



Board of Commissioners Meeting Packet

September 23, 2009

11:30 a.m.

**100 South Arch Street
Little Rock, AR 72201**

Agenda

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF THE AGENDA**
- IV. RECOGNITIONS / PRESENTATIONS:** *Various Certifications Issued to LRHA Staff*

- V. ACTION ITEMS:**
 - APPROVAL OF THE MINUTES:** August 23, 2009 Regular Meeting

 - RESOLUTIONS:**
 - Authorizing Condemnation / Eminent Domain for certain properties (*Resolution is being Drafted by WLJ*)

- VI. SPECIAL REPORTS:**
 - Report of Legal Counsel
 - Report of the Resident Ex-Officio Commissioner
 - Central Arkansas Housing Corporation (CAHC)

- VII. OLD BUSINESS:**

- VIII. NEW BUSINESS:**
 - LRHA Board Terms of Office
 - Public Housing Agency Plan (*5 year and annual*) (*to be handed out at the meeting*)

- IX. DIRECTORS REPORT(S):**
 - Financial Report
 - Executive Director Report
 - HCV Program Report
 - Public Housing Report
 - CFP & Contracts Report
 - Real Estate Dev. Report

- X. PUBLIC PARTICIPATION:**
 - Remarks from Housing Participants
 - Remarks from General Public

- XI. ADJOURNMENT**

BOARD MEETING MINUTES

Meeting Date: August 26, 2009

Meeting held at 6:30 p.m. at the Administrative offices, 100 South Arch Street, Little Rock AR 72201

Commissioners Present:

Commissioner Walker, *Chair*
Commissioner Gray
Commissioner Webb
Commissioner Stephens

Commissioners Absent:

Commissioner Polite, *Vice Chair*

Resident Advisory Board:

None

Ex- Officio Liaison

Aaliyah Khabeer, *RAB*

Legal counsel:

Bettina Brownstein, *WLJ, LLP*

Other:

Stan Parks, S & P and Company
Brian Black, Bell Corley Black Architects

Staff:

Shelly Ehenger, *Executive Director*
Ron Hooks, *Director of Finance*
Pam Williams, *HCV Program Director*
Tina Gooch, *Director of Public Housing*
Gerald Turner, *Director of Real Estate Development*
Jake Yancey, *CFP Coordinator*
Jada Johnson, *Administrative Assistant*

Media:

None

General Public:

Rosalyn Miller, UALR

Item 1: Call to Order

The chairperson called the meeting to order at 6:30 p.m.

Item 2: Roll Call

Jada Johnson provided the roll call. A quorum was declared present

Item 3: Action Items

Commissioner Stephens moved that the minutes for the May meeting and the Special meeting held in August be approved. **Commissioner Webb** seconded the motion. The following votes were recorded: **“Ayes”– Commissioners Walker, Webb, Gray and Stephens, “Nays”– none.** The Chairperson thereupon declared motion carried and the Minutes were adopted.

After detail discussion and the introduction of various motions related to the compensation for study and recommendations thereof, **Commissioner Gray** moved to authorize the adoption of the job descriptions and the initial compensation adjustments subject to further action of the Board with respect to balance of salary study. **Commissioner Stephens** seconded the motion. The following votes were recorded: **“Ayes”– Commissioners Walker, Webb, Gray and Stephens, “Nays”– none.** The Chairperson thereupon declared motion carried and the motion accepted.

Item 4: Recognition/ Presentation

Marvin Akins, Laurie Smith, Rhonda Triplett, and Ron Hooks, are recognized with our LRHA Espirit De Corps Award at LRHA Staff meeting for outstanding performance.

Item 5: Approval of Amended Agenda

Amending the agenda was discussed. After the discussion, **Commissioner Gray** moved that the amended Agenda be approved. **Commissioner Webb** seconded the motion. The following votes were recorded: **“Ayes”– Walker, Webb, Gray, and Stephens/ “Nays” none.** The chairperson thereupon declared motion carried and the Agenda was amended.

Item 6: Presentation Independent Auditor

Stan Parks, S & P and Company, LRHA’s Independent Auditor provide to the Board a draft of the fiscal condition of the LRHA. The unaudited financials of LRHA have been reported/ submitted to HUD without any conditions at this time. The report has been given to the commissioners for review purposes. It will be revisited for acceptance in October. Commissioner Walker asked the staff to see if there was a HUD Webinar available to assist in the review process.

Item 7: Directors’ Report

Executive Director: A written report was provided for the Board to review & comment.

Public Housing – A written report was provided for the Board to review and comment.

CFP – A written report was provided for the Board to review and comment.

Real Estate & Development – Highlight of New Horizon Villages sales and homeownership, ARRA development actual numbers of units and cost, Plan for development of Market Rate Units, Development requirements in Stephens and Central High Neighborhood, with an importance to meet HUD October deadlines.

Financial – Section 8, HAP, COCC payments were presented to Board. The Executive Director explained HUD new regulation on using reserves for administrative cost. May and July comparisons were briefly explained. Board also received a brief synopsis on project costs, and identified reductions discussed with HUD, along with LRHA Investments.

Item 8: Special Reports

REPORT OF LEGAL COUNSEL: the following updates were provided:

- NBI Settlement – out of court settlement was reached. A resolution affirming the actions was presented to Board for approval.
- Litigation with Murdock- No trial date set
- Working on condemnation / eminent domain to acquire property in the Stephens and Central High area

REPORT OF Ex- Officio Liaison: the following updates were provided:

- Residents are pleased with new staffing.
- RAB Board working hard to improve quality of life in the sites. Happy the Resident Services Coordinators are in place.

