

Fayetteville Housing Authority Meeting Minutes

Thursday, May 30, 2019

I. Roll Call

Melissa Terry called to order the regular meeting of Fayetteville Housing Authority at 6:00pm on May 30, 2019 at City Hall Room 326, 113 W Mountain Street, Fayetteville, AR 72701.

- a. The following persons were present: Commissioner Terry, Commissioner McMahon, Commissioner Bensinger, Commissioner Breashears, Commissioner Stafford, Executive Director Angela Belford, and Victoria Dempsey.
- b. Any missing agenda items?
 - a. Executive Director, Angela Belford, announced that Resolution #1141, Item B, needs to be amended to include MTW update as requested by HUD.
 - b. Commissioner Terry would like to look into placing a historical marker at Willow Heights. She will reach out to Henry Childress for information on the protocol and work with NAACP to draft a narrative about the school that was in that neighborhood.
 - c. Commissioner Breashears requested to add an item to New Business for HVAC system at Hillcrest Towers, it will now be Item C under New Business.

II. Approval of minutes from previous regular board meeting, April 25, 2019

Commissioner Bensinger made a motion to accept the meeting minutes from April 25, 2019. Commissioner Stafford 2nd the motion. Commissioner Bensinger withdrew the motion and made motion to table the approval for April 25, 2019 minutes until June's meeting. Commissioner Breashears 2nd the motion. All in favor.

III. Old Business

- A. Approval of Minutes Board meeting minutes July 26, 2018.
 - a. Need to label Executive Director as Executive Director instead of member 5. Commissioner Terry made the motion to make corrections for attendee labels herself and table approval for June's Board Meeting. Commissioner Breashears 2nd the motion. All in favor.
- B. Amendment to Resolution #1141. Add language as requested by HUD to be officially reviewed for Moving to Work. Commissioner Breashears made motion to approve amendment. Commissioner Stafford 2nd the motion. All in favor.

IV. New Business

- A. Presentation OnPoint Solutions given by Sheila Posey.
 - a. Part 1: Sheila provided a Strategic Planning Retreat recap. Provided summary of who attended. Reviewed Day 1 that included mission statement, 9 Areas of Improvement, and Strategic Initiatives. Reviewed Day 2 that involved Partners for Better Housing, that included concerns with project. Discussed proposed next steps that would be presented to Partners for Better Housing. Also reviewed program reports for Housing Choice Vouchers and Public Housing. Shelia reviewed prioritization by property locations.

- b. Part 2: Resident Survey & Landlord Survey; Objectives and Methods. Conduct surveys anonymously. Will provide prizes as incentives. Residents provided feedback for incentives such as Wal-Mart and Aldi gift cards. Residents suggested that we track names of all tenants and check mark who turned in for fear of others stealing surveys to increase their chance of winning prizes. Fear of accessibility and language barriers was brought up. Suggestion of using multi-prong approach with multiple options. Survey attached to each door, in person, drop boxes at Morgan Manor and Lewis Plaza, and meter mail for Section 8 tenants. Discussed proposed timeline, start to deploy survey June 10th, leave open for 1 month, 2 focus groups at each property (2 per week), marketing surveys, and then provide update at 6/27/19 Board Meeting. Will complete feedback 7/8-7/15 (week prior to July Board Meeting 7/25).
- c. Commissioner Terry asked for an update regarding Partners for Better Housing's May Board Meeting. Angela Belford attended the past meeting and stated that there was limited discussion regarding concern slides provided by Sheila Posey. Angela Belford attended subcommittee meeting on 5/14/19, Casey Kleinhenz presented the idea of looking at it as a service agreement, negotiate pay, leverage money from city with ADFa assistance with bottom 1/3 (less than 80% AMI). High Street work with top 1/3 since they are market rate. That leaves the questions as what to do with middle 1/3? PFBH will further discuss at next board meeting in June. FHA's goal is to work to leverage dollars in order to increase housing stock in the community. Being a bridge partner with PFBH would allow FHA to do that. Commissioner Terry suggested that we look into the National Housing Trust Fund and invite Kyle Putman with ADFa to speak at next meeting regarding available housing programs.

B. Resolution #1146 – Approval of Final Mission Statement

Commissioner Breashears motioned to approve mission statement with amendment to include "The Fayetteville Housing Authority provides safe, quality, affordable housing as a basic human right in order to build community resilience, improve intergenerational public health outcomes, and increase equitable opportunities". Commissioner Stafford to 2nd. All in favor.

C. HVAC System at Hillcrest Towers

- a. Commissioner Breashears brought up that he along with a select number of residents inspected air units with permission. He stated that 13 out of the 120 units were inspected were found with missing filters or were dirty. He would like the issue to be resolved to be now. Executive Director met with construction manager and inspected a HVAC unit. In that specific unit, the filter was installed properly at the time it was designed. It is designed to be installed at the bottom and at an angle. Johnson Mechanical stated that the coils don't need to be cleaned as often as filters, which was done last 4 years ago. Johnson Mechanical can provide a quote to complete filter work. Executive Director suggested that since it will be a dirty job, it would be best to clean/address issues during the renovation while units are empty. Estimated completion is 10 – 12 months. Commissioner Breashears requested to attend next walk through with Executive Director and Johnson Mechanical next week. Executive Director accepted Commissioner Breashears request. Commissioner Breashears also requested that FHA make a call to Train to get bottom intake filter

replaced and to show maintenance how to replace/clean filters properly. FHA will schedule with Train.

- b. Commissioner Breashears requested an executive session to discuss a personnel issue. Commissioner Terry requested that it be saved until meeting finished. Commissioner Breashears agreed.

