

FHA DEVELOPMENT, INC.

Regular Session Minutes

Thursday, November 18th, 2021, 5:00 pm

Via Zoom

I. **Call to Order**

The Regular Session of the FHA Board of Commissioners was called to order at 5:00 pm on Thursday, November 18th, 2021 via Zoom.

II. **Roll Call**

All Commissioners were present, forming quorum, along with Interim Deputy Director Butler and special guest Councilperson D'Andre Jones. Also in attendance were members of FHA staff, and members of the public.

III. **Announcements**

Chair Terry reviewed meeting decorum protocols & Code of Ethics, section G.

IV. **Review and Approval of Agenda**

The agenda was unanimously approved with amendments.

V. **Special Guest: Councilperson D'Andre Jones Discussion of Dumpsters at Willow Heights**

Commissioner Paxton introduced Councilperson Jones to discuss dumpster concerns at Willow Heights. The discussion highlighted accessibility issues with the size of the dumpster and the unlevel terrain, with the possibility of partnering with the city for funding.

Interim Deputy Director Butler echoed the shared sentiments, presented the idea of having a corral of smaller dumpsters to help with aesthetics and sanitation of the property.

Chair Terry discussed a proposal to change the eight-yard dumpster to a four-yard and pick-ups Monday, Wednesday, Friday instead of Friday and Monday. There was discussion regarding the price difference.

Commissioner Breashears suggested having a surveillance camera to catch any non-resident dumpsters and having a 1-2-month trial period with the new dumpster set up.

Councilperson Jones noted that a write-up will have to be created so it can be presented to the Water & Sewer Commission or the City Council. Chair Terry suggested a timeline of Tuesday of next week for having a draft to present.

Commissioner Paxton motioned to approve a trial run to change the current dumpster services on Rock Street at Willow Heights to the proposed service reflected in the above conversation. The motion was seconded and passed unanimously.

Commissioner Paxton motioned to amend the agenda to add an Item E.: Motion to authorize the Chair to work with staff in creating a draft for the dumpster services. The motion was seconded and passed unanimously.

VI. **Consent Agenda**

The Board reviewed the consent agenda and approved the minutes therein unanimously.

VII. **Reports**

A. **FHA– Chair Terry**

Chair Terry gave updates on HUD correspondence, the DEC meeting with Attorney

Crouch and Interim Deputy Director Butler. She asked the Board to keep an eye out for engagement opportunities with residents during the holiday season.

B. Hiring Committee – Committee Chair Jones

Commissioner Jones gave an update on interviews thus far and asked if it was the will of the board to continue interviewing additional applicants.

Commissioners Paxton and Terry shared their support. Commissioner Breashears asked about the candidate who withdrew.

She gave an update on the candidate for interim Executive Director- her PHA was not willing to allow her to work temporarily for the FHA. Attorney Crouch recommended putting out a bid for contract.

Commissioner Paxton motioned to authorize the Hiring Committee Chair to work with Interim Deputy Director Butler to do a request for bids for an interim Executive Director position. Interim Deputy Director Butler noted the time required to draft a bid as well as the publication sites. The initial motion was withdrawn.

Commissioner Paxton motioned to authorize Hiring Committee Chair Jones to work directly with Attorney Crouch and staff as needed to ensure the procurement policy is followed in the selection of a temporary Executive Director. A vote was called and the motion passed unanimously.

C. Staffing Committee– Committee Chair Paxton

Commissioner Paxton gave an overview of the previous committee meetings. The voucher housing specialist position was interviewed for, with the committee authorizing Interim Deputy Director Butler to make an offer for one of the positions. He reviewed several recommendations, including an MOU with a housing organization for staffing and training and getting a DEI consultant.

Interim Deputy Director Butler reviewed a proposal for a new organizational chart that would align with MTW objectives and streamline staffing to function as one team. She discussed separation of duties under the new model and fungibility of funds.

Chair Terry asked about the hierarchy in the new model. Commissioner Jones asked to clarify the position of Operations Manager and ensure it doesn't become a 'dumping ground' for tasks as needed. There was clarification of what that position currently handles and what it might look like in the future.

There was discussion as to what the new property manager role would look like and the workload of the maintenance team.

Commissioner Breashears asked about continuity of duties if an employee were to leave.

The old organizational chart was brought up for comparison with further discussion as to the number of people required.

Commissioner Paxton suggested reconsidering this at the next workshop. Chair Terry recommended sending it back to the staffing committee for update and clarity, and then bringing it back to the board. There was discussion about having TPC review the job descriptions and clarifying the segregation of duties policy.

