

MINUTES OF MEETING
OF
THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

The regular meeting of the Board of Commissioners of the Metropolitan Development and Housing Agency was held on Tuesday, August 9, 2016, at 11:30 a.m. in the Collaboration Room at the Gerald F. Nicely Building, 701 South Sixth Street, Nashville, Tennessee.

PRESENT: Ralph Mosley, Chair
 Melvin Black, Vice Chair
 Jimmy Granbery, Vice Chair
 Miniimah Basheer
 Antoinette Batts
 Gif Thornton
 Charles Robert Bone

ABSENT: None

ALSO PRESENT: James Harbison, Secretary-Treasurer and Executive Director
 James Thiltgen, Deputy Executive Director
 Margaret Behm, Legal Counsel
 Tremecca Doss, General Counsel
 Melinda Hatfield, Director of Finance
 Will Biggs, Director of Affordable Housing
 Angie Hubbard, Director of Community Development
 Norman Deep, Director of Rental Assistance
 Ed Shewmaker, Director of Construction
 Joe Cain, Director of Urban Development
 Steve Adams, Assistant Director for Human Resources
 Connie Martin, Assistant Director for Affordable Housing
 Aaron Darden, COO Affordable Housing
 Julia Moss, RAD Coordinator
 Suzie Tolmie, Homeless Coordinator
 Vanessa Melius, Grant Writer Coordinator
 Jamie Berry, Director of Communications
 Jean Merkle, Administrative Assistant to the Board of Commissioners
 Doris Gillespie, President, Edgefield Manor
 Kiesha Smith-Hill, Manager, Edgefield Manor Towers
 John Cooper, Councilman
 Adriane Harris, Mayor's Office

Chair Mosley called the meeting to order and requested approval of the Minutes of the Meeting of July 12, 2016. Commissioner Granbery moved adoption of the following resolution:

Resolution No. 46-16

“RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, That it hereby approves the Minutes of the Meeting of July 12, 2016, as submitted.”

The motion was seconded by Commissioner Black, and upon vote all voted “aye”. None voted “no”.

Chair Mosley introduced Doris Gillespie, President, Edgefield Manor Resident Association, and Keisha Smith-Hill, Manager, Edgefield Manor. He said both will have an opportunity to speak later in the meeting.

Mr. Harbison said that on July 25 MDHA hosted Dr. Mark Joseph, Founding Director of the National Initiative on Mixed-Income Communities at Case Western Reserve University, for a day of intensive staff training and discussion on what makes for success in mixed income communities. He stated the first RAD closing for Levy Place was on July 29.

Commission Thornton entered the meeting.

Commissioner Black reported on the Finance & Audit Committee held on August 4, 2016. He stated Amy Broadwater with RubinBrown presented the Audited Financial Statements for Vine Hill, Preston Taylor and Ryman Lofts for the December 31, 2015 year end. A summary of the Net Operating Income per unit was presented and reviewed for each property. Also presented was a schedule showing the property’s expense trends per unit comparison for major expense categories to highlight changes from 2014 to 2015. Commissioner Black said the RubinBrown representatives commended the Finance Department’s staff on the quick turnaround of all audit scheduled which allowed them to meet audit report deadlines and the timely filing of all tax returns. He said Maria Silberberger, Senior Account, was in attendance. Ms. Silberberger has the fiscal responsibility for the three entities.

Commissioner Black stated Ms. Broadwater discussed the recent Levy Place sale to CREA and the 10% Carryover Test prepared by RubinBrown for Low Income Housing Tax Credit compliance. He said the agency is working with the Metropolitan Government’s Legal Department to insure properties owned by MDHA but leased to Investor Partnership will be exempt from property taxes.

Commissioner Black said that Ken Couser from Vanguard was in attendance and reviewed the agency’s retirement plan. Mr. Couser and the committee discussed how to educate plan participants on ways to rebalance account balances to investments with better returns. Two motions were offered by Chair Mosley. The first was to implement the Negative Election with a 30-60 day transition period to give participants the opportunity for reeducation of the various options provided by Vanguard. The second motion

was to have Vanguard work with the Human Resources to review best practices and other local plans for recommendations for plan changes to better align with current workplace conditions. Commissioner Thornton seconded the motion with the committee voted yes. Vanguard will present any recommendation and/or findings to the committee and agency staff.

