

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

Date:	Wednesday, January 17, 2024
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

**Opening Business**

- Welcome and Roll Call:** Chairman Martha Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:12 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Martha Wingate, Commissioner Wilson, Commissioner Faulconer, Commissioner MacKay, Shannon Dalley (via Zoom), Chief Financial Officer, Paula Curtis, Executive Assistant, and Sarah Van Cleve, Executive Director.
- Approval of Minutes for PCHA Board Meeting December 20, 2023:** Commissioner MacKay made a motion to approve the Minutes for the December 20, 2023 PCHA Board Meeting. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0

**Public Comment:** No Public Comment

**Executive Director' Report:**

- Public Housing Unit (remediation):** It was determined necessary to hire an outside agency to do some remediation in one of the public housing units. Test results done on the unit after a drug involved arrest showed that there was drug use in the unit, making it unsafe for habitation. PCHA staff is not trained or equipped to handle this type of substance clean up while the agency hired is skilled and knowledgeable about this type of substance. They also handle any necessary paperwork and compliance reports that may be required by the County Health Department.
- FSS Position:** 3 qualified candidates had recently been interviewed for the FSS position. A decision will be made on Monday.
- Board Training (NAHRO)** Online trainings through NAHRO that are specific for Board Members are available at this time. Ms. Van Cleve will forward the information needed for the Board Members to see what's available and to get signed up to take advantage of the opportunity. There are also online trainings through the Utah County Auditor's website for some subjects that pertain to Open Meetings and would be very valuable for them to participate in.

**Discussion and Action Items:**

- 1. Review and Approval of November 2023 Financials:** Ms. Dalley reviewed the November 2023 financials with the Board and went over the different categories to show that the accounts are all in line with the budget. Commissioner MacKay made a motion to approve the November 2023 financials. Commissioner Wilson seconded the motion. The vote was unanimous, 4:0.

**Closed Session:** The session began at 3:35 p.m. Commissioner Faulconer made a motion to enter in to the closed session. Commissioner MacKay seconded the motion. The session closed at 3:50 p.m. A motion to close the session was made by Commissioner MacKay. Seconded by Commissioner Faulconer. The vote was unanimous; 4:0.

**Adjourn:** Commissioner MacKay made a motion to adjourn the meeting at 3:55 p.m. Commissioner Wilson seconded the motion. The vote was unanimous; 4:0.

The next PCHA Board Meeting is scheduled for February 21<sup>th</sup>, 2024 at 3:00 p.m.