

BOARD MEETING MINUTES
Metropolitan Housing
Alliance Board of Commissioners

Board Meeting Date: 02/22/2019, 10:00 a.m.

Meeting held at 10:00 a.m. at Parris Towers, 1800 Broadway Street, Little Rock, AR 72206

Commissioners Present:

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

Commissioner Absent:

Commissioner Sanders

City of Little Rock Liaison:

Ex-Officio Liaison:

Legal Counsel:

Staff:

Marshall Nash, Special Advisor/Board Liaison
Anthony Snell, Deputy Executive Director/Real Estate
Matthew Usher, Assistant Director of HCV
Kathy Washington, Interim Director of Asset Management
Ron Hooks, Director of Finance
Jada Johnson, Procurement and Contracts Coordinator
Tamara Donley, Senior Accountant
Ilana McKinney- Hildreth, Human Resources

Media: Ginny Monk

Item 1: Call to Order

The Chairperson called the meeting to order at 10:00 a.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 for the approval of the agenda. **Commissioner Jackson** seconded the motion. The following votes were recorded: “**Ayes**” – **Commissioner Anthony, Jackson, and Lowe** / “**Nays**” – **None**. The Chairperson thereupon declared motion approved.

Item 4: Approval of the Minutes (January 17, 2019)

Commissioner Anthony moved to approve the minutes from the January 17, 2019 meeting. **Commissioner Lowe** motioned to adopt, **Commissioner Jackson** seconded the motion. The following votes were recorded: “**Ayes**”- **Commissioner Anthony, Jackson, and Lowe**/ “**Nays**”- **None**.

Item 5: Old Business and Staff Reports

- Executive Director Report- Marshall Nash
 - Continuing negotiations for health benefits for approval in March.

- Financial Report- Ron Hooks
 - Public housing and HCV have changes due to RAD
 - HCV has a large increase in vouchers. HUD is still settling admin fees.
 - HCV picked up some Mainstream vouchers
 - All the replacement housing funding awarded in 2019 has been used
 - 2017 Cap funds expire August 2019

- Section 8 Report- Matthew Usher
 - HCV is currently slightly over leased but are expected to be on target by year's end.
 - Suggestions for changes to the admin plan are a part of the action items on the agenda
 - HCV currently has at least 2400 vouchers which should decrease as people fall off the program.
 - The waiting list is currently at an estimated 975 people
 - HCV has no intentions to pull from the waiting list in 2019

- Public Housing Report- Kathy Washington
 - PH will help with the vendor fair March 12 and March 13th
 - Cumberland Towers- March 12, 2019 at 10 o'clock AM to 12 o'clock noon
 - Powell Towers- March 12, 2019 2 o'clock PM to 4 o'clock PM
 - Paris Towers March 13, 2019 2 o'clock PM to 4 o'clock PM
 - REAC inspections for Homes at Granite Mountain, Central and Stephens received pretty good scoring.
 - Occupancy rate at 90 percent for Sunset Terrace

- RAD Update- Anthony Snell
 - Progress on the due diligence for the closing of Madison I and II and preparing for funding.
 - There is an action item on the agenda for Sunset regarding the financing process for the RAD conversion project.
 - Diamond Legacy submitted the reports on the walkthroughs for the Towers. We also met with Gorman and Company to advise on the items that were flagged by Diamond Legacy and created a communication process that works for all parties involved.

Item 6: Board Committee Reports

Employment Committee- Commissioner Anthony

- - In search for Executive Director, we plan to have a list of our top 5 applicants compiled, ranked and announced by weeks end.
 - There will be video and physical interviews
 - The commissioners plan is to have offered and accepted by April 1st, 2019
 - Preparations to get CAHC up and running which could create possibilities of new positions to become available

Technology Committee- Commissioner Lowe

- - Focused on futuristic planning
 - Business continuity plan should be formed
 - Short term solution/ recovery plan in case something happens with the technology we will still be able to operate without loss of data.
 - Disaster recovery plans should be implemented
 - Planning for implementation of wireless communication

Housing Committee- Commissioner Jackson

- - We are approaching the completion of phase one and most of the residents are excited.
 - We have minor complaints from the residents.
 - Residents are excited about their apartments being completed.
 - The communication between the residents in construction is very good which makes the residents feel at peace with all that is happening at the Towers.
 - Resident councils have been set up for each site at the Towers.

Finance Committee- Commissioners Sanders & Lindsey

- - The Finance Subcommittee will schedule a work session with the Finance Department to continue to review finances.
 - The Finance Committee would like to find out what the agency owns, need to keep and should sale.

Item 7: New Business

Gorman MDA Amendment- Sunset Terrace

- - This resolution was tabled before, due to the language of the item needing to be changed.
 - Resolution 6700 authorizes the MHA Chairperson or Designee to amend the existing Master Development Agreement executed May 11th, 2016 between MHA and Gorman and Company to include the redevelopment of Sunset under the RAD program. The Sunset Terrace RAD conversion would also include Central and Stephens which will be consolidated into one AMP with Sunset. The terms of the MDA remain in place regarding the predevelopment budget cost sharing, developmental fees, etc. The proposed predevelopment budget shall not exceed \$855,000.

- 2019 Administrative Plan Amendments for HCV Program
 - Resolution NO. 6607 would like to change:
 - Reason for Denial/Termination: Include failure to move into a unit after the unit has passed inspection.
 - Determining family Voucher Size: PBV units will have different guidelines for voucher size.
 - An additional bedroom is to be assigned for:
 - Two adults that are opposite sex and not in spousal/partner relationship.
 - Two minors that are opposite sex and there is a difference in age of more than 5 years.
 - Board suggests verification that the client isn't fault in not the landlords.

Item 8: Public Participation

- None

Item 9: Action Item(s)

- **Resolution Authorizing the Board Chairperson or Designee to Amend the Master Development Agreement with Gorman and Company to include the conversion of Sunset Terrace under the Rental Assistance Demonstration Program (Resolution #6700)**
- **Resolution Authorizing changes to the 2019 Administrative Plan for the Housing Choice Voucher Program (Resolution #6707)**

Commissioner Anthony and the Board of Commissioners voted to take the action items separately.

Commissioner Anthony requested a motion to approve Resolution #6700. **Commissioner Jackson** motioned to approve the resolution. **Commissioner Lindsey** seconded the motion. The following votes recorded **“Ayes” – Commissioner Anthony, Jackson, and Lindsey/ “Nays” – Commissioner Lowe.** The chairperson thereupon declared motion carried, Resolution #6700 approved.

Commissioner Anthony requested a motion to approve Resolution #6707. **Commissioner Lowe** motioned to approve the resolution. **Commissioner Jackson** seconded the motion. The following votes recorded **“Ayes” – Commissioner Anthony, Jackson, Lowe, and Lindsey/ “Nays” – None.** The chairperson thereupon declared motion carried, Resolution #6707 approved.

Item 10: Executive Session

- None

Item 11: Adjourn

There being no further business to come before the Board the meeting ended at 11:30 p.m.

Leta Anthony, Chairperson

Marshall Nash, Special Advisor/Board Liaison