

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

**Board Meeting Date: 01/17/2019, 11:30 a.m.**

Meeting held at 11:30 a.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:**

*Marshall Nash, Special Advisor/Board Liaison*  
*Anthony Snell, Deputy 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*

**Media: Ginny Monk**

**Item 1: Call to Order**

The Chairperson called the meeting to order at 11:30 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 that the agenda be modified for expediency. **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 (December 20, 2018)**

**Commissioner Anthony** moved to approve the minutes from the December 20, 2018 meeting. **Commissioner Lowe** motioned to adopt, **Commissioner Jackson** 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

- Executive Director Report- Marshall Nash
  - Federal Shutdown Impact
    - ❖ The agency knows that the shutdown will affect the landlords and tenants and there should be notice as to how they will be impacted.
    - ❖ A letter has been drafted and we have plans to send them out well before the 30 day timeline that has been given by the Board, to communicate to the landlords and tenants about the impact of the shutdown.
    - ❖ The letter will advise that the agency cannot obligate the federal government in anyway meaning that we cannot promise landlords or tenants that beyond Jan/Feb that the agency will pay the subsidy.
    - ❖ Funds have been appropriated for January and February only.
    - ❖ Staff are aware of shutdown.
    - ❖ The agency plans to stay on furlough should the shutdown continues.
- Financial Report- Ron Hooks
  - ❖ Public Housing ended the year with a loss. Most of the loss is due to maintenance contracts. Public Housing has some reserves in the case we don't get funded for PH.
  - ❖ HCV program loss is due to HAP.
  - ❖ Financial Document provided.
- Section 8 Report- Jeannie Owens
  - ❖ Document provided
  - ❖ As of 12/31 Vouchers leased is significantly higher than 2017. 2019 is projected to be slightly lower, but will be at capacity as well.
  - ❖ The HAP in 2018, we pulled reserves so that we wouldn't be in danger of a shortfall for 2018. We were trying to prevent a shortfall for 2019. The actions that have taken show that we will be level with the assistance that is available to us and how much we are going to spend.
  - ❖ The wait list applications in 2017 we had close to 5,000 people on the waiting list and in 2017 we went through more than half, leaving a little over 1,000 people. We don't know what 2019 funding is going to be, but we are projected to be at capacity with the money. We are not projecting to be able to pull any from the wait list in 2019.
- Public Housing Report- Kathy Washington
  - ❖ Sunset Terrace we have 9 vacancies; a lot of the tenants have moved over to the Section 8 program.
  - ❖ REAC Inspections for all of our properties will start January 28, 2019 (Homes at Granite Mountain) and then the Senior side.
  - ❖ Stephens and Central is expected to have a good score.
  - ❖ Madison Heights has been pushed back to March 2019.
  - ❖ Sunset inspection will be in March 2019.
  - ❖ We are moving forward with RAD for Sunset.
- RAD Update- Anthony Snell

- ❖ We are making progress in our closing for Madison I & II. If we are to stay on track those transactions should be completed by mid-March. At this point we will actually take physical possession of those assets.
- ❖ Itex will be taking over the management for Madison I,II, & III
- The Towers Progress Report- Gorman and Company
  - ❖ Andre Blakely of Gorman and Company gave presentation/update on the construction progress of the Towers.
- Construction Management Report- Diamond Legacy
  - ❖ Daryl Swinton with Diamond Legacy reported on construction progress at the Towers.

#### **Item 6: Board Committee Reports**

- Employment Committee- Commissioner Anthony
  - ❖ We have received a little over 30 resumes for the Exec. Director position
  - ❖ The position closes on January 24, 2019
- Technology Committee- Commissioner Lowe
  - ❖ Suggesting a full-time IT person. The current contract is very costly.
- Housing Committee- Commissioner Jackson
  - ❖ Things are looking good at the Towers and the residents are excited to move back into their apartments
  - ❖ Currently tours of the new construction are being held for the Commissioners.
- Finance Committee- Commissioners Sanders & Lindsey
  - ❖ The budget meeting with the finance meeting was excellent
  - ❖ The overrun on the management cost is the only concern
  - ❖ Would like to simplify the budget analysis

#### **Item 7: New Business**

- RAD Legal Services Task Order Amendment- Anthony Snell
  - ❖ Resolution No. 6705 amends Task Order # 4 for Coats Rose to provide additional funding not to exceed \$604,000 to cover the completion of tasks under the RAD Program. The additional funding is required to fund unexpected delays, litigation and additional projects under the RAD program. The projects remaining to be executed under RAD include: Madison Heights I&II, Homes at Granite Mountain, and Sunset Terrace (Central and Stephens). Homes at Granite (Legacy) will be further evaluated upon completion of Sunset Terrace. Legal costs that occur as part of the predevelopment process are reimbursed to MHA as part of the funding closing.
- 4<sup>th</sup> Quarter 2018 Public Housing Charge-Offs of Delinquent Accounts- Kathy Washington

- ❖ During the Fourth Quarter of 2018, MHA's total Accounts Receivable (AR) charged were \$84,256.88 and the total amount to be charged off is \$5,091.47, which is a 97% collection rate. Of the total AR amount charged, \$58,633.57 was Rent and \$2,226.70 of this amount was uncollected, which is a collection rate of 97% (Rent Uncollected for the Period is 3%). The collection rate in both categories have slightly increased.
- ❖ 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.

**Item 8: Public Participation**

- None

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

- **Resolution Authorizing Metropolitan Housing Alliance to Amend the Current Task Order for RAD Legal Services with Coats Rose (Resolution #6705)**
- **Resolution Authorizing Metropolitan Housing Alliance to Charge-Off Delinquent Accounts of Former Tenants to Collection Losses for the 4<sup>th</sup> Quarter of 2018 (October- December) (Resolution #6706)**

**Commissioner Anthony** and the Board of Commissioners voted to take the action items together. **Commissioner Anthony** requested a motion to approve Resolutions #6705 and #6706. **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 #6705-#6706 approved.

**Item 10: Executive Session**

- None

**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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*Marshall Nash, Special Advisor/Board Liaison*