

## MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

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### Annual Meeting

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**Date:** Wednesday, April 26, 2017  
**Time:** 4:26 p.m. – 5:48 p.m.  
**Location:** 650 West 100 North  
Provo, Utah

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#### Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:26 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau; Commissioner Buddy Richards; Commissioner Valerie Lee; Commissioner Kim Santiago; Commissioner Lauren Manzione; Commissioner Craig Carlile; Robert Vernon, Executive Director; Dean Clement, Facilities Manager and Becky Chipman, Executive Assistant
  - 2. Approval of Minutes for March 15, 2017 Regular Board Meeting:** Chairman Doug Gale referred the Board to tab 1, which contained the March 15, 2017 Regular Meeting Minutes. Commissioner Buddy Richards moved to approve the Minutes for March 15, 2017. Vice Chair Jon Kau seconded the motion. The motion passed unanimously, 7:0.
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**Executive Directors Report:** Mr. Vernon has been quite busy with a conference in Washington, D.C. and attended the Utah NAHRO conference in St. George, Utah. There were some handouts distributed to the Board of Commissioners that came from the conference. Some questions regarding President Trump and his proposed budget were asked. The Board was satisfied with the answers. PCHA maintenance is short two employees. Tom Halladay resigned earlier this month and there is still an open position from the loss of another maintenance employee.

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#### Discussion Items

- 1. Public Comment:** No members of the public were present.
  - 2. New Office Update:** Mr. Vernon updated the Board of the new office plans and the changes that are being made. The plans are now in the process of being approved by Provo City. There was some discussion about parking. PCHA and Architectural Coalition will be ready to place an invitation to bid (IFB) in a week or two.
  - 3. Reminder: Public Housing Tour on May 9, 2017 at 4:00pm:** Mr. Vernon reminded the Board of Commissioners there will be a tour of the public housing units.
  - 4. Capital Funds Expenditures:** Mr. Vernon gave the Board a handout of Capital Funds Expenses to fix up some of the Public Housing Sites. PCHA will get bids on the most critical items and bring them back to the Board for approval. PCHA would like to get the bids back by next Board Meeting. The Board questioned why the deferred maintenance is such a high expense.
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#### Executive Session

- 1. Enter to Executive Session to discuss property disposition:** Commissioner Kim Santiago motioned to enter into an Executive Session. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 7:0

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Vice-Chair Jon Kau motioned to exit out of Executive Session. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 7:0.

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### Action Items

**1. Approval of Monthly Financial Statements & Disbursements:** Mr. Vernon discussed the monthly financial statements for February 2017. The Board will approve these each month and the statements will always be two months in arrears. Mr. Vernon would like to revise the budget for 2017 next month. Commissioner Craig Carlile moved to approve. Commissioner Lauren Manzione seconded the motion. The motion passed, unanimously, 7:0.

**2. Reappointment of Commissioner Valerie Lee:** Commissioner Lauren Manzione motioned to send a letter of reappointment to the Honorable John Curtis for Commissioner Valerie Lee to serve another term on the Board of Commissioners. Commissioner Buddy Richards seconded the motion. The motion passed unanimously 7:0.

**3. Resolution 04-A-17 Employee Handbook Revised version 1.1:** Mr. Vernon would like to update the handbook to make it so PCHA doesn't pay out accrued sick leave to employees who have quit or been fired. Commissioner Valerie Lee moved to approve. Commissioner Lauren Manzione seconded to motion. The motion passed unanimously, 7:0.

**4. PCHA 2016 Annual Report:** The Board reviewed the 2016 annual report. Commissioner Craig Carlile motioned to approve the 2016 annual report. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously; 7:0.

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**Adjourn:** Chairman Doug Gale moved to adjourn the meeting. Commissioner Buddy Richards motioned to approve and Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 7:0. The meeting was closed at 5:48 p.m. The next meeting of the Provo City Housing Authority is scheduled for May 17, 2017 @ 4:15 p.m.

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