



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

Date:	Wednesday, December 15, 2021
Time:	4:00 p.m.
Location:	Via: Zoom

### Opening Business

- Welcome and Roll Call:** Chairman Doug Gale welcomed the Board of Commissioners and staff and opened the meeting at 4:10 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Doug Gale; Commissioner Lynette Hemsath, Commissioner Craig Carlile, Commissioner Christian Faulconer, Cindy Daley, Deputy Director; Shannon Daley, Financial Services Manager; and Pamela Liston, Special Projects Manager; Robert Vernon was excused.
- Approval of Minutes for PCHA Board Meeting November 23, 2021:** The Board did not have any questions on the minutes. Commissioner Carlile made a motion to approve the Minutes for the PCHA Board Meeting on November 23, 2021. Commissioner Falconer seconded the motion. The vote was unanimous, 4:0.

**Public Comment:** There was no one in attendance to make any public comments.

### Discussion and Action Items.

#### 1. Review and Approve November Financials

Shannon Dalley presented the Board with November Financials. Commissioner Faulconer asked a few questions as he familiarizes himself with the Housing Authority. Commissioner Hemsath made a motion to approve November Financials. Commissioner Carlile seconded the motion. The vote was unanimous, 4;0.

#### 2. Review and Approve Resolution for Collection Write-Offs.

Each year, the Housing Authority, writes off a certain amount of debt that has been incurred by tenants when they either vacate a public housing unit or they don't report the correct income. Most of the clients enter into payback agreements but some don't and after a time, the debt is written off. Even if the debts are written-off these are still with the Housing Authority collection agency and they are entered into a database that HUD maintains. The client cannot access any Housing across HUD's covered area until the debt is paid in full. Commissioner Faulconer made a motion to approve the Resolution for the Collection Write-Offs. Commissioner Hemsath seconded the motion. The vote was unanimous, 4:0.

### **3. Review and Approve Resolution for Equipment Write-Offs**

Over time the equipment and other items wear out and are disposed of. This year, \$21,985 is presented to be written off. This amount varies each year as last year it was \$38,000. There was not a capitalization policy so one was written and passed by the Board in 2020. Now the threshold is \$10,000 for capitalization so that cuts down on the need to write off items. Commissioner Carlile made the motion to Approve the Resolution for Equipment Write-Offs. Commissioner Hemsath seconded the motion. The vote was unanimous, 4:0.

Commissioner Carlile announced that he is retiring in February and has accepted a calling with the LDS Church to be counsel for the Caribbean Islands. He will be moving to Dominican Republic in March of 2022. He said that he would serve on the Board until the February meeting.

Commissioner Hemsath made a motion to adjourn the meeting at 4:43 p.m. Commissioner Carlile seconded the motion. The motion passed unanimous, 4:0. The next Board meeting is scheduled for January 19, 2022 at 4:00 p.m.