



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Date:	Wednesday, June 21, 2023
Time:	3:00 p.m.
Location:	688 West 100 North, Provo, UT 84601

Opening Business

- Welcome and Roll Call:** Vice-Chairperson Lynette Hemsath welcomed the Board of Commissioners and staff and opened the meeting at 3:40 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Vice-Chairperson Lynette Hemsath, Commissioner Katrice MacKay, Commissioner Christian Faulconer, Commissioner Eric Speckhard (via Zoom), Shannon Daley, Chief Financial Officer, Paula Curtis, Executive Assistant, Dean Clements, Facilities Manager, and Sarah Van Cleve, Executive Director.
- Approval of Minutes for PCHA Board Meeting May 17, 2023:** Commissioner MacKay made a motion to approve the Minutes for the PCHA Board Meeting on May 17, 2023. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0

Public Comment: No Public Comment

Executive Director' Report:

- Update on new Commissioners:** Abraham Hernandez was sworn in on Tuesday June 20, 2023 to be one the PCHA Board of Commissioners. Ms. Van Cleve asked the other Commissioners to submit names for possible candidates for the other open position on the Board.
- Update on 85 North:** Mr. Clements updated the Board on the progress of the project. It is moving along and nearing completion. The crews are working on the exterior of the building, clearing the dirt around it's perimeter in preparation for the curbing and sidewalk repair. On the interior, all flooring is mostly done. There are cleaning crews working on the finished apartments in preparation of the first residents moving in this weekend.
- PCHA Website Update:** We're happy to announce that applicants can now apply for our waiting lists on line or through our website. The staff has been busy testing and implementing new Web App & Applicant Portals. We anticipate a Tenant Portal to be coming on board soon as they are now in the Beta testing phase of this process. This will allow our PHA residents to complete their annual renewal process through our website as well. Having the ability to do this online makes this process more convenient for the residents and saves time for the staff.

Discussion and Action Items:

- 1. Review and Approve April 2023 Financials:** Ms. Dalley talked to the Board about the April 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 April 2023 financials. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0.
- 2. Review and Approval of Resolution 6-A-2023 Executive Director Authorization:**
A resolution is needed giving Sarah Van Cleve authorization as the new Executive Director of the Provo City Housing Authority, to direct and execute on behalf of the agency. The commissioners acknowledged that they had all had a chance to review the resolution. Commissioner Faulconer made a motion to approve Resolution 6-A-2023. Commissioner Speckhard seconded the motion. The vote was unanimous, 4:0.
- 3. Review and Approve Admin Plan Changes:** The HCV Administrative Plan has to be adjusted as there are changes to the program. With the addition of 85 North Apartments and Provo 16 Apartments, these projects needed to be added so that the units could be filled with referrals with the partners. There is also a Conflict of Interest policy that will be added in accordance with HUD's requirements. The Commissioners acknowledged that they had reviewed and understood the proposed Admin Plan changes. Commissioner MacKay made a motion to approve the Admin Plan Changes. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0.
- 4. Review and Approve ACOP Changes:**
Every Public Housing Agency has a document called the ACOP. It outlines how the agency executes the program. Any changes or additions to this plan must be added when they occur. HUD has implanted new policy on how to address over-income families that occupy public housing units. This policy needs to be added to the ACOP. The Commissioners acknowledged that they had reviewed and understood the proposed ACOP changes. Commissioner Faulconer made a motion to approve the ACOP Changes. Commissioner MacKay seconded the motion.
The vote was unanimous, 4:0.
- 5. Discussion of 5-Year Plan/Annual Plan:** Ms. Van Cleve explained HUD's requirement of PHA's to submit a 5-Year Plan and yearly, an Annual Plan. She discussed the items that she was proposing to be submitted with these plans. The proposed plans will be displayed publically on our website and in other public places for review and comment and then submitted to HUD.
- 6. Discussion of a Compensation Study:** Ms. Van Cleve explained the need and value of regularly reviewing the PCHA employee compensation packages. Our HR consultants are starting this process. Ms. Van Cleve has been in contact with the Executive Director of HAUC about the possibility of working together in this capacity as it would benefit both agencies. The two agencies have similar job positions and structure and will both benefit from this study.
- 7. Discussion item:** Commissioner MacKay invited Ms. Van Cleve to attend an upcoming work meeting with the Provo City Council Members to give a presentation on the PCHA & URH housing programs. They have also requested that this presentation include the Utah Community Land Trust. They would like to learn more about our agencies housing projects, housing options, goals and what we have planned for the future.

Commissioner MacKay made a motion to adjourn the meeting at 4:40 p.m. Commissioner Falconer seconded the motion. The vote was unanimous; 4:0.

The next PCHA Board Meeting is scheduled for July 19, 2023 at 3:00 p.m.