

Fayetteville Housing Authority

Meeting Minutes

March 04, 2019

I. Call to order

Commissioner Melissa Terry called to order the regular meeting of the Fayetteville Housing Authority Board of Commissioners at 6:00pm on March 4, 2019 at City Hall Room 111, 113 W. Mountain Street, Fayetteville, AR.

II. Roll call

Commissioner Evelyn Stafford conducted a roll call. The following persons were present: Melissa Terry, Lucky McMahon, Kristen Bensinger, Evelyn Stafford, and Ezra Breashears. Also attending were Angela Belford, Interim Executive Director, and members of the public.

III. Open Issues

Approval of Minutes from January 24, 2019 Fayetteville Housing Authority Meeting

- Melissa Terry requested to have previous meeting minutes pulled up. Melissa Terry stated that the minutes and additional information is now posted on the FHA website www.fayettevilleha.org in addition to being posted on the City of Fayetteville Website.
 - Kristen Bensinger made a motion to approve the minutes from January 24, 2019 FHA Meeting, Evelyn Stafford seconded the motion, roll call completed, all commissioners were in favor. Motion approved.

IV. Old Business

- September 19, 2018 and November 29, 2018 Meeting minutes
 - Evelyn Stafford requested clarification of date of meeting minutes. Original date showed September 20, 2018. Date was corrected to show September 19, 2018.
 - Melissa Terry explained that these minutes will be posted to the two sources mentioned earlier in the meeting.
 - Melissa Terry made a motion to approve the minutes for September 19, 2018 and November 29, 2018.
 - Lucky McMahon had additional questions regarding the minutes and the need to make amendments if changes are needed.
 - Melissa Terry explained that if an issue arises while the minutes are being reviewed at a later date the board can always come back and make changes or amendments if there is an issue.
 - Melissa Terry made a motion to approve minutes. Ezra Breashears seconded the motion, roll call completed, all Commissioners were in favor. Motion approved.

New Business

- Update on Willow Heights Community Fundraiser
 - Solomon Burchfield provided an update on Willow Heights Community Fundraiser. Fund raiser was done through a go fund me. A total of \$15,000 was raised. \$11,000 was spent and there is \$4000 left over in a designated bank account that is restricted for this project. As money is spent on Willow Heights the donors are notified or what the donation is being used for. This ensures that the donor agrees with the decisions being made regarding their donation.
 - Melissa Terry stated that funds were raised in three days. 7hills was the fiscal agent and all the donations went through 7hills as they are a non-profit organization.
 - Additional information was discussed regarding the playground equipment and who runs the daycare on site. Scholarships are currently being offered for children that allows more children to participate.

Staff Report – Interim Executive Director Angela Belford

- Organization Chart
 - Angela Belford provided a statement regarding the updated organizational chart. The organization audit in 10/2018 to allow for anticipated selections for the next budget year. Stated the voucher program has gotten pushed out nicely and Victoria Dempsey will become the new Program Manager. Angela Belford also provided a list of voucher program and public housing employees.
 - Angela Belford provided additional information regarding the renovation and that Jenny Harenza will be taking on a lot of extra administrative duties when it comes to the renovation.
- Emergency Grants and Contracts
 - Angela Belford explained information regarding Emergency Grants and contracts. She continued to discuss the procurement policy and the Prebid construction meeting. Commissioner Ezra Breashears had previously talked to Angela Belford about tenants possibly volunteering to relocate during renovations and if there are any additional perks, they can receive within HUD guidelines.
 - Discussion took place between Angela Belford and the Commissioners regarding the phases of the renovation project.
- TBRA – Tenant Based Rental Assistance
 - Angela Belford explained that TBRA comes through the state and runs through just like Section 8. The goal of this program is to get people of the Waiting List for Section 8 earlier. If the waiting list go to the point where it was 12 months out, then the individual could be on TBRA for a year and then would roll onto the Section 8 program. This would eliminate a 24 month wait time for an individual searching for housing. TBRA also allows administrative fees and application fees and is a federally funded program.
- Outsourcing Human Resources
 - Angela Belford explained that the payroll has been being processed in house, however, she has reached out to several companies that offer Human Resources. The Payroll Company is the one that was selected, and they will be making sure that FHA is in compliance. This will also help create job evaluations that match the descriptions so that way employees know what they will be evaluated on. This company also offers OSHA reviews and ensures that proper postings are made. In addition, this company will serve as a Human Resources department. The charge is about \$14,000 a year and will provide an online portal for employees in addition to online training.

