

Fayetteville Housing Authority

Meeting Minutes

I. Call to order

Melissa Terry, Board Chair, called to order the regular meeting of the Fayetteville Housing Authority Board of Commissioners at 6:00 pm on March 28, 2019 at City Hall Room 111, 113 W. Mountain Street, Fayetteville, AR.

II. Roll call

Commissioner Terry conducted a roll call. The following persons were present: Lucky McMahon (via phone), Kristen Bensinger, and Ezra Breashears. Also attending were Jim Crouch, Attorney for Fayetteville Housing Authority, Angela Belford, Executive Director, Joy Hunnicutt, Public Housing Director, and members of the public. Commissioner Evelyn Stafford was absent.

III. Old Business

- a) Approval of board meeting minutes for March 4, 2019. Commissioner Bensinger made motion to approve. Motion 2nd by Commissioner Breashears. Roll call, all approved.
- b) Approval of meeting minutes for February 26, 2019 special meeting minutes. Commissioner Bensinger motion to approve. 2nd by Commissioner McMahon. Roll call, all approved
- c) Update on July 26, 2018 board meeting minutes. These are still being prepared by Deborah Humphrey.

IV. New business

- a) Presentation OnPoint Solutions, Sheila Posey, Senior Change Consultant
 - (i) Sheila Posey discussed the community meeting, the feedback she has received and the next steps. Demographics of the survey were given and the survey questions were shown. A map of Stakeholders was presented.
 - (ii) Recommendations: Identify new/continue building community partnerships, share news with waitlist clients about options with other agencies, develop regular cadence of sharing FHA news, events, etc. Launch a baseline survey to assess needs and wants of residents, potential residents, etc. Proposed roadmap: snap view of output; Housing Spectrum shown and discussed

- (iii) NW Regional Housing Authority is asking their board to allocate 10 vouchers for Fayetteville. We have helped them house 2. They are also asking their board if they can allocate 17 Home Ownership Voucher Program. Can be used anywhere in Washington County except Fayetteville city limits. We can walk with them and see how it works.
- b) Sheila Posey will be helping plan the Board of Commissioner's Strategic Planning Retreat. After speaking to all members, chart sequence of events, focus on specific topics.
- c) Staff Report:
 - A. Executive Director Report
 - (i) Tenant Based Rental Assistance Application (TBRA): Victoria Dempsey is filing out grant application. Letter of support has been received from Mayor Jordan and heard back from ADFa about questions.
 - (ii) Discussion on partnering with Partners for Better Housing.
 - (iii) Move to Work (MTW): HUD has made a call for applications for Move to Work and are adding 100 openings in the program. MTW takes control of Housing funds from HUD regulations, and bring it back local. Allows HA's to spend federal dollars more efficiently. In addition to survey and application, Board approval is needed to apply. Commissioner Terry made motion to authorize Angela Belford to submit letter of interest. Commissioner Bensinger 2nd the motion. Roll call, all approved.
 - (iv) Discussion on hiring a temporary receptionist through the end of the budget year. The position would be 30 hours per week, at \$15 an hour, and no benefits.
 - (v) Discussion on changing the personnel policy. Currently, new employees cannot take paid time off (PTO) until after employed 6 months. The change would allow employees to use accrued PTO after 90 days.
 - B. Public Housing Director Report
 - (vi) Occupancy Rate for March is 100% for all properties.

- (vii) Reports on number and time taken for work orders for the month.
Report on online applications and online rent payments.
- (viii) Overview of Hillcrest Tower community activities.
- (ix) Discussion of possibly painting Lewis Plaza and Willow Heights.
- d) Resolution #1140-Authorization to contract with Lubin Enterprises, Inc. to complete Hillcrest Towers Renovation. Commissioner Terry made a motion to approve the contract with Lubin Enterprises. Commissioner McMahon 2nd the motion. Roll call, all approved.
- e) Resolution #1141-Authorization to hire a temporary receptionist through the end of the budget year. Commissioner Bensinger made a motion to approve resolution 1141 to authorize hiring a temporary receptionist through September 30, 2019. Commissioner Breashears 2nd the motion. Roll call, all approved.
- f) Resolution #1142-Authorization to change the personnel policy to allow employees to take paid time off after 90 days of employment instead of 180 days. Commissioner Terry made a motion to approve this change in the personnel policy. Commissioner Bensinger 2nd the motion. Roll call, all approved.
- g) Approval of FHA Program's Balance Sheets and Income Statements from November 2018, December 2018, and January 2019, and February 2019 Accounts Payable Summary. Commissioner Breashears made a motion to approve all reports. Commissioner McMahon 2nd the motion. Roll call, all approved.
- h) Authorization for Board Chair to negotiate contracts with the Executive Director. Commissioner Bensinger made a motion for the Board to go into Executive Session to discuss this personnel matter at 8:01pm. Commissioner Breashears 2nd the motion. Roll call, all approved. Board reconvened at 8:34pm. Commissioner Terry reopened the meeting after the Executive Session. Commissioner Bensinger made a motion to authorize the Board Chair, Melissa Terry, to negotiate contracts with the Executive Director, Angela Belford. The motion was 2nd by Commissioner McMahon. Roll call, all approved.
- i) Public Comment: none at this time.

V. Adjournment

Motion to adjourn by Commissioner Bensinger. The motion was 2nd by Commissioner Breashears. Roll call, all approved.