



## MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

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| Date:     | Wednesday, August 16, 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 3:07 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Martha Wingate, Commissioner Katrice MacKay, Commissioner Christian Faulconer, Commissioner Eric Speckhard (via Zoom), Shannon Dalley, Chief Financial Officer, Paula Curtis, Executive Assistant, and Sarah Van Cleve, Executive Director.
- Approval of Minutes for PCHA Board Meeting July 19, 2023:** Commissioner Faulconer made a motion to approve the Minutes for the PCHA Board Meeting on July 19, 2023. Commissioner MacKay seconded the motion. The vote was unanimous, 4:0

**Public Comment:** No Public Comment

### Executive Director' Report:

- Update on 85 North:** Ms. Van Cleve updated the Board on the progress of the project. It is moving along but not yet completed. The CO has not been granted by the city as of yet. The TCO has been extended through the end of the month. The final inspection is scheduled for tomorrow the 17<sup>th</sup>. Crews are still working to finish the curbing and driveway entrance. AT&T will also need to move one of their utility boxes that they installed. George is the Rimrock foreman on the job and has been great to work with. He is tying up all the loose ends on the project. We are thankful that he is still on the job, seeing it to the end. Our designated parking spots are still yet to be finalized. Ms. Van Cleve is communicating with the parking structure manager and has requested a walk through to get it finalized but this is yet to happen. The lobby tile is still on the table to be removed and replaced, sometime after the Grand Opening, which is scheduled for September 14<sup>th</sup>.
- Update on new commissioners:** The newest prospective Board Commissioner has submitted a resume to the Mayor's office for consideration. Chairman Wingate will contact this individual to make sure they have submitted the required application as well.

## Discussion and Action Items:

- 1. Review and Approval of June 2023 Financials:** Ms. Dalley talked to the Board about the June 2023 financials and went over the different categories to show that the accounts are all in line with the budget. Commissioner MacKay made a motion to approve the June 2023 financials. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0.
- 2. Review and Approval of 08-A-2023 Resolution-HCV Shortfall:** Ms. Van Cleve explained and discussed the shortfall at the last board meeting. The Board discussed and approved the 08-A-2023 Resolution declining technical support from HUD's shortfall team and approving the use of PHA funds to cover unfunded Housing Assistance Payments. Commissioner Faulconer made a motion to approve Resolution 08-A-2023. Commissioner MacKay seconded the motion. The vote was unanimous, 4:0.
- 3. Review and Approve 08-B-2023 Resolution -2023 Capitol Fund ACC Amendment:** Ms. Van Cleve explained the need for a Resolution to amend the 2023 Capitol Fund ACC. Commissioner MacKay made a motion to approve the 08-B-2023 Resolution. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0.
- 4. Review and Approval of Admin Plan Changes:** Ms. Van Cleve explained the importance of keeping the HCV Admin Plan updated. She explained that she will be going through a chapter each month, making any necessary changes or updates that are needed. This will be an ongoing discussion point on the next several Board Agendas. The Board members reviewed and approved the updates made this month under Eligibility for Admission and Repayment Policy Chapters. Commissioner Faulconer made a motion to approve the Admin Plan Changes. Commissioner MacKay seconded the motion. The vote was unanimous, 4:0.
- 5. Discussion of ADU Proposal-Joe Spencer-**Ms. Van Cleve shared that Mr. Joe Spencer was anxious for their decision as to whether or not PCHA would join his inter local agency. Doing this would require that a representative from PCHA be on its Board of Directors. Ms. Van Cleve voiced that she would be happy to be that representative if the Board determined that this would be in its best interest to be involved. The Board requested that they ask Mr. Spencer to see the actual inter local agreement and that they inquire to Provo City to make sure this type of project is aligned with their community development plan, before making a decision.
- 6. Discussion concerning email addresses for Board of Directors:** Ms. Van Cleve discussed that there may be times that program participants or community members may inquire about contacting our Board of Directors. She stated that she would like to create agency email addresses for them all, just for this purpose and asked their thoughts about this. They agreed that it would be a good idea and approved her moving forward with this endeavor.

**Adjourn:** Commissioner Speckhard made a motion to adjourn the meeting at 4:20 p.m. Commissioner Faulconer seconded the motion. The vote was unanimous; 4:0.

The next PCHA Board Meeting is scheduled for September 20<sup>th</sup>, 2023 at 3:00 p.m.