

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

Board Meeting Date: 03/21/2019, 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
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 add to the agenda. Commissioner Anthony would like to add The Arkansas Fair Housing Conference, Commissioner Training, and MHA Properties.

Commissioner Lowe moved for the adoption of the agenda as amended. **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 (February 22, 2019)

Commissioner Anthony moved to approve the minutes from the February 22, 2019 meeting.

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

Item 5: Old Business and Staff Reports

- Construction Management Update- Diamond Legacy (Darryl Swinton)
 - Weekly time slots have been allotted to each location for inspection
 - ❖ Cumberland Towers
 - 10th and 11th floors have been completed.
 - 9th floor punch out should start this week.
 - ❖ Powell Towers
 - 7th – 9th floors have been punched out.
 - Tenants should start moving in on the 7th floor on Monday.
 - ❖ Parris Towers
 - 11th – 14th floors are finalized.
 - Anticipating the 10th floor to be final by next week or the following week thereafter.
 - Work is being done on the 8th- 10th floors.

- RAD Update – Gorman (Andre Blakely)
 - The project is at 27% - 28% on average complete. The next milestone for the capital call and payment of the developer fee is at 50% completion.
 - MHA's HCV department will oversee the wait list (application process).
 - All towers participated in the vendor fair which was for the residents:
 - ❖ Cumberland Towers- 14 vendors
 - ❖ Powell Towers- 13 vendors
 - ❖ Parris Towers- 15 vendors
 - Estimated project completion dates:
 - ❖ Cumberland Towers- Late October 2019
 - ❖ Powell Towers- Mid November 2019
 - ❖ Parris Towers- Mid September 2019

- Sunset Update- Anthony Snell
 - The expectation is to get closed at the end of 2019 or first part of 2020.
 - The timeline for progress on Sunset will continue to change because of all the factors at this time.
 - MHA staff will be reaching out to the board to participate in conversation with the City of Little Rock, regarding Sunset.
 - MHA is still working on how the relocation will take place, possibly in phases.

- Section 8 Report – Jeannie Owens
 - Section 8 is projected to be 100% leased using vouchers and not money, so we will be optimizing our admin fee.
 - We have 40 Mainstream vouchers that are specific to families that are non-elderly disabled, and the preference is institutionalized.
 - To use the Mainstream vouchers HUD requires us to pull from the waiting list that we already have. We had no one on our waiting list that had the preference of previously being institutionalized so we pulled the non-elderly disabled.

- Finance Report- Ron Hooks
 - Finance document provided.
 - Chairperson asked that the finance sub-committee meet with Ron to discuss the financial piece.

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
 - Agency should look at the Access database.
- Housing Committee- Commissioner Jackson
 - Meetings with residents about complaints concerning moving back into the apartment
 - Suggested that the residents throw away low voltage appliances that are old and that they had before they moved out of the apartments, so that they will not transfer or carryover bugs from the old appliances to the new apartment.
 - Cleaning aspect is very important.
- Finance Committee- Commissioners Sanders & Lindsey
 - No report.

Item 7: New Business

- Health Care Renewal- Marshall Nash/ Terri Ballard
 - MHA Healthcare typically renews April 1st, but will move to May 1st if approved this year, because we have an opportunity to move to Arkansas Blue Cross Blue shield.
 - United Healthcare gave us an increase of 3.6% and Blue Cross Blue shield gave us an increase of 4.4%
 - After going to the market to look at Qual Choice, Blue Cross Blue Shield, and United Healthcare, it was determined that Blue Cross Blue Shield was the better option for the employees.
 - Arkansas Blue Cross Blue Shield is a little bit higher on the premium, but the Co pay for a specialist visit will go down. Overall, it is less out of pocket for the employee for the entire year. We think it will be a good idea to move to Blue Cross Blue shield for the savings to the employees.
 - We will insure an estimate of 29 employees.
 - **Marshall Nash**- In hopes to move to Blue Cross Blue Shield, MHA would absorb the difference. Within the last 5 years MHA has received increases anywhere from 18 to 22%. We have an opportunity to change to Blue Cross Blue Shield and to offset the cost of the employees. We think it will be beneficial and a great recruiting tool that we would absorb the \$4.4%. In the past we have absorbed the entire 18 to 22%. This time we are just asking to absorb the 4.4%.
 - MHA budgeted way over the cost of amount that we would absorb.
 - We know that the cost won't exceed the \$197,875.56 which is less than what was paid last year.
 - Terri Ballard- I created a 5-Year Look Back Tool analysis
 - 2015- Qual Choice: 20.1% increase
 - 2016- Qual Choice: 4% increase

- 2017- Qual Choice: 25.4% increase
 - 2018- United Healthcare: 19.5% increase
 - 2019- United Healthcare: 3.6% increase
 - This year I have serviced a lot of groups that had at the least a 20% increase.
- Arkansas Fair Housing Conference- Leta Anthony
 - April 16th – 19th at the Marriott Hotel
 - The Secretary of HUD is one of the keynote speakers
 - The conference is free
 - Commissioners and staff should go online and register.
- NAHRO Commissioner Training- Leta Anthony
 - April 23rd- April 26th at the Wyndam Hotel
 - Commissioner Sanders and Commissioner Lindsey should attend fundamentals training.
- MHA Properties- Leta Anthony
 - MHA should provide the necessary assistance that the properties need.
 - MHA team should visit the properties often
 - Cheryl Roberson for her outstanding work and knowledge in assisting with the property managers.
 - MHA will need to schedule visits with Ledic.

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 #6708)**

Commissioner Anthony requested a motion to approve Resolution #6708. **Commissioner Lowe** motioned to approve the resolution. **Commissioner Lindsey** seconded the motion. The following votes recorded “**Ayes**” – **Commissioner Anthony, Jackson, Lowe, Sanders and Lindsey/ “Nays” – None.** The chairperson thereupon declared motion carried, Resolution #6708 approved.

Item 10: Executive Session

Commissioner Anthony requested a motion to go into Executive Session for personnel problems and issues. **Commissioner Lowe** motioned for Executive Session. **Commissioner Sanders** seconded the motion. The following votes recorded “**Ayes**” – **Commissioner Anthony, Jackson, Lowe, Sanders and Lindsey/ “Nays” – None.** The chairperson thereupon declared motion carried.

No action taken in the Executive Session.

Item 11: Adjourn

There being no further business to come before the Board the meeting ended at 2:30 p.m.

Leta Anthony, Chairperson

Anthony Snell, Interim Executive Director