- REACT Planning
 - Discussed the score from last year. Last year's score was 68%. Assigning staff to begin inspecting property early to discover needed improvements.
- Online Payments
 - Angela Belford discussed Online Payments and ACH deposits to Landlords. As of the 1st of the month FHA had received 16 payments that had been processed online. Lindsey Software had provided free door hangers that were placed on the doors of the resident's units. Angela also stated that the FHA processed ACH deposits with the largest landlords that accept Section 8 vouchers.
- Prioritizing people experiencing homelessness
 - The Commissioners and Angela Belford talked about adding priorities in order to help individuals experiencing homelessness. Melissa Terry stated that it is her understanding that the Board would have to make a decision to change the policy. Angela Belford and the Commissioners continued their discussion regarding the event that was being set up to introduce the topic of priorities and ending homelessness.
- Office Layout
 - Discussion took place between Angela Belford and the Commissioners regarding changes in the office and that the FHA can provide more privacy for briefings. Also discussed office hour changes and additional information about the moves when it comes to renovation time for Hillcrest Towers.
 - Melissa Terry opened the floor up for public comment.

New Business Involving Resolution #1138

- Discussion regarding if implementation of TBRA would affect any other grants. Outcome of discussion was that TBRA would not affect in other grants. It would actually create addition dollars into the budget.
 - Melissa Terry made a motion to pass Resolution #1138 and Evelyn Stafford seconded the motion, roll call completed, all commissioners were in favor. Motion approved.

New Business Involving Resolution #1139

- Discussion regarding the City of Fayetteville replacing water line. The City of Fayetteville has asked FHA to sell them some of the FHA's property in order to create an easement. This would allow the City to work on improving mobility and walkability. Also, Lucky McMahan stated the letter said the city will restore the area to the original condition it was in.
 - Melissa Terry stated an action item that allows JC to negotiate and bring back information in 3 weeks.
 - Melissa Terry made a motion to amend resolution #1139 to add in the 3rd paragraph in this resolution that allows Angela Belford to negotiate terms and sign necessary documents to sell property to the City of Fayetteville. Ezra Breashears seconded the motion, roll call completed, all commissioners were in favor. Motion approved.

Additional Business Regarding Financials Item E

- Approval of October FHA programs balance Sheets Income statements

- Discussion regarding what happened during the government shut down. Angela had confirmed that \$124000 that was discussed previously was from capital funds and the other portion is from operations.
- Further discussion regarding earnings from Willow Heights. In addition to a survey done for Morgan Manor to find out what types of services were being offered. Angela is current working with Margie to find that money in a different line item and to reallocate that.
- Kristen Bensinger made a motion to approve FHA financials and Lucky McMahon seconded the motion, roll call completed, all commissioners were in favor. Motion approved.

Addition Business Regarding Partnership for Better Housing

- Keaton Smith Presented
 - Melissa Terry introduced Keaton Smith board chair for by Partners for Better Housing.
 - Keaton Smith discussed and presented information about Partners for Better Housing's Willow Bend Project. The chart presented includes the vision and timeline of when founded. There was a 7-acre track that was purchased in 2009. The goal is that the person moving into the home on this property would be using a home buyer subsidy. There are target incomes. The homes range from 600 to 1700 square feet. Keaton Smith stated that the floor plans should be completed this week. The MRP is \$150,000 to \$300,000. This further reduces the price point. The max amount making 80% Keaton stated that Fannie Mae will be used for underwriting and it is very similar to how a FHA loan is written.

Interviews

- Interviews were conducted for the position Executive Director

Public Comment

- Melissa Terry opened up the floor for public comment

Executive Session

- Melissa Terry made a motion to go into Executive Session to discuss the interviews. Ezra Breashears seconded the motion, roll call completed, all commissioners were in favor. Motion approved.
- Went into Executive Session
- 12:58am Melissa Terry made a motion return from Executive Session. Evelyn Stafford seconded the motion, roll call completed, all commissioners were in favor. Motion approved.

Selection of Executive Director

- Melissa Terry stated that the Board is unanimous in the following statement. After much deliberation the Board is proud to offer the position to Angela Belford.
- Kristen Bensinger made a motion to approve Angela Belford as Executive Director, Ezra Breashears seconded the motion, roll call completed, all commissioners were in favor. Motion approved.

V. Adjournment

Commissioner Melissa Terry adjourned the meeting.