

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

**Board Meeting Date: 12/19/2019, 10 :30 a.m.**

Meeting held at 10:30 a.m. at Fred Parris Towers, 1800 S. Broadway Street, Little Rock, AR 72206

*All Meetings are recorded and available upon request*

**Commissioners Present:**

*Commissioner Kenyon Lowe, Chair*  
*Commissioner H. Lee Lindsey, Vice Chair*  
*Commissioner Leta Anthony*  
*Commissioner Louis Jackson*

**Commissioner Absent:**

**City of Little Rock Liaison:**

*None*

**Ex-Officio Liaison:**

*None*

**Legal Counsel:**

*None*

**Staff:**

*Anthony Snell, Interim Executive Director/Real Estate*  
*Matthew Usher, Assistant Director of HCV*  
*Ron Hooks, Director of Finance*  
*Jada Johnson, Procurement and Contracts Coordinator*  
*Tamara Donley, Senior Accountant*  
*Ilana McKinney-Hildreth, Human Resources*  
*Altha Russell, Program Accountant*

**Media:** Ginny Monk

**Item 1: Call to Order**

The Chairperson called the meeting to order at 10:30 a.m.

**Item 2: Roll Call**

Ilana McKinney provided roll call. A quorum was declared present.

**Item 3: Agenda Approval**

**Chairperson Lowe** asked for a motion to approve the agenda. **Commissioner Anthony** moved that the agenda be approved. **Commissioner Jackson** seconded the motion. The following votes were recorded: **“Ayes” – Commissioners Lowe, Lindsey, Jackson and Anthony. “Nays” – None.** The Chairperson thereupon declared motion approved.

**Item 4: Approval of the Minutes (November 21, 2019)**

**Chairperson Lowe** asked for a motion to approve the minutes for November 21, 2019. **Commissioner Anthony** motioned to adopt the minutes; **Commissioner Jackson** seconded the motion. The following votes were recorded: **“Ayes”- Commissioners Lowe, Lindsey, Jackson and Anthony. “Nays”- None.** The Chairperson thereupon declared minutes approved.

## **Item 5: Old Business and Staff Reports**

1. Executive Director Report- Anthony Snell
  - A. Celebrating the completion of our RAD project with the Towers which is a bulk of our PH units. There are about 600 units that we have renovated.
  - B. We are in the midst of continuing with the remainder of our RAD program which consists of Madison Heights I & II, Homes at Granite Mountain, Sunset Terrace, Stephens, and Central and we will eventually get to Homes at Granite Mountain Senior. These are the things that we will be focused on in 2020 as well as our efforts to move CAHC forward in its role.
  - C. As a part of RAD requirements we had a resident meeting at Sunset which included Stephens and Central as well. We had great attendance. We shared with the residents our proposed development plan for the site. We have two more of these resident meetings scheduled. This was a very productive meeting which included the residents input on the redevelopment of the properties.
  - D. I had a meeting with the Little Rock Police Department which included initiatives that they have going on and how they are going to work with us and be a part of our "go forward plan" and making sure that our residents are aware of their ability to help them.
2. Public Housing Report- Anthony Snell
  - A. We are continuing to maintain strong occupancy at our PH sites. We are currently at 94% occupancy.
  - B. We are moving forward with our RAD implementation.
3. Section 8 Report- Matthew Usher
  - A. S8 department in the process of hiring a few Housing Specialist within the next 4-6 weeks.
  - B. Everything in the S8 department is moving forward as expected.
  - C. New Mainstream Grant- \$446,000.00 which provides additional voucher opportunities for the program.
4. Finance Report - Ron Hooks
  - A. Document provided.
5. RAD Update- Anthony Snell
  - A. Reginald Swinton- Everything is going smoothing regarding the completion of the Towers.
  - B. Fred Parris Towers is 100% complete.
  - C. Jesse Powell Towers- The weather has delayed us getting that finalized with the exterior and the landscaping but we expect to be completed before the end of the year.
  - D. Cumberland Towers- We received the final report a few weeks ago
  - E. The entire process has been a good process and Diamond Legacy would like to commend Gorman on their performance in getting the Towers renovated. It has been amazing to see the transformation.

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

1. Employment Committee - Commissioner Anthony
  - The Board of Commissioners recommends a full-time IT position be added to the organizational chart, based on cost and all of the changes that are going to come in the future.
  - The Board of Commissioners also recommends that the Senior Director of Operations is someone that will be hired within the next 60 days.
2. Technology Committee - Commissioner Lowe/Jada Johnson

- Jada Johnson- As a result of the assessment by the BOC – IT Committee, a review of the Computer and Network Policy and the Digital Device Policy concluded with the recommendations and updates as provided. The amendment to the Personnel Policy will allow all staff members the support needed to understand the MHA requirement and protocol within the workplace environment. This revision will support the proper use of the internet, devices, its infrastructure, and maintenance. This provision is one of several evaluated by the BOC - IT Committee which ensures added benefit and internal control to support the MHA network.
3. Housing Committee - Commissioner Jackson
    - At Powell and Cumberland Towers most of the residents are really happy about the completion of the Towers.
    - The implementation of the RAD program was very fast and the residents are pleased with the finished product.
  4. Finance Committee - Commissioners Lindsey
    - No update

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

1. 2020 Budget Authorization (**Resolution #6728**)

The approval of the annual operation budgets for fiscal year 2020 for HCV Voucher program Housing Assistance Payment (HAP), HCV Voucher Program Administrative Fees, Neighborhood Stabilization Program Properties, COCC, CAHC, and Component Units as submitted, amended and summarized by fund, hereby is approved and adopted.

