



**MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING**

Date:	Wednesday, December 16, 2020
Time:	4:15 p.m.
Location:	(Virtual Meeting Via Zoom) 688 West 100 North Provo, UT 84601

Opening Business

- 1. Welcome and Roll Call:** The Board appeared through a virtual Zoom meeting. Chairman Doug Gale welcomed the Board of Commissioners and staff 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 Craig Carlile, Commissioner Lynette Hemsath, Commissioner Legrand Richards; Commissioner George Handley, Co-Chairperson, Lauren Manzione; Robert Vernon, Chief Executive Officer; Shannon Dalley, Financial Services Manager; Cindy Daley, Deputy Director and Pamela Liston, Special Projects Manager.
- 2. Approval of Minutes for PHA Board Meeting November 18, 2020:** Chairman Doug Gale asked for a discussion and approval of the minutes for the Board Meeting that was held via Zoom on November 18, 2020. Commissioner Richards made a motion to approve the minutes for November 18, 2020. Commissioner Hemsath seconded the motion. The motion passed unanimous 6:0.

Chief Executive Officer's Report

- 1. COVID Update:** The Housing Authority office is currently closed to the public. There has been a drop box added to the North side of the office building that is easily accessed from the parking lot. There are only 7 employees who have not had the virus yet. The office will be re-opening to the public on January 4, 2021.
- 2. Audit:** The auditors have been in the office to work on the audit for the Fiscal year that ended September 30, 2020. There will be another audit completed for the short fiscal year of 10/1/2020 – 12/31/2021. After this audit, PCHA will be on a calendar year effective 1/1/2021.
- 2. Software:** The software has gone live in certain programs. The financials will go live in January. This was done so that all of the year-end processes could be done out of the old system.

Disposition and Repositioning: A letter was sent to the Provo City Mayor Kaufusi requesting approval of the disposition of the 10 units that will be sold. When that approval comes back, the appraisals of the 10 properties will be scheduled so those can be sold. That is one of the

first steps in the process. A lot of maintenance items need to be completed also to spend the money that has already been allocated through Capital funds.

Staffing: Our current receptionist interviewed and accepted the job of Housing Specialist in the tax credit program. A new receptionist was recently hired and will start on January 4, 2021. The person will be a good fit for the Programs and she also speaks Spanish so this is always a plus at the front counter.

Mr. Vernon asked for suggestions for a new Board Member since Beth Allgood resigned. The name of Maria Winden was suggested. Mr. Vernon will approach the Mayor's office about filling this vacancy.

Discussion and Action Items.

1. **Open for Public Comment:** None of the public was present for comment
2. **Board Elections:** Every December an election is held to elect a new Chair of the Board and Co-Chair. Commissioner Carlile made a motion that Douglas Gale continue as Chairperson of the Board and that Commissioner Manzione also retain the Co-Chairperson position. Commissioner Richards seconded the motion. The motion passed 6:0.
3. **Approve October 2020 Financial Statements and Disbursements.** The statements were what was expected. The extra CARES Act funding made up most of the deficits and the Voucher Program is using their reserve funds. Commissioner Carlile made a motion to accept the October 2020 Financial Statements and Disbursements. Commissioner Hemsath seconded the motion. The motion passed unanimous, 6:0.
4. **Approve Revised Budgets and Resolution for Short Fiscal Year 2020.** The numbers on these forms are actuals instead of anticipated. Nothing out of the ordinary and the Covid Funds are helping to stop any gaps. Commissioner Handley made a motion to approve the Revised Budgets and Resolution for Short Fiscal Year 2020. Commissioner Richards seconded the motion. The motion passed unanimous 6:0.
5. **Approve Budgets and Resolution for CY 2021**

All of the Programs are on solid ground. The Covid money has helped all of the Programs. Maeser will be transferred into Utah Regional Housing sometime in January or February as the fifteen-year tax credit period ends in the middle of January. Both programs have a healthy reserve.

Commissioner Richards made a motion to Approve the Budgets and Resolution for CY2021. Commissioner Carlile seconded the motion. The motion passed unanimous, 6:0.

Approval of Loan Documents – URH 85 North. The auditors have requested that there is more clarification between the Provo Housing Authority and Utah Regional Housing. A document needs to be signed between PCHA and URH for the loan for the project. Also Staff needs to be allocated in a document. The

documents were not prepared by the time the meeting started. Mr. Vernon will work on the documents and send them to the Board for comment. A Zoom meeting can then be held to approve the documents. No action was needed at this time.

6. 2021 Board Meeting Schedule.

Mr. Vernon asked the Board if the 3rd Wednesday of each month still worked for the Board Meeting. Commissioner Handley said that he has a conflict every two months and has another meeting on that Wednesday. The Board discussed moving the meeting to the 2nd Wednesday of each month. Commissioner Handley didn't have the 2021 schedule for the other meeting. Commissioner Carlile made a motion to have January's meeting on the 20th as scheduled. At that time, a decision will be made whether the meeting stays on the 3rd Wednesday or will move to the 2nd Wednesday of each month. Commissioner Hemsath seconded the motion. The motion passed unanimous, 6:0.

The URH Board was welcomed in at 5:38 for the Closed Session to Discuss the CEO Performance and Pay. Commissioner Carlile made a motion to move to a closed session. Commissioner Handley Seconded the motion. The motion passed unanimous, 6:0.

At 7:01 p.m., Commissioner Carlile made a motion to end the closed session. Commissioner Richards seconded the motion. The motion passed unanimous, 6:0

Commissioner Carlile made a motion to adjourn the meeting at 7:05. Commissioner Hemsath seconded the motion. The motion passed unanimous, 6:0. The next Board meeting is scheduled for January 20th, 2020 at 4:15 p.m.