PROVO CITY HOUSING AUTHORITY

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, November 19, 2025
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

Welcome and Roll Call: Chairperson Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:00 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Commissioners Hemsath, Wilson, Speckhard, and MacKay. Housing Operations Manager Paula Curtis, DED Jessie Oyler, CFO Shannon Dalley, and ED Sarah Van Cleve.

Excused: Vice Commissioner Michaelann Gardner

1. **Approval of Minutes for PCHA Board Meeting October 15, 2025:** Commissioner Hemsath found corrections to the October minutes; Commissioner Speckhard did not adjourn the meeting, and the next board meeting date was incorrect. The minutes were corrected and presented at the meeting. Commissioner Hemsath made a motion to approve, and Commissioner Wilson made the second. Motion passed 5:0

Public Comment: There were none.

Executive Team Report:

1. **Meeting with Tyler Clancy:** Tyler Clancy is the East Provo State Representative; he will also take over as Director of the Homeless Housing Fund in March of 2026. We discussed the following
   - **a.) CoC:** There was some concern raised that Utah was going to merge all three CoC's into one large group. This seems to be unfounded. What has changed is how the COC can use the McKinney-Vento funds. PCHA could see cuts to shelter plus care dollars starting in August of 2026 due to the new program caps.
   - **b.)** The grant is now a competitive grant, rather than a renewal. PCHA will have to change some programmatic requirements to be eligible for the funds. The grant will now allow for transitional housing and faith-based organizations.

2. **85N:** Trinity has asked to be bought out of 85N. URH will have to vet the process to determine whether there are long-term benefits to purchasing the building now. The biggest concerns are the guarantees and the cost. PCHA owns .01% of Senior LLC.

3. **RAD Update:** We need to submit the Section 18 application to get permission from HUD to sell the 20 units (6 single-family and 14 duplexes). We held several informational meetings but didn't hold a RAB meeting. We want to hold a RAB meeting to discuss the RAD conversion and determine whether residents are interested in forming a formal RAB board to address

issues as we move forward. We need to have a special board meeting on December 2, 2025, to approve the resolution to submit the Section 18 application.

4. **COLA for Staff:** Staff will receive a 2.5% COLA and a merit increase of up to 1% based on performance. At the end of the year, the wage adjustment was 3.5%.

5. **Policy Changes:** The leadership team worked together to create a mobile device policy. The policy is to provide fair and equitable use of personal cell phones during business hours. It should be noted that a handful of staff use their personal cell phones for work and are compensated for it. Commissioner Hemsath asked for more clarity on when and why a person would use their phone for work-related issues and when "personal" use would be acceptable. We decided to table the policy approval until the special board meeting so that clarifying language could be added.

6. **Emphasys update:** Four staff attended the Emphasys conference. Some great add-ons are coming that will help with property management~EPOC. There was an excellent course on VMS (the system that tells HUD what we are spending). There is a new system for online rent payments: Paymentas, where tenants can see their balance and other important information. We are still waiting on the tenant portal for the annual review process.

Discussion and Action Items:

1. Review and Approval of September 2025 Financials: Admin was a little high, but that was due to not charging some buildings for the time staff are spending at the buildings. Motion to approve by Commissioner Speckhard and seconded by Commissioner Mackay. Financials Approved 4:0

2. Approval of budget revision for the 2025 and 2026 budgets (RESO 11-A-25). This is a HUD requirement: the board must approve the actuals, then the revised budget based on those actuals. The revised 2025 budget then becomes the request for 2026. Motion to approve the resolution 11-A-25 made by Commissioner MacKay and seconded by Commissioner Wilson. Financials Approved

3. Occupancy report: DED Oyler covered the occupancy report. There were no questions.

Closed session to review the performance of a public employee. Motion to go into closed session made by Commissioner Wilson and seconded by Commissioner Hemsath. Motion to return to the PCHA regular board meeting made by Commissioner Speckhard and Commissioner Hemsath.

Adjourn: A motion to adjourn the meeting at 4:00 pm was made. Commissioner Speckhard made the motion, and Commissioner Hemsath seconded it. The vote was unanimous, 4:0.

The next meeting will be a special board meeting on December 2, 2025, at 1:00 pm, and the regular monthly board meeting will be held on December 17, 2025, at 3:00 PM.