2. ITEX Master Development Agreement Amendment #3 (HAGM, Senior) (**Resolution #6729**)

Anthony Snell- Resolution No. 6729 allows the MHA Chair or Designee to amend the current Master Development Agreement as amended to include the RAD conversion or reposition of Homes at Granite Mountain Senior. This also includes the management of the property effective February 1, 2020. The Chair and his Designee are authorized to negotiate the terms of the management agreement and take all other related actions necessary.

#### Fiscal Impact

The proposed action will not have any direct fiscal impact on MHA. ITEX's management fees will be absorbed by the project.

3. Office of Inspector General Operating Procedures Recommendations for Rental Assistance Demonstration Program (**Resolution #6730**)

Anthony Snell- Resolution No. 6730 requests the Board of Commissioners adoption of recommended Operating Procedures related to the 2019 OIG review of MHA's RAD program. The OIG recommended that MHA clarify and codify its operating procedures related to: (A) Predevelopment Budget Creation and Oversight, and (B) RAD Program Oversight. MHA staff developed the policies in conjunction with Local HUD Field Office. The policies are proposed for adoption as recommended by the OIG Report.

#### Fiscal Impact

The proposed action poses no additional cost to MHA.

4. Computer and Network Password Policy/ Internet and Digital Device Usage Policy  
**(Resolution #6731)**

As a result of the assessment by the BOC – IT Committee, a review of the Computer and Network Policy and the Digital Device Policy concluded with the recommendations and updates as provided. The amendment to the Personnel Policy will allow all staff members the support needed to understand the MHA requirement and protocol within the workplace environment. This revision will support the proper use of the internet, devices, its infrastructure, and maintenance. This provision is one of several evaluated by the BOC - IT Committee which ensures added benefit and internal control to support the MHA network.

#### **Item 8: Public Participation**

1. Kimberly D. Miller
2. Tyneesha Chisom

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

1. RESOLUTION AUTHORIZING AND APPROVING THE ANNUAL OPERATING BUDGETS FOR FISCAL YEAR 2020  
**(Resolution #6728)**
2. RESOLUTION (A) AUTHORIZING THE BOARD CHAIRPERSON OR HIS DESIGNEE TO AMEND THE CURRENT MASTER DEVELOPMENT AGREEMENT BETWEEN MHA AND ITEX DEVELOPMENT LLC DATED JUNE 14, 2016 TO INCLUDE THE RAD CONVERSION OR REPOSITIONING AND ASSIGNMENT OF THE PROPERTY MANAGEMENT FOR THE MHA PROPERTY KNOWN AS HOMES AT GRANITE MOUNTAIN SENIOR AS PART OF THE AGENCY'S RENTAL ASSISTANCE DEMONSTRATION PROGRAM PLAN; AND, (B) APPROVING SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION **(Resolution #6729)**
3. RESOLUTION AUTHORIZING THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF LITTLE ROCK, ARKANSAS, D/B/A METROPOLITAN HOUSING ALLIANCE ("MHA") TO ADOPT THE OPERATING PROCEDURE POLICY RECOMMENDATIONS RESULTING FROM THE 2019 RENTAL ASSISTANCE DEMONSTRATION "RAD" PROGRAM HUD OFFICE OF INSPECTOR GENERAL REVIEW **(Resolution #6730)**
4. RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE TO AMEND THE PERSONNEL POLICY  
**(Resolution #6731)**

**Chairperson Lowe** requested a motion to adopt **Resolutions #6728- #6730**. Motioned by **Commissioner Anthony** and seconded by **Commissioner Lindsey**. The following votes recorded **"Ayes" – Commissioners Anthony, Lowe, Jackson and Lindsey/ "Nays" – None / Resolutions #6728- #6730** passed.

**Chairperson Lowe** requested a motion to table **Resolution #6731**. Motioned by **Commissioner Lindsey** and seconded by **Commissioner Anthony**. The following votes recorded **"Ayes" – Commissioners Anthony, Lowe, Jackson and Lindsey/ "Nays" – None / Resolution #6731** tabled.

#### **Item 10: Executive Session**

None

#### **Item 11: Adjourn**

There being no further business to come before the Board the meeting ended at 12:15 p.m.

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*Kenyon Lowe, Chairperson*

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*Anthony Snell, Executive Director*