Commissioner Black stated Ms. Hatfield presented the June 30, 2016 Budgetary Comparison, Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position in broad categories by program type. The Low Rent Housing budget comparison reflects an actual Net Operating Income of \$6.5 million versus the period to date budget of \$2.5 million. She stated the positive variance is due to higher proration in Operating Subsidy of 89.76%, 28 vacant positions and lower than budgeted utility, materials and maintenance expenses.

Commissioner Black said Ms. Hatfield next reported the COCC's Net Operating Loss of \$473,000 compared to a budgeted net loss of \$660,000 due to current vacant positions. She said the Rental Assistance administrative budget reflects a positive variance of \$16,000 due to HUD's adjustment of 2015 administrative funding. Ms. Hatfield also presented the financial statements for the Vine Hill, Preston Taylor and Ryman Lofts LLCs. The last item was an explanation of the upcoming 2017 budget process

Angie Hubbard, Director of Community Development, stated that in June the U.S. Department of Housing and Urban Development announced the award of a Choice Neighborhoods Planning Grant in the amount of \$500,000 to MDHA to create a revitalization plan for the Napier and Sudekum housing developments. The Board is asked to accept the award and authorize the execution of the Grant Agreement by the Executive Director. Commissioner Black moved adoption of the following resolution:

Resolution No. 47-16

“WHEREAS, the Metropolitan Development and Housing Agency (MDHA), in collaboration with the Martha O'Bryan Center (MOBC), applied for a Choice Neighborhoods Planning Grant to create a plan for revitalizing the J.C. Napier Homes (Napier) and Tony Sudekum Apartments (Sudekum) and the surrounding community; and

WHEREAS, on June 28, 2016, the U.S. Department of Housing and Urban Development (HUD) announced that MDHA has been awarded a Choice Neighborhoods Planning Grant in the amount of \$500,000; and

WHEREAS, MDHA, as the Lead Applicant, and MOBC, as the Co-Applicant, and an inclusive group of residents and community stakeholders will work to create a transformation plan that establishes the neighborhood as a mixed-income, mixed-use community that welcomes, supports, and improves opportunities for new and existing residents of Napier and Sudekum homes and the surrounding area; and

NOW, THEREFORE, BE IT RESOLVED that the MDHA Board of Commissioners of the Metropolitan Development and Housing Agency accepts the Choice Neighborhoods Planning Grant award of \$500,000 from the U.S. Department of Housing and Urban Development; and

BE IT FURTHER RESOLVED that the Executive Directors is authorized to execute the Grant Agreement, the HUD-1044 form, and other documents as necessary.”

The motion was seconded by Commissioner Basheer, and upon vote all voted “aye”. None voted “no”.

Ms. Hubbard next requested Board approval to submit applications to the Department of Housing and Urban Development for 2016 Continuum of Care funding. After review, Commissioner Basheer moved adoption of the following resolution:

Resolution No. 48-16

“Whereas, the U.S. Department of Housing and Urban Development (HUD) provides funding through a competitive process for Continuums of Care (CoCs) to assist local efforts to end homelessness; and

Whereas, the current CoC funding opportunity provides for new projects and the renewal of existing projects by application; and

Whereas, the Metropolitan Development and Housing Agency (MDHA) administers the Homeless Management Information System (HMIS) for the CoC and three Shelter Plus Care (SPC) programs that provide housing for homeless persons with disabilities; and

Whereas, MDHA seeks to renew funding from HUD for the HMIS Administration Grant in the amount of \$53,500, with the required 25% match provided by the Metropolitan Government, and for the three SPC programs in amounts of \$1,576,380, \$47,434, and \$125,067, with the required 25% match provided by local agencies that serve the participants; and

Whereas, MDHA seeks to apply for a new grant to support CoC planning efforts in the amount of \$97,607, and

BE IT RESOLVED that the Board of Commissioners of the Metropolitan Development and Housing Agency hereby authorizes submission of the applications for the above noted grants by the September 14, 2016, deadline and to authorize the Executive Director to execute any necessary agreements should funding be awarded.”

The motion was seconded by Commissioner Batts, and upon vote all voted “aye”. None voted “no”.

Chair Mosley called on Ms. Gillespie who thanked the Board for the invitation to attend the meeting.

There being no further business to come before the Board, the Chair declared the meeting adjourned.

Secretary

APPROVED:

This _____ day of _____, 2016.

Chair