

FAYETTEVILLE HOUSING AUTHORITY

Agenda -08/26/2021, 5:00 P.M.

VIA ZOOM

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.

- I. Call to order
- II. Roll call
- III. Announcements:
 - a. Review of meeting decorum protocols
 - b. Review of Board External Communications Rules: “A vote was called to pass the motion that all Board members, including the Chair, BCC the rest of the Board on official correspondence with the City of Fayetteville and HUD.” 6.24.21
- IV. Approval of the agenda
- V. **Public Comment** *A reminder that public comments are an opportunity for the public to ask questions and/or relay information requests. All comments should be as brief as possible, addressed to the Chair, and follow professional standards of courtesy and decorum, which precludes any and all personal attacks on residents, staff, and/or Board members. Personnel matters are not allowable as public comment as the Board is only authorized to discuss personnel issues in Executive Session.*
- VI. Guest speaker: Dish Network - Dish Network lease
- VII. Consent Agenda
 - a. July 6 and July 22 Minutes
 - b. August 8/19 Minutes
- VIII. Reports
 - a. FHA Chair Report -
 - i. HUD letter 7/29 & 8/16
 - ii. Power washing Willow Heights update
 - iii. On point teambuilding update (conversation with Sheila Posey)
 - iv. Mold and/or mildew policy protocols and responsibilities

1. Insulation inspection estimates
 2. Written protocols for progressive mold tests, as needed
 3. Inclusion of wiping down the vents/registers as a regular component of the monthly pest/unit inspection, as needed.
- b. Attorney Crouch Report
 - c. Hiring Committee Report
 - d. Staff Reports
 - i. Interim Executive Director/Deputy Director
 1. ERA 1 and enrollment update
 2. FHA / FHAD Org Chart- Including staff member name for each position and exempt or non-exempt status
 - ii. Public Housing
 - iii. Vouchers and Supportive Services
 - e. Hillcrest Resident Council President Report
 - f. FHA Development Chair
 - i. ERA 2 enrollment update
 - ii. West End Asset Management Report
- IX. Old Business
- a. Ratification of final contract between the Fayetteville Housing Authority and FHA-Development (Completed)
 - b. Update of TPC comments on Sexual Harassment policy**
 - c. Audit Update
- X. New Business
- a. Financials
 - i. Comp time**
 - ii. How are labor charges to the FHAD, both staff and maintenance, calculated each pay period?
 - iii. Credit Card Payments
 - iv. Working balance sheet and income statement for each program
 - v. Request for checking account statements and corresponding institutions
 - vi. Request for institutional location for all CDs, and corresponding account numbers
 - vii. Request for budget adjustment documentation for FHA staff, scheduling of position, and salary with percentage breakout of time allotment
 - viii. Request for budget adjustment documentation for vacant positions
 - ix. Segregation of duties policy
 - b. Resolution encouraging residents and requiring volunteers and staff to wear masks at all times while in communal spaces and when meeting with clients, entering &/or working in residences.
 - c. Resolution encouraging all staff and residents to participate in vaccination opportunities and to explore allowable opportunities to incentivize vaccination participation.

- d. **Update with IT contractor for IT security audit**
 - e. **Leadership transition plan - Project Management Plan**
- XI. **Announcements -**
- a. **Agenda item for next meeting: Location of the ~\$70k worth of security cameras/equipment that were purchased for Morgan Manor**
- XII. **Adjournment**