



BOARD OF COMMISSIONERS

December 9, 2009

REGULAR MEETING

6:00 p.m.

100 South Arch Street, Little Rock, AR 72201

AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **APPROVAL OF THE AGENDA**
- IV. **PRESENTATIONS / RECOGNITIONS: 2009 Employee Service Awards**
- V. **ACTION ITEMS:**

APPROVAL OF THE MINUTES: Meeting held on November 18, 2009

RESOLUTIONS:

- Resolution Approving Revisions to the LRHA Board Bylaws
- Approving the 2010 Fiscal Year Operating Budget(s)

VI. **SPECIAL REPORTS:**

- Report of Legal Counsel
- Report of the Resident Ex-Officio Commissioner

VII. **OLD BUSINESS:**

- Salary Comparability Study Update

VIII. **NEW BUSINESS:**

- 2010 Board Meeting Schedule

IX. **DIRECTOR REPORT(S):**

- Executive Director Report
- HR Report
- HCV Program Report
- Public Housing Report (*to be handed out at the meeting*)
- Real Estate Dev. Report

X. **PUBLIC PARTICIPATION:**

Remarks from Housing Participants
Remarks from General Public

XI. ADJOURNMENT

BOARD MEETING MINUTES

Little Rock Housing Authority Board of Commissioners

Meeting Date: November 23, 2009 (Regular Meeting)

Meeting held at 11:30a.m. at the Administration Offices, 100 S. Arch St., Little Rock, AR 72201

Commissioners Present:

Commissioner Walker, Chair
Commissioner Gray
Commissioner Webb
Commissioner Stephens, Vice Chair
Commissioner Polite

Legal Counsel Bettina Brownstein, *WLJ, LLP*

Staff:

Shelly Ehenger, *Executive Director*
Pam Williams, *HCV Program Director*
Tina Gooch, *Director of Public Housing*
Gerald Turner, *Director of Real Estate Development*
Ron Hooks, *Director of Finance*
Kim Travis, *Director of Administrative Services*
Jada Johnson, *Administrative Assistant*

Media: None

General Public:

Item 1: Call to Order

The Chairperson called the meeting to order at 11:30 a.m.

Item 2: Roll Call

Kim Travis provided roll call. A quorum was declared present.

Item 3: Approval of the Agenda

Commissioner Stephens moved that the Agenda be approved. **Commissioner Webb** seconded the motion. The following votes were recorded: “**Ayes**” – **Commissioner Walker, Webb, Polite, Gray and Stephens**/ “**Nays**”- **None**. The Chairperson thereupon declared motion carried and the Agenda adopted.

Item 4: Recognition/Presentation *None*

Item 5: Action Items

APPROVAL OF THE MINUTES - Commissioner Stephens moved that the Minutes from the October 14, 2009 meeting be approved as submitted. **Commissioner Webb** seconded the motion. The following votes were recorded: **“Ayes” – Commissioner Walker, Webb, Gray, Polite and Stephens/ “Nays”- None.** The Chairperson thereupon declared motion carried and the Minutes adopted.

RESOLUTION(S): The Board recognized the following and acted upon them accordingly.

1. Approving the revisions to the LRHA Section 3 Plan.

Commissioner Webb moved to approve the revisions to the LRHA Section 3 Plan. **Commissioner Gray** seconded the motion. The following votes were recorded: **“Ayes” – Commissioner Walker, Webb, Gray, Polite and Stephens/ “Nays”- None.** The Chairperson thereupon declared motion carried and the revised Section 3 Plan adopted.

2. Resolution approving Utility Allowances for the HCV Program.

Commissioner Webb moved to approve resolution as submitted. **Commissioner Stephens** seconded the motion. The following votes were recorded: **“Ayes” – Commissioner Walker, Webb, Gray, Polite and Stephens/ “Nays”- None.** The Chairperson thereupon declared motion carried and the Resolution adopted.

