

Fayetteville Housing Authority Meeting Minutes

Thursday, June 27, 2019

I. Roll Call

Melissa Terry called to order the regular meeting of Fayetteville Housing Authority at 6:02 pm on June 27, 2019 at City Hall Room 326, 113 W Mountain Street, Fayetteville, AR 72701.

- a. The following persons were present: Commissioner Terry, Commissioner McMahon, Commissioner Breashears, Commissioner Stafford, Executive Director Angela Belford, Joy Hunnicutt, and Victoria Dempsey.
- b. New tools for Commissioners: Chromebooks for each commissioner. Explanation of how to use the Chromebook by Commissioner Terry.

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

- a. Commissioner Breashears made a motion to accept minutes from April 25, 2019. Commissioner McMahon 2nd the motion. All in favor.

III. Approval of minutes from regular board meeting, May 30, 2019

- a. There was an issue with the laptops, so there was short break to correct the issue. Returned to the topic of May board meeting minutes at 6:46 pm.
- b. Commissioner Stafford made motion to accept minutes from May 30, 2019. Commissioner Breashears 2nd the motion. All in favor.

IV. Old Business

- A. Amendment to Resolution #1148 – Approval of 5-year plan – Capital Fund Spending Plan (2019-2023)
 - a. Extra line item in budget for cabinets at Hillcrest Towers. There have been issues with walls and leaks; working on plan to remodel office. The remodel, which will include an ADA bathroom will cost \$50,000. Suggested using \$75,000 elsewhere. Executive Director, Angela Belford, proposes we use the \$75,000 to upgrade the community center and showed plans on possibilities for new office and community center spaces that she and Commissioner McMahon have been working on. There would be \$50,000 for the office renovations and \$75,000 for the community center renovations. Commissioner Breashears made the motion to approved funds for renovations. Commissioner Stafford 2nd the motion. All in favor.

V. New Business

- A. Kyle Putman, Outreach Specialist from Arkansas Development Finance Authority (ADFA) came to present. Mr. Putman's role is to train banks on how to use their home ownership programs and works with realtors by providing information and guidance on how to work with ADFA's home ownership programs. ADFA's website: adfa.arkansas.gov Provides details on the services and programs they provide. Homeloans.arkansas.gov provides details on home ownership programs for AR families. ADFA, an investment bank for Arkansas, issues bonds for affordable housing, business and economic development projects, and capital improvements for state agencies. ADFA receives no state revenue; Federal money is used.
- B. ADDI: Arkansas Dream Down Payment Initiatives. The individual must meet HUD income limits. If an individual is at, or below, income limits they can provide 10% of purchase price up to \$10,000 and closing cost (as a gift). ADDI can work with Federal Housing Administration (FHA) Loans, VA Loans, Rural Development Loans, and many other programs. Inventory for homes in the area of \$125,000-\$150,000 are considered low (in Fayetteville and Springdale). ADFA pays for the inspection of the home. A Housing Quality Standard (HSQ) inspection is completed. ADDI does not require you to be a first-time home buyer. Some restrictions have been removed to increase the home ownership numbers. Why is it important to see home ownership in a neighborhood? #1 wealth building tool is home ownership. A credit rating needed is 640, 660 on FHA Loans. #1 obstacle is down payment, have good enough credit is the next. A home buyer class is required for all participants. Rural Development (USDA) 100% financed loans for areas outside the city. ADDI is a better program than RD. RD is 100% financing, none of this is gifted so must be paid back. ADDI gifts the down payment and closing costs. ADDI program could work for students if a parent can co-sign on loan.
- C. DPA: Down Payment Assistance. The DPA program has no restrictions. An individual can borrow for down payments and closing costs with a 10-year loan.
- D. MCC: Mortgage Credit Certificate. MCC takes half of the interest on taxes as a deduction, with a \$2,000 tax credit with MCC. Income limits: mortgage limit of \$270,000, etc.
- E. Discussion: Commissioner Terry would like to follow up with more conversations to help the continuum of housing.
- F. Americorp Corporation for National and Community Service (NCCC) are available to provide more work for FHA. They should have availability this fall to work on projects for our communities. They will be available 64 hours for two weeks. NCCC group we will have access to, will need rainy day work and FHA is their back up plan.
- G. Update from Sheila Posey: Sheila discussed the survey timeframe. The social work intern will be at FHA 15 hours a week. Monday and Wednesday, 8am until 5pm.

