



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

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

Opening Business

- Welcome and Roll Call:** V Chairman Martha Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:08 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Commissioner Wilson, Commissioner Speckhard (remote), Commissioner MacKay, Paula Curtis Operations Manager, Jessie Oyler, DED, Shannon Dalley CFO, and Sarah Van Cleve, Executive Director.

Excused: Commissioner Christian Faulconer and Commissioner Lynette Hemseth

- Approval of Minutes for PCHA Board Meeting June 12, 2024:** Commissioner MacKay made a motion to approve the Minutes for the June 17, 2024 PCHA, Board Meeting. Commissioner Wilson seconded the motion. The vote was unanimous, 4:0.

Public Comment: Craig Christensen was in attendance

Executive Team Report:

- Pull back on Hip, Hotma, and Nspire:** HUD has pulled back HIP due to non-compatibility with the software companies. HIP is the databased PCHA uses to export data to HUD. Since there is no HIP, HOTMA and Nspire-V are delayed as well. While the delay is unfortunate due to all the work the staff did to prepare, it gives us a year to implement new policies and more time for landlords to prepare for the Npsire changes. Public Housing will still use Nspire as Public Housing does not upload inspection results using HIP.
- ACOP Changes:** PCHA Needs to adopt the newer Admissions and Continued Occupancy Program (ACOP). The ACOP is very similar to the Section 8 Admin plan. Staff will send out the ACOP as soon as its updated for Nspire to the board for review. Due to the large size of the document the board will be given more time to review.
- Employee Survey:** Jessie Oyler covered the results of the employee survey. Job satisfaction rate was high among all staff. The overall request was better communication within and between the departments. The leadership will work together on how to address "Silos" with in each department.
- Shortfall update;** The staff continue to try and bring the numbers down. The Units months leased number is coming down, but the HAP expenses are not. With a 1% inflation rate there really is no way to avoid increased HAP expenses. HOTMA changes will also increase HAP expenses as well. We could be in shortfall going into 2025, as there is a purposed 1% inflation rate for 2025.

5. Meeting with Brawner: The leadership team is going to meet Brawner about a RAD conversion on August 7, at 12:00 PM, any board member is welcome to join. There are no plans to do a conversion. This is a listening session on our options.

Discussion and Action Items:

- 1. Review and Approval of May 2024 Financials:** The financials were reviewed. Couple of large expense were discussed/ Commissioner Speckhard made a motion to approve, Commissioner Wilson approved. Approve 5:0.
- 2. Occupancy Report:** No comments.
- 3. Approval Employee Incentive program:** Commissioner Speckhard made a motion to approve, Commissioner Wilson 2nd, motion passed 4:0

Adjourn: The meeting ended at 4:10.

Next Meeting will be Wednesday August 21, 2024 at 3:00 pm.