

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

**Board Meeting Date: 06/13/2019, 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 Lindsey*  
*Commissioner Sanders*

**Commissioner Absent:**

*Commissioner Lowe*

**City of Little Rock Liaison:**

**Ex-Officio Liaison:**

**Legal Counsel:**

**Staff:**

*Anthony Snell, Interim Executive Director/Real Estate*  
*Jeannie Owens, Director of HCV*  
*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 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 Lindsey** moved that the agenda be approved. **Commissioner Jackson** seconded the motion. The following votes were recorded: **“Ayes” – Commissioner Anthony, Jackson, Lindsey and Sanders. “Nays” – None.** The Chairperson thereupon declared motion approved.

**Item 4: Approval of the Minutes (May 16, 2019)**

**Commissioner Anthony** asked for a motion to accept ALL minutes for March and April. **Commissioner Lindsey** motioned to adopt the motion; **Commissioner Jackson** seconded the motion. The following votes were recorded: **“Ayes”- Commissioner Anthony, Jackson, Lindsey, and Sanders. “Nays”- None.**

## Item 5: Old Business and Staff Reports

- Executive Director Report- Anthony Snell
  - Estimate closing date for Madison I & II is June 28, 2019. At the time of closing the management will also be changing. ITEX will be taking over the management and McCormick Baron will be exiting. Takeover will be on July 01, 2019.
  - Post-closing on Madison Heights, we will be moving forward with a full RAD conversion of Madison Heights 1 & II.
  - An agenda item related to the closing, which will be cleaning up some actions that we took changing some names of signatures for the approval of the transaction for the closing.
  - The planning process is still underway with Sunset Terrace. The challenge with Sunset is cost and budget. We are continuing to see if we can refine our plans to try to meet our cost restraints, at the same time we are working with the City of Little Rock on a number of issues as it relates to the investments that we are going to have to make in the infrastructure to accommodate the new development at the site.
  - There is a potential that we could have access to the Housing Trust Fund with ADFA for Sunset. The amount could be up to about one million dollars, which could help with some of the gap of funding as it relates to Sunsets infrastructure costs.
  - MHA could possibly have a bonafide interest in the Vernon Place property. We are currently still working on getting the actual offer in. We have had several conversations with the people of interest.
  - We have a possible development opportunity on the property by Arkansas Children's Hospital.
  - The audit process is well underway. Staff has been working very diligently with the onsite auditors to provide the information that they are requesting.
  - We have a few members of our accounting department currently attending training for RAD financials. HCV department will also attend training soon.
  - In respects to the budget review, we would like to ask the members of the Board to allow the Board Meeting for the month of July to be moved from the 18<sup>th</sup> to the 25<sup>th</sup>. This will give the finance department some additional time to allow a true sense of results from June 2019.

**Commissioner Anthony** requested a motion to change the July Board Meeting from July 18<sup>th</sup> to July 25<sup>th</sup>. **Commissioner Jackson** moved for the change of the Board Meeting date. **Commissioner Lindsey** seconded the motion. The following votes were recorded: **"Ayes"- Commissioner Anthony, Jackson, Lindsey, and Sanders. "Nays"- None.**

- We have completed the Make- Ready and Marketing procurement process. We have a pool of respondents from our Make-Ready which include services like cleaning, painting, electricians, plumbing, HVAC, floor installers, carpentry, and roofing at our Public Housing sites.
  - We also procured for architect and engineering services. We are going through the process of evaluating the responses received. MHA created an in-house evaluation team.
  - Software: MHA secured Tenmast in 2015 and they have been on an annual renewal with us, and it would be my recommendation that we continue with Tenmast. I think it would be very difficult for us to undergo a full change with our accounting system relatively so soon.
  - MHA looking at the Housing Trust Fund to develop more on the property adjacent to our current Elm Street properties.
  - MHA will be applying for the AmeriCorp Vista Grant again this year. Jada will lead the project to help us to build our capacity for ConnectHome initiative.
  - Section 3 Job Fair on July 25<sup>th</sup> and we are working with the HUD field office on this event.
- Public Housing Report- Ivan Lee (Anthony Snell)

Mr. Ivan Lee who is the Property Manager at Sunset is hosting a Father's Day event for the residents today focusing on Financial Literacy.

