

## Special Meeting Minutes

Fayetteville Housing Authority & FHA Development

Wednesday, June 16, 2021 3:00 pm

Via Zoom

### **I. Call to Order**

The special meeting of the Fayetteville Housing Authority Board of Commissioners and FHA Development Board of Directors was called to order at 3:00 pm on Wednesday, June 16, 2021.

### **II. Roll Call**

All Commissioners were in attendance. Additionally in attendance: Interim Executive Director Berry, Interim Deputy Director Dempsey, Director of Housing Butler, HUD State Director Anthony Landecker, and Attorney Crouch.

Chair Bensinger opened with a statement regarding the importance of this meeting in creating a contract document between FHA and FHA Development.

### **III. Public Comment**

Mr. Landecker introduced himself and the purpose of the special meeting.

### **IV. Service Contract Agreement between FHA & FHAD**

Interim Executive Director Berry reviewed the nine-page draft defining each organization and detailing the contract labor between FHA and FHA Development. A copy of the draft was made available in both FHA and FHA Development Google Drives.

There was a request for clarification regarding financial reporting at FHA Development meetings.

There was a question as to when the document would be reviewed by attorneys.

There was discussion about the difference between this document and a previously created budget allocation spreadsheet.

Mr. Crouch commented on a possible conflict of interest.

There was discussion regarding the budget and how it was calculated, with clarification of how many habitable units there were on the properties.

Director of Housing Butler requested further directions regarding renovations.

There was a suggestion to have staff provide technical assistance to FHA Development tenants with other ERA programs to help cover arrears incurred during COVID. There was a discussion regarding staff funding and allocation since two properties were returned to the original owner.

There was a suggestion to consider a maintenance of effort recording system for FHA Development. There was a recommendation to keep the current property manager for FHA Development at 100%.

There was a recommendation to have a review period for percentages and the contract documents. There was discussion regarding if and/or when to hold the next FHA Board Agenda Session.

**V. Plan for FHAD to Repay Remaining Debt to FHA**

Interim Executive Director Berry reviewed the remaining debt from FHAD to FHA.

There was a discussion about tenants in arrears and whether they could receive assistance from ERA programs. July 31<sup>st</sup>, 2021 was set as the goal for reviewing bills and expenses.

**VI. Adjourn**

The special meeting was adjourned at 5:14 pm.