

FAYETTEVILLE HOUSING AUTHORITY

REGULAR MEETING AGENDA – Thursday, August 22, 2019 | 6:00 PM

City Hall Room 111, 113 W. Mountain Street, Fayetteville, AR

I. Roll Call

NEW BUSINESS

- A. Resolution #1169 – Authorization to convert Community Center Manager to Resident Engagement Coordinator
- B. Resolution #1170 – Authorization to apply for NWA Continuum of Care Domestic Violence grant
- C. PUBLIC COMMENT
- D. ADJOURNMENT

RESOLUTION NO. 1169

RESOLUTION TO CONVERT COMMUNITY CENTER MANAGER TO RESIDENT ENGAGEMENT
COORDINATOR

WHEREAS, Fayetteville Housing Authority strategic planning set a direction to encourage homeownership,

WHEREAS, current Voucher Program employees are focused on executing well on administering existing rental assistance programs,

WHEREAS, the Community Center Manager provides guidance to existing public housing clients primarily at Hillcrest Towers, with existing plans to do outreach at other properties,

WHEREAS, the Community Center Manager is currently funded solely from Public Housing and the overhead would be more easily shared across Project Based Rental Assistance and Voucher Program,

WHEREAS, adding 8 hours per week to the existing 32 hours per week would allow the Community Center Manager to become a Resident Engagement Coordinator across all clients and programs,

WHEREAS, this would not cause any increase in benefits because the position already pays full time benefits,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FAYETTEVILLE HOUSING AUTHORITY THAT resolution 1169 authorizes converting the Community Center Manager position to a Resident Engagement Coordinator pursuant to the attached job description.

PASSED AND APPROVED THIS _____ DAY OF AUGUST, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

Resident Engagement Coordinator Job Description

Reports to: Property Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strong organizational skills, attention to detail, ability to negotiate peaceful compromise in stressful situations are essential qualities.

- Plan, direct, coordinate and implement a wide range of activities tailored to meet the specific needs and interests of the individuals living in FHA Housing;
- Serve as primary contact for Meals on Wheels, Seeds that Feed, USDA (Commodities) and other resources provided to residents;
- Promote respectful community atmosphere for all residents, staff, and community members;
- Design program that address the social, physical and emotional needs of the senior population; the programs include various in-house activities as well as sub-contracted services geared toward enhancing their quality of life;
- Assist in the preparation of budget estimates for the senior citizen program;
- Compile and submits monthly reports to immediate supervisor for review;
- Coordinate and directs special events and fund-raising activities to attract residents and stimulate interest;
- Solicit informational and educational materials to promote public awareness and participation in sponsored services;
- Provide guidance and, where necessary, assistance in applying for a wide variety of mainstream resources involving FHA residents (i.e. housing, social security, Medicare, welfare, food stamps, or similar programs);
- Organize and direct volunteer participation by the residents of Hillcrest Towers and/or the community;
- Maintain direct contact with Local, County, State, and Nationwide agencies that provide information and services to the senior population of Hillcrest Towers and other properties;
- Establish and maintain liaison with local and county officials, community leaders and groups to obtain their cooperation and support of programs and services and coordinates these services with other community agencies, as needed, especially shuttle driver;
- Design publications and monthly calendar to keep participants informed of events and/or changes in the community;
- Decorate the common areas of Hillcrest Towers for special events and holidays;
- Coordinate with resident council at Hillcrest Towers; work to create PHA-wide Resident Advisory Board including Voucher program clients and all Housing program residents
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.
- Coordinate all aspects of relocation during renovation of Hillcrest Towers

HOME OWNERSHIP/ECONOMIC DEVELOPMENT OUTREACH (average 8 hours per week)

- Work with Housing and Voucher team to identify clients that may be eligible for community resources (e.g. job training, etc.)
- Assist clients getting connected to homeownership preparation (e.g. credit counseling, etc.)
- Conducts and assists in the planning of orientations for potential program applicants

RESOLUTION NO. 1170

RESOLUTION TO AUTHORIZE EXECUTIVE DIRECTOR TO APPLY FOR NWA Continuum of Care
(CoC) Domestic Violence (DV) grant

WHEREAS, Fayetteville Housing Authority's primary objective is to provide low income housing and housing assistance,

WHEREAS, HUD has issued a Notice of Funding Availability (NOFA) for the FY 2019 CoC Program Competition CoC including approximately \$2.3 Billion is available,

WHEREAS, new DV projects must serve persons experiencing homelessness at the time they initially enroll in the project for a period of up to 12 months,

WHEREAS, NW Arkansas CoC estimated DV Bonus is \$111,420 and requires a 25% match of in-kind or cash funds,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FAYETTEVILLE HOUSING AUTHORITY THAT this resolution authorizes the Executive Director, Geneva Angela Belford to complete the application process for NWA CoC DV grant.

PASSED AND APPROVED THIS _____ DAY OF August, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON