MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date: Time: Location:	Wednesday October 16, 2024 3:00 p.m. 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 3:07 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Commissioner Wilson, Commissioner Speckhard, Commissioner MacKay, Commissioner Michaelann Gardner, Paula Curtis Operations Manager, Jessie Oyler, DED, Shannon Dalley and CFO, and Sarah Van Cleve, Executive Director.

Commissioner Wingate took a moment to welcome Commissioner Michaelann Gardner to the board. Michaelann works at United Way and is an exceptional advocate for housing.

Excused: Vice Chair Lynette Hemsath

2. Approval of Minutes for PCHA Board September 18, 2024 Meeting, Commissioner Speckhard motioned to approve the Minutes for the September 18, 2024 PCHA, Board Meeting. Commissioner Wilson seconded the motion. The vote was unanimous,5:0.

Public Comment: There was no public comment

Executive Team Report:

1. **Approval of the language changes to the admin plan:** Language was approved to address the referral process for URH units that require an agency referral and a preference on the waitlist.

2. **Valley Villa Update:** Ms. Van Cleve covered the unexpected expenses at Valley Villa.
3. **Personnel Report:** Mr. Oyler updated the board on the Senior Property Manager position. 3 internal candidates, and 2 external candidates. Interviews will be held the first week in November.

4. **Resident Survey:** Ms. Curtis reported on the resident survey. Overall the residents are more than satisfied with PCHA/URH. Many staff were referred to by name for going above and beyond. Maintenance has already completed the work called out in the survey. The staff was pleasantly surprised at the results. The suggestion was to send a follow-up letter to the residents sharing the feedback and changes PCHA may make as a result of the feedback.

Discussion and Action Items:

1. **Reviewed the July and August financials.** The increased expenses to Valley Villa were explained. Commissioner MacKay made a motion to approve and Commissioner Wilson made a second, motion passed 5:0.

2. **Approval to increase "Capitalization" of expendable and non-expendable assets:** Currently the capitalization of the PCHA assets was set at $1000, PCHA would like to increase that to $5,000. The $1000 was too low and was capturing expenses that do not need to be capitalized. Commissioner Speckhard made a motion to approve, Commissioner Wilson seconded; the motion passed 5:0.

3. **Occupancy Report:** no questions

Adjourn: 3:55 PM: Commissioner Mackay made a motion to close the meeting and Commissioner Speckhard seconded the motion: the motions passed 5:0

Executive Session: