

**FAYETTEVILLE HOUSING AUTHORITY**  
**Board of Commissioners Regular Session**  
**THURSDAY, JANUARY 27<sup>h</sup>, 2022, 5:00 PM**

Via Zoom

**I. Call to Order**

The Regular Session of the Fayetteville Housing Authority Board of Commissioners was called to order at 5:00 PM.

**II. Roll Call**

Commissioners Jones, Henry, Morgan, and Terry were in attendance, forming quorum. Additionally in attendance: Deputy Director Butler, Director of Programs West, Hillcrest resident Council President Brown, members of the public.

**III. Review & Approval of Agenda**

Commissioner Jones took on the role of timekeeper to maintain the procedure previously set in place delineating 10 pm as the formal end.

The agenda was approved as amended.

**IV. Announcements**

Chair Terry reviewed meeting decorum protocols. She also noted that COVID tests are difficult to come by in general but that the FHA office has some for staff and some community resources are also distributing them.

**A. New Board Members: Tiffany Henry, Traci Morgan**

Chair Terry formally reviewed onboard procedures for the new board members. She introduced the staff present at the meeting.

**V. Consent Agenda**

There was clarification regarding creation of the minutes. Meeting Minutes were approved as amended, unanimously.

**VI. Budget Approval**

Deputy Director Butler reviewed the budget questionnaire from the fee accountant. There was discussion regarding coding of capital funds projects.

Chair Terry requested making the 5-year plan accessible for review.

Deputy Director Butler noted that she is working with HUD to utilize capital funds instead of cashing out the previously authorized CD early, and that the insurance company has extended a grace period.

She reviewed the upcoming contract with protective services, and the updated organizational chart as it compares to the budgeted positions. There was discussion as to which positions to prioritize filling.

Commissioner Breashears recommended finalizing the organizational chart first and foremost. There was continued discussion as to staff placement and funding.

Commissioner Jones proposed changing the CFO to Finance Manager and making sure that position has adequate support. The Board further discussed what this could look like with the current positions.

Commissioner Breashears inquired about the placement of the Community Engagement Specialist. There was further discussion regarding budget vs costs with vacant staff positions.

There was a discussion regarding salary savings and benefits. There was discussion about making a motion regarding the organizational chart, with clarification of the bylaws regarding precedents.

Commissioner Breashears motioned to approve the 2022 budgets and organizational chart as presented; updated position descriptions and titles shall reflect consensus of the board to remove previously approved positions, with the exception of the current Interim Deputy Director position which is currently titled as Director of Strategic Initiatives.

There was discussion of where the Deputy Director position was in the budget. There was discussion as to whether this would affect hiring processes for current positions.

The motion was passed with four Ayes and one Abstain.

There was discussion as to comp time for salaried employees required to attend board meetings.

## **VII. Reports**

### **A. FHA Chair– Chair Terry**

She gave an update regarding setting up a server separate from Google for shared Board files.

She is still in contact with the county and attorneys regarding the disbursement of ERA funds to FHA Development residents. Commissioner Jones noted that the county stated that they were waiting for a second load of money but that their account still has funds.

### **B. Hiring Committee – Chair Jones**

Commissioner Jones has been working on the background checks for the two previously interviewed applicants but there are delays on the county level due to court closures and restrictions. She will not be reposting the position with two offers out to applicants.

Interim Deputy Director Butler is waiting on the finalized NAHRO salary study regarding the Executive Director.

Commissioner Jones expects to have everything completed by February 4<sup>th</sup>.

### **C. Staffing Committee– Chair Terry**

Chair Terry reviewed the notes from Interim Executive Director Cauley and gave a summary of open positions and progress towards an offer. An offer will be extended to preferred candidates for Program Specialist and Community Engagement Specialist.

Interim Deputy Director Butler reviewed the process for internal postings.

The personnel policy revisions have been completed and on the current agenda for the Board to ratify.

There was discussion as to whether filling the internal positions would help alleviate some of the tasks that Interim Deputy Director Butler carries.

**D. Financial Committee– Chair Terry**

Chair Terry reviewed the meeting with Interim Executive Director Cauley, Interim Deputy Director Butler, and Mr. Vincent.

