

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting Minutes

Date: Tuesday, March 22, 2016
Time: 4:22 p.m. – 5:14 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 4:22 p.m. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner David Gardner; Commissioner Craig Carlile; Commissioner Valerie Lee; Jeremy Runia, Executive Director; Shannon Dalley, Financial Services Manager; Cindy Daley, Rental Subsidy Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant. Commissioner Kim Santiago was excused from the meeting.
 - 2. Approval of Minutes for Tuesday, February 23, 2016:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for February 23, 2016. Commissioner Richards moved to approve the minutes for February 23, 2016. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0.
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Executive Directors Report:

- 1. Cascade Gardens Apartments:** The landscape is almost complete and this project is winding down. The street lights have been installed by Provo City Power on 500 West. The development is receiving bids for security cameras for the property. The Final Cost Certification is now in process.
 - 2. Staff:** PCHA goal is to provide staff at least six trainings this year. The first training received was “Crisis Intervention Training” with special guest trainers Brian and Ryan with Wasatch Mental Health. Provo City’s Attorney put on training for Board Members and Executive staff which was informative. Three Board Members, Executive Director and Executive Assistant were in attendance. PCHA Maintenance staff is getting ready for spring and summer.
 - 3. PCHA (Office Report):** PCHA is looking into another form of funding for the new office. If PCHA were to use HUD funds there will be an environmental review and other steps to complete. Some discussion took place relating to funding sources.
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Discussion Items

- 1. Public Comment:** No members of the Public were present.
 - 2. Section 8 Program Summary:** Cindy Daley, Rental Subsidy Manager answered some questions about the Section 8 Program and will give a presentation in the next Board Meeting.
 - 3. Board of Commissioners Recommendation:** This item was put back on the agenda to see if any Board Members have any recommendations for new Board Members. Some discussion ensued between the Board Members.
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Action Items

- 1. Key Policy:** Chairman Gale referred the Board to tab 2, which contained a draft of the proposed policy for PCHA keys. There were some instances where employee keys were misused. Currently no policy exists relating to employees use of keys to perform their duties. Commissioner Carlile moved to approve the Key Policy. Commissioner Lee seconded the motion. The motion passed unanimously, 6:0.
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- 2. Computer Access Policy:** Chairman Gale referred the Board to tab 3, which contained a draft of the proposed policy for computer usage. This is a new policy that is for computer access and security. Commissioner Carlile moved to approve the motion with the exception that any exceptions to the policy can be approved by the Executive Director. Commissioner Richards seconded the motion. The motion passed unanimously, 6:0.
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Adjourn: Chairman Doug Gale moved to adjourn the meeting at 5:14pm. Commissioner Richards motioned to approve. Vice-Chair Kau seconded the motion. The motion passed unanimously, 6:0. The meeting was closed at 5:14 pm. The next meeting of the Provo City Housing Authority is scheduled for Wednesday, April 20, 2016 @ 4:15 p.m.
