



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

Date:	Wednesday, October 26, 2022
Time:	4:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

### Opening Business

- 1. Welcome and Roll Call:** Chairman Doug Gale welcomed the Board of Commissioners and staff and opened the meeting at 4:08 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, Robert Vernon, Chief Executive Officer, Shannon Daley, Financial Services Manager, and Pamela Liston, Special Projects Manager. Commissioners Katrice McKay and Eric Speckhart were excused.
- 2. Approval of Minutes for PCHA Board Meeting September 21, 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 September 21, 2022. Commissioner Wingate seconded the motion. The vote was unanimous, 4:0.

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

### Executive Director's Report:

- 1) Candlelight Villas:** Food and Care Coalition completed 74 1-bedroom units on their property. The PCHA has referred many clients over to this project to fill some of the clients who are searching for units. But there has been a discrepancy in how these applicants are treated and whether or not they are allowed to complete an application for the new units. Mr. Vernon has asked the director to clarify their selection process for their units and wanted detail about the steps that are taken to approve a client for move-in. Food and Care is coming to the Housing Authority on October 27, 2022 to have a meeting about these practices. Chairperson Gale will also be attendance to witness what is said and what will change.
- 2) Update on 85 North:** The roof has been put on and the contractor is working to get the property dried in (waterproof from above). The asphalt in the alley and the street were completed before Provo City's deadline. The concrete sidewalks should be poured sometime this week which will make Provo City happy as both of those sidewalks have been closed since November of 2021. There have a been issues that have caused delays in the completion but we are working with the contractor and architect to solve these as they arise.

- 3) Change of Banks:** Mr. Vernon reported that the PCHA is in the market for a new Bank to handle their financial needs. Zions Bank is currently the Bank that is being used but they have not given the Agency very good customer services A package was presented by Key Bank that would save money from what PCHA is being charged by Zions. The staff is also looking at a couple other options. The Board was in favor to change banks and to go where the best customer service would be.
- 4) Additional Vouchers:** The Housing Authority was recently awarded 10 more Housing Choice Vouchers, and 10 more Mainstream Vouchers. The Agency has also applied for Stability Vouchers which is a new program that HUD just announced. The 20 extra Vouchers have already been filled and are under lease.
- 5) Emphasys Software User Conference:** Mr. Vernon and four other staff members attended the Emphasys Software User Conference in Scottsdale, AZ the 2<sup>nd</sup> week of October. It was good to put names to faces and to discuss ongoing issues that the Agency is having with the Software. A lot was learned about things that can be fixed and others items the staff will need to live with.

#### **Discussion and Action Items:**

- 1. Review and Approve August 2022 Financials:** Ms. Dalley talked to the Board about the August 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 August 2022 financials. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous, 4:0.
- 2. Presentation of 2021 PCHA Audit:** The Audit for the 2021 Fiscal Year has been completed and the accountant from Haney was at the meeting to present the Audit to the Board. The Audit is of the financials of the PCHA to ensure that all programs are in HUD Compliance and State Compliance. The audit checks controls within the Agency to ensure that they are in place and being followed. There were no findings on the PCHA Audit. There were two adjustments that had to be made but they were captured prior to the Audit being completed. The Auditor told that Board that PCHA is good financial standing and there are not outstanding problems. Commissioner Wingate made a motion for the Board to approve the 2021 Audit as presented. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous, 4:0.

Commissioner Wingate made a motion to adjourn the meeting at 5:43 p.m. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous; 4:0. The next PCHA Board Meeting is scheduled for November 16, 2022 at 4:00 p.m.