Tooele County Housing Authority (TCHA) Board of Commissioners held a regularly scheduled Board Meeting on Thursday, January 23, 2025, at 3:00 pm (66 West Vine Street, Tooele, Utah 84074)

1. Welcome – Tiffany Lancaster, Board Chair, welcomed all in attendance
2. Roll Call

Tiffany Lancaster	Board Chair
Jeff England	Board Chair Vice
Todd Castagno	Board Member
Travis Sutherland	Board Member – Excused
DeAnn Christiansen	Prior Executive/Development Director
Todd Brashear	Fee Accountant
Scott Farnes	FJ & Associates, Auditor
Karen Kuipers	Executive Director
Kristine Baldwin	EMG Regional Manager

3. Executive Director Report
    a. Current director (Karen Kuipers) and prior director (DeAnn Christiansen) reviewed the Executive Director report which summarized the quarter October – December 2024, and annual highlights for 2024. Questions were asked and answered to the satisfaction of the board, including occupancy rates, program utilization, budget utilization, and results of monitoring visits.
    b. Tiffany Lancaster motioned to approve the Executive Director report, Jeff England seconded the motion, all in favor.
4. New Business:
    a. Minutes from September 17, 2024, September 26, 2024, and October 8, 2024, meetings
        i- Tiffany Lancaster motioned to approve the September 17th meeting minutes, Jeff England seconded the motion, all in favor.
        ii- Jeff England motioned to approve the October 8, 2024 meeting minutes, Tiffany Lancaster seconded the motion, all in favor.
        iii- Referenced September 26, 2024 meeting minutes not available. Approval tabled pending confirmation as strategic planning session was rescheduled.
    b. 2023 Audit Report- Presentation by Scott Farnes FJ & Associates
        i- Appreciation was expressed for working partnership of TCHA management, Accountant, and Auditor for meticulous attention to detail which results in a positive audit.
        ii- Scott Farnes presented the report, and gave assurances that the auditor agreed with information provided by TCHA management and Accountant.
            1. Discussion on restrictions on funds from sale of Public Housing (Westwood Mesa) which have only been approved by HUD to be used for the Murdock subdivision and Phase II of Harris.

ii- Tiffany Lancaster motioned to approve resolution 2025-03 for the 5-year strategic plan, Todd Castagno seconded, all in favor.

g. Consideration of Cost-of-Living Raises (COLA) and staff Salary Adjustments-Bonuses
    i- Tiffany motioned to go into closed meeting to discuss item 4(g), Jeff England seconded motion, all in favor, meeting paused to go into closed session.
    ii- Tiffany motioned to go back into session, Jeff England seconded motion, all in favor, meeting resumed.
h. Consideration to master lease the 5 plex – tabled until more information is available.
i. Housing Quality Standards Inspection contract
    i- The HQS contract has been entered into with a new contractor at the same price as the previous contractor.
    ii- Tiffany Lancaster motioned to ratify the contract for HQS inspections, Jeff England seconded the motion, all in favor.
j. Tiffany Lancaster Board term extension
    i- Tiffany Lancaster was asked if she was willing to accept the new term, per the appointment made by the Tooele County Commission. She accepted.
k. Development Agreement with GIV for Harris Phase II
    i- DeAnn advised that she met with the GIV group twice before she retired. The GIV group would like to come back and present a concept plan.
l. Landscaping contract for Grantsville Apartments
m. Real Estate opportunity for purchase of 3 building lots

5. Old Business:
    a. Maintenance staffing - covered in Executive Director report.
    b. Update on revamping the Website- Karen Kuipers. Karen gave a brief overview of changes being made to website framework, which will go live once some grammar and content corrections are made by the IT contractor.
    c. Murdock Subdivision update – covered in Executive Director report.
    d. Mutual Self Help Program update - covered in Executive Director report.
    e. Harris Community Villages update- Karen Kuipers - covered in Executive Director report.
    f. CROWN Homes update - covered in Executive Director report.
    g. Grantsville Apartments update - covered in Executive Director report.

6. Other - none
7. Adjourned at 6:26pm

Tiffany Lancaster, Board Chair

Karen Kuipers, Acting Secretary

Meeting Minutes – 1/23/2025

Closed Session of Tooele County Housing Authority (TCHA) Board of Commissioners

Tooele County Housing Authority (TCHA) Board of Commissioners held a regularly scheduled Board Meeting on Thursday, January 23, 2025, at 3:00 pm (66 West Vine Street, Tooele, Utah 84074).

Item #4(g) of the agenda required that the board go into a closed session to discuss personnel matters, and a consideration of Cost-of-Living raises (COLA) and staff salary adjustments / bonuses.

4(g) Consideration of Cost-of-Living Raises (COLA) and staff Salary Adjustments-Bonuses

- Tiffany Lancaster motioned to open the session, Jeff England seconded, all in favor.

- The board discussed comparisons of the decisions by other local jurisdictions related to 2025 COLA increases, and compensation for new mandated contributions by employees for Tier 2 URS (Utah Retirement Systems) members.

  - Jeff England motioned to approve a 5% COLA/Merit increase for all TCHA employees (with the exception of the new Executive Director), and a 1% increase for all employees affected by the mandated URS contribution. Todd Castagno seconded the motion, all in favor.

- The board discussed overtime compensation for two employees (employees #8023 and 8033) who each contributed significant effort above and beyond expectations, as necessary to meet performance goals in their respective areas. Both employees accrued more overtime than could be reasonably utilized without a negative impact on operations. The board determined that the bonuses would be authorized to both employees, with the option for the employees to accept the cash bonus as compensation, or the discretion to split the compensation between compensatory time off and a cash payment.

  - Tiffany motioned to authorize the bonuses for the two employees and allow them the discretion to be compensated in cash, or to split the compensation between the receipt of a cash payment and compensatory time. Jeff seconded the motion, all in favor.

- Tiffany motioned to adjourn the closed session, Jeff seconded the motion, all in favor.

Tiffany Lancaster, Board Chair

Karen Kuipers, Acting Secretary