MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	January15, 2025
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 3:06 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, CFO Shannon Dalley (via Zoom), DED, Jessie Oyler and ED Sarah Van Cleve

   Excused: Vice Chairman Hemsath and Commissioner Gardner

2. **Approval of Minutes for PCHA Board Meeting December 18, 2024:** Motion made by Commissioner Speckhard and seconded by Commissioner Wilson. 4:0 approval

Public Comment: No Public Comment

Executive Director's Report:

1. **Retreat in June**; At the last board meeting, the board agreed to a retreat on June 13, 2025. Much of the discussion will be around owned properties. This would fall under the guidance of URH. Martha Wingate and Jennifer Wilson will attend the retreat on behalf of PCHA. Prior to the retreat, board members will be offered a tour of URH properties.

2. **Temporary New Office Hours:** Over the holidays, two PCHA staff resigned. Due to hiring and training, the office is now open 9-4. PCHA is open 40 hours a week, we will be considering decreasing the hours open to the public permanently. We want to ensure we are available to our clients, keeping in mind internal needs as well.

3. **85N Parking:** PCHA, the City of Provo, and other involved parties met to discuss the parking at the Wells Fargo building. Provo City decreased the number 85N is required to have from 120 to 48. The cost will be comparable to what we were paying, but the spots can be marked, the spots are on the first floor.

4. **Staff Update:** There are no more URH employees. URH had 2 employees on payroll, but they are now PCHA employees.

Discussion and Action Items:

1. **Review and Approval of November 2024 Financials:** Covered the check run and large expenses. Reviewed trial balances. Called large items such as Chillers, and other onetime expenses.

2. **Occupancy Report;** Public Housing is down to 3 vacancies from 18.

3. **Approval of PVB allocations:** Provo 16, Maple View, and Triplex: Board approved to attach PVB subsidy to Mapleview, Provo 19, and the triplex

Closed Session: N/A

Adjourn: Commissioner Speckhard made a motion to adjourn the meeting at 4:07 p.m. Commissioner Wilson seconded the motion. The vote was unanimous; 4:0.

The next PCHA Board Meeting is scheduled for February 19, 2025, at 3:00 p.m.