



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, February 15, 2023
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

- Welcome and Roll Call:** Chairman Doug Gale 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 Doug Gale, Vice-Chairperson Lynette Hemsath, Commissioner Martha Wingate, Commissioner Christian Faulconer, Commissioner Katrice McKay, Commissioner Eric Speckhard, Robert Vernon, Chief Executive Officer, Shannon Daley, Chief Financial Officer, Paula Curtis, Executive Assistant, and Pamela Liston, Special Projects Manager.
- Approval of Minutes for PCHA Board Meeting January 18, 2023:** The Board did not have any questions on the minutes. Commissioner Wingate made a motion to approve the Minutes for the PCHA Board Meeting on January 18, 2023. Commissioner McKay seconded the motion. The vote was unanimous, 6:0.

Public Comment: There was no one in attendance to make any public comments.

Chief Executive Officer's Report:

- Update on 85 North:** There have been a lot of issues that have arisen. The newest issue is that there are parts for the elevators that were not ordered and now they are 10-20 weeks from arriving. This pushes the project to the limits of completion. Robert is meeting with Trinity development to decide how to handle all of the cost overruns and other issues. Trinity has an in-house attorney that handles these kinds of issues so he will be brought in to help the issues.
- Retirement/CEO Search Discussion:** Mr. Vernon has given notice to the Board that he is retiring effective March 16, 2023. Before this was announced a search firm had been hired to find a Chief Operating Officer for the Agency. Now that search needs to be for the Chief Executive Officer. The Board discussed how this would happen and what would happen in the interim.
- Retirement and Recognition Celebration:** A retirement celebration for Mr. Vernon will be held at Cascade Gardens on February 28 from 12:00 – 2:00. A light lunch will be served and the Board is invited to attend.

Discussion and Action Items:

- 1. Review and Approve December 2022 Financials:** Ms. Dalley talked to the Board about the December 2022 financials and went over the different categories to show that the accounts are all in line with the budget. Commissioner McKay asked a question about a check that was written for zero. Ms. Dalley told the Board she would research that item and send them an answer. Commissioner Wingate made a motion to approve the December 2022 financials. Commissioner Speckhard seconded the motion. The vote was unanimous, 6:0.
- 2. Review and Approve SEMAP Resolution:** SEMAP is the way that HUD Monitors that effectiveness of the Voucher Program. SEMAP Stands for Section Eight Management Assessment Program. At the end of each calendar year, staff must prepare this report and submit to HUD. This is how the Agency earns the high performer status from HUD. There is a form that must be signed by the Board Chair and a resolution needs to be passed to approve submitted the SEMAP to HUD. Commissioner Falconer made a motion to approve the Resolution for SEMAP. Commissioner McKay seconded the motion. The vote was unanimous, 6:0.
- 3. Review and Approve Admin Plan Updates:** There needed to be a change made to the Voucher Administration Plan that will allow for 85 North to be on a referral basis from partnering agencies and that only 62 and above may live in the units. Commissioner Wingate made a motion to approve the updates to the Voucher Administration Plan. Commissioner McKay seconded the motion. The vote was unanimous, 6:0.
- 4. Review Cost of Offering URH Employees PCHA Benefits:** The Board has asked in the meeting in January to report what it would cost If all employees were PCHA employees with the full benefit package. A report was compiled showing the expense to move everyone back into PCHA. After some discussion, the Board asked that a new report be compiled that shows employee current salaries, their years of experience, etc. to better understand the differences in salaries and benefits. They asked that this be presented during the March 15, 2023 Board Meeting.
- 5. Review and Approve Contract for CEO Search:** Mr. Vernon has given notice that he plans to retire March 16, 2023. A new CEO search needs to be conducted to find his replacement. The Board reviewed the contract that will be signed between the PCHA and Mr. Stan Quy who will conduct the search. Commissioner Falconer made a motion to approve the Contract between the PCHA and Mr. Quy. Commissioner Speckhard seconded the motion. The vote was unanimous, 6:0. The Board wanted to appoint a sub-committee that would work director with Mr. Quy to keep the process moving instead of having to meet with the full Board each time. The Board voted to have Chairperson Douglas Gale and Commissioner Martha Wingate as this sub-committee.
- 6. Recognition of staff for helping a Mother, Daughter and Granddaughter with some acute needs:** The Board chair wanted to recognize the staff of the Agencies who go above and beyond to help clients. Recently a grandmother, mother and preemie baby had come in and were moving into a new unit. They did not have diapers, formula, crib, car seat etc. The staff heard of this and delivered all of these items to the family plus paid to have their utilities turned on. The staff are consistently looking for ways to help clients.

7. Designation of an Interim Director of PCHA and URH: Mr. Vernon is retiring March 16, 2023 and there will not be a CEO hired before this date. The Board Chair asked that Mr. Douglas Carlson be hired as an interim director beginning March 16th, 2023 for two months to allow the search for the CEO to be complete. Mr. Carlson retired from the PCHA over 10 years ago but knows some of the staff and the Agency and is a good candidate for interim. Commissioner Hemsath made a motion to approve Douglas Carlson as the Interim Director of the Agency. Commissioner Wingate seconded the motion. The vote was unanimous, 6:0.

Commissioner Speckhard made a motion to adjourn the meeting at 5:55 p.m. Commissioner Wingate seconded the motion. The vote was unanimous; 6:0. The next PCHA Board Meeting is scheduled for March 15, 2023 at 3:00 p.m.