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

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| Date: | January 21, 2026 |
| Time: | 3:00 p.m. |
| Location: | 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 3:04 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Commissioner Hemsath, Commissioner Wilson, Commissioner Speckhard, Commissioner Mackay, Operations Manager Paula Curtis, CFO Shannon Dalley (via Zoom), DED, Jessie Oyler, and ED Sarah Van Cleve.

   **Excused:** Commissioner Gardner

2. **Approval of Minutes for PCHA Board Meeting December 17, 2025:** Motion made by Commissioner Speckhard and seconded by Commissioner Wilson. 5:0 approval

**Public Comment:** No Public Comment

**Executive Director's Report:**

1. **RAD Conversion**: We have completed all the pre-inspections, appraisals, and environmental inspection and are now ready to submit the Bond application. This is the first of the funding applications for overall Tax Credit Applications. The board needs to approve the bond submission, and the application is due before the next board meeting. Executive Director Van Cleve requested a special board meeting on February 4, 2026, to review the bond submission. 4% Tax credit rehab trigger a bond application. Utah State issues the bonds through Olene Walker program. Application is due February 12th and Tax credit is due mid-April. Short discussion on changing the February board meeting, agreed to have a special meeting on Zoom or in person.

2. DED Jessie Oyler covered staff hiring. There is new Housing Specialist coming from California, he will start at the end of February and the new office assistance started in January. Jessie shared the quarterly training we offer to staff. This month there is cultural differences in the workplace. Property Managers are going to start holding building hours where it is feasible. Buildings with offices have been cleaned up and are ready for staff. Jessie talked about the OCSA 300 report is now being done and reported to state. This is tracked annually for on-the-job injuries. Jessie shared two success stories from the staff perspective.

**Discussion and Action Items:**

1. CFO Dally covered the November Financials budget versus actuals. Ms. Dalley touched on the process for year-end and the pending deadlines. Motion to approve by Commissioner MacKay and seconded by Commissioner Hemseth. Financials Approved 5:0

2. Approval of entering into a task agreement with Balard Spar.: Topic table so that a price cap can be added to the agreement.

3. Approval of Project-Based subsidy for Sun Rise and Sunset properties: Adding 8 PVBs for DV.
   Sunrise: Commissioner Speckhard made a motion to approve, and Commissioner Mackay seconded. Motion passed 5:0
   Sunset: Commissioner Wilson made a motion to approve, and Commissioner Hemsath seconded. Motion passed 5:0

4. Occupancy report: No questions, only positive remarks to the team.

New Business

5. The "Ralphy" property is under contract, so hopefully that neighborhood will see some improvements.

**Closed Session**: Motion to go into closed session was made by Commissioner Mackay, and Commissioner Hemsath made the second. Each member voted separately. The board went into closed session at 3:50 and returned at 4:10.

**Adjourn**: Commissioner Speckhard made a motion to adjourn the meeting at 4:15 p.m. Commissioner Wilson seconded the motion. The vote was unanimous, 5:0.

The next PCHA Board Meeting is scheduled for February 18, 2025, at 3:00 p.m.