MEETING SCHEDULE: The following changes were discussed:

Revised meeting dates were discussed. They are September 23, October 14, November 18, and December 9. Staff will provide the revised dates and times to the Board.

Item 9: New Business

A discussion regarding the need for additional members on the CAHC Board was held.

Commissioner Webb volunteered to serve on the Board. **“Ayes” Commissioner Walker, Gray and Stephens/ “Nays” none**

AJOURNMENT: There being no further business the meeting adjourned at 9:17 p.m.

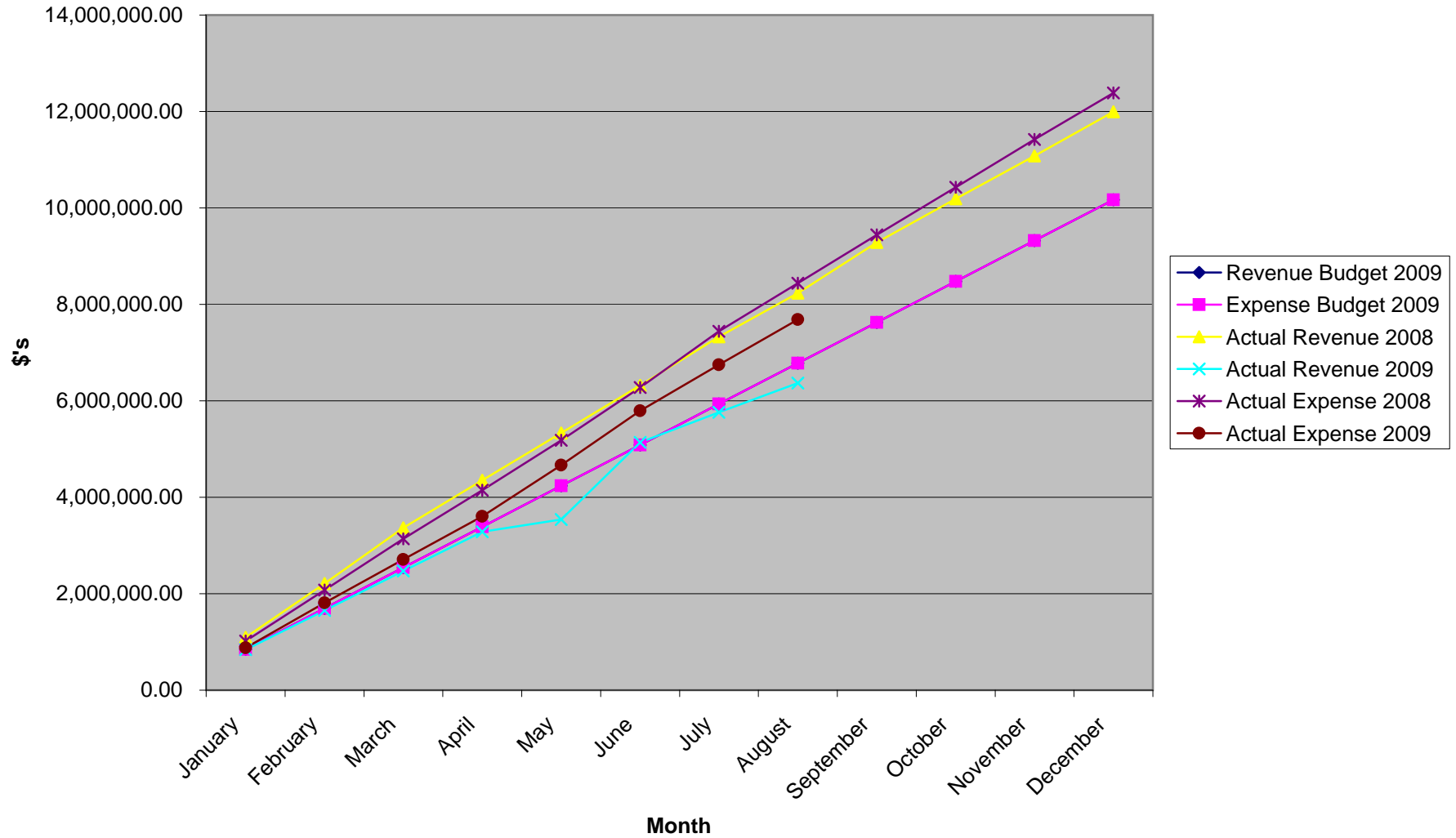
H. Bradley Walker, Chairman

Shelly Ehenger, Executive Director

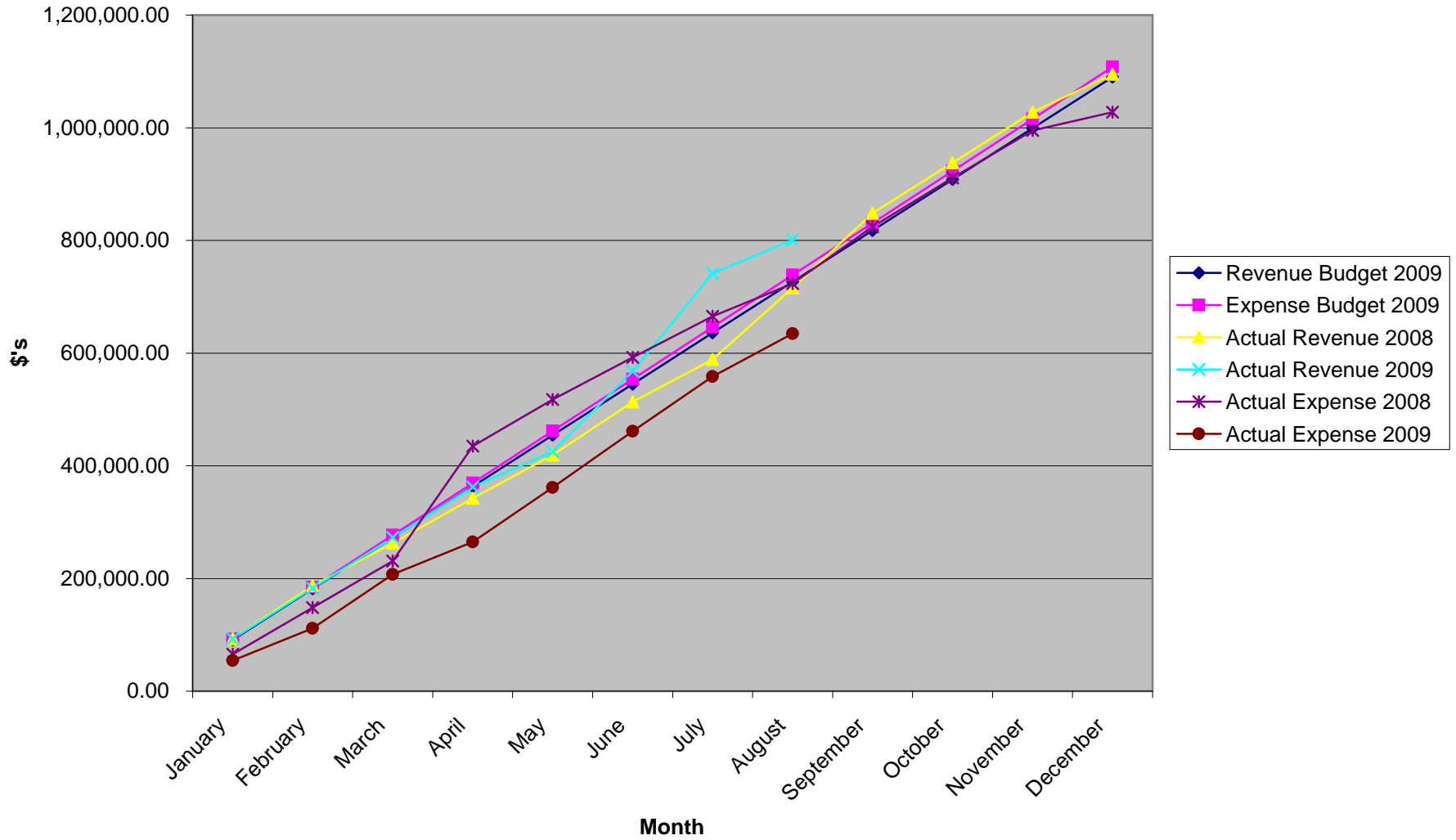
**Housing Authority of the City of Little Rock
Investment Portfolio
as of August 31, 2009**

Department	Acquired Date	Maturity Date	Interest Payable Date	Cuisp #	Description	Amount	Unrealized Gain/Loss	Est Annual Income	Rate
Central Office Cost Center	1/20/2009	3/26/2013	3/26/2010	3133XQCL4	FEDERAL HOME LOAN BANK	240,000	305	8,928	2.980%
Central Office Cost Center	4/9/2009	10/15/2012	4/15/2010	3133F26B6	FREDDIE MAC,BK-ENTRY	450,000	(1,589)	9,000	2.000%
Central Office Cost Center	8/21/2009	8/17/2012	11/17/2009	3128X85Q1	FREDDIE MAC, BK-ENTRY	1,100,000	(4,774)	23,100	2.100%