3. Resolution approving Charge off for Delinquent Accounts

Commissioner Stephens moved to approve the resolution as submitted, **Commissioner Polite** seconded the motion. The following votes were recorded: **“Ayes” – Commissioner Walker, Gray, Polite, Webb and Stephens/ “Nays”- None.** The Chairperson thereupon declared motion carried and the Resolution adopted.

4. Resolution approving Payment Standards for HCV Program

Commissioner Stephens moved to approve resolution as submitted. **Commissioner Gray** seconded the motion. The following votes were recorded: **“Ayes” – Commissioner Walker, Gray, Polite, Webb and Stephens/ “Nays”- None.** The Chairperson thereupon declared motion carried and the Resolution adopted.

5. Resolution approving the Release of the Covenant

Commissioner Stephens moved to approve resolution as submitted. **Commissioner Polite** seconded the motion. The following votes were recorded: **“Ayes” – Commissioner Walker, Gray, Polite, Webb and Stephens/ “Nays”- None.** The Chairperson thereupon declared motion carried and the Resolution adopted.

Item 6: Special Reports

REPORT OF LEGAL COUNSEL: The following updates were provided:

- Presently working on the by-laws revisions.
- Condemnation proceedings in the Central High/Stephens's area are continuing.
- No update or change on the Murdock case.
- A matter related to the fan coil system procurement for Parris Towers. Contractual procedures were not followed.
- No update on the EEOC matter.

Item 7: Old Business

SALARY COMPATIBILITY UPDATE: The following updates were provided:

- Commissioner Walker is awaiting a response from the email sent to the salary compensation firm.

Item 8: New Business:

- 2010 Fiscal Year Operating Budgets were presented to the Board. Staff provided a presentation.

Item 9: Director's Reports

Various operational reports were presented by staff.

Item 10: Public Participation:

A member of the public requested that the status of her application for the HCV program be investigated. The Executive Director and the HCV Program Director are looking into the matter.

ADJOURNMENT: There being no further reports to come before the Board the meeting ended at 1:10 p.m.

H. Bradley Walker, Chairman

Shelly Ehenger, Executive Director

Commissioner _____ introduced the following Resolution and moved for its adoption.

Resolution # _____
Resolution Amending the By-Laws
Changes to the Annual and Regular Meeting Dates

WHEREAS, by a majority vote of the Board of Commissioners of the Housing Authority of the City of Little Rock, Article Three of the Bylaws of the Housing Authority of the City of Little Rock is amended as follows:

ARTICLES III - MEETINGS

Section 1. **Annual Meetings.** The annual meeting of the LRHA shall be in October in each year at the Administrative Office.

Section 2. **Regular Meetings.** Unless otherwise specified by Resolution, there will be regular monthly meetings of the LRHA at the time and location announced.

NOW, THEREFORE, BE IT RESOLVED that the Bylaws, as amended, shall become effective immediately and that a copy of the amended Bylaws shall be distributed forthwith to all members;

BE IT FURTHER RESOLVED that copies of the By-Laws of the Housing Authority of the City of Little Rock, Arkansas shall be maintained and made available to the public in the appropriate Administrative office.

Commissioner Gray seconded the motion and upon roll call following vote was recorded:

"Ayes" -- Commissioners
"Nays" -- Commissioners

The Chairperson thereupon declared the motion carried and the Resolution adopted.

By-Laws of the Housing Authority of the City of Little Rock, Arkansas

Article I - The Authority

Section 1. **Name of the Authority.** The name of the Authority shall be the “**Housing Authority of the City of Little Rock Arkansas**” hereinafter referred to as “**LRHA**”

Section 2. **Seal of LRHA.** The Seal of the LRHA shall be in the form of a circle and shall bear the name LRHA and the year of its organization.

Section 3. **Office of LRHA.** The Administrative Office of the LRHA shall be within the City of Little Rock, but the LRHA may hold its meeting at such other place as may be designated by resolution.

