

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date: Time: Location:	Wednesday, December 2023 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 3:10 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, Commissioner MacKay, Commissioner Speckhard, Shannon Dalley (via Zoom), Chief Financial Officer, Paula Curtis, Executive Assistant, and Sarah Van Cleve, Executive Director. 2. Approval of Minutes for PCHA Board Meeting October 18, 2023: Vice Chairman Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on October 18, 2023. Commissioner Speckhard seconded the motion. The vote was unanimous, 6:0	
Public Comment: No Public Comment	
Executive Director' Report: 1. 85 North Energy Green: 85 North is currently working with contractors to retrofit the building in order to become compliant with the Enterprise Green requirement of the Tax Credit Application. The tenants have been very understanding and cooperative. The closing is scheduled for January 11 th , 2024. 2. Fakler Property: Ms. Van Cleve explained the debate over selling this property or working with a developer to build condos for home ownership. A developer has shown some interest in working with URH on this project. Ultimately there would be a component worked in to the project for some of the units to be in the Community Land Trust. This all hinges on the purchase of the corner piece of property. A meeting is being set with the land owner to discuss the purchase of that property. 3. FSS Position: A job opening has been posted for a full-time FSS Coordinator. Public Housing families are now eligible for this program and there are spots available that need to be filled. The Board members requested a copy of the job description and suggested additional sites for posting the job to attract better candidates for the position.	

Discussion and Action Items:

- 1. Review and Approval of September & October 2023 Financials:** Ms. Dalley reviewed the September & October 2023 financials with the Board 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 September & October 2023 financials. Commissioner MacKay seconded the motion. The vote was unanimous, 6:0.
- 2. FY 2023 Write-Offs:** Ms. Dalley reviewed the program write-offs for the year. There were no questions or concerns to be noted. A Resolution authorizing the write-offs was signed.
- 3. Approval of FY 2023 Revisions:** Ms. Dalley reviewed any revisions that were needed to the FY 2023 Budget. A motion was made by MacKay to approve the FY 2023 Revisions. Vice Chairman Hemsath seconded the motion. The vote was unanimous, 6:0. The Resolution was signed.
- 4. Approval of FY 2024 Budget:** Ms. Dalley reviewed the proposed FY 2024 Budget. A motion was made by Commissioner Speckhard to approve the FY 2024 Budget. Commissioner Faulconer seconded the motion. The vote was unanimous; 6:0. The Resolution was signed.
- 5. Approval of Administrative Plan:** On the recommendation of the Board Committee nominated to oversee the update of the Administrative Plan, a motion to approve the new Administrative Plan was made by Commissioner Speckhard. Commissioner Faulconer seconded the motion. The vote was unanimous, 6:0.

Executive Session: The session began at 4:10 p.m. Commissioner Speckhard made a motion to enter in to the executive session. Vice Chairman Hemsath seconded the motion. The session closed at 4:35 p.m. The Board approved the proposed compensation for the Executive Director. A motion to approve was made by Commissioner Faulconer. Seconded by Commissioner Speckhard. The vote was unanimous; 6:0.

Adjourn: Commissioner Speckhard made a motion to adjourn the meeting at 4:36 p.m. Vice-Chair Hemsath seconded the motion. The vote was unanimous; 6:0.

The next PCHA Board Meeting is scheduled for January 17th, 2024 at 3:00 p.m.