

FAYETTEVILLE HOUSING AUTHORITY
Board of Commissioners Working Session
THURSDAY, DECEMBER 2nd, 2021, 5:00 PM

Via Zoom

I. Roll Call

All Commissioners were in attendance, forming quorum. Additionally in attendance: FHA staff members, members of the public.

Interim Deputy Director Butler was absent due to illness.

II. Review and Approval of Agenda

The agenda was approved as amended, unanimously.

III. Call to Order

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

IV. Announcements

December 14th is an FHA staff retreat for training & recognition awards at Mount Sequoyah. The Board requested more details on time and how they could be able to help and support staff.

V. Public Comment

Areli, FHA Staff member, reminded the board to make sure the Zoom was recording.

VI. Board of Commissioners Application Review

Commissioner Paxton stated that he withdrew his application to remain on the Board after finishing this term.

Current open seats for discussion are former Commissioner Scott's, which expires in 2025, and Commissioner McMahon's (currently filled by Commissioner Paxton), which expires this December.

Chair Terry pulled up the four applications for the Board to review, including their reference letters and CVs.

Vice-Chair Jones would like to invite all four for interviews, with more structure and behavior-based questions in order to be intentional. Chair Terry requested that she develop a set of recommended and focused questions for the interviews. Commissioner Paxton recommended reviewing past minutes and using some of those previous questions asked.

Commissioner Breashears supports this idea and likes the candidates as presented. Commissioner Paxton noted that it would be good to have individuals used to analyzing large amounts of data.

Chair Terry will invite all four candidates to next Thursday's meeting, and for the board to do due diligence and check references prior to that.

Commissioner Paxton clarified that his decision to withdraw his application from the board was a decision to spend more time with his family. Chair Terry thanked him for all he had done thus far.

VII. Policy Review

- A. Procurement Policy:**The Board focused on proposed changes in Section 5.2 suggested as of January 25, 2021.

Chair Terry noted that the policy needs a complete re- doing but would like to hold off until a permanent Executive Director arrives. She reviewed the discussion with HUD regarding changing the threshold from 20 to 10 thousand.

Commissioner Paxton made a motion to approve the changes to the Procurement Policy, 5.2 – Small Purchase Procedures as presented. The motion was seconded and passed unanimously.

B. Personnel Policy

Due to the lack of staff presence, a motion was made to forward this item to the next regularly scheduled meeting. The question was called and passed unanimously.

VIII. Update: Hiring Committee Chair Jones

A. Interim Executive Director

Commissioner Jones discussed current progress in hiring an Interim Executive Director. There was discussion regarding travel expenses and company vehicles. The contract is currently under the new \$10,000 threshold for small purchases and for a period of 30 to 45 days.

Chair Terry recommended a vote on record to authorize Commissioner Jones to continue negotiations and asked about what day the Interim Executive Director would start. The Board agreed that she should start on Wednesday (12.08.21) if possible, to make sure everything on both the front and back ends are complete to give her necessary access and ensure she is productive from the start.

Chair Terry motioned to authorize Hiring Committee Chair Jones to proceed with negotiations for the interim Executive Director, for an MOU contract not to exceed the micro- purchasing threshold of \$10,000. The motion was seconded and passed unanimously.

B. ED Search

Commissioner Jones is awaiting Hillcrest Resident Council President Brown's notes, but the top two candidates are ready to be scheduled for Board interviews.

There was discussion regarding who to collaborate with to avoid non- public Board communications.

Commissioner Jones reviewed the general structure of the interviews and will be working with TPC on starting background checks.

The Board scheduled the Executive Director candidate interviews for the 9th, with the FHA Development meeting to be rescheduled via Doodle Poll.

IX. Final Comments & Announcements

Chair Terry reminded the Board to review the personnel policy and the bylaws to have it updated by the end of January 2022.

Commissioner Paxton recommended making packets for the new commissioners and noted that he added items to the training folder.

Commissioner Jones clarified that her goal is to have the interview questions compiled and completed for final rankings so she can move ahead with working with TPC.

X. Adjournment

The meeting was adjourned at 6:25 PM.