



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

Date:	Wednesday, February 17, 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 4:23 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 January 20, 2021:** Chairman Doug Gale asked for a discussion and approval of the minutes for the Board Meeting that was held via Zoom on January 20, 2021. Commissioner Richards made a motion to approve the minutes for January 20, 2021. Commissioner Handley seconded the motion. The motion passed unanimous 6:0.

Commissioner Richards announced that due to a new commitment with his church, he will be resigning from the Board in either July or August 2021. Mr. Vernon asked for the Board to send him names of prospective new Board members. The Board will now need two new Commissioners.

**Chief Executive Officer's Report**

- 1. COVID Update:** The Housing Authority office is now open on the regular schedule of Monday thru Thursday, 7:00 a.m. to 6:00 p.m. The 1<sup>st</sup> dose of the Covid vaccine has been given to 8 staff members who have contact with the tenants in their homes. The other employees will receive it when it is available to them specifically.
- 2. 85 North:** The final plans have been submitted to the City and are awaiting final approval. This is anticipated to happen sometime in March. The actual groundbreaking for the project should be around the 1<sup>st</sup> week of April. There will be a public groundbreaking ceremony on March 18<sup>th</sup> and the Board is invited to attend.

Because of the extra money needed to complete certain things in the building, a fundraising campaign will be started with Scenicview's help. There will be different levels of donors and depending on what is donated they will have their name on that part of the project. A donor wall will also be constructed.

**3. Audit:** Because of the change in the fiscal year end date, a short 3-month audit had to be done for the last quarter of 2020. This affected all of the Public Housing projects. The auditors were in the office at the end of January and have started. They have reported that there are no major findings. Another audit will be done for the Tax Credit projects for the 2020 year which has always been on a calendar fiscal year. These audit results should be available in April 2021.

**4. Community Assessment:** Every 3 years United Way completes a new assessment of major areas that affect the community. PCHA has been a significant contributor in the past and United Way believes the cost will be between \$5000 and \$8000 dollars this year depending on how many agencies participate. The data on housing, schools, health, and transportation from this assessment will help the community decide where to concentrate all of the agencies apply for different grants. Mr. Vernon asked the Board to approve this donation. Co-Chairperson Manzione moved that the Housing Authority pay their part of the Community Assessment. Commissioner Handley seconded the motion. The motion passed unanimous, 6:0.

#### **Discussion and Action Items.**

**1. Approval of December 2020 Financials and Disbursements.** There were not many changes to the agencies developments or programs. All of the developments are doing very well with a healthy reserve. There were extra Capital Fund expenditures, replaced carpet, etc. Co-Chairperson Manzione made a motion to approve the December 2020 financials and disbursements. Commissioner Handley seconded the motion. The motion passed unanimous, 6:0

Commissioner Richards made a motion to adjourn the meeting at 4:55 p.m. Commissioner Carlile seconded the motion. The motion passed unanimous, 6:0. The next Board meeting is scheduled for March 17, 2021 at 4:15 p.m.