MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	May 20, 2026
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 3:04 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairperson Wingate, Commissioner Wilson, Commissioner Speckhard, Interim Executive Director Paula Curtis, and CFO Shannon Dalley.
   - Excused: Commissioner Mackay, Commissioner Hemsath, and Commissioner Gardner.

2. **Approval of Minutes for the PCHA Board Meeting April 15, 2026:** Motion made by Commissioner Speckhard and seconded by Commissioner Wilson. Motion passed 3:0 approval

Public Comment: No Public Comment

Interim Executive Director's Report:

1. **Section 18 Disposition & RAD Conversion Update**: Paula reported on having the tenant protection vouchers and meeting with tenants for briefing the following week. We've also met individually with each family to assist them in relocating. We currently have a 3-bedroom unit that has become available, and we will have a lottery for who will be able to transfer to this unit. The voucher is good for 90 days, and we will extend this as needed with each tenant. All listings of the unit will be in next week as realtors are taking pictures and preparing the units. Realtors are informing buyers of interest in keeping tenants as renters with the voucher if possible. Shannon shared updates on the PILOT contract in rewriting it with the County and gaining approval from our attorneys. It is now in the process of being approved by the County's Board, at which time we will then be able to have an opinion letter. The housing authority will need to retain ownership of the land in order for the PILOT to work for the Tax Credit Application along with the Financial Plan.

2. **Staff Engagement:** Paula shared Jessie's report stating that Emma Gubler is a new Housing Choice Voucher (HCV) Specialist who has started, doing a great job. With her addition, the HCV department is fully staffed. We also promoted Olivia Lomax to our LIHTC Property Manager with our Owned Housing department, which is also now fully staffed. The HCV team has taken the HCV Essential Course and passed through NAHRO. There is a new Tuition Reimbursement Policy that has been drafted and will need the Board's approval. We have one employee, Drea Tanuvasa, who has taken an accounting course in connection with her position and will benefit from this new policy, as well as other staff. This will also be a hiring perk and add to our benefits. Call boxes have been installed in all of our senior buildings. The staff success story was in relation to this, recognizing Candise and her efforts in her role. Owned Housing with Maintenance staff have also put together pamphlets for residents on Spring Cleaning ideas. The vacancy report is good and looks very small with few vacancies.

The J&J Master Lease under URH with the Patels will end on September 1st of this year. We have had to work with tenants in relocating them with their vouchers.

Discussion and Action Items:

1. **Review March 2026 Financials**, presented by Shannon: Budget vs. actual was reviewed. Details were sent via email. Commissioner Speckhard made a motion to approve, and Commissioner Wilson seconded. Motion passed 3:0

2. **Utah State Training for PCHA Board Members:** https://training.auditor.utah.gov/ This needs to be taken annually for Board members and upon their renewals as well.

3. **Updated FSS Action Plan:** We added language around the escrow accounts, disbursements, and forfeitures (changes so we can use funds for trainings and participants in good standing). Commissioner Wilson made a motion to approve, and Commissioner Speckhard seconded. Motion passed 3:0.

4. **Admin Plan Updates Review:** Designated elderly preference review and updated to the admin plan. We are cross-referencing our admin plan with other sister housing authorities in Utah, making necessary changes, and it will be a continued process. Paula will present 2 chapters a month moving forward and explain substantial changes recommended for Board approval. Commissioner Speckhard made a motion to approve Chapter 4, and Commissioner Wilson seconded. Motion passed 3:0.

5. **Tuition Reimbursement Policy:** Commissioner Wilson made a motion to approve, and Commissioner Speckhard seconded. Motion passed 3:0.

6. **Microsoft Teams Meetings virtual option moving forward for Board members:** Paula explained that Zoom costs us, when we can use Microsoft Teams to do this same thing. The Board agreed to move forward with Teams for future Board meetings. Jessie and Paula will test prior to the next Board meeting.

7. **Occupancy Report:** Informational- 99% occupancy.

No Closed Session

Adjourn: Commissioner Speckhard made a motion to adjourn the meeting at 3:50 p.m. Commissioner Wilson seconded the motion. Motion passed 3:0

The next PCHA Board Meeting is scheduled for June 17, 2026, at 3:00 p.m.