

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, September 13, 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  
                  Antoinette Batts  
                  Gif Thornton  
                  Charles Robert Bone

ABSENT:           Miniimah Basheer

ALSO PRESENT:  James Harbison, Secretary-Treasurer and Executive Director  
                  James Thiltgen, Deputy Executive Director  
                  Tremecca Doss, General Counsel  
                  Melinda Hatfield, Director of Finance  
                  Norman Deep, Director of Rental Assistance  
                  Ed Shewmaker, Director of Construction  
                  Joe Cain, Director of Urban Development  
                  Martha Gregory, Director of Administrative Services  
                  Aaron Darden, Director of Recapitalization  
                  Jamie Berry, Director of Communications  
                  Connie Martin, Assistant Director for Affordable Housing  
                  Treva Gilligan, Assistant Director for Community Development  
                  Benton Smothers, Urban Development Manager  
                  Julia Moss, RAD Coordinator  
                  Denise Hagewood, Executive Office Assistant  
                  Gloria Oliver, President, Cheatham Place  
                  Ava Christian, Manager, Cheatham Place  
                  John Cooper, Councilman  
                  Nat Cole, SEIU  
                  William Curry, SEIU  
                  Candace Hyde, SEIU  
                  Timothy Burns, SEIU  
                  Brad Rayson, SEIU

Joya Gray, Property Manager, Neighborhood Housing  
Alishia Marshall, Property Manager, