



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, May 15, 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 3:05 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Martha Wingate, Commissioner Wilson, Commissioner Speckhard, Commissioner MacKay, Vice-Chair Hemsath, Paula Curtis Operations Manager, Jessie Oyler, DED, and Sarah Van Cleve, Executive Director.
- Approval of Minutes for PCHA Board Meeting April 17, 2024:** Commissioner MacKay made a motion to approve the Minutes for the April 17, 2024 PCHA, Board Meeting. Commissioner Hemsath seconded the motion. The vote was unanimous, 4:0. Commissioner Speckhard was not present for the vote.
- Congratulations to Paula Curtis:** Paula Curtis was promoted to Operations and Data Analyst Manager. Paula will be tracking programs trends, training needs, policy for both Public Housing and HCV. Paula will also be the agency contact for Emphasys and implementing software updates.

Public Comment: No Public Comment

Executive Team Report:

- Change in staffing and organization:** Ms. Van Cleve reported we are moving to an Executive team board reporting. Going forward Jessie Oyler will report on policy, procedural and staffing updates. Paula Curtis will be reporting on the current trends on the housing programs, grants and HUD programmatic changes.
- HR updates:** Mr. Oyler reported on a few new policies: Incident reports, performance plans, and onboarding. New staff updates; maintenance tech has been hired, and final interviews for the admin assistant will conclude this week. Mr. Oyler has set a goal to produce one new policy a week. This goal stems from the employee's request for more written policy. Mr. Oyler also drafted an agency calendar, to mark annual events.
- Housing Report:** Ms. Curtis reported on the number of changes to the ACOP and Admin plan for HOTMA, HIP and Nspire. The properties have scheduled "dumpster day" PCHA will be placing dumpsters at each property to help residents get rid of unwanted items at no charge. Annual fire drills were conducted in the month of May.

Discussion and Action Items:

- 1. Review and Approval of February 2024 Financials:** The financials were reviewed. This is the first reporting cycle for 85N. There were some additional expenses incurred after closing so the projected revenues were lower than budgeted. All other programs are meeting budgeted expectations.
- 2. Occupancy Report:** The report was reviewed and discussed. The report shows a positive trend both in the turn dates and leasing up. Currently there are 12 vacancies.

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 June 12, 2024 at 3:00 pm. A week earlier due to the Juneteenth holiday.