Article II - Officers

Section 1. **Officers.** The Officers of the LRHA shall be the Chairperson and Vice Chairperson of the LRHA Commission, a Secretary-Treasurer and an Executive Director.

Section 2. **Chairperson.** The Chairperson shall preside at all meetings of the LRHA. Except as otherwise authorized by resolution of the LRHA, the Chairperson shall sign all contracts, deeds, and other instruments made by the LRHA. At each meeting, the Chairperson shall submit such recommendations and information as he or she may consider proper concerning the business affairs and policies of the LRHA.

Section 3. **Vice Chairperson.** The Vice Chairperson shall assume the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the LRHA shall select a new Chairperson.

Section 4. **Secretary-Treasurer.** The Secretary-Treasurer shall keep the records of the LRHA, shall act as the Secretary at the meetings of the LRHA and record all votes and shall keep a record of the proceedings of the LRHA in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to the office of Secretary-Treasurer. He or she shall keep in safe custody the seal of the LRHA and shall have the power to affix such to all contracts and instruments authorized to be executed by the LRHA. He or she shall have care and custody of all funds of the LRHA and shall deposit or cause to be deposited the same in the name of the LRHA in such bank or banks as the LRHA may select. He or she shall sign all orders and checks for the payment of money and shall pay out and disburse such money under the direction of the LRHA. He or she shall keep or provide for the keeping of regular books of accounts showing receipts and expenditures and shall render to the LRHA at each regular meeting (or more often when requested) an account of his or her transactions and shall report periodically on the financial condition of the LRHA. He or she shall give such bond for the faithful performance of his or her duties as the LRHA may determine, and his or her compensation shall be determined by the LRHA. Checks for such compensation shall carry the signature of the Chairperson or Vice Chairperson and be countersigned by the Director of Finance, who is employed in accordance with Sections 5 and 9 of these by-laws.

Section 5. **Executive Director.** The Secretary-Treasurer shall be the Executive Director of the LRHA and shall direct, coordinate, and have general supervision, subject to the direction of the LRHA, over the administration of the business and affairs of all programs being administered or developed by the LRHA. He or she shall employ and supervise necessary personnel to administer the business of the LRHA, in accordance with policies established by the LRHA. The Executive Director shall be appointed by the LRHA Commission. Any person appointed to fill the position of Executive Director shall have such term as the LRHA fixes. No Commissioner of the LRHA shall be eligible to hold the office of Executive Director.

Section 6. **Additional Duties.** The officers of the LRHA shall perform such other duties and functions as may from time to time be required by the LRHA or the by-laws and rules and regulations of the LRHA.

Section 7. **Election or Appointment.** The Chairperson and Vice Chairperson shall be elected at the annual meeting of the LRHA from the Commissioners of the LRHA and shall hold office for one year, or until their successors are elected and qualified. In case of the absence or incapacity of both the Chairperson and Vice Chairperson, the remaining Commissioners of the LRHA may elect an acting Chairperson to serve during the period of such absence or incapacity of the Chairperson and Vice Chairperson.

Section 8. **Vacancies.** Should the offices for Chairperson or Vice Chairperson become vacant, the LRHA shall elect a successor from its members at the next regular meeting, and such election shall be for the unexpired term of said office. Should the offices of Secretary-Treasurer and Executive Director become vacant, the LRHA shall appoint a successor as stated in Section 5.

Section 9. **Additional Personnel.** The LRHA may from time to time employ such personnel as it deems necessary to carry out its powers, duties and functions, as prescribed by the Housing Authority Law of the State of Arkansas and all applicable laws of the State of Arkansas. The selection and compensation of such personnel shall be determined by the Executive Director, unless otherwise provided by the LRHA, subject to the laws of the State of Arkansas.

