MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	October 28, 2026
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

1. **Welcome and Roll Call:** Chairperson Martha Wingate directed the meeting and welcomed the Board of Commissioners and staff. The meeting started at 3:03 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Commissioner Mackay, Commissioner Gardner, Interim Executive Director Paula Curtis, DED Jessie Oyler, and CFO Shannon Dalley.
   - Excused: Commissioner Wilson, Commissioner Hemsath, and Commissioner Speckhard.

2. **Approval of Minutes for the PCHA Board Meeting September 16, 2026:** Postponed to the next Board Meeting.

Public Comment: None.

Interim Executive Director's Report:

1. **Section 18 Disposition $ RAD Conversion Update:** Paula gave an overview of our current status with the working group. We are hoping to get the RCC soon, along with the RAD commitment letter from HUD. Once received, we can then submit all of the financial documents via our Ballard Spahr partners by November 4th in order to close in December this year. Paula shared a list of all the documents we will need to submit with our working group. Once we close, relocation will begin with Mountain View and the scattered sites so rehab of these units can start. As tenants move out over the 6- to 8-week period, their units will become vacant and available for the next phase of the process. The total project is projected to be an 18-month period. Once Mountain View is complete, Valley Villa's rehab will start in two separate sections. We've secured units at the Little Suites to temporarily relocate tenants as their units are rehabbed. The owner has been great to work with and is working to provide 40 units for us. We also have tenants interested in staying with friends and family. Candise Walker, Owner Housing Manager, will be taking on the relocation work for PCHA, and Dave Dibble, Facilities Manager, will also be focusing his efforts on this project. As such, PCHA will compensate them accordingly for their extra efforts through this process instead of hiring extra staff. We continue to plan for pod storage during the relocation process.

2. **National NAHRO Conference-** Denver, Colorado: Paula had the chance during the conference to meet with Amy McClain and Catherine Bourque with Ballard Spahr and Christine Smith-Dreirer and Zac Urban from HUD. We were also able to attend a reception held by Ballard Spahr and meet with them in person.

3. **Financial Policies and Procedures:** Shannon shared and presented these to the Board to help them be aware of what we have in place. We are also open to any suggestions in improving these policies and procedures for the next Board meeting.

4. **Staff Engagement:** Jessie shared his DED report. Isireli Namatasare, HCV Specialist, resigned, and we have since filled his position internally, promoting Ana Torres to HCV Specialist. This leaves her role as Eligibility Specialist vacant for the time being. We've also posted for a Housing Inspector position due to the uncertainty of Greg Hedger returning to the position. Our Facilities Maintenance

Technician position is also still open, and we continue to receive candidates. NAHRO is conducting another salary study for PCHA as we've noticed shifts in wages to market-rate compensation. The average evaluation of wages for an agency is every three years or less. According to the Board's recommendation, we've re-evaluated the annual wage adjustment for staff to be between 3%, 3.5%, and 4% (of their actual salary). An additional $25 per year for longevity with the agency is added on top of this to account for tenure. Shannon proposed that Paula also be included via this formula, given her title, and that she receive the annual wage adjustment accordingly as well. The Board agreed. A success story for Candise Walker, Owned Housing Manager, was shared. As well as the painting from the winner of the poster contest with NAHRO for the regional level. It was suggested by the Board to reach out to BYU's Daily Universe, the Daily Harold, and various news outlets for a press release about our contest winners.

Discussion and Action Items:

1. **Review August 2026 Financials**, presented by Shannon. Commissioner Gardner made a motion to approve, and Commissioner Mackay seconded. Motion passed 3:0.

2. **Elevate Utah Lease:** Paula shared that we may have to ask them to leave due to our RAD conversion, as having them in the space at Valley Villa may cause us to be in a mixed-use status with Utah Housing Corporation for our tax credit application. We are working with Ballard Spahr to address this issue. We may need to relocate them.

3. **Community Action Services & Food Bank/Hart Apartments:** With their current closure, we are looking at purchasing the Hart Apartments from them to use for relocation units as part of the RAD conversion.

4. **J&J Update:** We have not heard anything since our last formal legal communication with them, and it seems to be a moot point now.

5. **Occupancy Report:** Informational- 99% occupancy.

Closed Session: Commissioner Mackay moved to enter into a closed session to review the performance of a public employee. Commissioner Gardner seconded the motion, and it was unanimous. Following the closed session, Commissioner Mackay moved to move out of the closed session, and Commissioner Gardner seconded; it was unanimous. Commissioner Mackay then made a motion that Paula Curtis be appointed as the Executive Director of PCHA, and Commissioner Gardner moved to second the motion, and it was unanimous. Commissioner Gardner then made the motion that the Executive Director's salary be moved to $135,000 annually. Commissioner Mackay seconded the motion, and it was unanimous. A resolution and personnel action will be generated by Shannon. An Executive Director survey will be administered by the Board in the next month. The same survey that was administered earlier this year.

Adjourn: Commissioner Gardner made a motion to adjourn the meeting at 3:58 p.m.
Commissioner Mackay seconded the motion. Motion passed 3:0

The next PCHA Board Meeting is scheduled for November 18, 2026, at 3:00 p.m.