

**FAYETTEVILLE HOUSING
AUTHORITY**
Meeting Minutes
Thursday, November 21, 2019

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

I. Call to order

Chair Bensinger called to order the regular meeting of the Fayetteville Housing Authority Board of Commissioners at 6 p.m. on Thursday, November 21, 2019 at Fayetteville City Hall Room 111, 113 West Mountain Street, Fayetteville, AR 72701

II. Roll Call

Chair Bensinger conducted a roll call. The following commissioners were in attendance: Commissioner Bensinger, Commissioner Breashears, Commissioner McMahon, Commissioner Stafford and Commissioner Terry. Additional attendance: Executive Director Belford, Deputy Director Berry, Members of the Public and Press

III. Approval of minutes

Commissioner Stafford moved and Commissioner Terry seconded the motion to approve the October 21, 2019 regular meeting minutes of the Fayetteville Housing Authority. All voted in favor.

IV. Old Business

Executive Director Belford recommended that agenda **items c and d** (second discussion of the new smoking and parking policy's) be moved to the top of the Old Business agenda to accommodate the number of Fayetteville Housing Authority Residents in attendance. Chair Bensinger agreed to move the items to the top of the "Old Business" items. Executive Director Belford reported that she had received positive comments on both policies; one request was there be a site at each location for residents to work on their cars. Executive Director Belford explained, procedurally, there would be over 30 days for the residents to comment before the Board meets December 19, 2019.

Comments and Statements: Morgan Manor resident, "we have great parking at Morgan Manor, so don't need a policy to cover parking, need gates with codes for the residents. Don't want to give out my information on insurance, car title, etc." "Don't want to give up my information to get a permit." Hillcrest/Northgate resident, "okay with both policies but need a place to work on cars that need repair." Willow Heights resident, "Please put letters in the front door not the back door. We have plenty of parking, need space for car repair." "Maybe a short-term permit can be issued." "Applaud the smoking policy." Northgate resident asked about the covered parking area. Lewis Plaza resident, "need more handicapped spots close to the persons door as well as each person needs an assigned spot. Not FHA job to watch parking, the police should enforce the parking." "Cars need to be running and be licensed, should have 30-day period to get new tag." "Handicapped people need a place close to their apartments to smoke." "It's my right to smoke." "What happens if the car is not in my name, can I still get a permit? I'd be ashamed to have to tell the office that it is not my car." "If you don't have a car you should be able to have a permit." "Can I get a temporary permit?" Hillcrest resident was concerned about vaping, "I can have a vaporizer

with oils, but I can't vape?" "Can I burn candles, incense, sage, I use it for religious reasons." "Thank you for listening to our opinions."

***Action Item**-Bring the HUD smoking regulation to the December 19, 2019 regular Board Meeting.

Commissioner Terry likes having designated spots for each person as well as having a space for them to repair vehicles. She liked the idea of a repair hangtag. Northgate resident, "I want to park my motorcycle under the carport but there is a sign the reads 'Restaurant Parking Only,' what can be done about this?" "Why can't the restaurant workers park at North and College and walk to work, they are young, that is where they should have to park." Commissioner Terry indicated she would like to see a designated smoking area at Lewis Plaza. A Northgate resident indicated that she doesn't feel safe in the parking lot because there is a guy who drives through and looks at them. Chair Bensinger suggested calling the police when they don't feel safe. Commissioner Terry indicated the person should "write down the license plate and call the police. Start the paper trail." Need signs at properties stating, 'Residents Only Parking.'

