MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting Minutes

Date:	Wednesday, August 24, 2016
Time:	4:24 pm – 6:15 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 4:24 pm. The following members of the Board of Commissioners and Staff in attendance were: Chairman Doug Gale; Vice-Chair Jon Kau, Commissioner Valerie Lee; Commissioner Craig Carlile; Commissioner Lauren Manzione; 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.

2. **Approval of Minutes for Wednesday, July 27, 2016**: Chairman Gale referred the Board to Tab 1, which contained the Minutes for July 27, 2016. Vice-Chair Kau moved to approve the minutes for July 27, 2016. Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0.

3. **Approval of Special Meeting Minutes for Wednesday, August 3, 2016**: Chairman Gale referred the Board to Tab 2, which contained the Special Meeting Minutes for August 3, 2016. Commissioner Carlile moved to approve the special meeting minutes for August 3, 2016. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

Executive Directors Report:

1. Cascade Gardens Apartments: Mr. Runia is working with Utah Housing Corporation answering some questions about the original application that was submitted and continues to work with the investor and auditor on the final cost certification. There was some discussion about the land acquisition. The 3rd installment was received from the investor that paid off the construction loan.
2. Staff/Commissioners: The Honorable John Curtis Provo City Mayor appointed a new Board Member to the Board of Commissioners. There was some other discussion about a resident at Maeser School Apartments. Mr. Runia explained the last staff training held earlier in August focused on online safety including emails.
3. PCHA (Office Report): The Nazarene Church has been demolished PCHA is now working with a Geotechnical company on getting a soil review which is the last item needed for the HUD Environmental Review.

Discussion Items

1. Public Comment: No members of the Public were present.

2. Board Chair Transition: The newest Board Member of Provo City Housing Authority, Commissioner Lauren Manzione introduced herself. The remaining Board Members and staff introduced themselves. Chairman Gale is proposing to continue in his position as Chairman of Board and then transition off the Board next year. The Board would like to check to see if Chairman Gale needs to resign and a new Chairman appointed or will the next Chairman resume his appointment. The Board would like to visit the By-Laws to see what has been approved.

Executive Session: Commissioner Carlile motioned to enter into an Executive Session to discuss the Executive Director Position. Vice-Chair Kau Seconded the motion. The motion passed unanimously, 5:0

Commissioner Carlile motioned to exit the Executive Session. Commissioner Manzione seconded the motion. The motion passed unanimously. 5:0

Action Item

1. **Approve Resolution 08-A-16 for FSS Grant:** Chairman Gale referred the board to tab 3, which contained the FSS Grant Approval Letter. Mr. Runia is looking for approval from the Board to allow PCHA to receive these funds and disburse of them. Commissioner Carlile moved to approve. Commissioner Lee seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Chairman Doug Gale moved to adjourn the meeting at 6:15pm. Commissioner Carlile motioned to approve. Commissioner Manzione seconded the motion. The motion passed unanimously, 5:0.The next meeting of the Provo City Housing Authority is scheduled for Wednesday, September 21, 2016 @ 4:15 p.m.