PROVO CITY HOUSING AUTHORITY

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, August 20, 2025
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

1. **Welcome and Roll Call:** Chairperson Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:03 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Vice Commissioner Michaelann Gardner, Commissioner Wilson, Commissioner Speckhard, Commissioner Hemsath, Housing Operations Manager Paula Curtis, CFO Shannon Dalley, and ED Sarah Van Cleve.

   Excused: Commissioner MacKay

2. **Approval of Minutes for PCHA Board Meeting July 16, 2025:** Commissioner Hemsath made a motion to approve, and Commissioner Wilson made the second. Motion passed 4:0

Public Comment: No Public Comment

Executive Team Report:

1. **RAD:** Moving forward on the RAD conversion. We have been working with a HUD consultant, and it's been busy. PCHA will require an amendment to the 5-year plan to allow us to move forward on the RAD conversion. We stated we would get educated in the process, but we decided to move forward. PCHA will ask for approval to submit a RAD application at the September board meeting.
   - **a.)** Jessie Olyler and Sarah Van Cleve met with 20 families living in units that are slated to be sold.
   - **b.)** We could complete the process and still develop PHA units again, if we wanted to add more units.
   - **c.)** Homeownership: There is a mechanism to allow residents to purchase a home with their voucher.

2. **Annual Plan:** The plan is completed and out for public review. The majority of the Annual Plan is the RAD conversion.

3. **Staff Engagement**: Fully staffed now. A long-time employee retired, and we celebrated with her last week. We overhired, so the new person is trained and working.

4. **HCV update:** Paula explained the process to absorb the EHV vouchers, a program that is sunsetting. This will help boost the HCV numbers and increase expenses, enabling PCHA to remain a high performer with SEMAP.

Discussion and Action Items:

1. Review and Approval of June 2025 Financials. Over half through the year. Financial notes: emphasized the updated budget reports. HCV: nothing new to report. There was a wire to Trinity for the final equity draw. Commissioner Speckhard made a motion to approve, and Commissioner Wilson made the second. Approved 4:0

2. Occupancy Report: A small spike up due to recent inspections, but we have a plan.

3. Short discussion on the 85N mediation: Sarah Van Cleve will attend the mediation with Trinity against FFKR.

4. Approval of 4 PVB vouchers for HART apartments in partnership with Community Action: The HART apartments are four one-bedroom units in Provo. The units are for Wasatch and Community Action. The PVB rent will help offset a “linger longer” program managed by Community Action. Approved 4:0

Adjourn: A motion was made to adjourn the meeting at 3:54. Commissioner Speckhard made the motion, and Commissioner Wilson seconded the motion. The vote was unanimous, 4:0.

The next meeting will be held on Wednesday, September 17, 2025, at 3:00 pm.