

NORTH LITTLE ROCK HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING MINUTES
Held on May 7, 2018
(Presented for Approval on June 4, 2018)

Meeting Called to Order: At 5:35 P.M. by Chairman Brett Russell

PRAYER BY: Commissioner Raymond Wells

Upon roll call the following Commissioners answered present:

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

ALSO PRESENT:

Belinda Snow, Executive Director/Secretary-Treasurer
Tammarrah Bryant, Public Housing Operations Manager
Yulunda White, Development Manager
John Gall, Accounting Supervisor
Shanta Baro, Special Projects Coordinator
Cynthia Kolb, PHA Attorney

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 April 2, 2018. Motion carried.

SECRETARY'S REPORT

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

Commissioner Burl asked if the tenants leaving Silver City were in anticipation of the demolition and Ms. Snow advised that there are currently only 35 residents remaining. Ms. Snow advised that issuance of the tenant protection vouchers would start in the next few weeks at the high-rises.

Chairman Russell asked for an update on the value engineering process for the redevelopment projects and Ms. Snow advised that it is a work in process and that the goal is to maintain a high quality product. Chairman Russell also asked if it had been determined how the lawsuit settlement money should be handled and Ms. Snow stated that per the attorneys, the money is not federalized and the funds have been set aside and restricted for a specific use. She noted that when funds were previously recaptured, they had not been earmarked for a specific use. She hopes that designating the funds will eliminate the funds from being recaptured in the future.

Commissioner Wells provided information on Secretary Carson's visit noting that everything went well. He added that the residents asked good questions and received informative responses. He noted that Secretary Carson discussed Opportunity Zones and how they could potentially address the nutritional deserts in the area through public and private partnerships. Commissioner Wells added that the tenants in the high rises only have a bus provided by the Hayes Center that goes to Walmart one week and Kroger the next. He noted that the Fresh to You bus was a big help last summer because it is difficult to keep fresh fruit and vegetables for two weeks.

Commissioner Wells also asked if the NSP2 grant was designated for a specific area and Ms. Snow advised that the grant focused on the Baring Cross area. She added the housing authority completed the projects that they were obligated to complete under the NSP2 grant and that the \$45,000 mentioned in her report was money left over after the grant was reconciled. Ms. Snow stated that in order to utilize the remaining funds that the housing authority would have to locate additional abandoned or foreclosed houses and remodel or tear them down and hold the empty lot until they could afford to rebuild and sell the property. She noted that due to the restrictions of the program, it would cost more to build a house or to remodel one than the program could sell the property for. She noted that it has not been determined if the funds can be transferred to Habitat for Humanity, but if allowed, they have additional funds and can utilize the money as needed.

Commissioner Dunkum asked about the payment in lieu of taxes (PILOT) and Ms. Snow responded that she would be meeting with the assessor on May 11 to determine if they will allow the housing authority to continue the payment in lieu of taxes with conversion to RAD. Under the current PILOT agreement, the housing authority utilizes the money that would normally be paid in taxes to provide resident programs. She added that the income is based on how many units are occupied and how much rent is received. Commissioner Dunkum then asked what the return was on the collection from the state once the RAD conversion is complete and Ms. Snow responded that there is typically a 10-15 percent return and that she was unsure if the state collections would continue because it is an agreement with the government and once the properties convert to RAD they will no longer be a public agency.

COMMUNICATIONS: None.

MONTHLY REPORTS

Development Report: Chairman Russell asked what was included in the upcoming request for proposals for branding services and Ms. Snow stated the awarded vendor would be responsible for creating a template to redevelop the housing authority's logo, signage and communications.

Housing Assistance Program/FSS Report: Commissioner Wells asked if there were 33 vacancies on the housing assistance VASH program and Ms. Snow explained that they are vouchers that are still available to veterans. She noted that eligibility for the voucher is established by Veteran Affairs and the housing authority processes the voucher.