ARTICLES III -MEETINGS

Section 1. **Annual Meetings.** The annual meeting of the LRHA shall be held ~~in~~ October in each year at the Administrative Office.

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Section 2. **Regular Meetings.** ~~Unless otherwise specified by Resolution, there will be regular meetings of the LRHA at the time and location announced.~~

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Section 3. **Special Meetings.** The Chairperson of the LRHA, when he or she deems it necessary, shall upon written request of two Commissioners of the Board, call a Special Meeting of the LRHA for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each Commissioner of the LRHA or may be mailed to the business or home address of each Commissioner of the LRHA at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than that as designated in such call, but if all of the Commissioners of the LRHA are present at the special meeting, any and all business may be transacted at such special meeting.

Section 4. **Quorum.** The powers of the LRHA shall be vested in the LRHA Commission. Three Commissioners present shall constitute a quorum for the purpose of conducting its business or exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the LRHA upon a vote of a majority of the Commissioners present.

Section 5. **Order of Business.** At the regular meeting meetings of the LRHA, the following shall be the order of business.

- Roll call
- Approval of the agenda
- Reading and approval of the minutes of the previous meeting.
- Approval of new business or resolutions adopting same
- Unfinished business
- Adjournment

All Resolutions shall be printed and shall be placed in the journal of the proceedings of the LRHA.

Section 6. **Manner of Voting.** The voting on all questions coming before the LRHA shall be by roll call, and yeas and nays shall be entered upon the minutes of said meeting.

ARTICLE IV - AMENDMENTS

Amendments to By-Laws. The by-laws of the LRHA shall be amended only with the approval of at least three of the Commissioners of the LRHA at a regular or special meeting, but no such amendment shall be adopted unless at least seven days prior written notice thereof has been previously given to all Commissioners of the LRHA.

Commissioner _____ introduced the following Resolution and moved for its adoption.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AND APPROVING THE
ANNUAL BUDGETS FOR FISCAL YEAR 2010
FOR THE HOUSING AUTHORITY OF THE CITY OF LITTLE ROCK, AR**

WHEREAS, the Board of Commissioners have received, reviewed and discussed the following annual operating budgets for fiscal year 2010

- Sunset Terrace**
- Parris Towers**
- Cumberland Towers**
- Powell Towers**
- HCV Voucher Program; and**
- COCC**

WHEREAS, to be considered for subsidy funding, the Housing Authority of the City of Little Rock must approve the federally funded program budgets by December 31, 2009.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF LITTLE ROCK, ARKANSAS, that;

Section 1. That the following annual operating budgets for fiscal year 2010: Sunset Terrace; Parris Towers; Cumberland Towers; Powell Towers; HCV Voucher Program; and COCC as submitted, amended, and summarized by fund, hereby is approved and adopted.

Section 2. That the budgets hereby approved and adopted shall be signed by and made a part of the public records of the Housing Authority of the City of Little Rock.

Commissioner _____ seconded the motion and upon roll call the vote was recorded:

“Ayes”- Commissioners _____

“Nays”- Commissioner _____

The chairperson thereupon declared the motion carried and the Resolution adopted.

H. Bradley Walker, Chairman

Shelly Ehenger, Executive Director

PROPOSED LRHA 2010 Board of Commissioners Regular Meeting Schedule

Month	Date	Time	Location
<i>January</i>	27	11:30 a.m.	<i>Administration Office, 100 South Arch Street</i>
<i>February</i>	24	6:00 p. m.	<i>Parris Towers, 1800 South Broadway Street</i>
March			No regular meeting.
<i>April</i>	28	11:30 a.m.	<i>Cumberland Manor Office, 2711 South Scott Street</i>
<i>May</i>	26	6:00 p.m.	<i>Administration Office, 100 South Arch Street</i>
June			No Regular Meeting.
<i>July</i>	28	11:30 a.m.	<i>Administration Office, 100 South Arch Street</i>
August			No Regular Meeting
September			No Regular Meeting.
<i>October</i>	27		<i>Administration Office, 100 South Arch Street</i>
November			No regular meeting.
<i>December</i>	15		

Additional meeting dates may be scheduled, as needed.

