

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting Minutes

Date: Wednesday, May 18, 2016
Time: 4:20 pm – 5:18 pm
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 were in attendance: Chairman Doug Gale; Commissioner David Gardner; Commissioner Valerie Lee; Commissioner Kim Santiago; Jeremy Runia, Executive Director; Shannon Dalley, Financial Services Manager; Cindy Daley, Rental Subsidy Manager; Dean Clement, Facilities Manager, April Smith; Owned Housing Manager, Becky Chipman, Executive Assistant and Brent Stratton with B2A Accounting.
 - 2. Approval of Minutes for Wednesday, April 20, 2016:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for April 20, 2016. Commissioner Santiago moved to approve the minutes for April 20, 2016. Commissioner Gardner seconded the motion. The motion passed unanimously, 4:0.
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Executive Directors Report:

- 1. Cascade Gardens Apartments:** PCHA held an open house just recently. It was well attended and received a lot of positive feedback. The final construction draw has been paid and the construction contract now paid in full.
 - 2. Staff:** A staff member's mother passed away recently. This time of year there is turnover in the public housing units which is keeping maintenance and public housing staff working at a decent pace.
 - 3. PCHA (Office Report):** The location for the new PCHA office contains an existing building approximately 50 years old. PCHA will need to hire a consultant to do historical research on the building.
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Discussion Items

- 1. Public Comment:** No members of the Public were present.
 - 2. Presentation of Financial Statements for the Year Ending September 30, 2015 – B2A, CPA:** Chairman Gale referred the Board to tab 2 which contains the 2015 Financial Statement. Brent Stratton – Audit Manager for B2A presented the results of the audit that was conducted on the Housing Authority. There were no audit findings and the Housing Authority showed a great internal control standard. A brief discussion ensued regarding the financial statements. The board was content with the audit results.
 - 3. CoC 2015 Grant Award Letter:** Chairman Gale referred the Board to tab 3 which contains the 2015 Continuum of Care (CoC) Program project application indicating PCHA was selected for funding for 2016 .
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- 1. Executive Session:** Commissioner Gardner moved to exit to Executive Session to discuss security elements. Commissioner Lee seconded the motion.

Commissioner Santiago motioned to adjourn Executive Session. Commissioner Lee seconded the motion. The motion passed unanimously, 4:0.

Action Items

- 1. Approval of Security Agreement Dated May 19, 2016:** Commissioner Gardner moved to approve the security agreement. Commissioner Santiago seconded the motion. The motion passed unanimously, 4:0.
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Adjourn: Chairman Doug Gale moved to adjourn the meeting at 5:18pm. Commissioner Santiago motioned to approve. Commissioner Gardner seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 5:18 pm. The next meeting of the Provo City Housing Authority is scheduled for Wednesday, June 22, 2016 @ 4:15 p.m.