D. Financial Committee– Committee Chair Breashears

Commissioner Breashears stated that Interim Deputy Director Butler was contacting Mr.

Turner and a representative from Lindsey to schedule a meeting and welcomed agenda items.

Commissioner Paxton stated that agenda items were provided at the last board meeting with the expectation of a report on those during this meeting.

Commissioner Paxton motioned a seven day cooldown period, tabling a recommendation to consider the structure and leadership of the Finance Committee. The motion was seconded, and passed with two Ayes (Paxton, Terry), one Abstain (Breashears), and one absence (Jones, due to connectivity issues). Jones voted "aye" when she was able to reconnect.]

E. Staff – Interim Deputy Director Butler

Interim Deputy Director Butler highlighted staff accomplishments, community partners, and a shout-out to Commissioner Jones for attending the Annual Celebration of Veterans during Veteran's Day. She reviewed holiday plans for residents with donations from community partners.

She gave an update on Public Housing and Voucher household numbers, vacancies, and open offers.

Chair Terry applauded the staff's efforts and wanted to share that Nantucket has a vacancy. Commissioner Paxton asked about training for other staff members. Chair Terry suggested sharing the community partner highlight on Facebook.

F. Hillcrest Resident Council – President Brown

President Brown gave an update on recent Hillcrest Resident Council items, highlighting Deborah Humphrey as the new Resident at Large.

G. FHA Development – Chair Terry

Chair Terry reviewed the Clean-up at 12th Street, the Northgate property appraisal, ERA reimbursement. A doodle poll was sent out for the next meeting date, but proposed Thursday, December 9th.

VIII. Old Business

A. Update: TPC model personnel policy

Interim Deputy Director Butler suggested having the interim Executive Director review the personnel policy and proposed changes all together, have TPC review it and then go back to the Board.

B. Update: IT Security

Commissioner Paxton reported no updates with the preservation of records, and is currently looking at options for a project management based platform for board files.

C. Update: DISH lease agreement

Interim Deputy Director Butler has hardcopies of the lease agreement and will be getting them notarized. She also shared that Dish representatives had visited to finalize physical location for their proposal.

IX. New Business

A. Financials

Interim Deputy Director Butler reviewed the analytical report. No current contracts have

neared the new procurement policy threshold of \$10,000. Lindsey is currently working on closing the books for September.

Commissioner Breashears asked about the income from an Account Receivable account.

B. Update: Lewis Plaza site visit

Chair Terry requested that the Doodle poll settings be amended to allow commissioners to view each other's availability. She discussed the purpose of the site visit.

C. Update: Exit Interview Process

Interim Deputy Director Butler reviewed the lack of an exit interview process with some employees. She recommended working with TPC on a formalized electronic exit interview process that would get standardized data.

There was discussion regarding the timing of past exit interviews, with clarification that exit interviews do not fall under FOIA.

Chair Terry recommended engaging with Commissioner Jones on that process.

D. Discussion: Short term lease agreement at Lewis Plaza Community Center

Chair Terry led discussion on a proposal to offer a six-month lease to Nate Walls and his nonprofit, Secondhand Smoke - Second Helpings for the kitchen in the Lewis Plaza Community Center for \$300 a month.

Interim Deputy Director Butler gave an example MOU for nonprofit usage of kitchen facilities.

Chair Terry motioned to authorize Interim Deputy Director Butler to execute a Memorandum of Understanding with Nate Walls at Second Helpings to use the kitchen and community center at Lewis Plaza for a six-month lease agreement. The motion was seconded.

The motion passed unanimously.

E. Motion: Authorize Board Chair to work with staff to draft a request to Councilperson Jones

Chair Terry recommended requesting support from the City Council for the water bills under the American Recovery Plan Act funds and not to exceed \$100,000.

Commissioner Breashears brought up the pilot program as a possible avenue to pursue. Commissioner Paxton asked if these items would be addressed to the same committee as the dumpster proposal.

Commissioner Paxton motioned to authorize the Board Chair to work with staff to draft a request to Councilmember Jones as discussed. The motion was seconded. Interim Deputy Director Butler gave her approval to asking up to \$100,000. The motion passed unanimously.

X. Executive Session: Personnel Matter

Chair Terry motioned to convene an executive session to discuss a personnel matter. The motion was seconded and passed unanimously.

The meeting was called back into regular session, and a motion was made to table the matter pending further investigation. The motion was seconded and passed unanimously.

XI. Final Comments & Announcements

Due to the holiday week, there will be no Staffing Committee meeting. Commissioner Jones will be updating the ED Candidate Board folder with which candidates withdrew and which remain.

XII. Adjournment

The meeting was adjourned at 9:58 PM.