This is a proposed schedule.

Executive Director's Report

ARRA Grants:

On October 30, the HUD field office conducted an onsite review of LRHA ARRA files. The reviews are required by HUD headquarters for all public housing agencies in the state. The report received by the LRHA on December 3, 2009 resulted in no issues with the ARRA grant funding disbursement. A remote review will be conducted when 25% of the total grant award is expended or obligated.

Task orders and notices to proceed have been issued to the A & E firms.

The press conference held on November 17 in the HUD Field Office is being broadcast on the City's public access channel. Thank you cards have been sent to all those making the press conference a success.

Partnerships:

LRHA and DHS executed a Memorandum of Agreement to work jointly on the Family Unification Program (FUP). This is a HCV program that will provide an additional 100 vouchers, if funded by HUD.

LRHA offered to assist the City in relocating two neighborhood alert centers. Parris Towers and Sunset Terrace alert centers will be closing.

Grants Status

HUD has not announced the ROSS grant recipients for 2009 LRHA's application for one position for three years was for \$141,000, with 26% match.

NTIA broadband applications have not been announced. The four applications submitted by LRHA are pending.

LRHA submitted an application in response to the HUD announcement for funding for FSS Coordinator position(s). LRHA applied for two positions. The application submitted by LRHA is pending.

Mixed finance Developments:

Metropolitan Village and Cumberland Manor: Construction and lease up continues. Due to the weather construction scheduled has been pushed back to a December substantial completion.

Print media coverage of the LRHA community revitalization efforts was well received.

Upcoming Training Opportunities

Arkansas NAHRO Winter Conference
Little Rock, AR, December 9-11, 2009

NAHRO National Conferences

2010 Legislative Conference: March 29-31, Washington, DC

2010 Summer Conference: July 22-24, Boston, MA

2010 National Conference: October 31-November 2, Reno, NV

PHADA National Conferences

2010 Commissioners' Conference Tampa, Florida. January 10-13, 2010

2010 Annual Convention and Exhibition Las Vegas, Nevada. June 6-9, 2010

2010 Legislative Forum Washington, DC. September 12 – 14, 2010

Submitted December 9, 2009

Human Resources Report – Month of November 2009

Total Employees: 54

Open Positions: 2 vacant positions HCV Team Lead, Maintenance Mechanic B).

Employee Turnover (January - November 2009)

YTD 29.62% turnover

Death (1)

Voluntary Resignations (13)

Terminations (2)

Employee Training 2009 YTD Total Spent \$61,614.80

Monthly Training included:

- ADP Training (1) employee, US Green Building (1) employee, PHA Nuts and Bolts (3) employees

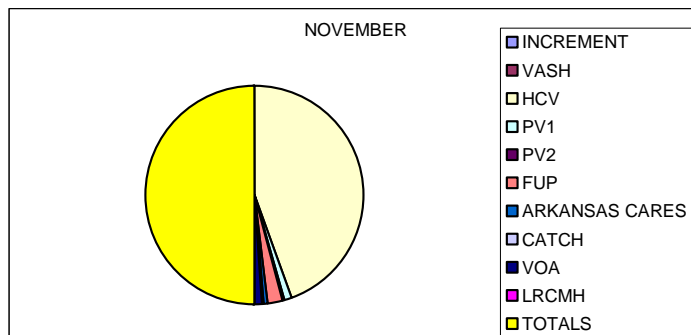
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