D. Staff Reports

a. Executive Director

- i. Hillcrest Towers Renovation started on May 13, 2019
- ii. Plumbing leak on May 11, 2019 expedited the office ceiling demolition
 - 1. Restoration company called in to dry and clean after leak.
 - 2. Ceiling in pool table room and conference room was concrete, which is taking longer to demo. In the process walls were damaged and it was discovered that the front windows were attached to the ceiling.
 - 3. Next construction project meeting is scheduled for June 5, 2019.
- iii. Annual Audit
 - 1. No major findings and official report will be given later this year
 - 2. They were very helpful with questions and reviewing the audit process. It will be very beneficial for the next FY audit.
- iv. FHA Development: North Gate renovation project update
 - 1. Residents began moving in on May 6, 2019
 - 2. Previous owners are scheduled to be moved out May 31, 2019 and then the kitchen will be set up for residents.
 - 3. New flooring, windows, painting, and asbestos abatement was completed within 34 days of property purchase.
 - 4. Next phase will include filing with city rezoned, electric upgrades & sidewalk widening, along with new roofing.
 - 5. Highest Priorities discussed included community kitchen, grit infused paint on steps, adding protocols when issues arise, uncompleted work orders.

Commissioner Terry motioned for a 10-minute break at 8:30p. Called to return to meeting at 8:40p.

- 6. Public Comment on North Gate concerns included: Shuttle services between North Gate and Hillcrest Towers, Meals on Wheels, meal services, mail process, power washing sidewalks, formal protocol for maintenance issues, Cox still not working-requested group meeting with tech, washer and dryer service, parking clarification especially for those with handicap tags, policy to return to Hillcrest Towers, walking hazards on property, security protocols, tornado/fire policies, handrail to smoking area, room 123 has exposed electrical wires, 119 & 123 not flushing with toilet paper, safety rails for showers/tubs, rusty pipe removal, electrical and plumbing inspection, closets for clothing, a way to prepare food besides a microwave.
- 7. Commissioner Breashears requested a construction manager to finish out the property.

8. Commissioner Terry agreed to organize a community cleanup day at North Gate.
9. The Chancellor Hotel donated furniture from multiple rooms that included 18 queen mattresses, headboards, dressers, and furniture for lobby. Hogbox sold a trailer for \$1,500 and donated dropping it off to be loaded and moved to Hillcrest Towers so it could be used as storage during the renovation. The plan will be to sell the trailer once FHA is done using it.
10. Executive Director met with Yolanda Fields to discuss CDBG funding. Eligible projects for public facilities funding include washers and dryers and lobby improvements. Next step is to attend the workshop on July 31, 2019 and then turn in request in August 2019.

b. Public Housing Director Report

- i. Morgan Manor has one vacancy, Lewis Plaza and Willow Heights are both at capacity, and Hillcrest Towers has 4 vacancies but are being used for relocating residents on the 1st run of construction and will be filled as soon as possible.
- ii. Reports on numbers and time taken for work orders for the month. Report on online applications and online rent payments.
- iii. DFA report on collection loss funds received.
- iv. Update on Emergency Safety and Security Capital Fund Grant. To be completed and overnighted to office in Washington on June 4, 2019.
- v. All tenants were successfully moved from Hillcrest Towers to North Gate at this time. Update on those who have not moved yet.

c. Operations and Voucher Program Manager Report

- i. At capacity for both VASH and Housing Choice Vouchers.
- ii. Waiting for update on request to acquire HUD Held Reserves.
- iii. TBRA Approved.
- iv. MTW submitted. Once amended resolution is submitted, we will be waiting on review.

- d. Job postings for Housing Navigator, Receptionist, and additional maintenance. TPC (The Payroll Company) is handling the postings. Commissioner Terry requested that we add a "Career" Tab to our website and post listings there as well.

E. Resolution #1147 – Approval of homeless preference

- a. Executive Director discussed the process of potential homeless preference starting with Housing Choice Vouchers and then potentially with Public Housing later. Also discussed multiple options of how to implement the process including allocating a percent of new vouchers (10% recommended) to the Coordinated Entry Committee through the NWA Continuum of Care.
- b. Commissioner Terry motioned to approve homeless preference using NWA Continuum of Care Coordinated Entry in addition to include Public Housing at the same time. Commissioner Breashears to 2nd the motion. All in favor. Will approve resolution at June's meeting.

- F. Resolution #1148 - Approval of 5-year Plan - Capital Fund Spending Plan
 - a. Commissioner Terry discussed instead of Demo (line 19), could we replace it with air conditioners. Also wanted to see 2018 CFP to verify that air conditioners were on a line item. Suggested that we take \$9,000 out of Lewis Plaza 97-1 (Demo) and add it to an Architectural & Engineering (A&E) line. Discussed adding another line item for HVAC at Hillcrest Towers. Asked if there was a possibility of applying for an Air Quality Grant. Suggested changing security cameras from just Hillcrest Towers to Public Housing. Last suggestion was to change line item "Security Cameras" to "Safety and Security".
 - b. Commissioner Terry motioned to approve 5-Year Plan with edits to include comments from board. Commissioner McMahon 2nd. All in favor.
- G. Approval of March 2019 FHA Programs' Balance Sheets & Income Statements and April Accounts Payable Summary.
 - a. Commissioner Breashears motioned to table financials until the next meeting. Commissioner Terry 2nd. All in favor.
 - b. Commissioner Terry requested to receive income statement summaries for next meeting.
- H. Commissioner Breashears asked when FHA Development books would be presented to Board. Executive Director stated that it would be in June for April's books.
- I. Public Comment

Commissioner Terry announced that she would meet with Commissioner Breashears next week.

V. **Adjournment**

Commissioner Terry adjourned meeting. Commissioner Breashears 2nd. All in favor.

Minutes submitted by: Victoria Dempsey

Minutes approved by: