

**FAYETTEVILLE HOUSING AUTHORITY**  
**Board of Commissioners Regular Session**  
**THURSDAY, OCTOBER 28<sup>th</sup>, 2021, 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 on Thursday, October 28 2021 via Zoom.

**II. Roll Call**

Commissioners Terry, Paxton, Breashears, and Scott were in attendance, forming quorum. Additionally in attendance: Interim Deputy Director Butler, Mr. Turner of HEAL Collective, FHA staff members, members of the public

**III. Review and Approval of Agenda**

The agenda was unanimously approved as presented.

**IV. Announcements: Review of meeting decorum protocols & Code of Ethics, section G**

**V. Special Guest– Ledford Representative**

Deferred to the working meeting on November 4<sup>th</sup>.

**VI. Consent Agenda**

**A. Minutes: Amended August 26, 30; Sept 2, 13, 23**

Commissioner Scott asked about proper procedure to send corrections.

The minutes were unanimously approved as presented.

**VII. Reports**

**A. FHA Chair Report– Chair Terry**

Chair Terry provided links to the Washington County Quorum Court ordinance regarding utility assistance (<https://www.youtube.com/watch?v=70HSGjRCd6c>) and the update she gave to the City Council ([https://accessfayetteville.granicus.com/player/clip/7789?view\\_id=14&redirect=true](https://accessfayetteville.granicus.com/player/clip/7789?view_id=14&redirect=true)).

She reviewed the correspondence with HUD regarding annual re-examination errors, the majority being through Public Housing and RAD.

She gave an update on the correspondence with HUD regarding the management stabilization contract with HEAL Collective. The Board sent an official request from legal counsel to the HUD field office.

The auditors anticipated the completed audit by December 1<sup>st</sup> and sent to HUD by December 31<sup>st</sup>.

Commissioner Scott requested clarification regarding HUD correspondence on extending the deadline for the Fiscal year 2022 budget.

**B. Staffing Committee– Committee Chair Paxton**

Commissioner Paxton reviewed the summary items from the Staffing Committee, focusing

on Voucher Specialists, Community Engagement Coordinator, and maintenance technicians.

He reviewed the tools and aid that TPC can provide to the staffing process.

He made recommendations to establish an MOU with a housing organization such as NAHRO or Nan McKay for staff training and operations.

Commissioner Scott asked for clarification in what TPC could help with in regards to workday tracking.

Commissioner Jones entered the Zoom and asked for documentation regarding HUD's recommendations for an MOU.

Commissioner Breashears asked when the Board will see the job description for the Move to Work Program Coordinator.

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

Commissioner Jones discussed recruiting an interim ED and hiring them as a temporary employee rather than contracted or MOU.

Commissioner Paxton asked if this position would be advertised and if so if it would be posted internally.

Commissioner Breashears gave his support for an interim ED, especially in helping the current Interim Deputy Director with tasks.

Commissioner Jones clarified the timeline as 30 to 60 days with hiring a new ED within 45 days. She also stated that they were looking at a specific candidate from recommendations from Mr. Turner.

Commissioner Paxton asked if the Interim ED would continue to act as a buffer between the staff and the board.

Commissioner Jones recommended hiring a temporary highly- skilled Executive Director for the transition of 30 to 60 days until a full-time Executive Director is hired, and to have overlap between the two to allow for transitioning and training.

Commissioner Jones made a motion to authorize the Hiring Committee to bring on a temporary Interim Executive Director in the transition role from the beginning of November through 60 days, with the understanding that the standing committees have already set in motion some of the actions the interim ED will follow through on.

Commissioner Breashears asked about cost and then seconded the motion.

Commissioner Scott asked about the process and pointed out that last time the interim ED became the ED.

There was discussion about the two-week overlap between the interim and permanent Executive Directors.

Commissioner Scott stated that she would be voting 'No' due to the perceived lack of transparency in the process of hiring an interim Executive Director and due diligence.

Interim Deputy Director Butler stated that there is a great need for someone with experience to come in and train any permanent Executive Director.

