MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date: Time: Location:	February 19, 2025 3:04 p.m. 688 West 100 North, Provo, UT 84601

Opening Business

1. **Welcome and Roll Call:** Chairman Martha Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:06 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Martha Wingate, Commissioner Wilson, CFO Shannon Dalley, DED Jessie Oyler, OM Paula Curtis, and ED Sarah Van Cleve

   Excused: Vice Chairman Hemsath Commissioner Speckhard, and Commissioner Mackay

2. **Approval of Minutes for PCHA Board Meeting January 15, 2025:** Motion made by Commissioner Wilson and seconded by Commissioner Gardner 3:0 approval

Public Comment: No Public Comment

Executive Director's Report:

1. **RFP for RAD**; The process for RAD has changed and the changes seem to be beneficial for PCHA. To truly understand the process and meet the HUD requirement to work with a consultant we need to put the work out for proposal.

2. **Permanent Office Hours:** The new lobby hours will be Monday, Tuesday, and Thursday 9 am to 4 pm. On Wednesday the lobby hours will be 9 am to 6 pm. We have changed the door, the website and will place an ad in the paper. Hours of operation will remain 7-6 Monday through Thursday. We need to figure out how to gain access to the PCHA Facebook account.
3.
4. **Salary Study:** PCHA enlisted NARHO to complete the salary study. The HCV and Executive Salaries seemed in line with current positions. Maintenance and Property Management came in low. We will be working with the consultant to bridge the gap.

5. **Voucher Program:** We are out of shortfall. With the uncertainty of funding for 2025, the HCV will monitor spending trends and issue cautiously as shortfall funds are not an option. Currently, the HCV program has 50 unfunded vouchers.

Discussion and Action Items:

1. **Review and Approval of December 2024 Financials:** Cascade Gardens has cash flowed well, allowing for the exhaustion of a loan to URH. Franklin has had to absorb a decrease in rent collection due to a change in the UA for the tenants. The change to capitalization policy has caused a 71K loss on paper which was to be expected.

2. **Occupancy Report;** no comments other than it's getting smaller.
3. **Approval of PVB allocations:** Westgate. Commissioner Wilson made a motion to approve and Commissioner Gardner seconded. Motion passed 3:0

Closed Session: N/A

Adjourn: Commissioner Wilson made a motion to adjourn the meeting at 4:05 p.m. Commissioner Gardner seconded the motion. The vote was unanimous; 3:0.

The next PCHA Board Meeting is scheduled for March 19, 2025, at 3:00 p.m.