

# FAYETTEVILLE HOUSING AUTHORITY

Regular SESSION - THURSDAY, SEPTEMBER 23, 2021, 5:00 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. Special guest speaker - Hugh Odom/Vertical Consultants (*rescheduled*)
- VII. Approval of Previous Meeting Minutes: August 26th, 30th; September 2<sup>nd</sup>, 13<sup>th</sup>
  - A. Request to amend meeting minutes to reflect specific vote tallies of individual Commissioners, except in the case of a unanimous vote, in which case the record will reflect whether the motion unanimously failed or passed.
  - B. Tabled until minutes are amended. *Unanimously approved.*
- VIII. Reports
  - A. FHA Chair Report
    1. Current ERA2 progress report - amount due in first cohort = \$80,591
      - a) ACTION: Request for clarification from Washington County regarding how to access funds for relocation assistance, prospective rent, security deposits, and temporary hotel accommodations.
    2. Follow up on Hillcrest Mold complaints/process - RFP in process
    3. Budget waiver request - Written request submitted

4. Moving to Work research - all MTW docs are now in a folder in the Board drive
5. FOIA folder - all responses are now in a folder in the Board drive

**B. Leadership transition plan Continuity of Operations Planning - Gerald Turner**

**Discussion:**

Contract will begin with first payment on October 1, 2021 with no change in scope of work and/or approved amount in contract.

Reaching out to Fort Smith Housing Authority for potential MOU for voucher team support as needed.

Contracting with a HUD experienced Interim ED for 60-90 days. Will work through Commissioner Jones, in her capacity as the Hiring Committee Chair.

Chair Terry has requested a weekly written report from the contractor.

**C. Hiring Committee Report - Committee Chair, Commissioner Jones**

1. Discussion clarified that any proposed contracts for Interim ED will move first through Commissioner Jones and the Hiring Committee.

**D. Staffing Committee Report - Committee Chair, Commissioner Paxton**

Questions: to what extent is our HR contractor vetting position applicants for prequalification requirements?

What is the process for internal postings?

Performance evaluations

Recommendation - Be aware of EDI goals when posting open positions, with a goal of due diligence that our postings are available in diverse communities.

**E. Staff Report - Audra Butler**

1. Interim Executive/Deputy Director
  - a) Credit Card policy recommendation and defense of a resolution
2. Housing
3. Vouchers & Supportive Services

Discussion: Resident and staff safety training / weapons

**F. Hillcrest Resident Council President -**

Discussion: Mold prevention and remediation education packets being distributed to Hillcrest residents. Chemical safety education was requested.

**G. FHA Development Chair Report -**

1. Deane Street closing set for September 29th, 12th Street closing tentatively set for October 19th, Hiway Inn is being actively shown.
2. Washington County Quorum Court unanimously approved a \$10k disbursement from ARPA funds to FHAD for utilities.
3. Continuing to work on ERA2 applications - total outstanding rent in arrears = \$210,832.67.

**IX. Old Business**

**A. Roof Leasing funds - line items, charge codes**

1. Vertical Consultants
2. Dish Network Lease

**B. Update: TPC Comments on Sexual Harassment Policy**

**C. Update: Comp Time as it pertains to salaried employees**

**D. Willow Heights & Lewis Plaza, Morgan Manor power-washing RFP**

**E. IDEALS institute**

**F. Financials**

1. Check #144350
2. Clarification: FHA Development Simmons credit card compared to spending/p-card
3. Payroll process per pay period
4. End of FY Budget review
5. FY 22 Budget planning

**X. New Business**

**A. Adding additional Board meetings to every other week and agenda sessions in the alternate weeks through the remainder of the calendar year.**

**B. Close the FHA office to the public from noon to 5:30 pm on Tuesdays through the end of the calendar year**

**C. Update: IT contractor for IT Security Audit / Security Cameras at Hillcrest**

1. FHA Board Google Drive update on requested ownership transfer (Chair Terry's account to FHA organizational domain)

**D. Update: Morgan Manor security camera equipment status **Tabled****

**E. **Resolution 1270**: Setting payment standards for HCV and VASH programs.**

- F. Review Resolution 1271: Cash Public Housing CD and deposit into Public Housing Operating Expense at Bank of Fayetteville (Passed During Agenda Session)
- G. **Resolution 1272**: Charge Off Delinquent Accounts of Former Tenants
  - 1. Question referred to staffing committee regarding hiring temp assistance for ERA 2 enrollment assistance
- H. **Resolution 1273**: RESOLUTION TO UPDATE CONTACTS FOR PURCHASING CARD ACCOUNT WITH ARVEST BANK
- I. Formally establishing Board Committees for Financials (& possibly IT)
- J. Protocol for polling board members to establish dates and times for special meetings that enables planning in compliance with FOIA requirements.
- K. Request an update on the sidewalk right of way with the City of Fayetteville/HUD status. **Table**
- L. Question of additional staff compensation (Victoria Dempsey)
- M. Establishment of expeditious hiring process for current staff vacancies
  - 1. Establish an active Staffing Committee, composed of Commissioner Paxton as Chair, management stabilization contractor, and the senior-most FHA staff member, respectively. (*Suggestion to prioritize the Finance Manager position*)
  - 2. **Action Required**: Ratification of appointment of Mr. Gerald Turner (Heal Collective) to the staffing committee
- XI. Action Required- Request for Executive Session for employment matter discussion
- XII. Final Comments & Announcements
- XIII. Adjournment