

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, February 15, 2017
Time: 4:20 p.m. – 5:44 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 4:20 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Kim Santiago; Commissioner Lauren Manzione; Commissioner Craig Carlile; Commissioner Buddy Richards; Commissioner Valerie Lee; Robert Vernon, Executive Director; Cindy Daley, Rental Subsidy Manager, and Becky Chipman, Executive Assistant. Commissioner Santiago joined the meeting at 4:38pm. Vice-Chair Kau was excused from the meeting at 5:17pm.
 - 2. Approval of Minutes for January 18, 2017 Regular Board Meeting:** Chairman Gale referred the Board to tab 1, which contained the January 18, 2017 Regular Meeting Minutes. Vice-Chair Kau Moved to Approve the Minutes for January 18, 2017. Commissioner Manzione seconded the motion. The motioned passed unanimously, 6:0.
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Executive Directors Report: Mr. Vernon updated the Board on some observations of PCHA and some of the changes he would like to propose. One change would be changing the ownership of the new building into the non-profit and having PCHA lease the building from the non-profit. Mr. Vernon answered some questions from the Board. Dean is in the process of prioritizing which properties need repairs. Mr. Vernon is going to provide a list of performance goals to the Board for discussion and approval as per his employment contract. Mr. Vernon gave some personal updates on his relocation.

Discussion Items

- 1. Public Comment:** No members of the public were present.
 - 2. New Office Update:** The Board has decided to vote on this next month after more education and would like to have a resolution with more detail.
 - 3. Selection of Date and Time to take a Public Housing Tour:** The Board has agreed to meet for a tour of public housing unit on February 23, 2017 at 4:00pm and pick a later date for a second tour.
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Action Item

- 1. Resolution 02-A-17 PCHA Investment Policy Approval:** Chairman Gale referred the Board to tab 2, which contained Resolution No. 2-A-17 PCHA Investment Policy. Mr. Vernon will be cleaning up different policies that HUD requires which haven't been in place before. Commissioner Richards motion to approve resolution 2-A-17 PCHA Investment Policy with the correction of all typing errors. Commissioner Kau seconded the motion. The motion passed unanimously, 7:0.
- 2. Resolution 02-B-17 Employee Handbook Update Approval:** Chairman Gale referred the Board to tab 3, which contained updates to the PCHA Employee Handbook. Commissioner Carlile motioned to approve the employee handbook as presented resolution 02-B-17 with the correction of any typing errors. Commissioner Lee seconded the motion, 7:0.
- 3. Approval of Monthly Financial Statements:** Chairman Gale referred the Board to tab 4, which contained PCHA monthly financial statements and disbursements. This is a document that Chairman Gale has signed in



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the past. Mr. Vernon is going to start having the Board of Commissioners approve these financials on a monthly basis. Commission Santiago motioned to continue the financials for January, 2017 to March board meeting. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.

Adjourn: Chairman Gale moved to adjourn the meeting. Commissioner Santiago motioned to approve. Commissioner Manzione seconded the motion. The motion passed unanimously, 6:0. The meeting was closed at 5:44p.m. The next meeting of the Provo City Housing Authority is scheduled for February 15, 2017 @ 4:15 p.m.
