



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, December 14, 2022
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

- Welcome and Roll Call:** Chairman Doug Gale welcomed the Board of Commissioners and staff and opened the meeting at 3:05 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Doug Gale, Vice-Chairperson Lynette Hemsath, Commissioner Martha Wingate, Commissioner Christian Faulconer, Commissioner Katrice McKay, Robert Vernon, Chief Executive Officer, Shannon Daley, Financial Services Manager, Dean Clements, Facilities Manager, Dave Dibble, Assistant Facilities Manager and Pamela Liston, Special Projects Manager.
- Approval of Minutes for PCHA Board Meeting November 16, 2022:** The Board did not have any questions on the minutes. Commissioner Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on November 16, 2022. Commissioner Wingate seconded the motion. The vote was unanimous, 5:0.

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

Executive Director's Report:

- Update on 85 North:** There have been a lot of issues that have arisen. They are working on the sheetrock on the 1st and 2nd floors. GC is putting together a list of delays due to conflicts in the architectural plans and other factors. After that list is received, Mr. Vernon will meet with the investors and decide what action to take. The Board requested that a letter be sent to Rimrock Construction that asks about the delays and the cause. Some of the Board members requested a tour, but Mr. Vernon thought it would be best to wait another 30 days before they go in. The completion date has been pushed to May 2023.
- RFP for Chief Operating Officer:** The RFP has been posted with both NAHRO and PHADA. The close date to receive the information from interested parties in January 6, 2023.
- RFP for Annual Audit Services:** There were three companies that bid for audit services. Ms. Dalley and Mr. Vernon are reviewing these and then will present to the Board to make a decision.

4. Maintenance: Mr. Vernon told that Board that a REAC Inspection has been scheduled by HUD for January. This is an inspection of Provo City Housing Authority's owed properties which total 248. The maintenance staff reported on how they are doing in the turning of units and keeping up on work orders. There have been some changes made as to how a unit is turned and it seems to work. They will report back in a few months to see if this continues.

Discussion and Action Items:

- 1. Review and Approve October 2022 Financials:** Ms. Dalley talked to the Board about the October 2022 financials and went over the different categories to show that the accounts are all in line with the budget. Commissioner Wingate made a motion to approve the October 2022 financials. Commissioner Faulconer seconded the motion. The vote was unanimous, 5:0.
- 2. Review Amended 2023 Budgets:** Ms. Dalley took the Board through the changes to the previously approved Budget for all projects in Provo City Housing. The changes occurred after the Annual Review were completed. The maintenance department asked for their salaries to be raised to be in-line with other industry jobs. The money for the new positions, COO and Communications Director had also not been included in the previous budget. Commissioner McKay made a motion to approve the Amended 2023 PCHA Amended Budgets. Commissioner Hemsath seconded the motion. The vote was unanimous, 5:0.
- 3. Review and Approve Resolution for 2022 Collection Write-offs:** Each year, the Housing Authority writes off debts to that are owed. This year the write-offs total \$13079.13. This is pretty low amount considering the amount of rents that the PCHA receives each year. Commissioner Wingate made a motion to approve the Resolution for the 2022 Collection Write-Offs. Commissioner Faulconer seconded the motion. The vote was unanimous, 5:0.
- 4. Review and Approve Resolution for 2022 Equipment Write-offs.:** Each year, equipment that is no longer in use is written off. This year the total equipment write-off is \$484.20. This is a very small amount. The Maintenance department does a very good job of keeping the PCHA Equipment in working order. Commissioner Wingate made a motion to approve the Resolution for the Non-Expendable Equipment Write-offs. Commissioner Faulconer seconded the motion. The vote was unanimous, 5:0.
- 5. Review and Discuss Rental Policy and where to add the policy.** The Board had asked that a policy be written concerning employees residing in PCHA Owned housing. The Policy was written, but the staff needed guidance as to where the Board wanted this policy to be. The Board asked that this policy be added to the Employee Handbook.
- 6. Review and approve Whistle Blower and Fundraising Policies**

In the last month's meetings, the Board has asked that a few policies be adopted. Two were a Whistleblower Policy and a Fundraising Policy. Mr. Vernon provided copies to the Board of sample polices. The Board did not adopt anything in this meeting, but will review the policies and decide what changes need to be made.

Closed Session: At 4:45 p.m., Commissioner Wingate made a motion that the Board go into a Closed Session to discuss employee issues. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous, 5:0

At 6:00 p.m. Commissioner Wingate made the motion to come out of the Closed Session. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous, 5:0.

During the closed session, the Board made a decision on Mr. Vernon's salary. Commissioner Falconer made a motion that Mr. Vernon would receive the Salary increase the he asked for. Commissioner Wingate seconded the motion. The vote was unanimous, 5:0. Commissioner Falconer then made a motion that Mr. Vernon would not receive any further COLA increase beginning January 1, 2023. The Board will increase Mr. Vernon's salary to permanently include the COLA. Commissioner Wingate seconded the motion. The vote was unanimous, 5:0.

Commissioner Wingate made a motion to adjourn the meeting at 6:00 p.m. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous; 5:0. The next PCHA Board Meeting is scheduled for January 18, 2023 at 3:00 p.m.