

NORTH LITTLE ROCK HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING MINUTES
Held on December 5, 2017
(Presented for Approval on January 8, 2018)

Meeting Called to Order: At 5:30 P.M. by Chairman/Commissioner Brett Russell

PRAYER BY: Chairman/Commissioner Brett Russell

Upon roll call the following Commissioners answered present:

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

ALSO PRESENT:

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

MEETING MINUTES

Commissioner Teresa Burl made a motion to approve the minutes which was seconded by Commissioner Oliver Dillingham. All were in favor of approving the minutes for the regular meeting held on November 5, 2017. Motion carried.

Commissioner Oliver Dillingham made a motion to approve the minutes of the special meeting which was seconded by Commissioner Teresa Burl. All were in favor of approving the minutes for the special meeting held on November 20, 2017. Motion carried.

SECRETARY'S REPORT

There was a motion made by Vice Chairman/Commissioner Oliver Dillingham to accept the Secretary's report and Commissioner Raymond Wells duly seconded. Commissioner Burl questioned correspondence received from the attorneys and requested an update on the status of the closing on the Dill Building. Attorney Scott Hilburn advised that correspondence sent was due to the attorneys' concern with the authority's plan to purchase the building through a regular mortgage. He noted that based on language in the Arkansas Code, it was their opinion that the authority is required to issue a bond for the purchase. Upon further discussion, Commissioner Burl directed the attorneys to further investigate the matter and determine what options were available to the authority as quickly as possible so that the matter could be resolved before the earnest money was lost. All were in favor of accepting the Secretary's report for the month of November. Motion carried.

COMMUNICATIONS:

The Board received communication from the auditor. Ms. Snow advised that the auditor was in the prior week and would be completing the on-site visit by the end of the week. The final audit is expected to be complete in March or April.

MONTHLY REPORTS

PHA Attorney's Report: Attorney Scott Hilburn reported there are thirteen pending evictions. Three have been served an order of repossession, four need to be dismissed, one pending final hearing, and a few are out for service. Mr. Hilburn has been working on documents for the purchase of the Dill Building, including an opinion letter per request from Centennial Bank. He should be done with the opinion letter sometime this week. In the firms' opinion, the agency is required by state law to issue a bond for the purchase of the building.

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

NEW BUSINESS:

Nomination of Resident Commissioner Raymond Wells' to an additional 5-year term as Commissioner of the North Little Rock Housing Authority, from January 6, 2018 through January 5, 2023.

Motion by: Commissioner Teresa Burl

Seconded by: Commissioner Oliver Dillingham

Yeas:

Nays:

- | | |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> Burl | <input type="checkbox"/> Burl |
| <input checked="" type="checkbox"/> Dillingham | <input type="checkbox"/> Dillingham |
| <input checked="" type="checkbox"/> Dunkum | <input type="checkbox"/> Dunkum |
| <input checked="" type="checkbox"/> Russell | <input type="checkbox"/> Russell |
| <input type="checkbox"/> Wells | <input type="checkbox"/> Wells |

Nomination of Chairman: Following discussion of the Chairman position for a one year term beginning January 1, 2018, Commissioner Oliver Dillingham nominated Commissioner Teresa Burl and Commissioner Burl declined. Commissioner Dillingham nominated Commissioner Brett Russell and the following votes were taken:

Motion by: Commissioner Oliver Dillingham

Seconded by: Commissioner Raymond Wells

Yeas:

Nays:

- | | |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> Burl | <input type="checkbox"/> Burl |
| <input checked="" type="checkbox"/> Dillingham | <input type="checkbox"/> Dillingham |
| <input checked="" type="checkbox"/> Dunkum | <input type="checkbox"/> Dunkum |
| <input type="checkbox"/> Russell | <input type="checkbox"/> Russell |
| <input checked="" type="checkbox"/> Wells | <input type="checkbox"/> Wells |

Nomination of Vice Chairman: Following discussion of the Vice-Chairman position for a one year term beginning January 1, 2018, Commissioner Teresa Burl nominated Commissioner Oliver Dillingham and the following votes were taken:

Motion by: Commissioner Teresa Burl

Seconded by: Commissioner Raymond Wells

- | | |
|---|-------------------------------------|
| <input checked="" type="checkbox"/> Burl | <input type="checkbox"/> Burl |
| <input type="checkbox"/> Dillingham | <input type="checkbox"/> Dillingham |
| <input checked="" type="checkbox"/> Dunkum | <input type="checkbox"/> Dunkum |
| <input checked="" type="checkbox"/> Russell | <input type="checkbox"/> Russell |
| <input checked="" type="checkbox"/> Wells | <input type="checkbox"/> Wells |
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NLRHA Board of Commissioners Meeting Minutes
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CHARGE OFFS:
MOTION TO APPROVE CHARGE-OFF REPORT DATED DECEMBER 1, 2017 IN THE AMOUNT OF \$7,650.00 FOR THE MONTH OF NOVEMBER 2017 IN UNCOLLECTIBLE RENT AND OTHER TENANT CHARGES AND TO TURN THEM OVER TO THE STATE FOR COLLECTION.

Motion by: Commissioner Oliver Dillingham Seconded by: Commissioner Teresa Burl
 All For Abstain/Nays: None


OTHER BUSINESS: Ms. Snow provided the expiration dates for each Commissioner's term. Mr. Dillingham recommended that selection/voting process for officers begin in October or November so that the information can be submitted to the City early enough to ensure a smooth transition.

Adjournment of Regular Meeting: At 7:05 p.m. Commissioner Dillingham made a motion to adjourn and Commissioner Teresa Burl seconded.

Date: December 5, 2017

ATTEST:

APPROVED:


Secretary/Treasurer


Chairman

