

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

<p>Date: Time: Location:</p>	<p>Wednesday, March 20, 2024 3:00 p.m. 688 West 100 North, Provo, UT 84601</p>
<p><b>Opening Business</b></p> <ol style="list-style-type: none"><li><b>Welcome and Roll Call:</b> Chairman Martha Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:03 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Martha Wingate, Commissioner Wilson, Commissioner Speckhard, Commissioner Faulconer, Commissioner MacKay, Vice-Chair Hemsath, Shannon Dalley (via Zoom), Chief Financial Officer, Paula Curtis, Executive Assistant, and Sarah Van Cleve, Executive Director.</li><li><b>Approval of Minutes for PCHA Board Meeting February 21, 2024:</b> Vice-Chair Hemsath made a motion to approve the Minutes for the February 21, 2024 PCHA Board Meeting. Commissioner MacKay seconded the motion. The vote was unanimous, 5:0</li></ol>	
<p><b>Public Comment:</b> No Public Comment</p>	
<p><b>Executive Director' Report:</b></p> <ol style="list-style-type: none"><li><b>FJ &amp; Associates- New Auditors:</b> A decision has been made and we're happy to announce that FJ &amp; Associates have accepted the request to be our new auditors. They are a great fit for our agency and we look forward to working with them.</li><li><b>Emphasys onsite training all this week:</b> We have a software trainer from Emphasys onsite this week for an optimization training. It has been very successful and helpful for the staff.</li><li><b>Staffing Changes:</b><ol style="list-style-type: none"><li>One of the Section 8 Caseworkers has accepted a position at a different agency. This job was opened in house and our Receptionist applied and accepted the position, leaving an opening for a new receptionist.</li><li>Both the receptionist and administrative assistant positions have been posted online and applications are coming in for review and interviews.</li><li>Interview for the Deputy Executive Director are being conducted next week. There are 4-5 qualified applicants being interviewed.</li></ol></li><li><b>Housing Funds:</b> Disappointing news came from the State of Utah's last session. Funds for homeless housing has been cut from the upcoming budget. This results in any available money the State may have, going into the support of Shelters and not for affordable or low income housing units, which are a more permanent solution.</li></ol>	

**Discussion and Action Items:**

- 1. Review and Approval of January 2024 Financials:** Ms. Dalley reviewed the January 2024 financials with the Board and went over the different categories to show that the accounts are all in line with the budget. Commissioner Faulconer made a motion to approve the January 2024 financials. Commissioner Speckhard seconded the motion. The vote was unanimous, 6:0.
  
- 2. Occupancy Report:**  
The public housing and maintenance managers are working together to improve the vacancy and turnover rates. Communication between the two teams is key to the success of decreasing unwanted vacancies and turn over times.
  
- 3. Admin Plan Changes:**  
Language has been added to the Admin Plan to create policies in the event the PCHA has determined there are insufficient funds. Commissioner MacKay made motion to approve the Admin Plan Changes. Commissioner Speckhard seconded the motion. The vote was unanimous, 6:0.

**Adjourn:** A motion was made to adjourn the meeting. Motion was made by Commissioner Wilson. Commissioner MacKay seconded the motion. The vote was unanimous, 6:0.

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