Central Office Cost Center	12/23/2008	10/15/2012	10/15/2009	3133F2V77	FREDDIE MAC/FREDDIENOTES	160,000	144	6,400	3.550%
Total						1,950,000	(5,914)	47,428	
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Section 8	1/22/2009	1/27/2012	1/27/2010	3136F94L4	FANNIE MAE,BK-ENTRY	900,000	2,736	18,000	2.000%
Section 8 FSS Program	1/22/2009	1/27/2012	1/27/2010	3136F94L4	FANNIE MAE,BK-ENTRY	100,000	304	2,000	2.000%
Section 8	3/4/2009	3/15/2013	3/15/2010	3133F24J1	FEDERAL HOME LOAN BANK	1,000,000	5,590	20,000	2.000%
Section 8	4/9/2009	10/15/2012	4/15/2010	3133F26B6	FREDDIE MAC,BK-ENTRY	1,800,000	(6,354)	36,000	2.000%
Section 8	12/23/2008	10/15/2012	10/15/2009	3133F2V77	FREDDIE MAC/FREDDIENOTES	420,000	399	16,800	3.560%
Section 8	1/20/2009	3/26/2013	3/26/2010	3133XQCL4	FEDERAL HOME LOAN BANK	350,000	445	13,020	2.980%
Total						4,570,000	3,120	105,820	
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PH Resident Security	1/20/2009	3/26/2013	3/26/2010	3133XQCL4	FEDERAL HOME LOAN BANK	20,000	25	744	2.980%
PH Resident Security	4/9/2009	10/15/2012	4/15/2010	3133F26B6	FREDDIE MAC,BK-ENTRY	90,000	(318)	1,800	2.000%
Total						110,000	(292)	2,544	
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Total Invested						6,630,000	(3,087)	155,792	2.51%

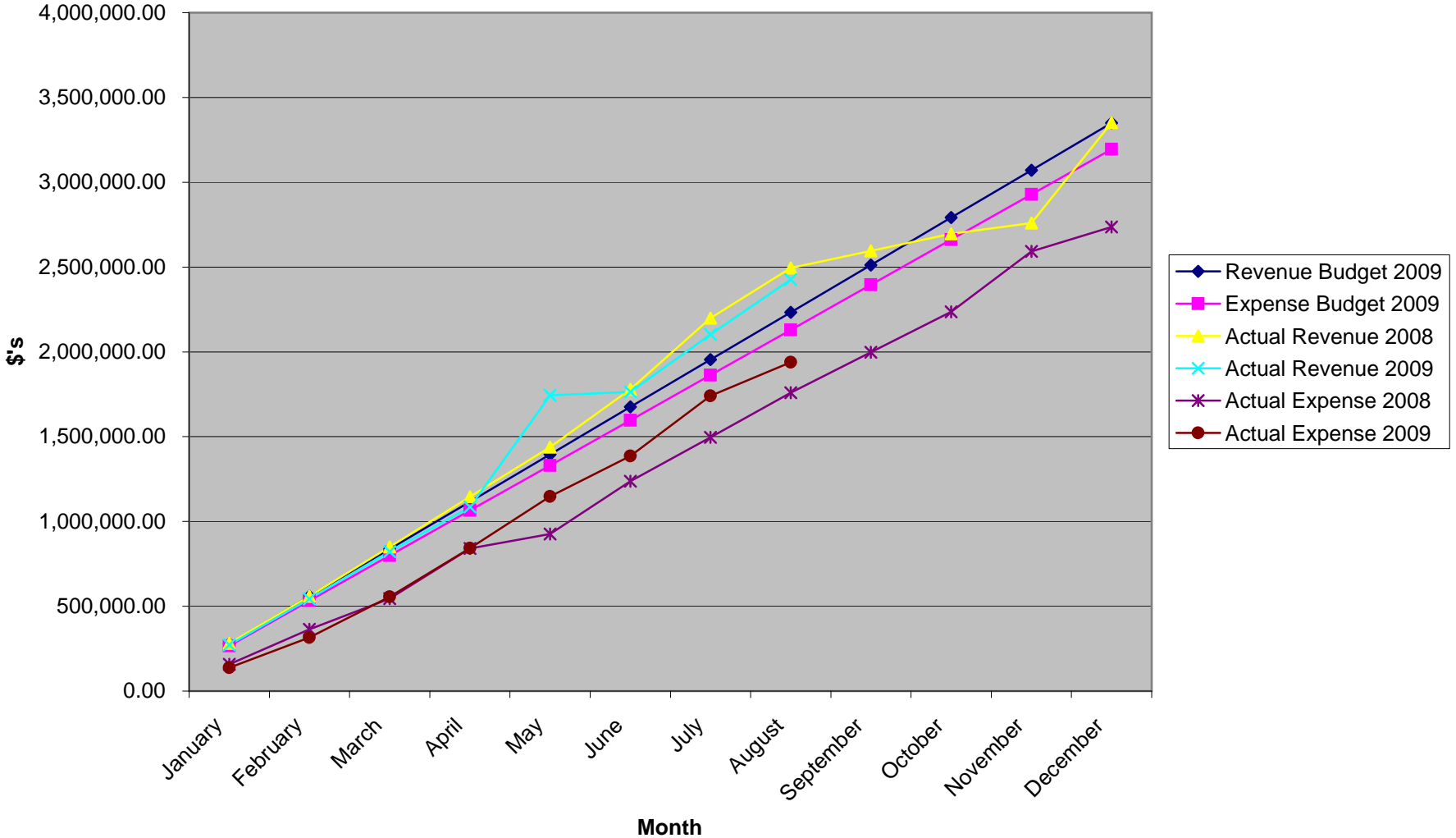
Little Rock Housing Authority Housing Choice Voucher Program - Housing Assistance Payments