Professor John Gallagher, will be providing the supervision. It has been discussed that he may be able to the surveys as a class project. Lindsey, the intern will connect residents with resources, life skills training, etc.

- a. Resident council has done a survey with residents, which they will share with the board. Lindsey, the intern will also be able to work with resident council.
- H. Hugh Earnest, Chair of Public Facilities Board, approved and changed letter with Rose Law Firm. Three properties were found to build affordable housing. Preference is College and North parking lot by the VA; land is owned by the county. The idea is to bring together everyone who is interested in Affordable Housing.
 - I. Resolution #1149: Approval of budget reallocation to 2018-2022 capital funds program. Replacement of air handling units at Hillcrest Towers. Motion to approve Commissioner Breashears made a motion to approve the budget reallocation. Commissioner McMahon 2nd the motion. All in favor.
 - J. Resolution #1151: Approval of Administration Policy to add a homeless preference. We will have to update the Voucher Program Admin Plan along with Public Housing Plan. Wording of plan was brought before the board. Motion to pass by Commissioner Breashears made a motion to approve adding a homeless preference. Commissioner Stafford 2nd the motion. All in favor.
 - K. Resolution #1152: Approval ACOP wording to allow homeless preference. Discussion about by-name list and how the supportive programs work by Victoria Dempsey from her experience as SSVF and HUD VASH meetings. Motion to pass Commissioner Breashears made the motion to approval ACOP wording to allow the homeless preference. Commissioner Stafford 2nd the motion. All in favor.
 - L. Resolution #1153: Approval of Admin Plan for TBRA program to run exactly as Section 8 Admin Plan. Victoria Dempsey and Kara Paxton will be attending TRBA Training on July 9, 2019. Commissioner Stafford made a motion to approve the Admin Plan for TBRA. Commissioner Breashears 2nd the motion. All in favor.
 - M. Resolution #1154: Angela Belford confirmed we need a separate checking account for TBRA funds. Commissioner Stafford made a motion to create a separate checking account for TRBA. Commissioner McMahon 2nd the motion. All in favor.
 - N. Resolution #1155: Approval of new Housing Specialist for HCV program. We have admin surplus and could use the extra fund to hire an additional specialist to help the current case load and added load from TBRA vouchers. Motion to approve by Commissioner Stafford made the motion to approve hiring a new Housing Specialist. Commissioner Terry 2nd the motion. All in favor.

- O. Resolution #1156: Approval of new position, Maintenance Technician. FHA would use the relocation grant to fund the position. The additional Maintenance Technician would help with moving until it ends in May 2020. MD Atwell will be retiring October 2020; extra help will be needed. Commissioner Breashears made motion to approve an addition Maintenance Technician. Commissioner Stafford 2nd the motion. All in favor.
- P. Resolution #1157: Approval of new position, Deputy Director. Commissioner Terry asked if we have a protocol for how long we should advertise the position, what the standard window would be, and what would be the board's expectation? Commissioner Terry stated that we needed to make sure we kept the vision of diversity, equality and inclusion". Angela Belford asked that it be a scaled approach in which some positions would be open longer than others. Commissioner Terry asked the board to have some input in the Deputy Director hiring. As a guiding principle there should be 30 days given unless suggested otherwise with feedback by Commissioner Bensinger and/or HR professionals. The Deputy Director would essentially be a Chief Operation Officer, completing day to day operations. CEO (Executive Director) should be Development Director, figuring budget, financing, fundraising and real estate development. Deputy Director would handle most of the compliance, accounting, and more. They will have authorization to approve invoices and give a report on financials ready for the ED to sign off on. Earliest hire date would be August or September. Commissioner Terry made the motion to approve #1157 as stated above but with an earliest hire date of September 1, 2019. Commissioner Breashears 2nd the motion. All approved.
- Q. Pay cycle change: when Angela Belford started, time sheets were handed in by Wednesday morning with a pay day of Thursday. The new payroll company requires that payroll be processed on Tuesday in order to keep the same payday. This would require timesheets to be turned in no later than Tuesday mornings. While looking in to how we could do this, one option would be to have one paycheck three days short. Another option would be to gift the three days to move the cycle back. This would ensure employee morale as they wouldn't be cut short on pay. The cost to cover the three days is about \$6,000 across the entire staff. Commissioner Terry asked if Human Resources was consulted. Angela Belford stated that were given guidance that we could provide it as a gift. Commissioner Terry asked that we consult HR to ensure the right checks and balances are in place and then can move forward with providing the three days as a gift.

