

FAYETTEVILLE HOUSING AUTHORITY

Special Meeting Agenda -08/30/2021, 6:00 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: Review of meeting decorum protocols
- 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. **Special Meeting Agenda Items**
  - a. **Leadership transition plan - Consideration of FHA Stabilization and Management Improvement Plan contract with H.E.A.L. Collective**
    - i. Ratification of the validity in requesting the request for service quote
    - ii. Consideration of the proposed contracted services

**Approve the contract for services as submitted, pending the approval of HUD field staff, and allow modification by our attorney, as recommended in the meeting and as needed, that are not substantive in nature, while also authorizing the Chair to expand on the scope of work as needed within FHA procurement policy compliance constraints and execute the contract on behalf of the Fayetteville Housing Authority. Motion carries, 4 ayes and one nay.**
  - b. **Financials**
    - i. How are labor/non-labor charges to the FHAD, both staff and maintenance, calculated each pay period? -  
**Authorize Commissioner Brashears to work directly with the FHA auditor, with the caveat that FHA leadership staff will be cc'd in written communications,**

including invitations to phone meetings, unless deemed inappropriate by the auditor. Motion and a second/Unanimously approved

ii. Credit Card Payments -

Proposal is to clarify in our Segregation of Duties policy guidance (Section H), emphasizing a time frame for when credit card statements should be journaled and accurately coded, in accordance with HUD standards and best management practices in General Accounting Principles. Recommendation is to table discussion until the September Board meeting for input from staff and our auditor. Further guidance includes a written recommendation from staff in the form of a proposed resolution, with citations for source documents, submitted in writing in report form to the FHA Commissioners at least 24 hours prior to the next FHA agenda session.

iii. Working balance sheet and income statement for each program -  
Commissioner Brashears

iv. Request for checking account statements and corresponding institutions

Ms. Butler will research and clarify the nomenclature of FHAD card (spending card or credit card? distinction?) and provide written update to the Board of Commissioners.

v. Request for institutional location for all CDs, and corresponding account numbers (located in the Board shared drive)

vi. Request for budget adjustment documentation for FHA staff, scheduling of position, and salary with percentage breakout of time allotment

Clarification: Question is specific to unfilled staff positions in the FY 2021 Budget

vii. Request for budget adjustment documentation for vacant positions (see above)

viii. Segregation of duties policy - (item C in current SoD policy) Recommendation is reconciliation by fee accountant on a monthly basis directly from the relevant financial institution. Clarify best practices for internal controls with auditor. Overall Segregation of Duties policy analysis.

VII. Announcements

- a. Comp time
- b. Interim Deputy Director Dempsey

**VIII. Adjournment**