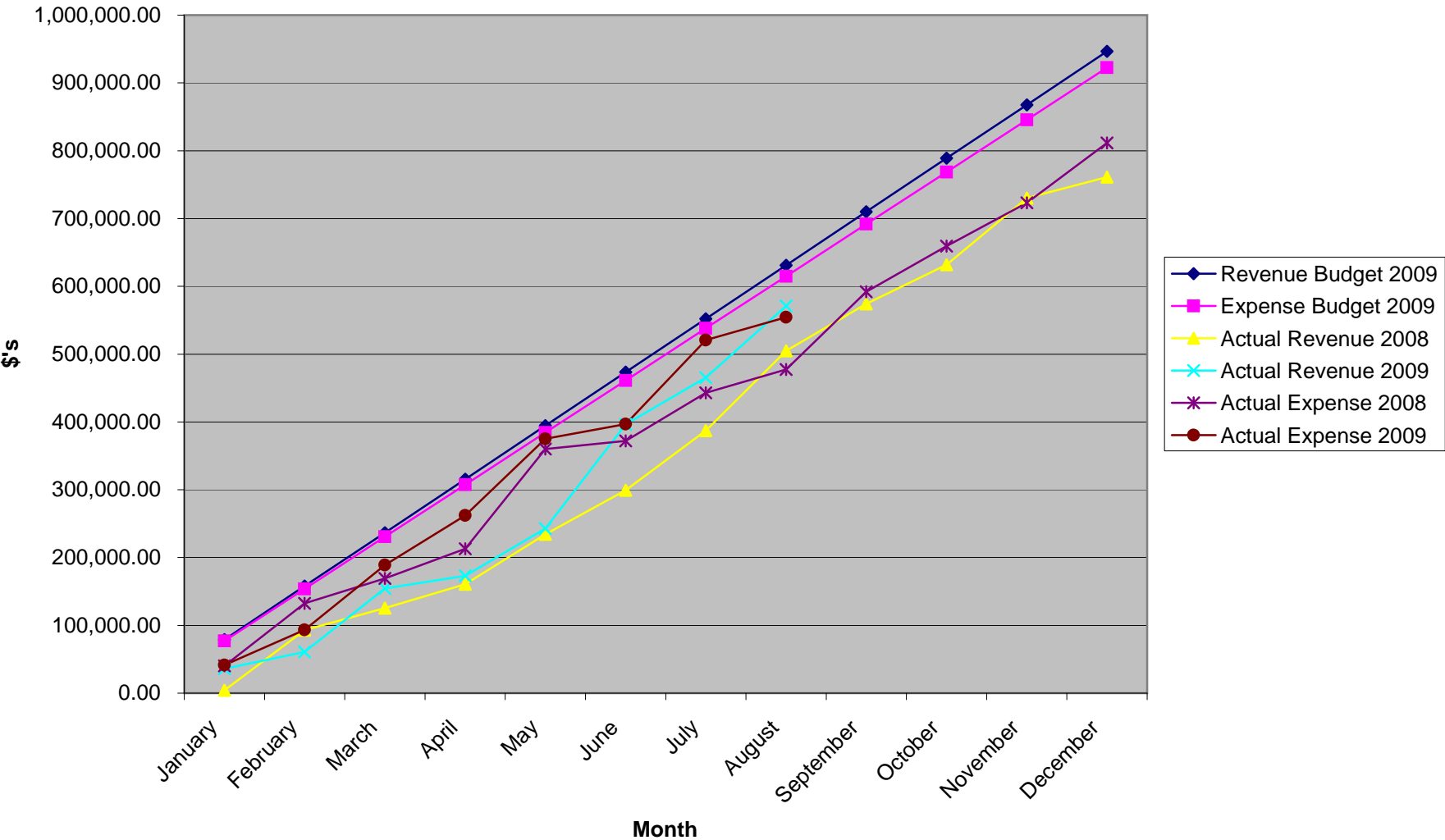
Little Rock Housing Authority Housing Choice Voucher Program - Administration



Little Rock Housing Authority Low Income Public Housing



Little Rock Housing Authority Central Office Cost Center



Executive Director's Report

HUD Review:

The HUD Field Office submitted a letter outlining various matters reviewed and findings of noncompliance. The HCV and PH Director's are in the process of developing Corrective Action Plans for those matters raised. A full report will be presented to the Board in October.

Sunset Terrace:

The City of Little Rock submitted a proposal to the State Fair Grounds Commission that included the expansion of the existing site. Based upon the HUD TDC for replacement of the units it would be estimated at \$13 million to acquire the land and improvements from LRHA.

Partnerships:

LRHA is watching closely the federal actions being taken in regards to ACORN. LRHA has worked with Arkansas ACORN on various projects in the past.

CADC received \$6 million in weatherization funds from the ARRA / Stimulus authorization. LRHA will be hosting a training session with key HCV staff, City of Little Rock, and other stakeholders on how to access the funds and what measures we can develop to accomplish the goals of the weatherization program with CADC.

CALS and LRHA are exploring possible collaboration related to the Children's Library to be constructed on Jonesboro Street.

Grants Status

We have not received any notices related to the awarding of various stimulus grants. The legislation requires the various federal departments programs to award the funds by September 30, 2009.

September 16, 2009 an application for a ROSS grant in the amount of \$141,000 was transmitted to HUD. LRHA's match is 26% of the total requested. If awarded, the funding is for a three year period.

Mixed finance Developments:

Metropolitan Village and Cumberland Manor: Apartments are being turned for lease up. On site management is in place and making offers. A presentation to the Shalom Zone Board and neighborhood will be made on September 21.

Upcoming Training Opportunities

NAHRO National Conference and Exhibition

October 4-6, 2009

Washington Marriott Wardman Park

2660 Woodley Road, NW

Washington, DC 20008

Submitted September 17, 2009

Human Resources Report

Total Employees: 52

Open Positions: 5

Employee Turnover (January - August 2009)

1.92% Month

YTD 29.35% turnover

Death (1)

Voluntary Resignations (12)

Terminations (2)

Employee Training 2009 YTD Total Spent \$42,066.93

Trainings include:

- Supervisory, Asset management, Green Technology, Dealing with Difficult People, VASH Conference, Human Resource Conference, NAHRO, Capital Funds, and Inspections

No employees have taken advantage of the Education Policy!!

Other:

- Swine Flu precautions and plan being developed and implemented
- Employee Tour Agency Plan Update / Sept 24, 2009

Section 8 Housing Choice Voucher Program
August 31, 2009

PIC Submission Rate: 101.45%

The Disaster Housing Program (DHAP) to HCV Conversion Program ended August 31st. 35 Housed

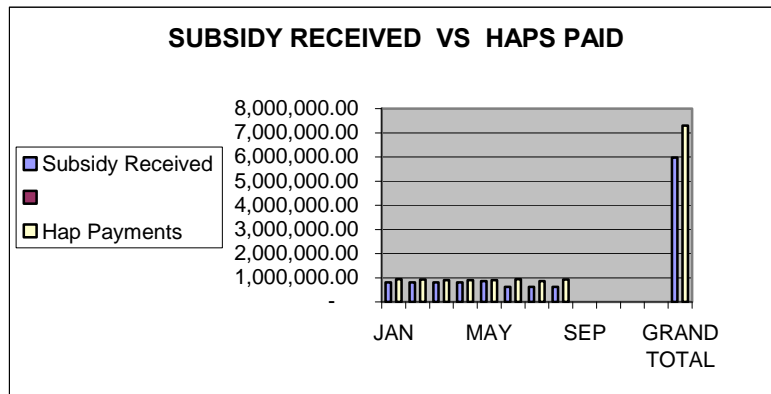
Current Lease Up Rate: 94.479%

No. Families Shopping: 202 New Vouchers: 114

Annual Landlord Meeting: October 22, 2009
Opening Aristotle Wait List November 2009

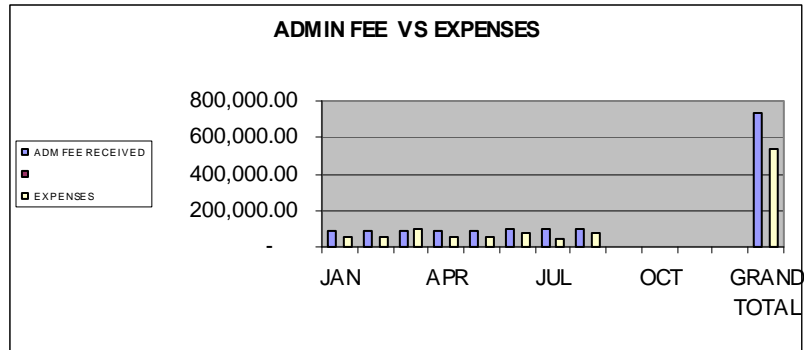
SUBSIDY VS HAP PAYMENTS RECEIVED

Subsidy Received vs HAP Payments		
	Subsidy Received	Hap Payments
JAN	814,543.00	941,422.80
FEB	814,543.00	933,266.53
MAR	814,543.00	898,039.80
APR	814,543.00	896,208.00
MAY	855,270.00	903,717.55
JUN	622,173.00	939,512.00
JUL	622,173.00	856,358.00
AUG	622,173.00	926,776.00
GRAND TOTAL	5,979,961.00	7,295,300.68

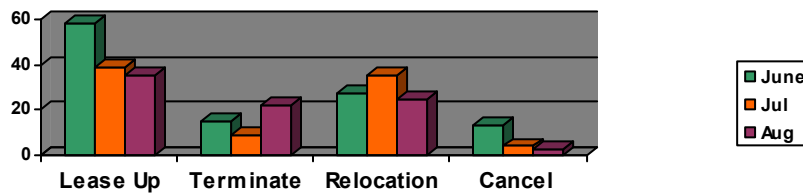


ADMINISTRATIVE FEE RECEIVED VS EXPENSES PAID

	ADM FEE RECEIVED	EXPENSES
JAN	89,854.00	54,033.98
FEB	89,854.00	60,000.58
MAR	89,854.00	94,665.10
APR	89,854.00	58,394.62
MAY	89,854.00	57,521.00
JUN	94,104.00	81,320.00
JUL	94,104.00	48,173.00
AUG	94,104.00	79,805.00
GRAND TOTAL	731,582.00	533,913.28



LEASING VS TERMINATION



Public Housing Management Report

Property Management Report

Data as of August 31, 2009

Data	Cumberland Towers	Parris Towers	Powell Towers	Sunset Terrace
Occupancy %	98	98	99	92
Occupied Units	175	239	163	65
Vacant Units	3	5 Mod+5= 10	4 Mod +1= 5	1Mod+6= 7
Rent Charged	\$39,600	\$51,160	\$33,472	\$8,452
Rent Collected	\$48,596	\$48,506	\$37,665	\$9,203
14 Day Notices	8	16	41	41
Move Ins	1	5	8	1
Move Outs	4	3	10	1
Waitlist	22	6	18	267
Evictions	0	2	3	1

Management Operations: Personnel have completed the following training in the month of August:

- Standardized Tenant File for all sites—all documents/forms will be placed on shared drive in a dedicated folder to simplify this process, still in process
- Tenant File Quality Control Checklist for each tab
- Uniformed Make-Ready boards at all sites to decrease unit turn-around days
- LRHA Policies/Procedures Review—expectations established and feedback loop in-place, still in process
- Regulations/Forms in congruence with HUD, still in process
- Effective Planning/Time Management

Staff Changes:

Sabra Miller is the Resident Service Coordinator for Sunset Terrace and Powell Towers.

Dorothy Brown is now in the position of Resident Service Coordinator for Cumberland Towers and Parris Towers.

Christi Walls was promoted to Manager of Parris Towers.

We are currently advertising an opening for an Assistant Manager at Cumberland Towers and Parris Towers and a Utility laborer at Cumberland Towers.

Sunset Terrace: The LRHA Team hosted a Back To School Event. The LRHA Team worked with the parents and guardians to provide uniforms and school supplies for the students. The parents signed an authorization form to allow LRHA to check in on the students at school. The students signed a Promise Note to attend school, to always to their best and to stay drug free and free from violence.

Powell Towers: The Manager hosted a Neighborhood Night Out in the community room. She provided information and did a skit to demonstrate how one should protect themselves from criminal element and had over thirty residents to participate.

Parris Towers: The Team put out flyers and provided transportation to the Neighborhood Night Out at The Arch Street Alert Center.

Cumberland Towers: The Residents are actively helping the Resident Service Coordinators educate the residents about the purpose of Resident Advisory Boards and the Resident Counsel Officers and help initiate the election process for all open positions.

Tina Gooch
Director of Public Housing

Capital Funds Program/Contract Report

Recent Solicitations

Powell Towers Re-roof- Bids are in, contractor will start tear-off 9/21/09

Hollingsworth Demolition- Bids are in, contractor started Demo 9/10/09

Replace Fan Coil Units at Parris Towers- Bids are in, still qualifying contractor

Replace Flooring at High-Rises- Bids are in, still qualifying contractor

Status of Recent Awards

- **Consulting Engineering Services for Energy Performance Contracting RFP-** The EPC project is going great. We recently submitted our Preliminary Plan to HUD and received their approval. We are currently awaiting further information from HUD regarding the Capital Fund Recovery Competition and how it may affect our project.
- **Domestic Hot Water and Boiler Replacement at Parris Towers-** Project Complete
- **IFB Electrical Bus Replacement at Parris Towers-** Project Complete
- **Installation of A/C units at Sunset-** We have installed 21 units thus far. The crew is able to install 3 Units a day. The tenants are very excited!

**Little Rock Housing Authority
Capital Funds Expenditures
As of August 17, 2009**

Grant	Award Date	Effective Date	Budget	Obligated	Expended	Available	% Obligated % Expended	
CFP 501-05	7/22/2005	8/18/2005	1,418,932	1,418,932	1,418,932	-	100%	100%
CFP 501-06	6/18/2006	7/18/2006	1,446,139	1,446,139	1,271,637	174,502	100%	88%
CFP 501-07	9/19/2007	9/19/2007	1,509,929	1,509,929	853,311	65,618	100%	57%
CFP 501-08	6/13/2008	6/13/2008	1,267,060	121,079	0	656,618	10%	0%
CFP 501-09	9/13/2009	9/13/2009	1,318,556	0	0	1,318,556	0%	0%
Grant Totals	-	-	6,960,616	4,496,079	3,543,880	2,464,537	65%	51%

Grant	Award Date	Effective Date	Budget	Obligated	Expended	Available	% Obligated % Expended	
RHF 502-03	12/23/2003	12/23/2003	925,602	925,602	925,602	-	100%	100%
RHF 502-04	8/19/2004	8/19/2004	1,083,122	1,083,122	1,016,420	66,702	100%	94%
RHF 502-05	7/22/2005	7/22/2005	902,002	902,002	661,919	240,083	100%	73%
RHF 502-06	6/8/2006	6/8/2006	817,746	817,746	-	817,746	100%	0%
RHF 502-07	9/19/2007	9/19/2007	428,077	428,077	-	428,077	100%	0%
Grant Totals	-	-	4,156,549	4,156,549	2,603,941	1,552,608	100%	63%

*Notes: RHF Grants are restricted based upon RHF Plan. RHF 502's are obligated to Cumberland Manor and Metropolitan

Grant	Award Date	Effective Date	Budget	Obligated	Expended	Available	% Obligated	% Expended
RHF 501-07	9/19/2007	9/19/2007	399,374	399,374	-	399,374	100%	100%
RHF 501-08	6/13/2008	6/13/2008	268,054	268,054	-	268,054	0%	0%
RHF 501-09	9/13/2009	9/13/2009	249,692	249,692	-	268,054	0%	0%
RHF 501-10	TBD	TBD	249,692	-	-	268,054	0%	0%
RHF 501-11	TBD	TBD	249,692	-	-	268,054	0%	0%
Grant Totals	-	-	1,416,504	917,120	-	1,471,590	65%	0%

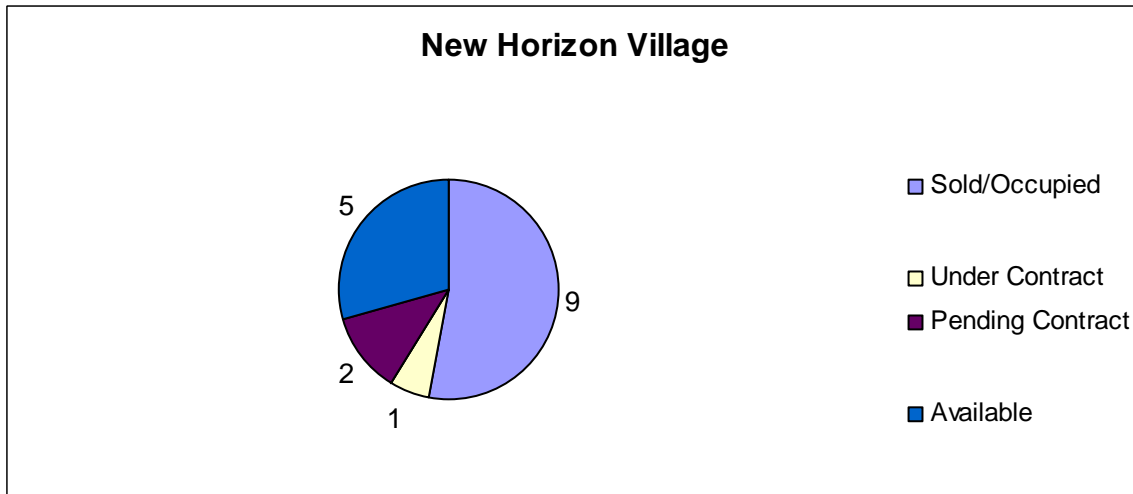
Grant	Award Date	Effective Date	Budget	Obligated	Expended	Available	% Obligated	% Expended
RHF 502-08	6/13/2008	6/13/2008	543,128	543,128	-	-	100%	0%
RHF 502-09	9/13/2009	9/13/2009	286,019	286,019	-	-	100%	0%
RHF 502-10	TBD	TBD	286,019	286,019	-	-	100%	0%
RHF 502-11	TBD	TBD	286,019	286,019	-	-	100%	0%
RHF 502-12	TBD	TBD	286,019	286,019	-	-	100%	0%
Grant Totals	-	-	1,687,204	1,687,204	-	-	100%	0%