- a. **Organizational Audit Review**- Chair Bensinger, "the organizational audit, I must say under the leadership of Chair Terry and Executive Director Belford, reflects that we have done a lot." Chair Bensinger spoke about the importance of transparency, communication and reflecting on the goals the Board set with their community partners: to prioritize to make things better for the residents. Additionally, we not only must support the residents but also the community. Chair Bensinger had asked Executive Director Belford to reflect and give highlights of the Organization Audit and what progress had been made on the items outlined in the review. ***See Organizational Audit Slides (goals are on the left side of the slide; status is on the right).**

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During the presentation, a resident commented that they thought the maintenance team needed better training if they were going to report on the condition of the unit for habitability. Executive Director Belford indicated that better training would occur and apologized for the way it was executed. Chair Bensinger discussed that at the agenda session, it was decided that every November, there would be a review of the state of FHA, reflecting on the previous years' goals and accomplishments. ***Action item**-a motion was made by Commissioner Stafford, and seconded by Commissioner Terry for the Executive Director, on behalf of the Board, to invite the Director of CDBG (Community Develop Block Grants) to the January 2020 board meeting. The motion passes, all commissioners voting in favor of the motion.

- b. **Willow Heights legal discussion update**

Executive Director Belford informed the Board that you can't use HUD funds for legal action without first receiving approval from HUD for such actions. Additionally, the HUD attorney from Dallas doesn't believe there is a need to go to court. HUD can explain to the buyer why the sale won't occur. FHA's attorney will be sending the complaint he had composed to the HUD attorney for review, this information will be used by HUD to explain to the buyer, and buyer's attorney, that HUD will not allow the sale to go through. There is not an estimated timeline for the above to happen.

a. 2nd discussion of parking policy- See above

b.2nd discussion of smoking policy amendment- See above

- c. **Resolution #1196** – Purchasing Card Policy – Executive Director Belford noted this had been tabled in August (the original resolution, #1178 and #1178, had been inadvertently used for another resolution in September). The purchasing card policy is a requirement of the bank to use purchasing cards. Executive Director Belford explained the cards were set up by purchasing account and it is part of the internal controls. Commissioner Breashears had different questions about the policy. Commissioner Terry asked if Commissioner Breashears would feel more comfortable if the policy was reviewed by FHA’s auditor. Chair Bensinger added clarity in that the approval is of the actual policy governing the current cards use, not if we are changing cards or who they should be issued to. ***Action item** at an agenda session discuss credit card. No Public Comment. Commissioner McMahon moved to approve, Commissioner Stafford 2nd the motion. Roll Call, all voted in favor of the resolution.

V. NEW BUSINESS

- a. **Discussion of Resident Commissioners eligibility and continued service** – Chair Bensinger gave history of how it came to light, from a previous employee, that HUD has specific rules on the resident commissioner and the qualifications of residency. The Chair continued to explain there must be direct assistance from the Housing Authority to qualify to be the resident commissioner. Since Morgan Manor is a project-based rental assistance, it does not qualify as direct assistance. Chair Bensinger explained the options: the board can allow him to stay until the end of his term, or as a board they can remove him and replace Commissioner Breashears with someone who lives at Willow Heights, Lewis Plaza, Hillcrest Towers or is on Section 8. The Chair gave the option to Commissioner Breashears could excuse himself if he would like, as it might be an uncomfortable situation; he chose not to leave. Commissioner Stafford read the HUD rule 964.415 defining the eligibility for a resident commissioner and what the remedies are if they no longer meet the requirements. Chair Bensinger then opened for discussion among the Board. Commissioner Terry indicated she had reached out to State Senator Leding about increasing the number of commissioners. The Senator sent a letter to the Attorney General of Arkansas; the AG opinion was the number was set by the legislators, and if it was to be changed it would have to go through the legislators and it would effect all commissions, not just Fayetteville. Commissioner Stafford indicated there can be more than one resident commissioner on the board, but only one seat is therefore indicated. Chair Bensinger indicated in her review of the rule, they could not find intent for regulation. Executive Director Belford explained, in a normal conversion we would have partnered with a private company, the Housing Authority would be a minority partner and wouldn’t have control over the property. Commissioner Breashears indicated, if a private company owned the property, they would have control. Since FHA owns the property would they not be offering direct assistance? The Chair read the definition of direct assistance. Commissioner Breashears indicated he would like a legal opinion, or for HUD to review the qualifications. Executive Director Belford explained it is not a Hud rule as much as it was written into the law. Commissioner Terry stated, if we had known the rules or if Commissioner Breashears had known the rules, he may have stayed living within public housing. Furthermore, she would feel comfortable going with the option to grandfather Commissioner Breashears on the Board. Commissioner Breashears then stated the Board had been given inaccurate information that was incomplete. He went on to state “I wonder why this was not run by HUD or a lawyer before I was subjected to this question.” Commissioner Terry stated that when they became aware, they needed to follow up with what they had learned. Commissioner Breashears asked why no one followed up with the first phrase of the rule, “except as

