



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

Date:	Wednesday, January 20, 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; 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 December 16, 2020:** Chairman Doug Gale asked for a discussion and approval of the minutes for the Board Meeting that was held via Zoom on December 16, 2020. Commissioner Richards made a motion to approve the minutes for December 16, 2020. Commissioner Handley seconded the motion. The motion passed unanimous 6:0.
- 3. Approval of Minutes from December 31 Special Board Meeting:** Chairman Gale opened a discussion on the minutes for the Special Board Meeting that was held via Zoom on December 31, 2020. Commissioner Carlile made a motion to approve the minutes for the December 31, 202 Special Meeting. Commissioner Richards seconded the motion. The motion passed unanimous, 6:0.

Chief Executive Officer's Report

- 1. COVID Update:** The Housing Authority office is currently open from 10:00 a.m. to 2:00 p.m. If the numbers are good, the office will reopen in February to the regular office hours. There are only 7 employees who have not had the virus yet. We are working with the local Continuum of Care Committee to see when the employees will be eligible to receive the vaccine.
- 2. Software:** The software transition has gone very well. There are few bugs that have to be worked out. But the staff is learning very fast. Clean-up is still happening in certain areas but this was to be expected where they never had access to our Tenmast Database.
- 3. Disposition and Repositioning:** Still working with HUD to do the repositioning. There are some items that need to be clarified in order to move forward.

4. 85 North: The hard costs for construction for 85 North have come in and it looks like the project is about \$800,000 short. The cost for Lumber has dramatically increased. There are some things that we are looking at to help with the costs and outside funding is still be researched. The project should break ground sometime in March or April of 2021.

Discussion and Action Items.

1. **Open for Public Comment:** None of the public were present for comment
2. **Approval of Changes to HCV Admin Plan concerning Preferences.** The Housing Authority applied for and received 40 new Mainstream Vouchers. These are for disabled households between the ages of 18-64. With these new Vouchers, we will be taking referrals from various agencies and this needs to be reflected in the Administrative Policy for HCV. Commissioner Hemsath made a motion to approve the changes to the HCV Admin Plan. Commissioner Handley seconded the motion. The motion passed unanimous, 6:0.
3. **Approval of November Financials and Disbursements.** Most of the accounts were what was to be expected. November is in the short fiscal year from October – December 2020 so that the Fiscal Year can be changed to the Calendar year. The Voucher program reflected the CARES Act money that helped with the budget shortfall. Commissioner Carlile made a motion to approve the November 2020 Financials and Disbursements. Commissioner Richards seconded the motion. The motion passed unanimous, 6:0
4. **2021 Board Meeting Schedule.** The Board discussed in December if the 3rd Wednesday each month still works for the Board. Commissioner Handley thought he might have a conflict so they tabled the conversation until this meeting. Commissioner Handley stated that the 3rd Wednesday will work for him so the Board made the decision to keep the meeting at 4:15 p.m. on the 3rd Wednesday of each month.

Commissioner Richards made a motion to adjourn the meeting at 4:56 p.m. Commissioner Handley seconded the motion. The motion passed unanimous, 6:0. The next Board meeting is scheduled for February 17, 2021 at 4:15 p.m.