- Section 8 Report- Jeannie Owens
  - The HCV RAD specialists had a resident wide site meetings.
  - We currently have applicants on each of the Towers WL. The WL are still open, so we are accepting applications. We have pulled over 200 applicants for the Towers combined in preparation of the upcoming units. Right now, there are about 30 units combined that are ready to move in right now. We have sent about 20 applicants over to be screened by Gorman to be placed into those available units. Out of the 200 applicants that were pulled we only had a 12% success rate (180 applicants did not respond), so we are having to go back and pull another group of applicants.
  - Regarding the Rock City Commitment of 5 vouchers, we reached out to HUD for advice and they are gathering information and will update us.
  - Homeownership: We have had an additional person close on a house which brings our total number to 5. We are still holding bi-weekly homeownership meetings.
  - FSS: We have not been eligible for the FSS grant for some years now, but HUD has reopened it and we are in the process of applying for it, which is basically admin costs for FSS.
  - Mainstream Vouchers: We have 5 or 6 vacancies and currently have 4 people in the screening process to fill those vacancies.
  - Project-Based Voucher: We received our first application to transfer their project-based voucher over to a regular voucher.
  - Flooding: HUD has been keeping in touch with us regarding having clients that were affected by the flooding, fortunately we have not had anyone affected.
  - SEMAP: HCV was a "standard performer" again this year due to the PIC issues that was previously discussed. We wrote an appeal as well as attached a corrective action plan. They could not make any adjustments on our score based on our response, but they will accept our corrective actions for the go-forward.
  
- Finance Report - Ron Hooks
  - Mid-Year Budget Review July Board Meeting.
  - Financial Document provided.
  
- RAD Update- Anthony Snell
  - Towers CM Report- Diamond Legacy
    - Fred Parris Towers: The 7<sup>th</sup> floor has been completed. Tenants should be scheduled to move in today. Construction has started on the 5<sup>th</sup> and 6<sup>th</sup> floor. Demolition on the 4<sup>th</sup> floor has started. Estimated completion date is October 24, 2019.
    - Cumberland Towers: 7<sup>th</sup> floor inspection is set for July 03, 2019. Construction is in process on the 5<sup>th</sup> and the 6<sup>th</sup> floor. Estimated completion date is October 21, 2019.
    - Jesse Powell Towers: Construction is in progress on the 2<sup>nd</sup> floor. Floors 3 and 4 have been completed. Estimated completion date for total project is September 12, 2019.

## Item 6: Board Committee Reports

- Employment Committee - Commissioner Anthony
  - We are ready to begin contract negotiations for the Executive Director's position with Dr. Nadine Jarmon.
  - Anthony Snell will work with Dr. Jarmon about other available positions as we move forward. Commissioner Lowe will also work together with staff as we begin a plan for CAHC.
  
- Technology Committee - Commissioner Lowe/Jada Johnson
  - No Update
  
- Housing Committee - Commissioner Jackson
  - Powell Towers: The residents are really looking forward to the completion of their building.
  - Cumberland Towers: Bed bug situation is causing issues with the units. Currently slowing up construction process.
  
- Finance Committee - Commissioners Sanders & Lindsey
  - No update

**Item 7: New Business**

- SEMAP Score Review- Anthony Snell/ Jeannie Owens
  - SEMAP: HCV was a "standard performer" again this year due to the PIC issues that was previously discussed. We wrote an appeal as well as attached a corrective action plan. They could not make any adjustments on our score based on our response, but they will accept our corrective actions for the go-forward.
  - Document provided.
  
- Elm Street Management Plan Discussion- Anthony Snell
  - We are continuing to review the operations to see exactly where we are. We are more than likely looking to make some changes to Elm Street. The options are whether we go with an outside management or actually utilizing our current management staff that is at Sunset to help us cover Elm Street.
  - MHA looking at the Housing Trust Fund to develop more on the property adjacent to our current Elm Street properties.
  
- 2019 Mid- Year Budget Review
  - July 25, 2019

**Item 8: Public Participation**

- None

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

- Resolution Authorizing the Board of Commissioners Authorization to Transfer Vernon Place Asset to CAHC
- Resolution Authorizing the Housing Authority of The City of Little Rock, Arkansas D/B/A Metropolitan Housing Alliance to Execute Any and All Documents or Take Such Action Necessary for Central Arkansas Housing Authority to Acquire the General Partner Interests and Limited Partner Interests in University Heights Associates, L.P. And Madison Heights II, L.P.; And to Take Such Other Actions Necessary, Convenient, Or Appropriate to Carry Out This Resolution.

**Commissioner Anthony** requested a motion to approve Resolution #6713. **Commissioner Sanders** motioned to approve the resolution. **Commissioner Lindsey** seconded the motion. The following votes recorded “**Ayes**” – **Commissioner Anthony, Jackson, Lindsey and Sanders/** “**Nays**” – **None**. The chairperson thereupon declared motion carried, Resolution #6713 approved.

**Commissioner Anthony** requested a motion to approve Resolution #6714 with correction to the language in the header of the resolution. **Commissioner Jackson** motioned to approve the resolution. **Commissioner Sanders** seconded the motion. The following votes recorded “**Ayes**” – **Commissioner Anthony, Jackson, Lindsey and Sanders/** “**Nays**” – **None**. The chairperson thereupon declared motion carried, Resolution #6714 approved.

**Item 10: Executive Session- None**

**Item 11: Adjourn**

There being no further business to come before the Board the meeting ended at 1:15 p.m.

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*Leta Anthony, Chairperson*

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*Anthony Snell, Interim Executive Director*