

**BOARD MEETING MINUTES  
Metropolitan Housing  
Alliance Board of Commissioners**

**Board Meeting Date: 04/15/2019, 4:00 p.m.**

Meeting held at 4:00 p.m. at the Administration Offices, 100 South Arch Street, Little Rock, AR 72201

**Commissioners Present:**

*Commissioner Anthony, Chair  
Commissioner Jackson, Vice Chair  
Commissioner Lowe  
Commissioner Lindsey  
Commissioner Sanders*

**Commissioner Absent:**

**City of Little Rock Liaison:**

**Ex-Officio Liaison:**

**Legal Counsel:**

**Staff:**

*Anthony Snell, Interim Executive Director/Real Estate  
Jeannie Owens, Director of HCV  
Kathy Washington, Interim Director of Asset Management  
Ron Hooks, Director of Finance  
Jada Johnson, Procurement and Contracts Coordinator  
Ilana Mckinney-Hildreth, Human Resources*

**Media: Ginny Monk**

**Item 1: Call to Order**

The Chairperson called the meeting to order at 4:00 p.m.

**Item 2: Roll Call**

Ilana McKinney provided roll call. A quorum was declared present.

**Item 3: Agenda Approval**

**Commissioner Anthony** asked for a motion to approve the agenda. **Commissioner Lowe** moved that the agenda be approved. **Commissioner Sanders** seconded the motion. The following votes were recorded: **“Ayes” – Commissioner Anthony, Jackson, Lowe, Lindsey and Sanders. “Nays” – None.** The Chairperson thereupon declared motion approved.

**Item 4: Approval of the Minutes (None)**

**Commissioner Anthony** moved to waiver the minutes until completion. **Commissioner Lowe** motioned to adopt the motion; **Commissioner Lindsey** seconded the motion. The following votes were recorded: **“Ayes”- Commissioner Anthony, Jackson, Lowe, Lindsey, and Sanders. “Nays”- None.**

## Item 5: Old Business and Staff Reports

- Public Housing Report- Kathy Washington
  - Sunset terrace is at 97% occupied
  - Continuing to work with the staff at Madison Heights on recertifications and occupancy. They have improved on occupying the units.
  - Elm Street has hired a new manager and the new manager should start this week.
  - The Elm Street meeting will be rescheduled.
  
- Financial Report- Ron Hooks
  - Currently working on the finance report and should have it to the Board by the end of the week.
  - Would like to schedule BKD to come in and visit with the Board next month.
  
- Section 8 Report- Jeannie Owens
  - HCV has added an additional person to our Homeownership program which brings us to a total of 4 people.
  - HCV will start holding monthly meetings to education tenants on homeownership.
  - Still in the process of keying mainstream vouchers, we will be at capacity.
  - Received notification from HUD to have a shortfall prevention meeting. The team will be meeting on a monthly basis to make sure that we will not go into shortfall by the year's end. Our first meeting will be held this week.
  
- RAD Update- Anthony Snell
  - The Towers Progress Report
    - We are continuing to make progress on the Towers.
    - Conducted a meeting with Gorman regarding the contingencies with the budget and we are doing very well with Parris Towers, but we have some challenges with Cumberland and Powell. We had several items that were in the original budget that had to go to our contingencies, so we are continuing to evaluate the cost of some items.
    - Planning and zoning for Sunset meeting will be scheduled.

## Item 6: Board Committee Reports

- Employment Committee- Commissioner Anthony
  - We are close to a place where we will be able to make an offer to one of the candidates. We have a few follow-up items that will need to be done before we make that offer.
  - We are down to two of the top three candidates that we selected. RM Jackson withdrew from the running because of another job offer. The two candidates are Dr. Nadine Jarmon and Dr. Kimberly Adams.
  - With the departure of Marshall Nash, we are also in need of a HR Director. We have not advertised at this point.
  - We must take into consideration how much work/units we currently have, which is why we are pushing for development within the agency.
  - At this point we will function as we are.
  - Anthony Snell will be Interim Executive Director.

- Technology Committee- Commissioner Lowe
  - No Report
- Housing Committee- Commissioner Jackson
  - Would like to get to a point where there is one meeting per site per month.
  - Construction is moving great at the Towers; residents are excited.
- Finance Committee- Commissioners Sanders & Lindsey
  - Finance will schedule a meeting with BKD.
  - Will plan a conference with Ron after the review of this month's financials.

**Item 7: New Business**

- 2019 1<sup>st</sup> Quarter Charge-Offs- Kathy Washington
  - During the First Quarter of 2019, MHA's total Accounts Receivable (AR) charged were \$105,843.23 and the total amount to be charged off is \$8,995.73, which is a 92% collection rate. Of the total AR amount charged, \$63,734.39 was Rent and \$7,266.19 of this amount was uncollected, which is a collection rate of 89% (Rent Uncollected for the Period is 11%). The collection rate in both categories have caused a decrease.
  - The majority of the uncollected bad debt being written off this period is delinquent rent and other charges. This occurs when residents moving out owe rent.
- Retirement Plan Amendment- Ron Hooks
  - Ron Hooks, Altha Russell, and Tamara Donley, subject to their acceptance and approval, are ratified as the Trustees of the Plan.

**Item 8: Public Participation**

- None

**Item 9: Action Item(s)**

- **Resolution Authorizing the Charge-Off Of Delinquent Accounts of Former Tenants To Collection Losses For The Period Of January 1<sup>st</sup> thru March 31<sup>st</sup> 2019 (Resolution 6709)**
- **Resolution Approving Amendments to The Housing Authority of The City of Little Rock, Arkansas Employees Retirement Plan (Resolution 6710)**

**Commissioner Anthony** and the Board of Commissioners voted to take the action items together. **Commissioner Anthony** requested a motion to approve Resolutions #6709 and #6710. **Commissioner Lowe** motioned to approve the resolutions. **Commissioner Sanders** seconded the motion. The following votes recorded “**Ayes**” – **Commissioner Anthony, Jackson, Lowe, Lindsey and Sanders/ “Nays” – None**. The chairperson thereupon declared motion carried, **Resolutions #6709-#6710** approved.

#### Item 10: Executive Session

- **Commissioner Anthony** requested a motion to go into Executive Session for personnel matters. **Commissioner Lowe** motioned for Executive Session. **Commissioner Sanders** seconded the motion. The following votes recorded “**Ayes**” – **Commissioner Anthony, Jackson, Lowe, Sanders/ “Nays” – None/ Absent- Lindsey**. The chairperson thereupon declared motion carried.
  - **Action taken in Executive Session for Anthony Snell to become Interim Executive Director.**
  - **Commissioner Anthony** requested a motion to place Anthony Snell as Interim Executive Director. **Commissioner Lowe** motioned for the action taken. **Commissioner Sanders** seconded the motion. The following votes recorded “**Ayes**” – **Commissioner Anthony, Jackson, Lowe, Sanders/ “Nays” – None/ Absent- Lindsey**. The chairperson thereupon declared motion carried.

#### Item 11: Adjourn

There being no further business to come before the Board the meeting ended at 1:30 p.m.

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*Leta Anthony, Chairperson*

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*Anthony Snell, Interim Executive Director*