

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date: Time: Location:	November 20, 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 3:05 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Martha Wingate, Vice Chairman Hemsath, Commissioner Wilson, Commissioner MacKay, Commissioner Speckhard, Commissioner Gardner, Shannon Dalley (via Zoom), Chief Financial Officer, Paula Curtis, Operations Manager, Jessie Oyler Deputy Executive Director, and Sarah Van Cleve, Executive Director. 2. Approval of Minutes for PCHA Board Meeting October 16, 2024: Motion made by Commissioner Speckhard and seconded by Commissioner Gardner. 6:0 approval	
Public Comment: No Public Comment	
Executive Director's Report: 1. Language for possible the inter-local agreement; The idea is to have one application for residents to get on the HVC waitlist. We need to contact to Housing Connect to see how their combined waitlist works. 2. Development of High School Property: The City posted an article and news clip about the development of the high school property. PCHA and Provo City should work out a development agreement. 3. Wage adjustment and update to the handbook: Each year the staff receives a wage adjustment. New language in the handbook to offer a prorated wage adjustment for new staff hired during the year. Commissioner Hemsath led the conversation to ensure staff were appropriately compensated. 4. Wellness Committee; PCHA entered into a contract for an Employee Assistance Program. The cost is around \$600 annually. The staff were very excited about the new benefit. 5. Emphasys Conference; New things coming are rent payments online. This will save a lot of staff time processing rent and updating ledgers. HOTMA has created some delays with the roll-out of new processes.	

Discussion and Action Items:

- 1. Review and Approval of September 2024 Financials:** No discussion or discussion. Motion for approval by Commissioner Speckhard and seconded by Commissioner Hemsath. Approved 6:0
- 2. Approval of FY 2025 Budget:** Ms. Dalley reviewed the proposed FY 2025 Budget. Included was a revision of the 2024 budget. A motion was made by Commissioner Speckhard to approve the FY 2025 budget. Commissioner Hemsath seconded the motion. The vote was unanimous; 6:0.
The Resolution 11-A-24 was signed.
- 3. Occupancy Report; No discussion.**
- 4. Approve the inclement weather policy:** This policy is to let staff know what to do and what is expected when the weather affects the commute. Commissioner Speckhard made a motion to approve the policy. Commissioner Hemsath seconded the motion. 6:0 approved.
- 5. Update on Café'300.:** The buyer is working with the city planning department to get approval of his plans for the property.

Adjourn: Commissioner Speckhard made a motion to adjourn the meeting at 4:10 p.m.
Vice-Chair Hemsath seconded the motion. The vote was unanimous; 6:0.

The next PCHA Board Meeting is scheduled for December 18, 2024, at 3:00 p.m.