provided in 964.405b and 964.425,” this will tell you that it does not apply to this FHA Board. He asked how many units we had as it does not apply if you have less than 300 units. Commissioner Breashears “Why didn’t someone go through before to read this before subjecting a member of the board to removal?” Board Chair Bensinger explained no one was being subjected to anything and the members of Board were being supportive. The discussion is about what the law says regarding eligibility.

Commissioner Terry indicated if there were information a member had knowledge of, it is helpful to bring it forward in a respectable manner. She indicated a link could have been sent to all Board members without asking for a reply. Commissioner Stafford indicates the previous Board believed they could not bring on a member from Morgan Manor. Commissioner Terry moved to seek clarification on the qualification, and to table this discussion until the next Board Meeting. Commissioner Breashears seconded the motion. Passed, all voted in favor.

- b. **Resolution #1197** – Resolution to approve Johnson Mechanical installation of fan coil units at Hillcrest Towers; as the cost is over \$25,000 and must be brought to the Board. Commissioner Terry moved to approve, Commissioner Breashears seconded the motion, all voted in favor.
- c. **Budget revision (Public Housing)** – Executive Director Belford explained, “each year we have to do a budget revision before the books are closed by the accountants. There will be a budget revision next year as well. Commissioner Terry moved and motion to second by Commissioner Breashears, all voted in favor.
- d. **West Avenue project update** – Executive Director Belford presented the letter from the City of Fayetteville. Commissioners had question about the addition of the Meadow Street sidewalk. Commissioner Stafford, “based on experience with property sales we need to get an appraisal for the property.” Commissioner Stafford also believed there was a need to get the appraisal and estimate of cost. Commissioner Stafford moved to have this accomplished, Commissioner Bensinger seconded the motion. All Commissioners voted in favor of the motion. ***Action item** – Executive Director Belford to write the City of Fayetteville a letter with the following concerns: power lines to be buried, what is the timeline, what are the details of the retaining wall and when and why was the Meadow sidewalk added. Executive Director Belford informed the board the city has decided the retaining wall is not cost neutral and we would need to pay for a portion to accommodate. Commissioners also discussed the Art’s Corridor in general.
- e. **Funding Proposal Review** – Executive Director Belford discussed the density strategic initiatives. Currently there are 246 public housing units (this does not include the 24 units at North Gate Studios), proposing adding 268 units for a total of 514 units (current acres owned by FHA 22.6). Estimate cost for the proposed development and renovation of current properties is \$48.5 million dollars. The new units would be part of the non-profit, not Public Housing. Additionally, the Executive Director does not believe we should be the only ones investing in housing in the Cultural Arts Corridor (CAC), therefore she is proposing 52 residential/commercial spaces be built at an estimated construction cost of \$8.4 million dollars. HUD believes an individual unit should cost no more than \$150,000. The Board discussed some of the funding options; some of it payed for with philanthropic, some based on the current capital cost to borrow. There may be the possibility of low interest loans from groups. FHA can issue bonds, if they decide to use that funding method. Commissioner Terry discussed some of the “call to actions” from the “Our Housing Future-The Housing Report.” There was also a discussion of the synergies between the FHA and the University of Arkansas School of Architecture. The Executive Director will look at ways to increase the housing stock.
- f. **Review of the financial dashboard** – Executive Director showed the proposed financial

dashboard. Commissioner Breashears likes the look. Commissioner Breashears if a draft could be prepared before the books were closed. Commissioner Stafford likes the snapshot of where we are month to month.