As of November 30, 2009

Monthly Lease up Rate: (96%) PIC Submission Rate: 100.83%

Housing Choice Voucher Targeted Funding Programs

INCREMENT	NOVEMBER PAYMENTS	YEAR-TO-DATE JAN-NOV 2009
VASH	1,641.00	26,452.00
HCV	880,359.36	9,316,125.40
PV1	23,782.00	185,592.00
PV2	4,796.00	48,853.55
FUP	48,094.00	570,230.79
ARKANSAS CARES	6,595.00	93,488.00
CATCH	10,372.00	85,813.00
VOA	16,963.00	194,837.00
LRCMH	2,509.00	29,674.00
TOTALS	995,111.36	10,551,065.74



The Little Rock Housing Authority Section 8 Housing Choice Voucher Program current funding represents over 2000 families. The LRHA has the following seven "Targeted" Programs.

The HUD- Veteran Affairs Supportive Housing Program (VASH) combines HUD HCV rental assistance for homeless veterans with case management and clinical services provided by the Veterans Affairs at its medical centers and in the community. (Total set as vouchers 33)

Family Unification Program (FUP) combines Section 8 rental assistance to families whose lack of adequate housing is a primary cause of the separation, or imminent separation, of a child or children from their families. (100)

Arkansas Cares provides services to mothers with dual diagnosis of substance abuse and mental health problems. Both agencies have formed a partnership to assist in adequate, safe and decent housing. (25)

Central Arkansas Care Team for the Homeless (CATCH) consists of four partnering agency. Agencies are Black Community Developers, LR Community Mental Health, Our House and Women and Children First. CATCH provides the working homeless (families and individuals) with safe, clean, comfortable housing; food; free child care; education; and job training in order that they may return to independence and lead productive lives. (25)

Goodwill assists people with disabilities and other special needs to reach their highest potential through training, education, employment and housing services. (5)

Volunteer of America combines HCV Single Room Occupancy to prevent and end homelessness for individual and families. (50)

Little Rock Community Mental Health Section 8 Moderate Rehabilitation provides accessible, innovative and progressive behavioral healthcare to enhance the well-being of the individual, the family and our community with assistance of Section 8 housing. (8)

VOA and LRCHMH are separated from the regular HCV program.

Opening of HCV Wait List

December 15

**REAL ESTATE DEVELOPMENT
2009 YEAR-END REPORT**

New Horizon (RHFF)

Total Number of Units Sold:	9
Total of Sales:	\$955,000.00
LRHA Proceeds:	\$730,820.89
LRHA Grants:	\$213,330.86
Supplemental Grants:	\$40,200.00

Central and Stephens (ARRA)

Total Number of Units:	14
Total Development Cost:	\$1,466,612
In-Fill Impact:	8 vacant lots and 1 home
Community Meetings:	4

Granite Mountain Senior Homes (CFRC)

Total Number of Units:	40
Total Development Cost:	\$7,041,731 (estimate)
CFRC Grant:	\$2,251,731
LRHA Leverage:	\$590,000
Tax Credit Equity (9%):	\$4,200,000 (based on \$.70 per credit of \$600,000)

Jesse Powell Energy Performance (CFRC)

Total Number of Units:	168
Total Development Cost:	\$2,203,411
CFRC Grant:	\$1,664,976
LRHA Leverage:	\$138,435
EPC Financing:	\$500,000 (estimate)

REO Acquisition (ARRA)

Total Number of Units:	1
Total Development Cost:	\$85,000
Total Acquisition Cost:	\$68,000 (50% of appraised value)
Total Rehabilitation Cost:	\$17,000 (estimate)

Metropolitan Village and Cumberland Manor

Total Number of Units:	120
Total Development Cost:	\$17,625,760.00 (projected at completion)
LRHA Loans:	\$5,198,000
LRHA Equity (Booker)	\$450,000
State Tax Credit:	\$2,500,000
Tax Credit Equity (9%):	\$6,042,960 (based on \$.70 per credit of \$600,000)

City/Entergy/Public Facilities Board/CAW:	\$428,000
Home Funds:	\$1,000,000
MBS Debt:	\$2,006,800