Break at 8:28 for 10 minutes. Reconvened at 8:38pm

R. Staff Report

- a. Executive Director Report: Hillcrest Towers renovation is underway. Hoping to move people back into their units by July 15th. Our permanent Project Manager is now on-board. Currently, Jenny Harenza, Community

Center Director, is putting together a spreadsheet listing the reassigned residents.

- b. FHA Development completed the rezoning application for North Gate and it has been submitted to the City of Fayetteville for rezoning. Angela hoped to get the Vacation Application (Request to Vacate) completed but takes longer to complete so will be working on it.
- c. Harold McKinney, who is a neighbor of North Gate is working with us on the easement. We walked the North Gate property with the construction team to get ideas. We are looking at using our current general contractor for the North Gate renovations. As far as the second bedroom at North Gate, we might be able to offer office space to other resource teams for our residents. Ozark Guidance has funds to provide services but does not have fund for office space in Fayetteville. We could potentially provide office space that would allow them to provide services to our residents. Meeting on July 8th to talk about options. Angela Belford would like to have a clinic on site.
- d. Partner for Better Housing has their latest board meeting. Commissioner Terry stated that it seems like the engagement has intensified a little bit. Commissioner Terry is still trying to figure out how this will work and what the chain of command is. She still has a lot of questions with how this partnership will move forward. We need to remember that FHA paid for 75% of Willow Bend property. As such we aren't talking about a random partnership, we are talking about a partnership for which we are invested federal dollars in. It isn't just a reputational conversation; it is also a stewardship conversation. We need to discuss metrics further such as affordability and how this is going to work and how to we use developer fees to develop in house capacities. A moment of clarity was when it was discussed that we would give up public land at Willow Heights without great cause as to why. In addition to that the extraction costs were very high overall and that the developer was going to get \$700,00 in profit. Not that this is what Partners for Better Housing is doing but we need to think about these things as we partner with them. We need to have a neutral conversation as we consider a "re-partnership" with Partners for Better Housing including How do we reduce extraction fees and keep them in house? How can we replicate and do this again? If we have federal dollars and municipal dollars, we need to be beholden to the community. Could the housing authority possibly be the project manager for subsidized homes at Willow Bend and the private management, manage the market rate homes? We would like to talk to Kyle about how we could possibly execute these ideas. Could we be potentially be the project manager and developer of those other 84 homes so that we could bring in ADFA funds. We will need that program muscle to move forward with other projects such as Willow Heights, Lewis Plaza, and Morgan Manor. There are current issues with Partner's current vendor that will need to be sorted out with their attorneys. Angela Belford did bring up that there could be additional resources provided by ADFA if our non-profit, FHA Development became a

CHODO, it could open the door for even more home ownership opportunities. Commissioner Terry said this would provide great opportunities and get community involvement. After the last Partners Board Meeting, we left it at “we would meet with the ADFA Representative and revisit”. Due to who we need at the table and conflicting schedules, Commissioner Terry suggested that we might need to change meeting date to allow Partners Board Chair and at least 1 to 2 members to come. Commissioner Breashears asked for clarification on what our catchment area was. Angela Belford stated that with Housing Choice Voucher program it was all of Washington County except for Springdale and for HUD-VASH it was both Washington and Benton County.

