MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	April 16, 2025
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

1. **Welcome and Roll Call:** Chairperson Martha Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:00 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairperson Martha Wingate, Hemsath, Commissioner Speckhard, Commissioner Wilson, Commissioner Mackay, Vice Chair Commissioner Gardner, CFO Shannon Dalley, DED Jessie Oyler, OM Paula Curtis, and ED Sarah Van Cleve

2. **Approval of Minutes for PCHA Board Meeting March 19, 2025:** Motion made by Commissioner Gardner and seconded by Commissioner Hemsath, 5:0 approval

Public Comment: No Public Comment

Executive Director's Report:

1. **RAD Conversion Update:** We received 5 proposals, and after reviewing the submissions, the team narrowed it down to 2. Good Housing Partnerships out of Montana and Brawner out of Portland. We will be doing interviews with each company in the next few weeks. The board will be provided with the proposals for the 2 finalists. We are looking for a strong understanding of PHA experience and a good relationship with HUD. We will have to add resident services. We make a recommendation at the next board meeting.

2. **Follow up on HUD:** There was concern for the Shelter Plus Care grant, possibly held up in the government "Pause". Housing Connect has received their contract, so PCHA should receive news soon. The grant expires 7-31-2025.

3. **Staff Engagement:** Brittany Wood was hired as Property Manager for owned housing. Several staff are attending the NARHO conference this week (April 15-17). We had a "step" challenge as part of our wellness initiative. The staff were really engaged, so we are looking at other options for in-house competitions. We have a day of clean-up scheduled for May 15, and will be providing a dumpster for properties that are interested. Commissioner Hemsath mentioned that seniors may need added help. Commissioner Gardner suggested the "Day of Caring" from United Way, or a Community Service Day.

4. **PVB Update: We have 50-unit PVB units.** These are not new PVB's, we converted HVC to PVB. As we move forward on the RAD conversion, we will have more PVB's from the conversion. Paula has been a champion in this process.

Discussion and Action Items:

1. **Review and Approval February 2025:** Budget vs Actual; Other income is low, but that's due to quarterly income that has been realized. HCV: Fraud recovery is good, on budget so far. Shannon is still working on separating operating and admin expenses, which should be ready next month**.** Commissioner Wilson made a motion to approve, and Commissioner Gardner seconded. Motion passed 5:0.

2. **Updates to the ACOP plan for Public:** All the changes were updated for the HOTMA requirements. Commissioner Gardner made a motion to approve; Commissioner Mackay seconded. Motion passed 5:0.

3. **Occupancy Report;** no comments.

Closed Session: Commissioner Hemsath made the motion to go into closed session, and Commissioner Wilson seconded it.

Adjourn: Commissioner Commission Gardner made a motion to adjourn the meeting at 3:50 p.m. Commissioner Wilson seconded the motion. The vote was unanimous; 5:0.

The next PCHA Board Meeting is scheduled for May 21, 2025, at 3:00 p.m.