Ms. Deborah Humphrey asked about the candidate in mind since November 1<sup>st</sup> is the upcoming Monday and how it would be determined if they were the right fit without an interview.

Commissioner Jones clarified that the candidate has not yet been reached out to but with the understanding that they have expressed interest when speaking with Mr. Turner.

Interim Deputy Director Butler stated that while some employees were hired by the former ED for the ERA program, there were 10 positions that went through the proper hiring process.

The vote was called and the motion passed with 4 Ayes (Commissioners Paxton, Breashears, Terry, Jones) and one No (Commissioner Scott).

**i. Update: ED interview process & next steps/timeline**

Commissioner Jones discussed the interview process and expected timeline for ED candidates. She then left the meeting, with the remaining commissioners forming quorum.

**D. Financial Committee– Committee Chair Breashears**

Commissioner Breashears discussed MTW reporting changes for finances. He is currently collecting data and will bring that information to the November 4<sup>th</sup> working session.

Commissioner Paxton expressed concern that the Financial Committee had not had a meeting and Chair Terry asked for clarification as to when a meeting was going to be called.

Mr. Turner shared that it would be appropriate to hold recurring meetings for the Finance Committee and began to plan a time with Commissioner Breashears.

There was discussion as to the implementation of Yardi.

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

Interim Deputy Director Butler highlighted work anniversaries.

- i. Public Housing:** She gave a report on Public Housing move-in, vacancies, and turn-overs. She discussed actions to keep people housed since the end of the COVID eviction moratorium. She gave an update on the mold and mildew prevention at Hillcrest Towers.
- ii. Voucher & Supportive Services:** She reviewed current voucher numbers and payments, and highlighted the work the Support Services team has done with families.

Commissioner Breashears asked about the number of people working in maintenance, outstanding balances to Public Housing by tenants, and an issue with notices for past-due balances going out to people who have paid their rent.

Interim Deputy Director Butler urged the board to visit Lewis Plaza to review safety issues that require attention. Mr. Turner recommended pursuing emergency capital funds from HUD for any safety repairs to Lewis Plaza.

There was discussion about the burden of cost from the special purpose vouchers.

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

President Brown gave her report on progress with the council and recent social events. The Board expressed its appreciation for President Brown and gave suggestions for resident engagement with the Hiring Committee through her as a representative.

**G. FHA Development– Chair Terry**

Chair Terry reported on the current state of the scattered sites being sold. She highlighted the community engagement opportunity of cleaning up 12<sup>th</sup> Street. There was discussion about the possibility of increasing dumpster pickups at that site.

Commissioner Scott asked about FHAD payments to FHA for August, September, and October. There was discussion about prorating the amount for the Deane Street units in the agreement invoice.

Commissioner Breashears asked about rent collection.

**VIII. Old Business**

**A. Update: Compensation time as it relates to salaried employees**

Interim Deputy Director Butler reviewed the discussion she had with TPC regarding comp time for exempt employees.

Commissioner Breashears reviewed the previous discussions regarding comp time and hazard pay during COVID, and recommended a motion eventually to pass a resolution for comp time for all employees. Commissioner Scott shared her support for amending the policy to include comp time for all employees.

Commissioner Paxton supports the idea but wants to make sure there is some sort of cap in place, which prompted further board discussion. Chair Terry directed Interim Deputy Director Butler to reach out to TPC and ask for a model policy for full board consideration.

**B. August 2021 Financials**

There was a motion to table the August 2021 financials until the November 4<sup>th</sup> working meeting. There was a second and the motion passed unanimously.

**IX. New Business**

**A. Discussion: IT Security– Commissioner Paxton**

Commissioner Paxton reviewed his discussion with GCM regarding retention of records and is seeking board approval to move forward with a quote for a preservation of records.

Commissioner Scott asked for clarification regarding which records were of note. There was a further discussion of FOIA and organizational obligations.

A motion was made to authorize Commissioner Paxton to get a quote for preservation of staff correspondence via official FHA server domains. The motion was seconded and approved unanimously.

