

NORTH LITTLE ROCK HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING MINUTES
Held on February 5, 2018
(Presented for Approval on March 5, 2018)

Meeting Called to Order: At 5:30 P.M. by Vice Chairman/Commissioner Oliver Dillingham

PRAYER BY: Commissioner Teresa Burl

Upon roll call the following Commissioners answered present:

Vice Chairman/Commissioner Oliver Dillingham
Commissioner Teresa Burl
Commissioner Chris Dunkum
Commissioner Raymond Wells

ALSO PRESENT:

Belinda Snow, Executive Director/Secretary-Treasurer (via conference call)
Yulunda White, Development Manager
John Gall, Accounting Supervisor
Tammarrah Bryant, Public Housing Operations Manager
Scott Hilburn, PHA Attorney
Sam Hilburn, PHA Attorney

Vice Chairman Oliver Dillingham called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES:

Commissioner Burl made a motion to approve the minutes and Commissioner Wells duly seconded. All were in favor of approving the minutes for the regular meeting held on January 8, 2018. Motion carried.

SECRETARY'S REPORT

Commissioner Burl made a motion to accept the Secretary's report and Commissioner Wells duly seconded. All were in favor of accepting the Secretary's report for the month of January. Motion carried.

Commissioner Burl asked if the keys had been received for the Dill Building and asked what staff's plans were for the transition. Ms. Snow advised that she received the essential keys and that she anticipates moving prior to March 1 if everything went according to plan. She added that new furniture was ordered and there is a six to eight week lead time on the delivery. Ms. Snow noted that the current furniture was more than 40 years old and many items were in disrepair.

Commissioner Burl also asked whether official letters had been sent to the tenants notifying them of the new ownership and questioned whether or not all of the current tenants were planning to continue leasing space in the building. Ms. Snow stated that letters had been sent and that all tenants had expressed an interest in staying. She advised that one tenant is currently on a month-to-month lease but is willing to sign a long term lease.

COMMUNICATIONS: Ms. Snow noted that a copy of the letter from the auditor regarding the FY2017 audit was provided for each Commissioner. She noted that there were no findings.

MONTHLY REPORTS

PHA Attorney's Report: Attorney Scott Hilburn reported there are twelve pending evictions. Some of the evictions were in the process of being dismissed. One trial is scheduled for February 20, 2018. Commissioner Burl asked if the Hilburn firm had reviewed the leases for the Dill

Building and Scott Hilburn responded that had not had an opportunity to review the leases but that he would contact Ms. Snow to discuss.

Commissioner Burl made a motion to approve the monthly reports submitted which was seconded by Commissioner Wells. All were in favor of accepting the monthly reports. Motion carried.

NEW BUSINESS:

RESOLUTION NO. 3296

A RESOLUTION ADDING AN INTEGRATED PEST MANAGEMENT (IPM) PLAN
FOR PUBLIC HOUSING AND PROJECT BASE VOUCHERS
EFFECTIVE FEBRUARY 1, 2018

Ms. Snow advised that there was no policy in place to hold tenants accountable for preparation of their unit prior to treatment. The recommended policy allows the housing authority to implement steps for tenant participation. Commissioner Burl asked what happens in ADA units where the tenants need assistance with preparation and Ms. Snow advised that staff would first see if there was someone available to assist them with the preparation and that those situations would be handled on a case-by-case basis. Attorney Sam Hilburn asked if a new lease was required to include language addressing the policy and Ms. Snow advised that there would be a rider added to current leases at recertification and that the information would be include with move in packets for new tenants.

Motion by: Commissioner Teresa Burl Seconded by: Commissioner Raymond Wells
✓ All For Abstain/Nays: None

CHARGE OFFS:

MOTION TO APPROVE CHARGE-OFF REPORT DATED FEBRUARY 1, 2018 IN THE AMOUNT OF ~~\$7,724.55~~ FOR THE MONTH OF JANUARY 2018 IN UNCOLLECTIBLE RENT AND OTHER TENANT CHARGES AND TO TURN THEM OVER TO THE STATE FOR COLLECTION.

Motion by: Commissioner Teresa Burl Seconded by: Commissioner Raymond Wells
✓ All For Abstain/Nays: None

OTHER BUSINESS: Ms. Snow noted that a copy of the FY2017 audit was provided for each Commissioner and that any questions would be answered at the next meeting once each board member had an opportunity to review.

Ms. Snow reported that there is an employee that worked for the housing authority for 20 years and left for a period of time and was recruited by the former controller to return. Upon the return, a minimum of \$40,000 annually was budgeted for the salary but previous management never increased the salary and the employee came aboard making about \$30,000. Since employment, the employee has taken on several additional significant duties. Ms. Snow noted that she would be adjusting the salary including retroactive payment and that while the action did not require board approval, she wanted them to be informed because the adjustment would be significant.

Commissioner Wells asked for additional information about the Envision Center mentioned in Ms. Snow's secretary report. Ms. Snow stated that last year HUD Secretary Ben Carson issued guidance for creating what he calls Envison Centers. The current plan is for the centers to co-locate various services in one place with the ultimate goal of self-sufficiency for current program participants. There are no funds associated with the Envison Centers at this time.


NLRHA Board of Commissioners Meeting Minutes
February 5, 2018
(Presented for Approval March 5, 2018)

Adjournment of Regular Meeting: At 6:04 p.m. Commissioner Burl made a motion to adjourn
and Commissioner Teresa Wells seconded.

Date: February 5, 2018

ATTEST:

APPROVED:


Secretary/Treasurer


Chairman

