Staff Report:** Mrs. Daley reported that she and the PCHA staff have rallied and are holding daily business down. PCHA's annual Christmas Party was held on December 7th. PCHA received a visit from Dan Cline from HUD who taught PCHA a new tool that will be useful in forecasting. PCHA installed two new hard drives to increase space on the server. The REAC inspection has been scheduled for February 6, 2017.
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Discussion Items

- 1. Public Comment:** No public was present for comment.
 - 2. New Office Update (Basement & Elevator Cost Breakdown):** Peggy with Architectural Coalition gave a presentation on the new office building plans and new pricing to include an elevator and a full basement. Peggy presented a color board with a rendering of the new colors that were selected. Guil is still working with the City on whether or not there should be a full basement. The City of Provo has a concern with limited parking. There was some update on the sale of the Clifford Property. The Board would like to move forward with the design of adding an elevator and full basement. There will be an action item added in January 2017 Board Meeting.
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Action Items

- 1. Personnel Policy (Employee Handbook Update):** Chairman Gale referred the board to tab 2, which contained updated pages to PCHA's personnel policy. Last board meeting there was confusion on the sick leave payout and retirement benefits. The plan that has been in place was from the OPEd and Milliman research. The Board had some discussion about the current policy and removes the continuous years. Commission Carlile moves to approve adding this to the employee handbook once the word continuous is

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removed in paragraph one and two. Commission Kau seconded the motion. The motion passed unanimously, 5:0.

On page 19 of the updated the handbook is to add that medical benefits starting on the first day of employment and ending on the last day of the month in the month of termination.

Mrs. Daley has been looking into mirroring the same Holidays observed by Provo City and Utah County Housing to add Martin Luther King, Jr. Day, Columbus Day and Veterans Day. Commissioner Craig Carlile approved the motion to add these Holidays to the handbook and the beginning and termination date of benefits. Commissioner Santiago seconded the motion. The motion passed unanimously, 5:0.

2. Spotlight Tenant: Moved to tenancy report, not an action item.

3. Approval of Budget Revisions for the Fiscal Year Ending December 31, 2016: Chairman Gale referred the Board to Tab 3, which contained the Budget Revisions for year ending December 31, 2016. These are the budget revisions which reflect the actual year end numbers. The Board asked several questions as they examined the budgets that were satisfied by PCHA staff.

a. Revision to the Maple View Apartments Operating Budget: Commissioner Richards moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

b. Revision to the Canyon View Apartments Operating Budget: Commissioner Richard moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

c. Revision to the Maeser Apartments Operating Budget Commissioner Richards moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

d. Revision to the Franklin Heights CROWN Operating Budget: Commissioner Richards moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

e. Revision to the Cascade Gardens Operating Budget: Commissioner Richards moved to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 5:0.

4. Approval of Budget for the Fiscal Year Ending December 31, 2017: Chairman Gale referred the Board to Tab 5 which contained the Budget for Fiscal year ending Dec. 31, 2017. The Board asked several questions as they examined the budgets that were satisfied by PCHA staff.

a. Approval of the Maple View Apartments Operating Budget: Commissioner Santiago moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously. 5:0.

b. Approval of the Canyon View Apartments Operating Budget: Commissioner Santiago moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously. 5:0.

c. Approval of the Maeser Apartments Operating Budget: Commissioner Santiago moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously. 5:0.

d. Approval of the Franklin Heights CROWN Operating Budget: Commissioner Santiago moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously. 5:0.

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e. Approval of the Cascade Gardens Apartments Operating Budget: Commissioner Santiago moved to approve. Commissioner Richards seconded the motion. The motion passed unanimously. 5:0.

Adjourn: Chairman Gale moved to adjourn the meeting. Commissioner Richards motioned to approve. Commissioner Carlile 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 January 18, 2017 @ 4:15 p.m.