- g. **Interview commissioners for vacancy 12/27/2019** – Commissioner Terry was the only applicant for the open position (the position was advertised in the city, paper, online, etc.) Commissioner Terry spoke about her interest in the commissioner’s position. Each Commissioner had a chance to ask her a question. Commissioner Breashears moved, Commissioner Stafford seconded, recommending Commissioner Terry to the position that will come open 12/27/2019. All voted in favor of sending her name to the City of Fayetteville.
- h. **First discussion of reserves for each program** – Commissioner Breashears discussed the need for the Board to decide how many months of reserve we should keep for each program. After discussing, Commissioners Terry and Breashears, will meet with Executive Director Belford to discuss what those amounts should be, per program.
- i. **Consent agenda** – Commissioner Breashears moved to approve the consent agenda, Commissioner Terry seconded, all voted in the affirmative.

A. **Resolution #1198** - Voided Checks Morgan Manor

B. **Resolution #1199** – Approval of SEMAP Submission

VI. Staff Reports

- A. Executive Director, Angela Belford (see report, page 6)
 - a. Supportive Housing Services Report (see report, page 7)
- B. Deputy Director, John Berry (see report, page 8)
 - a. Public Housing Report (see report, page 9)
 - b. Voucher Program Report see report, page 10)

PUBLIC COMMENT

Board go to a conference as a group New Urbanism June 10-13 in Saint Paul.

ADJOURNMENT Meeting adjourned

Mission Statement: The Fayetteville Housing Authority provides safe, quality, affordable housing as a basic human right to build community resilience, improve intergenerational public health outcomes, and increase equitable opportunities.

Angela's Report - This Page

Justin Lee, LMSW Social Worker Data at Three Weeks

Number of Resident Encounters: 84

Encounters of Note:

Delivered food and resource list to a section 8 resident
Coordinated with agencies to remove and replace resident's
hospital bed Ongoing conflict resolution with three Morgan
Manor residents
Ongoing assistance with residents suffering from severe and persistent
mental illnesses Conflict resolution between roommates
Assisted with SNAP application
Assisted with obtaining new motorize
wheelchair Assisted with obtaining
affordable phone service
Meeting/building rapport with any and all
residents

Community Organizing:

Walgreen's Flu Clinic
Lighting of the Lights of the Ozarks
(Nov 22nd) Hillcrest Towers Book Club
(Nov 21st)
Created GivePulse page with volunteer requests for events
Compiled and distributed Veteran's Day "free meals" master list

Deputy Director Report November 21, 2019

1. People
 - a. Anniversaries:
 - i. Cassie Snider 11/19/19, 1-year, HCV Team
 - ii. Jennifer Cotton 11/26/19, 1-year, Executive Assistant
 - b. Open Enrollment - 95% have completed the forms for the upcoming year (deadline is 12/12/19).
 - c. Participated in the Municipal Health Benefit Program and Municipal League Workers' Compensation Seminar in Little Rock, AR 11/13/19. The cost for Health and Dental plans are staying stable for January, 2020 new year. The plan will try to move the participation date to 60 days or less (currently, depending on hire date, a person may wait 89 days).
 - d. Team went through a De-escalation training, Executive Director Belford included some of our community partners.
2. Inventory to be completed 11/15/19 – Completed and submitted to Lindsey
 - a. Reviewing options for inventory tags and tracking system
 - i. Reviewing options to integrate into Lindsey, modules are available but want to make sure we stay with Lindsey before purchasing them.
 - ii. Reviewed inventory options, using Lindsey, with Joy Hunnicutt to increase efficiency in billing and setting par-levels of commonly used items.
3. AmeriCorps
 - a. FHA hosted 11/6/19 inclement weather day. Projects included painting, cleaning stairways and balconies.
 - b. Met with the NCCC AmeriCorps Garden Managers Planning Team to discuss interest in next year program.
 - c. End of this year program will be 12/12/19. There may be an opportunity to meet with the participants on the evening of 12/12/19. I will let the Board know.
4. Community Engagement
 - a. Attended the Global Changemakers Workshop – how can what is learned in other countries be applied to the same problems in the U.S.
 - b. Toured Adohi Hall with Commissioners Bensinger and McMahan, as well as Joy Hunnicutt, to learn about the use of cross-laminated timber in new construction. Additional take-away on how to use greenspace to enhance the living experience.
 - c. Angela and I met with Dean MacKeith and Professor Folan, of the School of Architecture, on how our groups may be able to collaborate on projects.



