

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting Minutes

Date: Wednesday, June 29, 2016
Time: 4:16 pm – 5:49 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 4:16 pm. The following members of the Board of Commissioners and Staff were in attendance: Chairman Doug Gale; Vice-Chair Jon Kau, Commissioner David Gardner; 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 and Becky Chipman, Executive Assistant. Commissioner Craig Carlile and Commissioner Valerie Lee joined the meeting at 4:21pm.
 - 2. Approval of Minutes for Wednesday, May 18, 2016:** Chairman Gale referred the Board to Tab 1, which contained the Minutes for May 18, 2016. Commissioner Santiago moved to approve the minutes for May 18, 2016. Commissioner Gardner seconded the motion. The motion passed unanimously, 4:0.
-

Executive Directors Report:

- 1. Cascade Gardens Apartments:** Mr. Runia explained PCHA is waiting to receive tax documents from Utah Housing Corporation. The third installment from the investor will be submitted once the necessary tax documents are received.
 - 2. Staff:** One maintenance staff member's employment was terminated. PCHA held an employee appreciation lunch to show appreciation for all the time and effort the staff put into Cascade Gardens and their level of commitment to PCHA and services render to the clients.
 - 3. PCHA (Office Report):** Mr. Runia gave an update on different environmental reports HUD will require for the new office building Including a Phase I, Asbestos and Geotechnical.
-

Discussion Items

- 1. Public Comment:** No members of the Public were present.
 - 2. Public Housing Presentation:** April Smith, Owned Housing Manager gave a presentation explaining Provo City Housing Authority's Public Housing Program.
 - 3. Board of Commissioner Terms:** Mr. Runia presented David Gardner with a small gift to show appreciation for Mr. Gardner's years of services as a Commissioner. Mayor John Curtis is working to appoint a new Board Member to fill Mr. Gardener's vacancy
-

- 1. Executive Session:** Commissioner Carlile moved to exit into Executive Session to discuss security elements. Vice-Chair Kau seconded the motion. The motion passed unanimously. 6:0

Commissioner Santiago motioned to adjourn Executive Session. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Action Items

- 1. Employee Handbook:** Chairman Gale referred the Board to Tab 2, which contained the 2016 updated employee handbook. The proposed changes were discussed by the Commissioners and were in agreement with the changes. Commissioner Gardner moved to approve the updated employee handbook with the exception to change the word “all” to “any” and “properties” to property in the smoking policy Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
 - 2. 5 Year and Annual Plan:** Chairman Gale referred the Board to Tab 3, which contained the 5 year plan and the annual plan. Commissioner Carlile motioned to approve the 5 year and annual plans. Vice-Chair Kau seconded. The motion passed unanimously, 6:0.
 - 3. PH Rental Assistance Renewal for 2015:** Chairman Gale referred the Board to Tab 1, which contained the 2015 PH Rental Assistance Renewal letter. Vice-Chair Kau motioned to approve the PH Rental Assistance Renewal for fiscal year 2015. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0.
-

Adjourn: Chairman Doug Gale moved to adjourn the meeting at 5:49pm. Commissioner Santiago motioned to approve. Commissioner Carlile seconded the motion. The motion passed unanimously, 6:0. The next meeting of the Provo City Housing Authority is scheduled for Wednesday, July 20, 2016 @ 4:15 p.m.
