

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, September 27, 2017
Time: 5:05 p.m. – 5:57 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 5:05 p.m. The following members of the Board of Commissioners and staff in attendance were: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner Valerie Lee; Commissioner Lauren Manzione; Commissioner Kim Santiago; Robert Vernon, Executive Director; Shannon Dalley, Financial Services Manager; April Smith, Owned Housing Manager; Cindy Daley, Rental Subsidy Manager and Becky Chipman, Executive Assistant. Commissioner Kim Santiago was excused from the meeting at 5:45
 - 2. Approval of Minutes for Wednesday, August 16, 2017:** Chairman Doug Gale referred the Board to Tab 1, which contained the Minutes for August, 16, 2017. Commissioner Kim Santiago moved to approve the minutes for August 16, 2017. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 6:0.
 - 3. Approval of Special Meeting Minutes for September 7, 2017:** Chairman Doug Gale referred the Board to Tab 2, which contained the Special Meeting Minutes for September 7, 2017. Commissioner Craig Carlile moved to approve the special meeting minutes. Commissioner Kim Santiago seconded the motion. The motion passed unanimously, 6:0.
-

Executive Directors Report:

- Legislative Conference Recap:** Mr. Vernon handed out some literature he brought back from the Legislative conference and explained some of the people he met. PCHA is going to team up with Utah County Housing to do a FMR study. There is some movement for more deregulation. HUD is still filling positions.
 - Mr. Vernon handed out some pictures of the new boiler system that was recently installed at the Mountain View property.
 - Mr. Vernon is going to change the review process for PCHA employees in 2018.
-

Action Items

- 1. Budget Revisions for Fiscal Year 2017:** Chairman Doug Gale referred the board to Tab 3, which contained the Budget Revisions for Fiscal Year 2017. These are the budget revisions which reflect the actual amounts. The Board asked several questions as they examined the budgets that were satisfied by PCHA staff.

Approval of Revision No. 1 to the Baptist (INLIFE) Church: Commissioner Kim Santiago moved to approve Revision No. 1 to the Baptist (INLIFE) Church Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Capital Fund Grant Operating Budget: Commissioner Kim Santiago moved to approve Revision No. 1 to the Capital Fund Grant Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Approval of Revision No. 1 to the Crimson Court Apartments Operating Budget: Commissioner Kim Santiago moved to approve Revision No. 1 to the Crimson Court Apartments Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0

Approval of Revision No. 1 to the Discretionary Fund Operating Budget: Commissioner Kim Santiago moved to approve Revision No. 1 to the Discretionary Fund Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0

Approval of Revision No. 1 to the Section 8 Housing Choice Voucher Budget: Commissioner Kim Santiago moved to approve Revision No. 1 to the Section 8 Housing Choice Voucher Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Pioneer Homes Fund Operating Budget: Commissioner Kim Santiago moved to approve Revision No. 1 to the Pioneer Housing Fund Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Provo Westgate Apartments Operating Budget: Commissioner Kim Santiago moved to approve Revision No. 1 to the Provo Westgate Apartments Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 2 to the PCHA Public Housing and CFP Operating Budget: Commissioner Kim Santiago moved to approve Revision No. 2 to the PCHA Public Housing Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Shelter Plus Care Operating Budget: Commissioner Kim Santiago moved to approve Revision No. 1 to the Shelter Plus Care Operating Budget. This is a HUD driven program This is a program mostly used for housing choice voucher. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval of Revision No. 1 to the Supportive Housing Operating Budget: Commissioner Kim Santiago moved to approve Revision No. 1 to the Supportive Housing Operating Budget. This is our Sunrise/Sunset and Dixon Court properties and these budgets will be reported separately next year. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

2. Approval of Resolution 09-A-17 Revision to Operating Budgets for Fiscal Year 2017: Chairman Doug Gale referred the board to Tab 4, which contained Resolution 09-A-17 Revision to the Public Housing Operating Budget. HUD requires PCHA to submit this resolution every year to confirm the beginning budget has been revised to the actual numbers for the fiscal year. Commissioner Kim Santiago moved to approve. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

3. Budget Approvals for the Fiscal Year Beginning Oct. 01, 2018: Chairman Gale referred the board to Tab 5, which contained the Budget for Fiscal Year 2018. The budget year that is about to begin. Some of these budgets are in place because PCHA knows what the funding will be, the rest are based on projections. These calculations are founded on formulas and rates from previous years. The Board asked several

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

questions as they examined the budgets that were satisfied by PCHA staff.

