

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

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### Regular Meeting

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**Date:** Wednesday, June 17, 2020  
**Time:** 4:15 p.m. (Virtual Meeting via Zoom)  
**Location:** 688 West 100 North  
Provo, Utah

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### Opening Business

- 1. Welcome and Roll Call:** The Board appeared through Zoom a meeting held virtually. Chairman Doug Gale welcomed the Board of Commissioners and staff and opened the meeting at 4:16 p.m. The following members of the Board of Commissioners and staff were attendance: Chairman Doug Gale; Commissioner George Handley; Commissioner Craig Carlile, Commissioner Lynette Hemsath, Robert Vernon, Chief Executive Officer; Shannon Dalley, Financial Services Manager; Cindy Daley, Rental Subsidy Manage; Brent Stratton – BA Auditor and Pamela Liston, Special Projects Manager. Excused were: Vice-Chair Lauren Manzione, Commissioner Buddy Richards, and Cindy Daley, Deputy Director.
- 2. Approval of Minutes for PHA Board Meeting May 12, 2020:** Chairman Doug Gale ask for discussion and approval of the minutes for the Board Meeting that was held via Zoom on May 12 2, 2020. Commissioner Carlile made a motion to approve the minutes for May 12, 2020. Commissioner Hemsath seconded the motion. The motion passed unanimously, 4:0.

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### Discussion Items

- 1. Public Comment:** None of the public was present for comment.
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### Chief Executive Officer's Report

**Coronavirus:** The Housing Authority office is still closed to the public. The Office is going to re-open to the public around July 1, but at first, with limited hours. The clients will still have access to all the documents that are necessary. The tenants are also able to pay their rent online so that has cut foot traffic through the Office.

Repositioning is still being worked on and the Maintenance team is putting together a list of projects that will need to be completed before any dispositions can happen.

The project at 85 North 100 East is still moving forward. The financing has been tricky as construction costs have risen since the initial proposals. But with money from the State and Provo City the project is still planned.

There have been a few clients who had positive Covid-19 tests but as far as the Office knows, no elderly clients in any of the five senior projects. Masks are still being passed out to clients and

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encouraged to wear them when they are in public. Unless the Office is notified of positive cases, it's a hard thing to track.

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### Action Items

**1. Annual Audit.** One of the auditors, Brent Stratton, who worked on the Annual Audit presented this to the Board. There were no issues and no findings and everything looked good financially. Commissioner Handley made a motion to accept the Audit as presented. Commissioner Hemsath seconded the motion and the Board voted in favor.

**2. Resolution to change the PCHA's Fiscal Year End (FYE) from September 30 to December 31.** For all of the Non-profit projects, the fiscal year end is December 31. But for the Voucher and Public Housing Program, the FYE is September 30. The two FYE's make it a little more difficult for the financial and auditing. HUD allows Housing Authority's to submit a request to them to change their FYE. Commissioner Carlile made a motion to approve the Resolution to change the Provo City Housing Authority's Year-End from September 30 to December 31. Commissioner Handley seconded the motion. The board voted unanimously 4:0.

**3. Discussion and Approval of 85 North Financing Plans.** The 85 North Project is moving forward but the cost for the project has increased. Tax Credits were received for both the Senior Project and the Autistic Project but not the amount that was needed. American Express has come in as a partner but there is still a gap. Mr. Vernon is asking for the Board to approve Provo Housing to put in up to 1.1 million dollars to the project. This money comes from the Grant money that was received from the Noorda Foundation and the Woods. Most of the money will be recouped from Deferred developer fees. Commissioner Carlile made the motion to approve the financial plan for 85 North which is to use up to 1.1 million dollars. Commissioner Handley seconded the motion. The Board voted unanimously to pass, 4:0.

**4. April 2020 Financial Statements and Disbursements.** The April financial statements and disbursements were presented to the Board. There were no major changes from previous months. Commissioner Handley made the motion to approve April 2020 Financial Statements and Disbursements. Commissioner Hemsath seconded the motion. The vote was unanimous. 4:0

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**Adjourn:** Chairman Doug Gale asked for a motion to adjourn the meeting. Commissioner Carlile made the motion and Commissioner Handley seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 5:20 pm. The next meeting of the Provo City Housing Authority is Wednesday, July 15, 2020 @ 4:15 p.m.

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