PROVO CITY HOUSING AUTHORITY

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

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

Opening Business

1. **Welcome and Roll Call:** Vice Chairperson Commissioner Michaelann Gardner 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: Commissioner Wilson, Commissioner Hemsath, Paula Curtis, OM; Jessie Oyler, DED; Shannon Dalley, CFO; and Sarah Van Cleve, ED.

   Excused: Commissioner Wingate, Commissioner MacKay, Commissioner Speckhard

2. **Approval of Minutes for PCHA Board Meeting June 18, 2025:** Commissioner Hemsath made a motion to approve, and Commissioner Wilson made the second. Motion passed 3:0

Public Comment: No Public Comment

Executive Team Report:

1. **Crown Home update:** According to the development plan, the space at the Crown homes is a common area and should remain common. The zoning manager for Provo, Arron Ardmore, said trying to change the development plan would be hard; it's better to leave it alone. The plan does show additional parking and green space. We need to check on liability and insurance. There is a total of 13 homes in the development that would have access to the common areas. One idea is to help the community create an HOA, so that PCHA would not have to cover the cost of maintaining the common area.

2. **RAD Update:** We are setting up residents' meetings for July 31st to cover the conversion process. We will have a separate meeting for the units we plan to dispose of. We will also track unit vacancies to see if we can relocate families internally. We are moving forward with the "as-built" plans in collaboration with the architect. We are creating a unit inventory list for our records.

3. **Staff Engagement:** We are finally fully staffed. We are investing time in developing a team environment and teams that work together. We have set up regular in-house training sessions (e.g., violence in the workplace, ethics, etc.). We have a new telework policy. Currently, there are no positions that offer hybrid or telework agreements. This policy provides guidelines for when PCHA may have reasons to work from home (online trainings, temporary issues, reasonable accommodation). PCHA also wants to be flexible, so we can remain competitive in the workplace when hiring. The quarterly goal for the wellness committee is to offer de-escalation training by Wasatch Behavior Health.

4. **HCV update:** Paula Curtis gave the background on the sunsetting program known as the "Emergency Housing Voucher" (EHV). HUD sent a funding letter that said PCHA "may" receive funding if it's available for 2026. PCHA will transition the 27 families on EHV to the HCV program. This will help address the low numbers on the HCV side, caused by the shortfall. PCHA will also receive additional admin fees for transitioning EHV to HCV.

Discussion and Action Items:

1. **Review and Approval of May 2025 Financials:** Admin for May were up due to a 3-pay-period month in May, which will even out at the end of the year. All budgets are reported in line with the agency's annual budget, accompanied by a brief discussion of the forecast budget cuts for the upcoming year. PCHA is installing cameras at each building at an initial cost, with no ongoing monthly fees. The audit is complete for PCHA, allowing PCHA to submit to HUD a month ahead of schedule. Commissioner Hemsath made a motion to approve May's financials, and Commissioner Wilson seconded. Approved 3:0

2. Approval of changes to the admin plan: EHV conversion to HCV, and additional language to allow for the conversion from a specialty voucher to HCV vouchers (NED, Mainstream, and EHV). Added additional language about the Mainstream program. Commissioner Wilson made the motion to approve, and Commissioner Hemsath seconded the motion. Motion passed 3:0

3. Approval of the teleworking policy: A Motion to approve was made by Commissioner Wilson and seconded by Commissioner Hemsath. Motion passed 3:0

4. Approval of the development agreement for Good Housing Partnerships: We set up biweekly meetings to stay on track with the application for the conversion. We are gathering unit information and building expenses: Commissioner Hemsath made a motion to approve, and Commissioner Wilson seconded. Motion passed 3:0

5. **Occupancy Report:** We saw an uptick in vacancies, but the PM/Maintenance teams have a plan to get the units turned and leased.

Adjourn: A motion was made to adjourn the meeting at 3:54. Commissioner Hemsath made the motion, and Commissioner Wilson seconded the motion. The vote was unanimous, 3:0.

The next meeting will be held on Wednesday, August 20, at 3:00 pm.