



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

<p>Date: Time: Location:</p>	<p>Wednesday, September 20 2023 3:00 p.m. 688 West 100 North, Provo, UT 84601</p>
<p><b>Opening Business</b></p> <ol style="list-style-type: none"><li><b>Welcome and Roll Call:</b> Chairman Martha Wingate welcomed the Board of Commissioners and staff and opened the meeting at 3:02 p.m. The following members of the PCHA Board of Commissioners and staff were in attendance: Chairman Martha Wingate (via Zoom), Commissioner Katrice MacKay, Vice Chairman Hemsath, Commissioner Eric Speckhard, Commissioner Wilson, Shannon Dalley (via Zoom), Chief Financial Officer, Paula Curtis, Executive Assistant, and Sarah Van Cleve, Executive Director.</li><li><b>Approval of Minutes for PCHA Board Meeting August 16, 2023:</b> Commissioner Speckhard made a motion to approve the Minutes for the PCHA Board Meeting on August 16, 2023. Vice Chair Hemsath seconded the motion. The vote was unanimous, 4:0</li></ol>	
<p><b>Public Comment:</b> No Public Comment</p>	
<p><b>Executive Director' Report:</b></p> <ol style="list-style-type: none"><li><b>Update on 85 North:</b> Ms. Van Cleve updated the Board on the project. She thanked everyone who attended the ribbon cutting celebration that was held last week and mentioned that she had received nothing but positive accolades from all the project partners that were in attendance. The exterior of the building is still not complete. There are issues with the NE corner curbing that may require redoing. The entrance tile has been removed and the new approved material will be installed and complete by Friday. There are only 7 vacancies left to be filled for the project will be completely leased up.</li><li><b>Update on New Board of Commissioner Positions:</b> Chairman Wingate introduced Jennifer Wilson to the other Board members. She was appointed by the Mayor on September 5<sup>th</sup> as our newest Board member.</li></ol>	
<p><b>Discussion and Action Items:</b></p> <ol style="list-style-type: none"><li><b>Review and Approval of July 2023 Financials:</b> Ms. Dalley talked to the Board about the July 2023 financials and went over the different categories to show that the accounts are all in line with the budget. Vice Chair Hemsath made a motion to approve the July 2023 financials. Commissioner Speckhard seconded the motion. The vote was unanimous, 5:0.</li></ol>	

- 2. Appointment of a PCHA Commissioner to the URH Board:** Chairman Wingate explained that we have an opening on the URH Board that needs to be filled by a PCHA Board member. Chairman Wingate asked that the members of the board to take this matter into consideration. Naming someone to the URH Board was tabled at this time and will be addressed again at the next Board Meeting.
- 3. Review and Approval of Admin Plan Changes:** Ms. Van Cleve presented the newest update to the PCHA Admin Plan. It is Chapter 1, an overview and explanation of the PCHA policies and program. This chapter is a new addition to the already existing plan. The Board will review this Chapter and approve it at the next board meeting.
- 4. Follow up on the FSS Escrow Accounts:** Ms. Van Cleve explained that the agency is reviewing the FSS program and will be making some needed changes to how the program is being executed. The success of the FSS participants is our main focus and any changes made will be to enhance the program and give better support to the participants as they navigate through the FSS program to become more self-sufficient.
- 5. Grant Update (CoC and Deeply Affordable:** Ms. Van Cleve updated the board on the Deeply Affordable Grant that had been awarded to Utah Regional Housing and what the intensions are for that grant money. She explained that the URH will be purchasing the Bonneville motel from the owners. URH has been in a master lease with the owners since 2019. Now that the URH will own the property, it can be rehabbed and will remain as a permanent supportive housing option for the chronically homeless population in Provo City.
- 6. Discussion of Interlocal Agreement-**Ms. Van Cleve updated the board on the progress made towards reestablishing the inter-local agreement between PCHA and HAUC. She explained that for the Shelter + Care voucher program, the boundary restrictions had been removed, allowing all SPC voucher holders the ability to live in either Provo or Utah County no matter what agency their voucher was issued from.  
Concerning the ADU proposal that had been presented to the board by Mr. Joe Spencer, Ms. Van Cleve shared that the PCHA would not be the municipality joining the inter-local agency but would be writing a letter in support of the project, at a later date.

**Executive Session:** The session began at 4:00 p.m. Commissioner Speckhard made a motion to enter in to the executive session. Commissioner MacKay seconded the motion. The session closed at 4:10 p.m. A motion was made by Vice-Chair Hemsath. Seconded by Commissioner Speckhard

**Adjourn:** Commissioner Speckhard made a motion to adjourn the meeting at 4:12 p.m. Vice-Chair Hemsath seconded the motion. The vote was unanimous; 5:0.

The next PCHA Board Meeting is scheduled for October 18<sup>th</sup>, 2023 at 3:00 p.m.