



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

Date:	Wednesday, June 16, 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 4:16 p.m. The following members of the Board of Commissioners and staff were in attendance: Chairman Doug Gale; Commissioner Lynette Hemsath, Commissioner Legrand Richards; Co-Chairperson Lauren Manzione, Commissioner Craig Carlile, Robert Vernon, Chief Executive Officer; Shannon Dalley, Financial Services Manager; Cindy Daley, Deputy Director and Pamela Liston, Special Projects Manager; Brent Stratton, B2a, CPA. Excused: Commissioner George Handley.
- 2. Approval of Minutes for PHA Board Meeting May, 2021:** Chairman Doug Gale asked for a discussion and approval of the minutes for the Board Meeting that was held via Zoom on May 24, 2021. Commissioner Richards made a motion to approve the minutes for May 24, 2021. Commissioner Carlile seconded the motion. The motion passed unanimous 5:0.

**Chief Executive Officer's Report.** Mr. Vernon gave an update on the 85 North Project. The project is hopefully closing on Monday. The Parking Agreement was passed by the Provo City Council on June 15<sup>th</sup>. Provo City still has to give final approval on the condo plat and HUD has to give final approval on the Environmental report that was filed with them. The project is scheduled to close on Monday so that construction can start. Provo City needs to issue the permits so that site work can begin on the project.

Mr. Vernon reported that the Shopko property in Orem had been dropped. The numbers didn't work for the project so that property was released.

**Discussion and Action Items.**

**1. Presentation of the Fiscal Year 20 Audit.** The fiscal year 2020 Audit has been completed and Brent Stratton of the Accounting firm B2a was present to explain and present the audit results. Mr. Stratton went over the items in the Audit that was changed from previous years. There was an 8% increase in the Capital Fund allotment which has increased each year recently. This money is used to do improvements on the aging Public Housing units. As the units get older, the need for improvements increases. The equipment write-offs were what they were budgeted for. There was an increase in fixed assets as the programs continue to grow.

Mr. Stratton stated that the Provo City Housing Authority staff had done well last year with all of the COVID restrictions. The different programs had not suffered any significant losses and the staff were able to complete the tasks needed to run an effective program. Mr. Stratton stated that on other audits he has completed, those Housing Authorities have struggled through the pandemic. He said that the staff at the PCHA had done a great job.

Chairman Gale asked for a motion to approve the Fiscal Year 2020 Audit. Commissioner Richards made a motion to approve the fiscal year 2020 audit. Commissioner Carlile seconded the motion. The motion passed unanimous, 5:0.

**2. Discuss and Approve Financial and Disbursements.** The financials that were presented were the first set generated out of the new Software, Elite. It's a little different format but the numbers looked good and no major items were different. Commissioner Carlile made the motion to approve the Financial and Disbursements for the PCHA for April 2021. Commissioner Richard seconded the motion. The motion passed unanimous, 5:0.

**3. Discuss of New Board Members.** There has been an opening on the Provo City Housing Authority Board and now there will be two more openings with the departures of Commissioner Richards and Co-Chairperson Manzione. Mr. Vernon asked the Board if they could provide names of anyone who would be interested in serving on the PCHA Board of the URH Board. The Board were able to provide seven names to Mr. Vernon. Different Board members were going to make contact with the potential members and let Mr. Vernon know if they were interested. These names will then be turned into Provo City for approval.

Commissioner Carlile made a motion to adjourn the meeting at 5:22 p.m. Commissioner Manzione seconded the motion. The motion passed unanimous, 5:0. The next Board meeting is scheduled for July 21, 2021 at 4:15 p.m. The decision as to meet in person or continue with Zoom will be made before that meeting.