Approval to the Baptist (INLIFE) Church Operating Budget: Commissioner Kim Santiago moved to approve Baptist (INLIFE) Church Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the Capital Fund Grant Operating Budget: Commissioner Kim Santiago moved to approve Capital Fund Grant Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the Crimson Court Apartments Operating Budget: Commissioner Kim Santiago moved to approve Crimson Court Apartment Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the Discretionary Fund Operating Budget: Commissioner Kim Santiago moved to approve Discretionary Fund Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the Dixon Court Operating Fund Operating Budget: Commissioner Kim Santiago moved to approve Discretionary Fund Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the Section 8 Housing Choice Voucher Budget: Commissioner Kim Santiago moved to approve Section 8 Housing Choice Voucher Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the Pioneer Housing Choice Voucher Budget: Commissioner Kim Santiago moved to approve Pioneer Housing Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the Provo Westgate Apartments Operating Budget: Commissioner Kim Santiago moved to approve Provo Westgate Apartments Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the PCHA Public Housing and CFP Operating Budget: Commissioner Kim Santiago moved to approve PCHA Public Housing and CFP Operating Budget. The actual budget from 2017-2018 was used to create this budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the Shelter Plus Care Operating Budget: Commissioner Kim Santiago moved to approve Shelter Plus Care Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

Approval to the Sunrise/Sunset Housing Operating Budget: Commissioner Kim Santiago moved to approve Sunrise/Sunset Apartments Operating Budget. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 6:0.

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

4. Approval of Resolution 09-B-17 board to Tab 6, which contained Resolution 09-B-17 Public Housing Operating Budget for Fiscal Year Beginning Oct. 01, 2018. This is an approval for the new budgets beginning Oct. 01, 2018. Commissioner Kim Santiago moved to approve resolution 09-B-17. Vice-Chair Jon Kau seconded the motion. The motion passed unanimously, 6:0

5. Approval of July 2017 Financial Statements: Vice-Chair Jon Kau moved to approve the July 2017 financials. Commissioner Craig Carlile seconded the motion. The motion passed unanimously, 5:0.

6. Approval of Resolution 09-C-17 Receivable Write-Offs: Chairman Gale referred the board to Tab 7, which contained Resolution 09-C-17 Authorizing the Write-Off of Collection losses. These are tenants that moved out with an amount owing. The receivable is turned over to a 3rd party collection company. The write off will remove these amounts owing from the current books. These write offs are accrued from fraud, back rent and damages. Vice-Chair Jon Kau moved to approve resolution 09-C-17. Commissioner Valerie Lee seconded the motion. Motion passed unanimously 5:0.

7. Approval of Resolution 09-D-17 Equipment Write-Offs: Chairman Doug Gale referred the board to Tab 8, which contained Resolution 09-D-17 authorizing the write-off of equipment. This is to remove assets which have been destroyed, sold or otherwise no longer assets of PCHA. Commissioner Craig Carlile moved to approve the Equipment write offs. Commissioner Valerie Lee seconded the motion. The motion passed unanimously, 5:0.

8. Approval of New Office Lease and PCHA Contribution: Chairman Doug Gale referred the Board to tab 10 which was included in the Non-Profit meeting. Mr. Vernon has the figures for the new office building from the Contractor. Now that Mr. Vernon has the actual figures there is no approval needed. There will need to be a Special Meeting to approve the cross over easement.

Adjourn: Chairman Gale moved to adjourn the meeting. Vice-Chair Jon Kau motioned to approve. Commissioner Lauren Manzione seconded the motion. The motion passed unanimously, 5:0. The meeting was closed at 5:57 p.m. The next meeting of the Provo City Housing Authority is scheduled for Oct. 18, 2017 @ 4:15 p.m.
