PROVO CITY HOUSING AUTHORITY

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, December 17, 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, Gardner, and MacKay (after minutes were approve). Housing Operations Manager Paula Curtis, DED Jessie Oyler, CFO Shannon Dalley, and ED Sarah Van Cleve.

1. **Approval of Minutes for PCHA Board Meeting November 19, 2025, and December 2, 2025 Special meeting:** Commissioner Hemsath made a motion to approve the regular board meeting, and Commissioner Speckhard made the second. Motion passed 5:0. Commissioner Speckhard made a motion to approve the December 2, 2025, Special board meeting, and Commissioner Gardner made the second. Motion passed 5:0

Public Comment: There were none.

Executive Team Report:

1. **85N:** Gilmore Bell has taken on the feasibility process for the purchase of 85N. Rocky Mountain CRC had originally offered financing, but the reason for the opt-out did not meet their criteria.
1. **RAD Update:** We submitted the Section 18 Application and have been assigned a HUD reviewer. We are correcting data in the HUD system (PIC). Next steps on the Section 18 process will be applying for tenant protection vouchers. Then the Tax/Bond application in early February. We are also working towards bringing on Ballard Spar for PCHA representation.

2. **Staff Engagement:** We had one housing specialist resign in good standing, and the office assistant was promoted to a new position. We created an “Eligibility Specialist” to help even out the workflow. We had a great holiday event to celebrate the staff. We added a new life insurance option for staff; the selling point was that they can take it with them if they leave PCHA. We have started the environmental inspections for the RAD conversion. Commissioner Wilson inquired about Radon testing and how it may affect the tenant. Gardner inquired about the difficulty in finding new staff and whether we are finding qualified applicants. DED Oyler responded that he felt we were getting worthy applications. Commissioner Speckhard inquired about the cost of insurance and was PCHA’s portion going up. CFO Dalley commented that the increase was 4%, and we are happy with the small increase.

3. **HCV Update:** We are going to be a high performer for SEMAP based on the number of months we were leased rather than on spending. We spent 97% of the funds, but you need 98% to get the SEMAP points. Mainstream has two vacancies. EHV is officially done. A concern was raised about the current funding for the CoC. We are looking for GAP funding as the new NOFA is being held up in court. If the current NOFA is put forth, PCHA could see a 70% of the funds previously awarded.

Discussion and Action Items:

1. **Review and Approval of October 2025 Financials.** We covered the balance sheets of the 3 major programs. Commissioner Wingate asked about how the PILOT tax is calculated; it's based on tenant rent revenue. Motion to approve by Commissioner Wilson and seconded by Commissioner Speckhard. Financials Approved 6:0

2. Occupancy report: Public Housing 100% Occupied, and only a few

Closed session to review the performance of a public employee. Motion to go into closed session made by Commissioner Hemsath and seconded by Commissioner Gardner at 3:44 PM. Motion to return to the PCHA regular board meeting made by Commissioner Speckhard and Commissioner Hemsath. Closed session ended 4:15

Adjourn: A motion to adjourn the meeting at 4:20 pm was made. Commissioner Speckhard made the motion, and Commissioner Hemsath seconded it. The vote was unanimous, 6:0.

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.