



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

Date:	Wednesday, March 15, 2023
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 Katrice McKay, Commissioner Eric Speckhard, Robert Vernon, Chief Executive Officer (via Zoom), Shannon Daley, Chief Financial Officer, Paula Curtis, Executive Assistant, Doug Carlson, Interim Director, Dean Clements, Facilities Manager, Dave Dibble, Assistant Facilities Manager, and Pamela Liston, Special Projects Manager.
- Approval of Minutes for PCHA Board Meeting February 15, 2023:** The Board had a question on the change to the admin policy in this meeting. The wanted to clarify that the 62 and older was only for the Senior units. After that was discussed, Commissioner Speckhard made a motion to approve the Minutes for the PCHA Board Meeting on February 15, 2023. Commissioner Wingate seconded the motion. The vote was unanimous, 5:0.

**Public Comment:** Douglas Carlson attended the meeting as the new interim director. He was introduced to the Board.

### Chief Executive Officer's Report:

- Update on 85 North:** The project is moving forward and problems are being addressed as they happen. Carpet is being installed on the 1<sup>st</sup> floor. Gypcrete is being installed on the 5<sup>th</sup> and 6<sup>th</sup> floors and sheet rock is also being installed on the 6<sup>th</sup> floor. The elevator problem was solved and the install has started. There are a few minor electrical issues, but those are being addressed. A meeting was held with the investors, Robert, and Martha Wingate concerning the issues with the architect and contractor. A lawyer has been retained to work on the issues and hopefully solve everything without going to court. There are lists that are being compiled to determine if it was an architect or contractor issue.

## Discussion and Action Items:

- 1. Review and Approve January 2023 Financials:** Ms. Dalley talked to the Board about the January 2023 financials and went over the different categories to show that the accounts are all in line with the budget. Commissioner Speckhard made a motion to approve the January 2023 financials. Commissioner Hemsath seconded the motion. The vote was unanimous, 5:0.
- 2. Review and Approve Resolution to designate Signing Authority:** There was a resolution presented that would allow, Shannon Dalley, the Chief Financial Officer, to sign for documents with 85 North. The Board wanted this to be changed to allow the interim director, Douglas Carlson, to have the signing authority. A new Resolution was drafted that gives Douglas Carlson the ability to sign documents. Commissioner McKay made a motion that will give the signing authority for the PCHA to Douglas Carlson. Commissioner Speckhard Seconded the motion. The vote was unanimous, 5:0.

Along with this signing authority, Douglas Carlson needs to have the authority to sign anything that is in the partnership for 85 North. The Housing Authority is the Managing Partner for P1 and URH is the Partner for P2 but these agreements need to come from the attorney for this partnership. The CFO was reaching out to the attorney, Ryan Warburton, to draft these new agreements. Commissioner Wingate made a motion to approve those agreements so they can be signed when they are complete. Commissioner McKay seconded the motion. The vote was unanimous, 5:0.

- 3. Review Cost of Offering URH Employees PCHA Benefits:** The Board was provided with the costs that would be incurred to move all URH employees into PCHA. They had a discussion about a couple different ways this could happen. But they would like a HR firm to make sure this is all done legally and the right way. They tabled this for now while an HR Firm can be hired to help with this process.
- 4. Review and Discuss quote from Platinum HR for outsourcing HR needs.** As the Agency grows, the needs for more Human Resource services has grown. In previous Board meeting, the idea was brought up to hire an HR Firm to help with the discussion between URH Employees and PCHA Employees. An HR Firm was found that would take an initial set-up fee and then work with what the Agencies would need on an on-going basis. Commissioner Wingate made a motion to approve the contract with Platinum HR for the initial set-up fee and then the fee to retain their services on a monthly basis. Commissioner McKay seconded the motion. The vote was unanimous, 5:0.
- 5. Elections of PCHA Board Chair and Vice Chair:** Every year, the Board votes to elect new leadership. Chairperson Gale has asked that he not continue as Chairperson of the PCHA Board. Commissioner McKay made a motion to nominate Commissioner Wingate as the new Board Chairperson and Commissioner Hemsath as Vice-Chairperson. Commissioner Speckhard seconded the motion. The vote was unanimous, 5:0.
- 6. Review and Discuss Policies:** The Board and the staff have been working on policies that the PCHA needed. The two that are complete are the Whistleblower Policy and the Fund-Raising Policy. Both of these policies were completed and sent to the Board members to read, comment and make changes. There was redline items in the fundraiser policy that took out the accepting of any cash gifts. There were no changes made to the Whistle Blower Policy. Commissioner McKay made a motion to approve the Whistle Blower Policy and the

Fundraising Policy, with redline changes. Commissioner Speckhard seconded the motion. The vote was unanimous, 5:0.

Robert Vernon's last day as the Chief Executive Officer is March 16, 2023. The Board wished him well in the future.

Commissioner Wingate made a motion to adjourn the meeting at 5:45 p.m. Commissioner McKay seconded the motion. The vote was unanimous; 5:0. The next PCHA Board Meeting is scheduled for April 19, 2023 at 3:00 p.m.