FAYETTEVILLE HOUSING AUTHORITY

Property Manager Report for 11/21/2019

- 1) Current Vacancies for November 30, 2019
 - a. Morgan Manor: 0
 - b. Public Housing
 - i. Lewis Plaza: 0
 - ii. Willow Heights: 1
 - iii. Hillcrest Towers: under renovation. All vacancies will be filled that are not being used for relocation.

- 2) Work Orders
 - a. October PH
 - i. Received: 126 Average Completion Time: 52.5 hrs,
 - ii. Emergency WO's: 18 Average Completion Time: 24.4 hrs.
 - b. **November PH (as of 11/14/19)**
 - i. **Received: 78 Average Completion Time: 16.2 hrs.**
 - ii. **Emergency WO's: 6 Average Completion Time: 8.9 hrs.**
 - c. October MM
 - i. Received: 24 Average Completion Time: 61.4 hrs.
 - ii. Emergency WO's: 3 Average Completion Time: 11.4 hrs.
 - d. **November MM (as of 11/14/19)**
 - i. **Received: 11 Average Completion Time: 29.6 hrs.**
 - ii. **Emergency WO's: 3 Average Completion Time: 9.9 hrs.**

- 3) Online Applications – all waiting lists received in last 30 days: **87** (October 22-November 14, 2019)

- 4) Online rent payments in last 30 days: **57**
Amount Collected in the last 30 days: **\$14,783.00** (October 22-November 14, 2019)
Last month: \$ 13,950.00

- 5) Current waiting list numbers:
 - a. Public Housing: 937
 - b. Hillcrest Towers: 177
 - c. Morgan Manor: 462

- 6) Updates from Tara West on activities for Community Center:
November
 - a. Partnership with Vantage Point for monthly education and Bingo
 - b. Tie Dye event
 - c. Drum Circle and Rattle Making Class
 - d. Light up the Square event: Residents are going with Tara and Justin Lee to the lighting of the square.
December
 - a. Cookie decorating and crafts for the holidays

- b. A sorority house is coming to do snacks, gifts, and games
 - c. A church will be bringing lunch and gifts
- Upcoming events: Monthly Quilting Club, Book Club, and Tea Party



**FAYETTEVILLE
HOUSING AUTHORITY**

Operations and Voucher Program Manager Report for 11/21/19

- 1.) **Current HUD-VASH #'s**
 - a. Leased Up: 114
 - b. Seeking: 6
 - c. Total HAP Payment: \$43,257

- 2.) **Current Section 8 Vouchers**
 - a. Leased Up: 468
 - b. Seeking: 8
 - c. Total HAP Payment: \$180,986

- 3.) **Current TBRA Vouchers**
 - a. Leased Up: 0
 - b. Seeking: 7

- 4.) **HAP Totals for October:**

Total HAP Expenses: \$224,243
Total HAP Received: \$229,705

- 5.) **Total of individuals housed from the By-Name-List: 5**

- 6.) **MTW (Moving to Work) Application submitted 5/13/19. Response regarding being entered lottery 7/10/19. Waiting for Final Response.**

- 7.) **Mainstream Vouchers application was submitted 9/10/19. Not funded.**

- 8.) **Staff Training:**
 - a. Victoria Dempsey, Voucher Program Manager attended the Housing Choice Voucher Program Management training November 5-8th.

- 9.) **Current HCV Wait List - 863**