Financials: John Gall reported that proposed budgets have been delayed and noted that the budget included in the financials is the budget for September 2017 with some adjustments. He noted that the budget is based upon a three-year rolling base and that the budget with all final adjustments will be reviewed before submission to the board for approval. Mr. Gall added that there will also be separate revision of the year end to reflect the revisions made in the new budget based on recommendations from the fee accountant to use the actuals from year end of 2018 for the 2019 budget. The 2019 budget will be developed for the full year without RAD.

PHA Attorney's Report: Ms. Bryant reported that there are three open evictions and one dismissed. The information was taken from a report submitted by attorney Scott Hilburn.

Cynthia Kolb reported that Cross, Gunter, et. al. are working on a new fair housing charge and will have it submitted by the end of the week. Ms. Snow added that she asked the attorneys for guidance on how to handle employee matters related to the RAD conversion. She added that upon conversion, there will be changes to the staffing pattern and changes to duties. The third party management company will take over upon closing and some employees will be working for the management company. Ms. Snow said that she wanted to make sure that everything was being done correctly and that staff was getting the assistance that was needed. She reported that Ms. Scarborough is working with workforce services and they are also working with the management company. The attorney recommended that the housing authority have no involvement with the selection of employees so that there is a clear line

between separation of employment from the housing authority and new employment with the management company. Ms. Snow reported that everyone has been given application packages and Ms. Scarborough will handle exit interviews.

Commissioner Dunkum made a motion to accept the reports as submitted and Commissioner Wells duly seconded. All were in favor of accepting the reports for the month of April. Motion carried.

NEW BUSINESS:

CHARGE OFFS:

MOTION TO APPROVE CHARGE-OFF REPORT DATED MAY 1, 2018 IN THE AMOUNT OF \$6,824.00 FOR THE MONTH OF APRIL 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: Shanta Baro presented information on the Youth STEM Summer program. She noted that the housing authority became a part of the ConnectHome program last year. The program works to engage youth, adults, and seniors in technology. The housing authority is planning a 10 ½ week program at Hemlock where a minimum of ten kids can spend the summer learning about coding, robotics and building Kano computers. The children will participate in the program daily from 9:00 a.m. until 3:00 p.m. and lunch will be provided at the boys and girls club. Ms. Baro added that the program is an opportunity for the kids to get various types of mentoring from various business professionals across the city and gives them a safe-haven for the summer. She advised that the program will cost approximately \$5,000 and requested board assistance via donations and raising funds for the program. Ms. Baro noted that the program has gained various in-kind sponsors such as the STEM coalition, who will be providing the KANO computers for the children. Ms. Snow added that when reviewing applications, most grantees look to see what the organization and board are investing and their commitment to the program.

Commissioner Wells asked if the Fresh to You bus would be returning and Ms. Baro that the bus was a one-time opportunity funded through Humana and funding is not available this year. She added that the bus will remain in Little Rock because the City of Little Rock provides funds for the bus.

Adjournment of Regular Meeting: At 6:36 p.m. Commissioner Burl made a motion to adjourn and Commissioner Wells seconded.

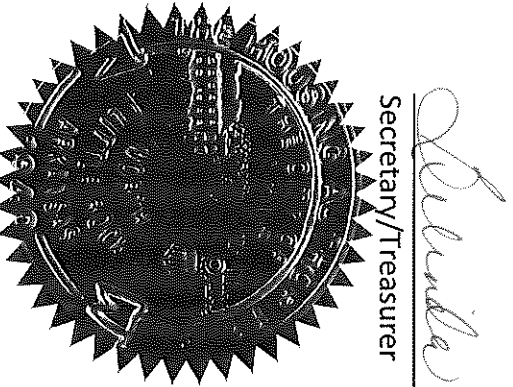
Date: May 7, 2018

ATTEST:

APPROVED:

Secretary/Treasurer

Chairman



Shirley Snow

Brett Russell