RHF Grants are restricted to approved RHF Plans

Grant	Award Date	Effective Date	Budget	Obligated	Expended	Available	% Obligated	% Expended
CFRG (ARRA	3/17/2009	3/17/2009	2,630,644	381,253	171,399	2,459,245	14%	4%

REAL ESTATE DEVELOPMENT

New Horizon Village Status Report



ARRA Formula Development

Staff is working to acquire 8 residential lots in the Central and Stephens neighborhoods. Legal counsel has prepared a resolution to authorize the use of eminent domain in an effort to acquire properties that are tax delinquent with absentee landowners and for properties that may need title work to ensure the developments have clear and merchantable title. Legal is preparing the Resolution.

Staff has coordinated a community meeting for the Central neighborhood as listed below:

Central Neighborhood Community Meeting

September 22, 2009
Bullock Temple CME Church
1513 South Park Street
6:30 PM

Energy Efficiency Specifications

In order to minimize utility consumption, each unit will meet the specifications to ensure maximum energy performance, which will result in the long-term saving to LRHA.

1. Ceiling fans will be installed in each bedroom and living room.
2. Shower heads will not exceed a 2.5 gallon per minute flow rate.
3. ½" insulation will wrap hot water pipes
4. Fluorescent light features will be installed in the kitchen, bathroom(s) and utility room area.
5. Exterior wall insulation must have an overall R-16 minimum for the entire wall assembly.
6. An exterior house wrap (e.g. TYVEK) must be installed.
7. Roof or attic insulation must have an R-38 minimum rating.
8. All water piping located on exterior walls and in attic space must be insulated.
9. Sound proofing or insulation achieving a sound rating of STC 54 is required in common/party walls and ceilings.

10. Gas or oil heated systems shall have a minimum AFUE rating of 90% with a minimum 13 SEER rated air conditioning system.
11. Heat pump systems shall have minimum HSPF rating of 7.8 with a minimum 13 SEER rated air conditioning system.
12. Windows shall have frames and sashes constructed of wood, vinyl-clad wood, or extruded vinyl. Windows shall have two or more panes of insulated glass, at least one pane of which has a Low-Emission (Low-E) coating, which are argon gas filled. Windows shall have a U-Factor of not greater than 0.41.

REO Program

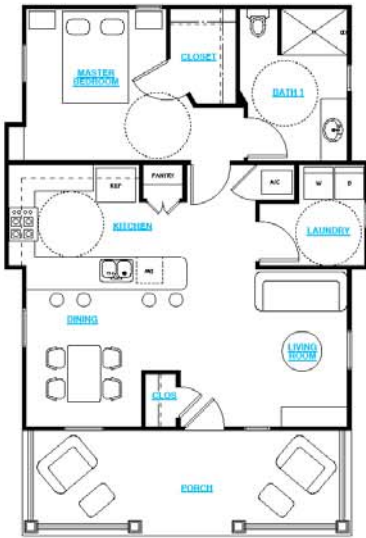
Pursuant to the HUD Real Estate Owned Program, LRHA will acquire three homes in Central Arkansas. Environmental Reviews and acquisition budgets are being completed in anticipation of an executed purchase agreement from HUD. The properties are as follows:

- 23 Glade Road, Jacksonville**
- 165 Rollings Oaks Dr, Maumelle**
- 15 Farvu Court, North Little Rock**

Submitted by Gerald Turner



BLACK
CORLEY
OWENS +
HUGHES
ARCHITECTS
117 W. 80TH ST.
LITTLE ROCK, AR 72205
(501) 313-7884
(501) 313-0887



Floor Plan

SCALE: 1/4" = 1'-0"

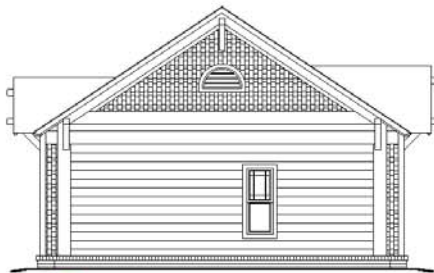
831.5 S.F.



Front



Side



Rear



Three New Duplex Designs for the:
Little Rock Housing Authority
Little Rock, Arkansas

Client Revisions	
1	Client Revisions
2	
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Professional Stamp

Client Title:
**1BR/1BA
Wheelchair
Accessible**

Date: 8-14-2008
Sheet Number:

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