**E. Staff Reports– Interim Deputy Director Butler**

She gave an overview of community engagement, status of the housing programs, staff COVID protocols. She noted the status of the Lewis Plaza buildings and said that she will be issuing an RFP for a physical needs assessment.

There was discussion as to a vacant unit in Morgan Manor and extended turnaround time.

Chair Terry and Commissioner Breashears requested an update on FHA Development properties as FHA is contracted as the property manager. Interim Deputy Director gave a brief review of Red Bud Garden units.

Chair Terry suggested to include any contracted property managed units in addition to the regular property report. The Board agreed.

Chair Terry recommended tabling the employee evaluation process until the February Regular meeting for the Board to review it. Interim Deputy Director Butler noted that some of the process has already been implanted.

There was discussion as to the frequency of employee evaluations and reviews.

**F. Hillcrest Resident Council– President Brown**

President Brown gave an overview with updated bylaws and noted they will be working next on a Memorandum of Understanding (MOU) with the FHA staff.

**G. FHA Development Chair– Chair Terry**

Chair Terry reviewed the process of consolidating lines of credit loans with a refinance at the 12<sup>th</sup> Street property.

**VIII. Old Business**

**A. Update: City of Fayetteville**

**i. ARPA Funding request**

Chair Terry led discussion on the funding request through the American Recovery Plan Act (ARPA), and that the request had been resubmitted in context of specific line items, with a broad goal of February from the City to review it.

**ii. Sidewalk Easement**

Interim Deputy Director Butler gave an overview of the sidewalk easement for the two new Commissioners and noted that she is waiting on HUD to review it. Chair Terry added a review of the goal of the easement.

**B. Update: Audit**

All corrective actions were submitted and no feedback from HUD has been received.

**IX. New Business**

**A. Financials**

Interim Deputy Director has financial documents for September– November, is awaiting

December, and should have January's prior to the February meeting. There is an Accounts Payable Summary available for December.

There was discussion as to what kind of reports the Board would like to see, and a review of the template provided by Mr. Vincent.

Chair Terry recommended making a formal request of the fee accountant to provide a meta report that is more accessible for the board, and if that is not possible then the board can consider approving a new RFP.

Commissioner Breashears commented on the kind of reporting he would like to see, such as a monthly income statement or dashboards for each of the three main programs (Public Housing, PBRA, HCV).

The Board requested reviewing the Public Housing statement for now and discussed the balance sheet.

A motion was made to extend the adjournment time from 10 to 10:15 in order to address items B & C in IX. New Business with the understanding that in the February Agenda Session the board will close out the action items of items A. Financials, D. Personnel Policy Review, E. Procurement Policy Review, and the employee evaluation process. The motion was seconded and passed unanimously

#### **B. TRU powered by Ideals**

Interim Deputy Director Butler asked to apply for the first cohort to meet goals for increasing Diversity, Equity, and Inclusion knowledge and skills, with at least one board member participating.

Commissioner Jones led discussion as to the details of the cohort, reporting requirement, and funding. Commissioner Henry brought up concerns with organizational capacity to complete the program.

There was further discussion as how this would impact the organization. Commissioner Jones recommended applying, with further discussion as to the application process internally and choosing a board member to be a part of the cohort.

The Board voted to extend the meeting time until 10:30 pm. The motion passed unanimously.

Chair Terry recommended sharing the draft with the board and commissioners adding comments feedback over the weekend since the application is due 11 pm Monday. Chair Terry will meet with Interim Deputy Director Butler to do a final review of the application. Interim Deputy Director Butler will have the draft available to the commissioners by 3pm tomorrow.

#### **C. Resolution 1275: Change in Office Hours**

Interim Deputy Director Butler introduced a resolution changing office hours to 8 am – 4:30 pm Monday through Friday and remaining open during lunch hours. Covid precautions will remain, with open office hours from 8 am – 1 pm Monday through Thursday, and by- appointment- only 1 pm – 4:30 pm Monday through Thursday, and all-day Friday.

The resolution was approved unanimously.

#### **X. Adjournment**

The meeting was adjourned at 10:34 pm.