



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, June 12, 2024
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

- Welcome and Roll Call:** Vice Chairman Lynette Hemsath 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 Wilson (3:15 pm), Commissioner Speckhard, Commissioner MacKay, Paula Curtis Operations Manager, Jessie Oyler, DED, Shannon Dalley CFO, and Sarah Van Cleve, Executive Director.

Excused: Chairperson Martha Wingate and Commissioner Christian Faulconer

- Approval of Minutes for PCHA Board Meeting May, 2024:** Commissioner MacKay made a motion to approve the Minutes for the May 15, 2024 PCHA, Board Meeting. Commissioner Speckhard seconded the motion. The vote was unanimous, 3:0. Commissioner Wilson was not present for the vote.

Public Comment: No Public Comment

Executive Team Report:

- Update on Staff goals:** We are 6 months in since the staff had performance evaluations. In the board documents was update on departments goals developed from the performance reviews. Most of the work as gone into training for HOTMA, Nspire and HIP.
- Staff Retreat:** There will be a staff retreat on August 22, 2024. The morning will be used to review accomplishments, agency updates and the mission statement. The afternoon will be a team building event at Top Golf. Board members will be invited to attend.
- Update to Admin Plan and Annual Plan:** All the changes that PCHA plans to adopt for HOTMA need to be listed in the 2025 Annual plan.
- Land trust:** The land trust was approved.
- Recruitment, training, compliance, work anniversaries and staff survey:** The first maintenance offer fell through. A second round of interviews were held and good candidate was hired. A staff survey went out. First review shows a high rating in job satisfaction. Areas for growth are training and team building with in the departments. A comprehensive overview will be presented at the July board meeting. No staff anniversaries in June.

6. **Emphasys Training:** Emphasys spent another week staff the week of June 3-6. Lots a cleanup and helpful hints on how to maximize our use.
7. **Utility allowance:** The annual review utilities came back that there were no significant increases, so there will be no changes the HCV Utility allowance.

Discussion and Action Items:

1. **Review and Approval of April 2024 Financials:** The financials were reviewed. There were no questions. Commissioner Speckhard made a motion to approve, Commissioner Wilson approved. Approve 4:0.
2. **Occupancy Report:** The occupancy is moving in the right direction. The PM team and Maintenance are working together to get the turn days down.
3. **Approval of Incident Reporting Policy:** Commissioner Mackay made a motion to approve, Commissioner Speckhard 2nd, motion passed 4:0

Adjourn: A motion was made to adjourn the meeting.at 4:15. Motion was made by Commissioner Speckhard and Commissioner MacKay seconded the motion. The vote was unanimous, 5:0.

Next Meeting will be Wednesday July 17, 2024 at 3:00 pm.