

# FAYETTEVILLE HOUSING AUTHORITY

REGULAR SESSION – THURSDAY, FEBRUARY 24TH, 2022, 5 PM

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. Approval of the Agenda
- IV. Announcements: Review of meeting decorum protocols
- 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. **Consent Agenda**
  - A. Minutes: 0.13.22 agenda action items, 01.20.22 working budget session, 01.27.22 regular session
- VII. **Reports**
  - A. FHA Chair Report- Board Chair Terry
    - 1. Progress report meeting with HUD State Field Office
    - 2. Emergency Rental Assistance update
    - 3. Board shared drive update
    - 4. Hillcrest Towers sidewalk easement w City of Fayetteville update
  - B. Hiring Committee Report - Committee Chair Jones
    - 1. Offer letter presented and accepted to ED candidate Marc Starling
    - 2. Anticipated start date March 14th
    - 3. Committee Chair Jones is working w Attorney Crouch to finalize Work Agreement & Relocation Agreement

4. Action Item: Committee Chair Jones will work w Ms. Cauley to draft on boarding process.

**C. Staffing Committee Report - Interim Deputy Director Butler**

1. New hire - Community Engagement Specialist
2. Action Item - Update Finance Director position description/title
3. Current Vacancies:
  - a) Occupancy Specialist
  - b) Maintenance Specialist

**D. Financial Committee Report - Committee Chair Terry**

1. Security Services Contract - approval needed
2. Audit Services Contract - will be reviewed by finance committee
3. Action item: Committee Chair Terry will work with staff to create a spreadsheet of existing contracts w let dates and needed renewal dates.

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

1. Interim Deputy Director
2. Vouchers & Supportive Services
3. Public Housing
4. FHA Development

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

1. Mold Abatement update -
  - a) Need to issue a closed bid for a full building cleaning of the register, units, & ductwork (Capital Fund in budget)
  - b) Need to re-issue bid request for insulation of pipes before the next regular Board of Commissioners meeting (March).
  - c) Regular maintenance cleaning plan / By request response plan

**G. FHA Development Chair Report- FHA Development Board Chair Terry**

1. Updating City of Fayetteville American Rescue Plan Act (ARPA) funding request
2. Working with FHA staff (per Section 4.a of Management Agreement) to resolve ERA issues.

**VIII. Old Business**

**A. Budget Update - send HUD field office working draft/ratify at March meeting**

**B. Employee Evaluation Process-**

1. Recommendations -

- a) Add a signature line for the Executive Director to sign off on every evaluation.
- b) Replace CEO with Executive Director throughout the document.
- c) Minimum employment period of 12 months before being eligible for a performance-base raise.
- d) Review language agreement between Employee Policy and Employee Evaluation Process to determine that both are reflected using the same language.
- e) After the plans and policies are reviewed and confirmed for language agreement, add the plan in the form of an appendix to the Personnel Policy.

C. Salary Study Update:

1. Recommendations -

a) Finance Director:

- (1) position to the staffing committee for conference work with HR consultant to update position description.
- (2) Starting salary, as reflected in the working budget is \$65,000.
- (3) Post update position within the next 7 -10 business days.

b) Maintenance Pay Equity

- (1) Salary study reflects \$17.79 as starting hourly pay
- (2) Authorize staff to confer with the fee accountant to plug in proposed salary study numbers to evaluate feasibility of pay increase within current budget parameters.
- (3) Final draft budget numbers will be ready for review and discussion at March Board of Commissioners meeting

D. Request to approve: Updated Personnel Policy- tabled until March Board meeting

E. Request to approve: Procurement Policy Update

- 1. Recommend approval of policy as presented, with the caveat that the ratified policy be reviewed on an annual basis within the first quarter of each calendar year. Unanimously approved.

F. Tru by Ideals Grant Application Update:

- 1. Request to amend our application from the UPLIFT cohort to the TRAIN cohort, which does not include a funding component. (*Additional*

*information is located in Board drive within the TRU IDEALS grant application folder).*

a) Confirm that 2 staff and @ Commissioners are allowable.

## **IX. New Business**

### **A. Financials**

1. Waiting on the Fee Accountant for a simplified format, preferably a dashboard.
2. Request for Payroll records, dated back to August 2021 - Interim Director Butler will upload to Board Drive

### **B. Ms. Cauley's Interim Executive Director Exit Letter recommendations**

1. Research and evaluate establishing a Central Office Cost Center that enables each property to have stand-alone inspections and in the context of Moving to Work.

## **X. Final Comments & Announcements**

- A.** Public Comment from Hillcrest resident, Holly Perry. Request for Hillcrest security to receive additional de-escalation and crisis management training. Interim Director Butler will reach out to the contractor to assess current training opportunities and possibility of including the contracted security staff with FHA in house staff training.
- B.** Commissioner Brashears initiated discussion regarding the status of St. James' funding request to the County.
- C.** Commissioner Jones inquired as to the status of cashing the CD that was approved, if needed, for annual Insurance premium payment. Status report is that the insurance provider agreed to give FHA a grace period, so the CD was not needed and remains intact.
- D.** Comp time status update - Interim Director Butler will send via email to the full Board. Request to add Comp time policy to March meeting agenda.
- E.** Chair Terry will be meeting with Fayetteville School District Superintendent, Dr. John L Colbert, and School Board Member Keaton Smith regarding the FHA Commission's unanimous vote in support of reopening Jefferson Elementary as a neighborhood public school.
- F.** Request for facility tours for Commissioners - Audra will follow up with suggested dates.
- G.** Commissioner Jones requested 2 minutes of silent reflection in compassion for 2 Fayetteville residents experiencing homelessness who lost their lives due to inclement weather and lack of access to safe warming centers in our City this week.

## **XI. Adjournment**