



MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

<p>Date: Time: Location:</p>	<p>Wednesday, May 17, 2023 3:00 p.m. 688 West 100 North, Provo, UT 84601</p>
<p>Opening Business</p> <ol style="list-style-type: none">1. Welcome and Roll Call: Chairman Martha Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:10 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Martha Wingate, Vice-Chairperson Lynette Hemsath, Commissioner Katrice MacKay, Commissioner Christian Faulconer (via Zoom), Douglas Carlson, Interim Director, Shannon Daley, Chief Financial Officer (via Zoom), Paula Curtis, Executive Assistant, Dean Clements, Facilities Manager, Dave Dibble, Assistant Facilities Manager, and Sarah Van Cleve, Executive Director.2. Approval of Minutes for PCHA Board Meeting April 19, 2023: Vice-Chairperson Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on April 19, 2023. Commissioner MacKay seconded the motion. The vote was unanimous, 4:0.3. Approval of Minutes for PCHA Board Meeting April 26, 2023: Vice-Chairperson Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on April 26, 2023. Commissioner MacKay seconded the motion. The vote was unanimous, 4:0.4. Approval of Minutes for PCHA Board Meeting April 27, 2023: Vice-Chairperson Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on April 27, 2023. Commissioner MacKay seconded the motion. The vote was unanimous, 4:0.5. Approval of Minutes for PCHA Board Meeting May 3, 2023: Vice-Chairperson Hemsath made a motion to approve the Minutes for the PCHA Board Meeting on May 3, 2023. Commissioner MacKay seconded the motion. The vote was unanimous, 4:0.	
<p>Public Comment: No Public Comment</p>	
<p>Chief Executive Officer's Report:</p> <ol style="list-style-type: none">1. Update on 85 North: Staffing and production teams have been bolstered up by the Contractor, Rim Rock. A new superintendent is now on site as they worked towards finishing the project by the May 15, 2023 deadline. This did not happen but progress is being made and is approximately 90% complete. Obtaining a temporary occupancy permit for 6-1-2023 is still a priority and Mr. Clement and Ms. Van Cleve will be meeting with the Fire Marshall the last week of May and hope to have this request granted. The Housing Agency staff is working through the applications and required paperwork to get the first residents approved. Meetings with Trinity and the Financial Consultant are ongoing as the legal issue of who is unlimitedly responsible for the delays and mistakes that have been made has yet to be determined. Finishing the project is the first priority for all parties involved.	

Discussion and Action Items:

- 1. Review and Approve March 2023 Financials:** Ms. Dalley talked to the Board about the March 2023 financials and went over the different categories to show that the accounts are all in line with the budget. Vice-Chairperson Hemsath made a motion to approve the March 2023 financials. Commissioner McKay seconded the motion. The vote was unanimous, 4:0.
- 2. Review and Approval of Executive Director Employment Agreement:** The commissioners acknowledged that they had all had a chance to review the agreement. Vice-Chairperson Hemsath made a motion to approve the Executive Director Employment Agreement. Commissioner Faulconer seconded the motion. The vote was unanimous, 4:0.
- 3. Discussion of Board member changes:** The former Chairman, Doug Gale, has given his resignation from the PCHA Board. This makes the number of Board Members now five. Two names have been submitted to the Provo City Mayors' office for approval.
- 4. Discussion of Employee Choice Contract:** Chairman Wingate requested an update on the Employee Choice Contract that was presented to the URH staff members. Mr. Carlson said that it was presented to the staff and that 6 out of the 8 employees had signed the contract accepting the terms to become PCHA employees and 2 had chosen not to.
- 5. Discussion Provo City Master Property Management Agreement.** Commissioner Faulconer requested an update on the Provo City Master Property Management Agreement. Mr. Carlson stated that the revised contract with Provo City had been reviewed by both agencies and that both were in agreement with the proposed changes that were made. He also stated that managing the Housing Authorities owned properties will be top priority for our agency and that they will not suffer because of this agreement with the City. Although the contract is between Utah Regional Housing and Provo City, the PCHA Boards' interest in this issue is to ensure that the lease arrangement of the employees between the two agencies, in respect to managing these properties, is fair and equitable to PCHA and the employees.
- 5. Discussion of Mr. Carlson's leaving:** Mr. Carlson gave thanks to the Board for allowing him the pleasure of coming back to the agency and fill the position of interim Executive Director. The Board returned the thanks to Mr. Carlson and expressed their gratitude for all he did for the agency and the difference that he made.
- 7. Discussion item:** Chairman Wingate will not be attending the June 21, 2023 meeting. Vice-Chairperson Hemsath will be chairing that meeting in her place.

Commissioner MacKay made a motion to adjourn the meeting at 4:10 p.m. Vice-Chairperson Hemsath seconded the motion. The vote was unanimous; 4:0.

The next PCHA Board Meeting is scheduled for June 21, 2023 at 3:00 p.m.