MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date: Time: Location:	March 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, Vice Commissioner Hemsath, Commissioner Speckhard, Commissioner Mackay, Commissioner Gardner, CFO Shannon Dalley, DED Jessie Oyler, OM Paula Curtis, and ED Sarah Van Cleve

   Excused: Commissioner Wilson,

2. **Approval of Minutes for PCHA Board Meeting January 15, 2025:** Motion made by Commissioner Gardner and seconded by Commissioner Hemsath 5:0 approval

Public Comment: No Public Comment

Executive Director's Report:

1. **RFP for RAD**; The RFP has been posted. It was brought up at the NARHO conference that this new RAD conversion is best suited for small PHAs. We should follow through with the RFP and see what comes out of it. We don't have to commit if it's not beneficial for the agency or not the right time.

2. **NARHO Conference:** The national NARHO conference in WA, DC usually is a time for HUD to meet with PHA staff. The new administration chose not to attend the conference. Instead, they met with a small group. Changes recommended by the new Administration are term limits on Public Housing and HCV, consolidation of PHAs', and work requirements. We hope there will be exemptions for the elderly/disabled if not we would have to apply for a waiver.

3. **Salary Study:** Jessie Oyler handed out the final report on the salary study. Property Management and Maintenance were significantly lower than PCHA current salaries. We were able to work that out. This will be a good exercise to follow every 3 to 5 years. Commissioner Mackay made a motion to pass the salary study resolution 03-B-2025, and Commissioner Gardner seconded the motion. Passed 5:0

4. **Voucher Program:** We met with HUD, and while they were very optimistic about funding, we are moving forward cautiously because shortfall funding is not an option. Currently we are down about 50 vouchers from being 100% utilized. Not using all the vouchers may be the new reality.

Discussion and Action Items:

1. **Review and Approval of December 2024 Financials:** CFO Dalley reported on the programs. Going forward 85N will not be under the discretionary fund. The HCV program is working to rebuild reserves. We talked about operating versus capital expenses. Operating can be pulled down all at once and CNP is pulled down as it is spent. Commissioner Speckhard made a motion to pass and Commissioner Hemsath made the second. Motion passed 5:0

2. **Certification of Authorized individual;** Adding Sarah Van Cleve as a signer on the PTIF account. Resolution 03-A-2025; Motion to approve by Commissioner Mackay and seconded by Commissioner Hemsath. Motion passed 5:0

3. **Updates to the Administrative plan for HCV:** all the changes were HOTMA required changes. Commissioner Gardner made a motion to approve, Commissioner Mackay made the second. Motion passed 5:0.

4. **Election for Commissioners;** Martha Wingate was reelected as chair, 5:0 and Michaelann Gardner was elected to Vice Chair; 5:0

5. **Occupancy Report;** no comments.

Closed Session: N/A

Adjourn: Commissioner Speckhard made a motion to adjourn the meeting at 3:56 p.m. Commissioner Hemsath seconded the motion. The vote was unanimous; 5:0.

The next PCHA Board Meeting is scheduled for April 16, 2025, at 3:00 p.m.