

FHA DEVELOPMENT, INC.
Regular Meeting Minutes
Tuesday, March 30, 2021, 6:00 pm
Via Zoom

I. Call to Order

Director Terry called to order the regular meeting of the FHA Development Board of Directors at 6:00 on Tuesday, March 30, 2021 via Zoom.

II. Roll Call

Roll call was conducted, all Directors were present. Also present was Interim Executive Director Berry.

III. Review & Approval of previous minutes

Motion to table previous minutes for next meeting, seconded, passed unanimously.

IV. Review & Approval of Agenda

Request for resolution regarding forensic financial accountant for FHA Development, added as Item D under New Business.

Request for standing report from managers regarding state of the properties, added as Item E under New Business.

Request for structural description of employees who work for FHA Development, added as Item F under New Business.

V. Old Business

A. Cardinal Capital meeting between Board Chair & Interim ED

The Board Chair and Interim Executive Director Berry will be meeting with Cardinal Capital on April 5th to review the past and current state of affairs as well as the path going forward.

VI. New Business

A. Resolution #36: Removal of Geneva Angela Belford as officer of FHA Development

Motion to remove Geneva Angela Belford as an officer of FHA Development, seconded. The motion passed unanimously.

B. Resolution #37: Board Chair Authorization of John Berry as Interim Executive Director as second signer on FHA Development bank accounts and to conduct business on behalf of FHA Development Inc.

There was discussion regarding the process for setting the second signer on checks. Motion made to authorize John Berry as Interim ED as second signer on FHA development and conduct business on behalf of FHA Development. Motion was seconded, passed unanimously.

C. Current Status of FHA Development Inc. Financials

Weekly meetings have been set with the Board Chair, Interim ED, Finance Manager, and Director of Housing to review current projects and properties. There was a review of what shared documents would be available by the next board meeting.

There was discussion regarding bringing up the properties to HUD standards, and the process for inspections. Inspections would require a third party, costing \$75 per inspection.

There was a suggestion for site tour for other members of the Board of Directors.

D. Request opinion from FHA Development Inc. to Jim Crouch to advise on forensic financial audit process

A motion was made to hire a forensic CPA to review FHA Development financials, which started a discussion regarding the process of doing so.

A friendly amendment was to the motion to read: Request an opinion from Attorney Crouch to conduct external forensic audit for FHA Development, Inc.

Motion was seconded, passed unanimously.

E. Monthly Review of all FHA Development Inc. properties/projects Dashboard

There was discussion of creating a Dashboard similar to the one that FHA presents to the Commissioners that would allow for a review of past and current state of affairs.

First priority is to have all pertinent documents uploaded to the shared folder for the Board of Directors, which can inform the creation of the monthly Dashboard.

F. Structural make-up of FHA Development Inc. personnel

Interim ED Berry described the allocation of work from FHA Staff for FHA Development, which was approved by the Board of Commissioners and Board of Directors.

There was a request for a number regarding cost of labor for FHA Development, and a request for clarification regarding maintenance and renovations.

There was a suggestion to have a larger contractor do an estimate of costs for renovations. There was discussion of having AmeriCorps come out versus a professional crew versus hiring and training an in-house renovation crew.

VII. Final Comments and Announcements

There was a request last meeting for the resolution regarding the Hillcrest 2 project RFP. There was discussion regarding Cardinal Capital and the scope of that work. The attorneys at Little Rock have been reached out to regarding this matter. There was a suggestion to reach out to Jim Petty. There was a request for outstanding and paid invoices report for Capital Cardinal. Director of Housing Butler clarified the number of current maintenance technicians and current openings. It was requested of Interim ED Berry to forward the open positions to the Board for dispersal.

VIII. Adjournment

Director Terry adjourned the meeting at 7:50 pm.