



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, April 19, 2023
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

- 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-Chairperson Lynette Hemsath, Commissioner Doug Gale; Commissioner Katrice McKay, Commissioner Eric Speckhard, Commissioner Christian Faulconer, Douglas Carlson, Interim Executive Director, Shannon Daley, Chief Financial Officer, Paula Curtis, Executive Assistant, Dean Clements, Facilities Manager, Dave Dibble, Assistant Facilities Manager, and Pamela Liston, Special Projects Manager.
- Approval of Minutes for PCHA Board Meeting March 15, 2023:** There was a question asked about the language in one section but the Board decided that the sentence was correct. Commissioner Speckhard made a motion to approve the Minutes for the PCHA Board Meeting on March 15, 2023. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous, 6:0.

Public Comment: Becky Graves, Owned Housing Manager, attended the meeting and read a letter to the Board about the management of the Provo City owned units.

Chief Executive Officer's Report:

- Update on 85 North:** There have been two rounds of legal letters sent to both the Architect and the Contractor. The PCHA employees are spending more time management the project. The Contractor, Rim Rock is working hard to get the project complete by May 15, 2023. The priority is to complete the project. The PCHA staff is working on obtaining the furniture for the common areas and can purchase on the State contract so no bids have to be sent. Mr. Carlson is going to re-approach Provo City to inquire as to whether a temporary occupancy permit can be granted if certain floors are complete.
- Retirement/CEO Search:** There were five resumes submitted for the position, but only four will be interviewed. The Board felt like all Board members should be invited to participate in the initial interview via Zoom. After the field of four is narrowed, then a smaller group will complete the final interview.

Discussion and Action Items:

- 1. Review and Approve January 2023 Financials:** Ms. Dalley talked to the Board about the February 2023 financials 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 February 2023 financials. Commissioner McKay seconded the motion. The vote was unanimous, 5:0. (Commissioner Speckhard exited the meeting at 3:45).
- 2. Review and Approve Resolution on 2023 PCHA Budget Revision:** When the initial budget was prepared, there was not a line item for collection write-offs in the Voucher Program. This line item needed to be added into the budget, which called for the Revision. Commissioner McKay made a motion to approve the 2023 PCHA Budget Revision. Commissioner Gale seconded the motion. The vote was unanimous, 5:0.
- 3. Review and Approve the Revised PCHA Employee Handbook.** The Board had earlier suggested the HR Company take a look at the current employee handbook. The made some suggestions to change some of the language but said that handbook was good overall. The Board had been sent copies of the redline version of the handbook and the new copy of the handbook. Commissioner Gale made a motion to approve the Revised PCHA Employee Handbook. Commissioner Faulconer seconded the motion. The vote was unanimous, 5:0.
- 4. Review and Approve Employment Choice Contract.** The employees of URH had met with members of the Board and asked that they be given the same benefit package as the PCHA Employees. After much research, a contract was drawn up giving the employees their choice of the benefit package and the pay that would go along with each package. The contract was presented to the Board. Vice-Chairperson Hemsath made a motion to approve the Employment Choice Contract. Commissioner McKay seconded the motion. The Vote was unanimous, 5:0.
- 5. Consideration of Financial Participation in United Way of Utah County's Poverty Views 2023 Study.** United Way has asked various agencies if they will participate in the newest study, "Poverty Views 2023: The Emergence of Generation Z." The information will not be available to the general public but will be given to participating agencies to be used as they move forward. Vice-Chairperson Hemsath made a motion to approve financial participation in the study by donating \$7500 to United Way. Commissioner Gale seconded the motion. The vote was unanimous, 5:0.
- 6. Consideration of the opportunity to participate in the Ralph's town project.** This was not included on the original Agenda but the Board thought the Project needed to be discussed because of the nature of the Project. This Project is a homeownership Project in downtown Provo. The Board had many questions and the decision was made to move forward and to present in a more formal setting.

Vice-Chairperson Hemsath made a motion to adjourn the meeting at 5:45 p.m. Commissioner Gale seconded the motion. The vote was unanimous; 5:0. The next PCHA Board Meeting is scheduled for May 17, 2023 at 3:00 p.m.

