

BOARD MEETING MINUTES
Metropolitan Housing Alliance
Board of Commissioners

Board Meeting Date: 05/16/2019, 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:

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
Tamara Dawson, Senior Accountant

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 approved. **Commissioner Jackson** 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 (March 21st, April 9th, April 12th, April 15th)

Commissioner Anthony asked for a motion to accept ALL minutes for March and April. **Commissioner Lowe** motioned to adopt the motion; **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- Anthony Snell
 - Attempted to plan a walk as a part of the “Get Healthy” aspect for the agency. The weather has not yet permitted the agency to have the walk at this time. We will continue to try to build employee morale and create a healthy environment.
 - Met with the auditors to discuss the start of the audit process. BKD will present today.
 - Construction Management team is making a lot of progress. We are reaching the 50% mark with our construction so we should be receiving some additional developers fees.
 - HCV program is not anticipating a short fall.

- Public Housing Report- Kathy Washington
 - Sunset Terrace, Central and Stephens are all 100% occupied.
 - Mr. Ivan Lee who is the Property Manager at Sunset has been doing really well with resident services. He is bringing different services to the property for the residents. They are having monthly meetings. Each month we plan to bring someone in to do an educational event for the residents.

- Section 8 Report- Jeannie Owens
 - The HCV department started a web based training conducted by Nan McKay to stay up to date.
 - We currently have 34 of the 40 mainstream vouchers filled.
 - Re-Entry- The department sent out letters to all of the applicants on the waiting list to update their information which also included whether or not they meet that preference.
 - In regards to the Rock City Commitment of 5 vouchers, we reached out to HUD for advice and they are gathering information and will update us.
 - The Towers have about 100 units that need to be filled and we have been pulling to get those vacancies filled. We are discussing with Gorman, advertising strategies to bring in applications.
 - The Tenmast issue as discussed last month, there were some errors found that we had to correct. There were a large amount of errors, and instead of going in and correcting the last bit of information that was entered due to the conversion, we had to go all the way back to the beginning and build it all the way back up. This error created adjustments that balanced out, but we found out that the adjustments that were automatically created by Tenmast did not get allocated to the correct months. It all allocated to the month in which the corrections were done, so it overstated our expenses for the month of April.

- Finance Report - Ron Hooks
 - Public Housing Sunset shows a loss primarily due to utilities and additional maintenance.
 - HCV is showing a large loss but the expenses will be offset in AP because of portability.
 - Anthony proposes a mid-year budget review discussion for June or July.
 - Financial Document provided.

- RAD Update- Anthony Snell
 - Towers CM Report- Diamond Legacy
 - Fred Parris Towers the floors 10, 9, 7, 6 have all been completed. Estimated completion date is October 16, 2019.
 - Cumberland Towers the floors 9 and 8 have been completed. Estimated completion date is October 21, 2019.
 - Jesse Powell Towers 6, 5, and 4 have all been completed. Estimated completion date for total project is September 10, 2019.

Item 6: Board Committee Reports

- Employment Committee - Commissioner Anthony
 - Still working through all of the paperwork to deal with the Executive Director's position.
 - There has been conversation about a Compliance Auditor and that information has been deferred to Mr. Snell.
 - More recommendations will come from the Employee Committee at a later date.

- Technology Committee - Commissioner Lowe/Jada Johnson

The Technology Committee convened a meeting to discuss the following:

- VoIP
- Server Control and Maintenance
- Computer Software and Replacement
- Disaster Relief Plan - 1st draft
- Housing Authority Software

- Housing Committee - Commissioner Jackson
 - A lot of complaints of the residents has gone down.
 - Would like to give the residents an alternative in regards to television. There have been complaints about satellites not being able to be on the balconies.
- Finance Committee - Commissioners Sanders & Lindsey
 - Discussion about Sunset Terrace and getting to a better financial state. We realize it is going to take time but it is possible.

Item 7: New Business

- 2018 Audit Review (LRHA and CAHC) - BKD
 - Corey Jennings BKD presentation
 - BKD will summarize various matters related to the planned scope for the December 31, 2018, audits of the financial statements of the Housing Authority of the City of Little Rock (the Authority) and of its compliance with specified requirements applicable to its major federal award programs.
 - BKD document provided.

- LEDIC Presentation- Margaret Maher
 - Margaret Maher is the Regional Director in Arkansas for LEDIC Management and will give an update on the Elm Street property.
 - Occupancy is at 90% and we have two applications in processing and a move in towards the latter part of the month.
 - There has been a change in managers at the property. The manager is Cherise Green.
 - LEDIC hopes to have a more engaged relationship with MHA and the Elm Street residential communities.
 - A concern with Elm Street is that there is no waterproofing. LEDIC received a bid today on waterproofing the site and it consists of digging up an area to put a drain. They will also waterproof it and seal it. We do plan to get this scope of work from two or three other contractors. The initial bid was an estimated \$28,000.00.

Item 8: Public Participation

- None

Item 9: Action Item(s)

- **Resolution Authorizing the Board of Commissioners to accept the 2019 Capital Fund formula grant of \$748,987.00 (Resolution NO. 6711)**
- **Resolution Authorizing the Board of Commissioners to adopt changes to the employee portion of insurance cost for employees with dependents (Resolution NO. 6712)**

Commissioner Anthony and the Board of Commissioners voted to take the action items together. **Commissioner Anthony** requested a motion to approve Resolutions #6711 and #6712. **Commissioner Lowe** motioned to approve the resolutions. **Commissioner Jackson** 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 in regard to the Executive Director position. **Commissioner Lowe** motioned for Executive Session. **Commissioner Lindsey** seconded the motion. The following votes recorded “**Ayes**” – **Commissioner Anthony, Jackson, Lowe, Sanders/ “Nays” – None**. The chairperson thereupon declared motion carried.
 - **No action taken**

Item 11: Adjourn

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

Leta Anthony, Chairperson

Anthony Snell, Interim Executive Director