

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date: Time: Location:	Wednesday, October 18 2023 3:00 p.m. 688 West 100 North, Provo, UT 84601
Opening Business	
<p>1. Welcome and Roll Call: Chairman 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: Chairman Martha Wingate, Vice Chairman Hemsath, Commissioner Wilson (via Zoom), Commissioner Faulconer, Shannon Dalley (via Zoom), Chief Financial Officer, Paula Curtis, Executive Assistant, and Sarah Van Cleve, Executive Director.</p> <p>2. Approval of Minutes for PCHA Board Meeting September 20, 2023: Vice Chairman Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on September 20, 2023. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0</p>	
Public Comment: No Public Comment	
Executive Director' Report:	
<p>1. Meeting with HAUC: Ms. Van Cleve and 2 other staff members met with the Housing Authority of Utah County's Executive Director, Jeremy Runia and some of his staff at the Provo City Library. The purpose of this meeting was to start the process of the two agencies coming together to discuss issues that arise and to share best practices as we both navigate through similar tasks and outcomes for our agencies. This is something that both agencies would like to continue and will make plans to do it quarterly.</p> <p>1. Options for Valley Villa: It is time to start the conversation of what the future plans might be for the Valley Villa Apartments, one of the public housing senior apartment complexes. The 2 options are to rehab the existing structure or rebuild a new one on the existing and surrounding property. The Board requested a review on the agencies' ability to maintain the existing units that they currently have before they consider adding more PH units or move forward with consideration of the options.</p>	

Discussion and Action Items:

- 1. Review and Approval of August 2023 Financials:** Ms. Dalley talked to the Board about the August 2023 financials and went over the different categories to show that the accounts are all in line with the budget. Commissioner Faulconer made a motion to approve the August 2023 financials. Vice Chairman Hemsath seconded the motion. The vote was unanimous, 4:0.
- 2. FY 2022 Fiscal Overview:** Bill Miller, from the auditing firm B&L, presented the FY 2022 fiscal overview for the PH and Voucher programs. There were no significant findings or concerns. He invited the Board to bring any concerns or questions they might have to him, now and in the future. He answered any questions that the Board had to their satisfaction. A motion was made to approve the FY 2022 Financials by Commissioner Faulconer. It was seconded by Vice Chairman Hemsath. The vote was unanimous, 4:0.
- 3. Review and Approval of Admin Plan Changes:** The PCHA Admin Plan is going through many needed updates and some revisions. Rather than present them one chapter at a time, it was suggested that there be a subcommittee that would review the entire plan, when completed, and present it to the Board for approval at that time. The Board agreed with this idea. Vice Chairman Hemsath volunteered to be on this committee and the 2nd position will be filled at a later time. The staff will continue their efforts in completing this task by the end of the year.
- 4. Review and approval of 5-year Plan and Annual Plan:** Both plans had been given to the Board for review. A motion to approve both the 5-year and Annual Plan for submission to HUD was made by Vice Chairman Hemsath. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0. The Resolution was signed.
- 5. URH Board Appointment:** A discussion was had to name Commissioner Jenny Wilson to the URH Board as the PCHA Board representative. A motion was made by Commissioner Faulconer. Vice Chairman Hemsath seconded the motion. The vote was unanimous, 4:0.

Executive Session: The session began at 4:01 p.m. Commissioner Faulconer made a motion to enter in to the executive session. Vice Chairman Hemsath seconded the motion. The session closed at 4:10 p.m. A motion was made by Commissioner Faulconer. Seconded by Vice Chairman Hemsath.

Adjourn: Vice Chairman Hemsath made a motion to adjourn the meeting at 4:11 p.m. Commissioner Faulconer seconded the motion. The vote was unanimous; 4:0.

The next PCHA Board Meeting is scheduled for November 15th, 2023 at 3:00 p.m.