

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date: Time: Location:	December 18, 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: Chairman Martha Wingate, Vice Chairman Hemsath, Commissioner Wilson, 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. Excused: Commissioner MacKay. 2. Approval of Minutes for PCHA Board Meeting November 20, 2024: Motion made by Commissioner Gardner and seconded by Commissioner Wilson. 5:0 approval	
Public Comment: No Public Comment	
Executive Director's Report: 1. Sale of property at 457 S University; During the question and answer period with the city, there were concerns about the “beautification” requirement. The buyer felt the property was not big enough to serve his needs. The sale has been cancelled. 2. Possible dates for a Board retreat: PCHA needs to have a board retreat to create a strategic plan. June 13 th was agreed on for a half-day retreat. 3. Meeting with HAUC: Commissioner Wingate and the Executive Director met with the Executive Director, the Deputy Executive Director and HAUC’s Board Chair Steve White. Everyone agreed that we should find ways to streamline our programs. We agreed to wait until summer 2025. HAUC is going through a computer conversion and needs time to work through that. 4. Final Push for 85N: During the review for the 8609, it was noted that there was no “exercise room”. We tried to switch the exercise room to a storage room, but there was not enough room. The exercise room will be done by December 30, 2024. 5. Final Report on 2024 Shortfall; PCHA received around 298K in shortfall funds. We are hopeful the funding level will match the 2024 expenses. With no approved budget the plan is to remain conservative when leasing up families on the HCV program. 6. Open Positions: A brief discussion on the open Property Management position and the FSS position are open.	

Discussion and Action Items:

- 1. Review and Approval of October 2024 Financials:** Large expenses such as the roof membrane for Cascade Villa and the cost of the Bonneville grant. A brief discussion on landlord auto deposit. Motion for approval by Commissioner Wilson and seconded by Commissioner Gardner. Approved 5:0
- 2. Occupancy Report; No discussion.**

Closed Session: Review the performance of a public employee; 3:45 to 3:55 pm

Adjourn: Commissioner Speckhard made a motion to adjourn the meeting at 3:55 p.m.
Commissioner Wilson seconded the motion. The vote was unanimous; 5:0.

The next PCHA Board Meeting is scheduled for January 15, 2025, at 3:00 p.m.