**B. Discussion: Google Drive Autonomy**

Commissioner Paxton recommended moving away from hosting the FHA Board files within Chair Terry's university account to either a Google account for the Board itself, or a third-party software.

There was discussion as to different options such as an internal server, the limitations of Google Drive, as well as supporting questions and discussion as to the format.

Chair Terry recommended that Commissioner Paxton do research on options and bring those to the board for review by the next regular board meeting.

**C. Update: Security Cameras at Morgan Manor**

Interim Deputy Director Butler explained that the cameras were never purchased and suggested coming back to this after an Executive Director is in place.

**D. Update: Sidewalk right-of-way from the City of Fayetteville, HUD Status**

Chair Terry and Interim Deputy Director Butler gave an update on the sidewalk right-of-way process. She requested clear board instructions for what the funds from selling the right-of-way to the city would go towards.

Commissioner Paxton asked about the selling price.

Chair Terry suggested putting the funds in a CD, Commissioner Breashears suggested making it an asset to use with the MTW program, and Commissioner Paxton suggested increasing the livability of Lewis Plaza.

Interim Deputy Director Butler clarified how properties fall under the same project and how that affects funding.

Commissioner Breashears made a motion to update the application to reflect that the proceeds would be secured in a CD for FHA use. The motion was seconded.

Commissioner Scott spoke about the original timeline of this project and made a friendly amendment to the motion to allow the Interim Deputy Director full authority to adjust the full application as necessary.

The motion in full: Authorize Interim Deputy Director Butler to immediately update the Section 18 application to HUD for the proposed right-of-way partnership with the City of Fayetteville. The question was called, and the motion was approved unanimously.

Commissioner Paxton made a motion to suspend the rules and go to Item 'G': Extension of Interim Deputy Director appointment & standing committees. The motion was seconded, and the vote was called. The motion passed unanimously.

**E. Action Item: Extension of Interim Deputy Director appointment for Audra Butler & interim standing committees through December 30 2021**

Commissioner Paxton led discussion on extending the appointment and standing committees until December 31<sup>st</sup> 2021.

He made a motion to approve the extension of Interim Deputy Director appointment for Audra Butler and interim standing committees through December 31 2021. The motion was seconded, and Chair Terry called the vote. The motion passed unanimously.

**F. Personnel Policy**

Interim Deputy Director Butler reviewed section 3.05 as it pertained to internal job postings and presented proposed edits for the Board to consider.

Chair Terry asked about using NAHRO as a resource for standardized policies.

Commissioner Paxton suggested sharing the edits with the full board to see if there is anything else that needs to be considered. Commissioner Breashears supported the suggestion, emphasizing the ability of Commissioner Jones to review it.

A motion was made to review the proposed changes and pick it up as a voting action item at the very beginning of the working meeting next Thursday.

Commissioner Scott recommended not deciding tonight in order to allow for a proper review.

The motion was seconded, and the vote called. The vote passed unanimously. Chair Terry recommended sending an email to all commissioners with the updated draft for easy access.

**i. TPC contract**

She reviewed the tools and templates that TPC provides in terms of job descriptions, workplace policies, and performance management.

Commissioner Breashears discussed different costs for the services TPC can provide.

**G. Update: Exit Interview process** Chair Terry tabled this item.

**H. Review & approve all FHA meeting dates through December 2021**

Commissioner Scott recommended setting one start time for all meetings for consistency. Changes were proposed for November and December meetings and approved unanimously.

There was discussion about scheduling a site tour of Lewis Plaza. Interim Deputy Director Butler will be sending out a scheduling poll to the Board.

Commissioner Paxton motioned to table the additional agenda items until the next scheduled meeting or at a time chosen by the Chair to incorporate them. The motion was seconded and passed unanimously.

**X. Final Comments & Announcements**

Chair Terry gave a reminder of the 12<sup>th</sup> Street and Morgan Manor Bulky Waste Cleanup Saturday from 10 to 2.

**XI. Adjournment**

The meeting was adjourned at 10:07 PM.