



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, January 18, 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, Dean Clements, Facilities Manager, Dave Dibble, Assistant Facilities Manager and Pamela Liston, Special Projects Manager.
- Approval of Minutes for PCHA Board Meeting December 14, 2022:** The Board did not have any questions on the minutes. Vice-Chairperson Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on December 14, 2022. 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:

- REAC Inspection:** Before Covid, HUD sent out an inspector every two years to conduct an inspection of a sample of Public Housing units. Because of Covid, no inspections had been done in the last three years. HUD sent out notification that the PCHA would have a REAC inspection on January 9th, 2023. The maintenance department went to all of the public housing units and conducted inspections to see what needed to be corrected before the inspection. But, in the midst of this, half of the maintenance department had Covid and so personnel were limited. But, the PCHA received a score of 32/40 which is a passing percentage. One of the units that they inspected was vacant and had 2 critical fails due to switch and outlet covers that were missing because it was being readied to paint. With the current physical inspection score, the PHA remains a High Performer in HUD's scoring system.
- Update on 85 North:** There have been a lot of issues that have arisen. Sheetrock has now begun on the 3rd floor but plumbing is moving slower than other subs. Koch is having difficulty hiring and retaining enough plumbers to complete in a timely manner what needs to be completed so the other subs can do their work. Mr. Vernon and Trinity Development

are working together to define and quantify the delays and determine fault and legal recourse. The ownership group expects to send a demand letter before the middle of February.

- 3. Valley Villa Re-Development:** The purchase of the Tri-plex was completed on January 12, 2023. Guil Rand, the architect, has made some preliminary drawings for the future Valley Villa buildings. The next stage would be to hire a consultant to determine the best option to dispose of the existing Valley Villa and Public Housing units on the corner and redevelop the site. For now, the Tri-plex has renters that will continue to stay in the unit until we are ready to tear the units down.

Closed Session: At 4:10 p.m., Commissioner Faulconer made a motion that the Board go into a Closed Session to discuss employee issues. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous, 6:0

At 4:25 p.m. Commissioner Speckhard made the motion to come out of the Closed Session. Commissioner Faulconer seconded the motion. The vote was unanimous, 6:0.

Discussion and Action Items:

- 1. Review and Approve November 2022 Financials:** Ms. Dalley talked to the Board about the November 2022 financials and went over the different categories to show that the accounts are all in line with the budget. Commissioner Wingate made a motion to approve the November 2022 financials. Commissioner Speckhard seconded the motion. The vote was unanimous, 6:0.
- 2. Review and Approve Auditor for 2023-2025:** An RFP was sent out to various auditing firms to award a new auditor contract for 2023-2025. Three companies responded and were graded on various items. B & L scored the highest and were 2nd lowest on cost. Since we have not been having a good experience with the current firm, B & L was the recommendation from the PCHA Staff. Commissioner Speckhard made a motion to approve awarding the contract to B & L for the audits in 2023-2025. Commissioner Wingate seconded the motion. The vote was unanimous 6:0.
- 3. Review and Approve Employment Search Firm:** An RFP was sent out to hire a company that will do a nationwide search for the Chief Operating Officer. There were four companies that submitted proposals to conduct the search for the COO. The staff recommended that The Organizational Leadership Edge (TOLE) be awarded the contract. TOLE conducted the last two searches for the PCHA's hiring of the Executive Director. Commissioner Faulconer made a motion to accept the recommendation to award the contract to The Organizational Leadership Edge to pursue the COO candidate. Commissioner Speckhard seconded the decision. The vote was unanimous, 6:0.
- 4. Discuss COLA for Employees:** Commissioner Faulconer made a motion to make the COLA increase to the employee's permanent. Commissioner Wingate seconded the motion. The vote was unanimous, 6:0.

- 5. Strategic Planning and Results Measuring:** The Board would like some way to measure the performance of the PCHA. Mr. Gale send an article to the Board to discuss how this could be done. The Board decided that they needed to have a half day retreat to discuss policies and what should be set in place. They asked that this be scheduled sometime in March hopefully after the COO is hired.
- 6. Introduction of Mighty Penguin:** Might Penguin had to leave to attend another meeting so this will be scheduled in February's meeting.

Commissioner Speckhard made a motion to adjourn the meeting at 5:57 p.m. Commissioner Wingate seconded the motion. The vote was unanimous; 6:0. The next PCHA Board Meeting is scheduled for February 15, 2023 at 3:00 p.m.