

# FAYETTEVILLE HOUSING AUTHORITY

## Meeting Minutes

Thursday, May 28, 2020, 4:00PM

Fayetteville Housing Authority via Zoom

### I. Call to order

Chair Bensinger called to order the regular meeting of the Fayetteville Housing Authority Board of Commissioners at 4:00pm on Thursday, May28, 2020 via Zoom

### II. Roll Call

Chair Bensinger conducted a roll call. The following commissioners were in attendance:

Chair Bensinger, Commissioner Rios-Stafford, Commissioner Terry, Commissioner Mahon, Commissioner Breashers. Additionally, in attendance, Executive Director Belford, Cardinal Capital Management, former board member Deb Humphrey, members of the public and press.

### III. Old Business

#### A. Updated By-Laws

The by-laws were reviewed and suggestions made modernize the by-laws by the FHA attorney. The commissioners believed they were more easily read and understood. The processes seemed better understood. They believed that the revisions addressed all previous concerns especially in regards to commissioner conduct. The Code of Ethics section was more explicit. It was suggested that there be a commissioner handbook moving forward.

Commissioner Breashears moved to accept by-laws. Commissioner McMahon seconded the motion. Roll Call. All in favor. Motion to update the by-laws passed.

### IV. New Business

**Discussion:** Regarding RFP 2020-04-22 Cardinal Capital Management gave a presentation about the project proposed to be built on West Avenue next to Hillcrest Towers. Although an FHA Development, Inc. project, the presentation was given during the Fayetteville Housing Authority board meeting because the land needed to complete the project is different than previously approved, but the project will be primarily discussed during the FHA Development board meeting.

The presentation from Cardinal Capital Management included the fact that they specialize in special needs financing. They welcome the opportunity to work with our team and they want to help achieve our mission. They presented renderings of the two new buildings along West Avenue as well as a proposed building on Meadow Avenue and how parking would be laid out. The buildings along West Avenue would include commercial on the ground floor with apartments above.

They spoke of various efficiencies and how the reduced expenses would impact the total net income. It is a \$14 million dollar project. The project proposes will be 70 units heavily weighted on one bedroom.

The current proposed project has also allowed for future development while being cognizant of parking. It is possible that the cost of capital can be brought down with various grants and that we could drive the costs down further.

The project is not tax credit development because the timing for the project doesn't allow for a tax credit application. The proposal is that Cardinal develops and supports the project until lease up. Cardinals other projects are long term and sustainable.

**A. Resolution #1222 – Administration Plan Updates**

Currently if there is change in income we don't recalculate rent until recertification. This is an attempt to use resources wisely. If there is a change of more than \$500 voucher team would do an interim re-exam to recalculate rent.

Update to policy to show current HUD procedures to those who experienced no income but then had an increase in income that we would calculate 50 percent 2<sup>nd</sup> year. This update brings policy into alignment with the current operations. This does not include stimulus checks.

Chair Bensinger moved to adopt Resolution #1222. Roll Call. All in favor. Motion passed.

**B. CONSENT AGENDA**

Approval of consent agenda – Approval of March 2020 FHA Programs' Balance Sheets & Income Statements and April Accounts Payable Summary.

Commissioner Rios-Stafford moved to accept. Commissioner Breashers seconded. All in favor. Consent agenda approved.

Approval of the April 30, 2020 Minutes was tabled. Commissioner Terry motioned to table the April 30, 2020 minutes. Commissioner Breashears seconded. Roll Call. All in favor. Motion passed.

**VII. STAFF REPORT**

Executive Director, Angela Belford

a. Social Worker Report:

- Justin was able to help a gentleman who has had a learning disability get his first disability check and food stamps
- Mary – resident engagement coordinator is doing outstanding

b. Voucher Manager Report:

- 6 Open vouchers
- TBRA 15 open vouchers
- We have been given the approval to go to bi-annual inspections during COVID so we are now able to do file audits

c. Deputy Director Report:

- Extra precautions taken on deep clean
- Social distancing continues with employees and residents
- Stepped into roll of overseeing maintenance
- Working closely with property managers with moves
- Working with feeding program

d. Housing Manager Report:

- Moved in 5 families, including a single mother with six children
- Extra precautions being taken for sanitization
- New flooring installed in Willow Heights
- Waitlist: PH 1201, HCT 162, MM 592
- New team member: Ebonee Shade

e. Executive Director Report:

- Love where you live was highly accepted by the residents. We hosted 4 meetings while engaging in social distancing. We went over a lot of items that will bring a lot of value. We decided to give away a makeover for a garden and the staff will volunteer their time to help with this project. We have used the funds from metal recycling for raised gardens bed at HCT. We also have donations coming outside individuals as well.
- A lot of time is spent monitoring COVID. We started with a 4 day work week staggered. We are moving toward a 4.5 day work week with staggering tasks to allow for social distancing.
- We are requiring all trades, visitors, residents, and staff to wear a face mask.
- We have received additional funding for COVID and we are acquiring sanitation and PPE. We are also able to hire a temporary social worker.
- We are moving forward with Phase 2 of the office renovation and hope to be completed by the end of June.

**IV. Adjournment**

Commissioner Bensinger adjourned meeting at 6:25PM.