



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

Date:	Wednesday, April 21, 2021
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; Co-Chairperson, Lauren Manzione; Robert Vernon, Chief Executive Officer; Shannon Dalley, Financial Services Manager; Cindy Daley, Deputy Director and Pamela Liston, Special Projects Manager. Commissioner George Handley was excused.
- 2. Approval of Minutes for PHA Board Meeting March 17, 2021:** Chairman Doug Gale asked for a discussion and approval of the minutes for the Board Meeting that was held via Zoom on March 17, 2021. Commissioner Richards made a motion to approve the minutes for March 17, 2021. Commissioner Carlile seconded the motion. The motion passed unanimous 5:0.

Chief Executive Officer's Report

- 1. 85 North:** The final details are being worked out and the project is slated to start sometime later in April or the first few weeks of May.
- 2. Software Update/Budget Comparison.** The new software has been installed and most of the modules are live and the staff is working well with the programs. The portal programs which will allow the tenants and landlords to access certain information online, are still being worked on with Emphasys. The financials have been a process to get everything converted and to get the reports that are needed. They still aren't completely done with the financial side of things. For the most part the staff has been accepting of the new Program. There has been a little pushback when things don't work as they should.

Discussion and Action Items.

- 1. Approval of 2021 March Financials and Disbursements.** The financials are still in the process of being converted to the new system. The Board was provided with the profit and loss statements YTD. Commissioner Hemsath made a motion to approve the profit and loss statements provided to the Board. Commissioner Carlile seconded the motion. The motion passed unanimous 5:0.

- 2 & 3. Rent Collection Policy and Maintenance Policy. These policies are needed for 85 North in order to close and start construction. Each of the policies are a requirement for the project. The language was taken from an outside company that specializes in these types of policies. Commissioner Richards made a motion to approve the Rent Collection Policy and the Maintenance Policy. Commissioner Hemsath seconded the motion. The motion passed unanimous, 5:0.
4. 2012 Public Housing Offset Lawsuit Update. This lawsuit was against the federal government challenging HUD's reduction of their FY 2012 operating fund subsidies based on the amount of Public Housing Authorities so-called "excess" operating reserves. The U.S. Court of Federal Claims found in favor of nearly 350 public housing authorities. But HUD has completed an Appeal and now that is where the case resides.
5. Shortfall/Set-Aside. The Housing Authority is currently working with HUD to obtain subsidy money to ensure that all households under lease will be assisted through the end of the year. The rents have increased over the past few years and the Voucher payment standards don't keep up to the increases. The Housing Authority will submit applications for both Shortfall Money and Set-Aside money. In order to receive these funds, HUD has to work with the Agency to ensure that cost-saving measures are in place.
6. The Housing Authority had two counselors from Wasatch come and do a presentation to the staff about grief. Employees had recently found a couple of tenants deceased in their apartments. The training was very successful and the staff was able to ask questions and interact with the trainers.

Commissioner Richards made a motion to adjourn the meeting at 5:10 p.m. Commissioner Carlile seconded the motion. The motion passed unanimous, 5:0. The next Board meeting is scheduled for May 19, 2021 at 4:15 p.m.