- e. Angela Belford informed the board that Arvest Bank has donated furniture. The beds that Chancellor donated have been claimed by all the Hillcrest residents and the remaining will be offered to our other clients. We will still need to figure out the logistics of how to get the beds to our other clients.
- f. New receptionist starts July 8th and the Housing Navigator on July 15th. Jennifer Cotton will be the Executive Director’s Assistant. The Maintenance Department has added two new employees: Tony Cotton- Maintenance Technician and Kevin Nail- Maintenance Supervisor.
- g. Met with Cross church, Hope with the City project, with the Hillcrest Towers. Beaver watershed alliance toured Willow Heights and Lewis Plaza. They have great ideas for how to change the water path. Visited with Canadice at Willow Heights daycare in regards to a rain garden.
 - a. Update on potential buyer: they have not cashed the check and it is now expired. Next step is to reach out to potential buyers and lawyer and send certified check that will come out of our account. Each quarter we void checks and July will be the next one.
 - b. Three board members will be attending the NAHRO conference in Boston with Angela Belford. Commissioner Terry suggested a calendar be created that informs all board members of the upcoming trainings staff are going to.

I. Public Housing Director Report

- a. Morgan Manor and Lewis Plaza have zero vacancies. Willow Heights has one vacancy. With Hillcrest Towers being under renovation, all current vacancies are being used for relocation.
- b. Reports on numbers and time taken for work orders for the month. Report on online applications and online rent payments.
- c. DFA report on collection loss funds received.
- d. Update on the first phase of renovation and relocation. We anticipate that the residents that were relocated will be moving back to their units around July 15, 2019.
- e. AmeriCorps volunteered at Hillcrest Towers two weeks ago. They helped clean and organization the pool room and set up the computer lab for residents to use again. They also cleaned up trash at Lewis Plaza.

II. Operations and Voucher Program Manager

- a. HUD/VASH vouchers are completely full as of this morning.
- b. There is \$80,000 of HUD reserve funds that we can draw that down for voucher payments.
- c. Section 8: there was a pull for 20 tenants. Group briefings were scheduled, and 11 vouchers issued. Inspections will be conducted tomorrow for LIP tenants.
- d. Last week, Kara Paxton did Housing Specialist training with Nan McKay in Charlette, NC.
- e. Victoria Dempsey will be going to training, along with the inspectors, at different times and different places.
- f. We are still waiting to hear back regarding our Moving To Work application.
- g. TBRA: Explained that after clients have been on for a year, if a Section 8 voucher hasn't become available, we can apply for a 1-year extension.
- h. We are still waiting to hear back regarding the application for the Safety and Security grant.
- i. We plan to apply for grants with Beaver Watershed Alliance Grants to use at Willow Heights and Lewis Plaza for water erosion issues, Community Development Block Grant. Commissioner Terry suggested that Victoria Dempsey look into the "Blue and You" grant through Arkansas Blue Cross Blue Shield.

21. Approval of Balance Sheets and Income Statements for March and April summary.

- a. Discussion of separating Hillcrest Towers from Willow Heights and Lewis Plaza to see what we spend at each property.

22. Approval of Balance Sheets and Income Statements for April and May AP Summary

- a. Commissioner Breashears made a motion to approve both. 2nd from Commissioner McMahon. Roll call, all in favor.

23. Commissioner McMahon requests a recap of the water heater issue at the North Gate property. A plumber was called, and the issue was resolved. Commissioner Stafford suggests medical marijuana be considered for discussion.

VI. Adjournment

Motion to dismiss made by Commissioner Breashears. 2nd by Commissioner McMahon at 10:00pm. All in favor.