

FAYETTEVILLE HOUSING AUTHORITY

Regular Meeting Minutes

Thursday, May 27th, 2021 at 5:00 pm

Via Zoom

I. Call to Order

The regular meeting of the Fayetteville Housing Authority Board of Commissioners was called to order at 5:02 pm on Thursday, May 27th, 2021.

II. Roll Call

All Commissioners were in attendance, forming quorum. Additionally in attendance: Interim Executive Director Berry, FHA staff members, members of the public

Lucky McMahan resigned from the FHA Board of Commissioners and was not present. Jen Cole resigned from Hillcrest Resident Council President and was not present.

III. Review and Approval of Agenda

There was a motion to table Review of FHA Sexual Harassment policies & procedures, Robert's Rules of Orders training, Discussion of rules for public participation, Review of Bylaws, and Discussion of the legal budget. The motion was seconded.

A vote was called and the motion passed unanimously, tabling aforementioned discussion items and approving the agenda as amended.

IV. Public Comment

There was a general reminder of rules of conduct for public comment.

Resident Rose Bybee asked when the new laundry room would be open.

V. Consent Agenda

There was a motion to remove the April 2021 minutes and February 2021 Financials from the consent agenda and have a larger discussion. The motion was seconded, and approved unanimously.

VI. Attorney Report – Attorney Crouch

Mr. Crouch summarized the letter from former Executive Director Angela Belford requesting severance pay as well as a follow-up to her FOIA request.

There was a question regarding the set-up for FHA's 401k program. Mr. Crouch reviewed the circumstances around Angela Belford's employment agreement and final paycheck.

Mr. Crouch went over the process of developing a procedure for complaints against Commissioners. A document was shared with the board reviewing general structure. There was discussion clarifying the link between the federal level and the board level.

VII. SWOT Presentation, OnPoint Solutions – Sheila Posey

Resident Rose Bybee asked about resident input.

Ms. Posey presented a high-level executive summary of the SWOT interviews– the interview structure and analysis used to examine the data. The presentation will be made available for the Board.

She reviewed top strengths, weaknesses, opportunities, and threats separated between staff and board. She proposed next steps facilitating collaboration between the Board and the staff leadership, possibly doing an off-site meeting. She recommended starting the work sooner rather than later.

VIII. Reports

A. Hillcrest Resident Council Report – Vice-president Harrison

Hillcrest Resident Council Secretary Juhl introduced Judy Harrison as the Vice-president of the Hillcrest Resident Council. She reviewed plans regarding the new laundry facility and upcoming elections procedure.

B. FHA Development Chair Report – Chair Terry

Chair Terry reviewed the purpose of FHA Development, and gave highlights from the April 15 meeting minutes.

C. FHA Chair Report – Chair Bensinger

Chair Bensinger reviewed current ongoing HUD paperwork, and progress on the pest control discussion.

There was no financial transition plan given when the Director of Finance resigned, so Chair Bensinger reviewed the documentation of budgets that did exist.

She reviewed the meeting she had with Interim Executive Director Berry and Attorney Crouch with HUD officials. She also met with CHDO officials and reviewed the grant process.

She went over the letter from HUD that will be discussed as part of New Business.

There was discussion about CHDO designation and how it could apply to FHA Development.

There was discussion regarding the directive given to FHA to cease providing support to FHA Development as per the letter received on HUD.

There was discussion regarding duties of FHA Board Chair regarding FHA Development in reaching out to HUD officials, and issuing directives.

D. Staff Reports

Interim Deputy Director Dempsey presented her report over Voucher and Support Services reviewing community events, Mabry's work, and the Voucher program.

There was discussion about emergency rent relief in Arkansas.

Director of Housing Butler reported over Public Housing move-ins, waitlist status, and Hillcrest Laundry room construction. She updated the Board about the WiFi RFP for all FHA public housing properties.

There was a question about differentiating waitlists, and funding for the WiFi project

Interim Executive Director Berry gave his report. Director of Housing Butler will bring more information regarding the first year turn-over rate by property.

Sheila Posey offered to partner with the WiFi project to help offer help for residents with new tablets as part of the broadband plan.

IX. Old Business

A. Discussion: SWOT Presentation – next steps

Ms. Posey led discussion on next steps, comparing it to the presentation for the Ideals institute.

There was a request include the Board and resident feedback in Ms. Posey's proposal. There was discussion over how best to reach out to residents as well as a maximum budget limit.

It was recommended to use the dropboxes for residents to return surveys in.

Motion was made for Interim Executive Director Berry to enter into an agreement with Sheila Posey for \$6000 to \$7000. The motion was seconded, and passed unanimously.

B. Executive Director Search

TPC needs a revised job description for Executive Director. There was discussion as to whether this is an interim or permanent position. There was a recommendation of having a probationary period built into the initial contract.

There was a discussion about salary range with a suggestion to see if NAHRO has any studies. There was a recommendation to post the description without it.

Commissioner Jones was tasked with picking a recommended candidate from TPC to be a part of the hiring committee.

C. Diversity & Inclusion Training – University of Arkansas Proposal

Interim Executive Director Berry gave an update on the proposal the Ideals Institute was working on.

D. April 2021 minutes

A motion was made to approve the amended minutes. The motion was seconded, passed unanimously.

E. February 2021 Financials

Commissioner Breashears reviewed the cash account and cash flow for FHA.

There was discussion about what Lindsey produces and what documents they request.

X. New Business

A. FHA Crosswalk Budget

Chair Bensinger reviewed the budgetary documents for each property, using the FHA Development budget for examples.

B. HUD Guidance Letter 5/24/2021

There was discussion about the letter and the moratorium established on administrative and maintenance services for FHA Development.

There was discussion about the short term line of credit from Simmon's Bank and what authorization was required for it.

Commissioner Terry motioned to end the moratorium on admin and maintenance services for FHA Development, pending approved resolution at the FHA Development board meeting. The motion was seconded and passed unanimously.

C. Request for Severance Pay

There was discussion about 401k payments and current policy regarding vestment.

Mr. Crouch reviewed the options for negotiating compensation paid towards Mrs. Belford.

A motion was made to pay Angela Belford the amount of the 401k that FHA contributed, minus the amount of salary that was paid over what she actually earned on her last day of employment at the Fayetteville Housing Authority, in exchange for a release from her of certain liabilities for FHA as developed by Mr. Crouch

The motion was seconded, and passed unanimously, charging Interim Executive Director Berry to work on the retirement account and calculate the total number while Mr. Crouch will draft the release letter.

D. Authorization: Contractor review of Willow Heights HVAC system

Interim Executive Director Berry requested authorization to engage a contractor to see if air conditioning can be added to units at Willow Heights, quoting a \$5000 limit.

The motion was made for Interim Executive Director Berry to engage a contractor to review the Willow Heights HVAC system, not to exceed \$5000. The motion was seconded and passed unanimously.

E. FOIA Request

Interim Executive Director Berry received a FOIA request for HUD documents and detailed getting those together. Attorney Crouch gave clarification regarding custodian of record.

F. Review: Procedure to pay for Commissioner NAHRO Training

There was discussion about individual training vs group seminars/conferences. There was a suggestion to look at previous payments for commissioner training.

XI. Adjournment

The meeting was adjourned at 11:45 pm.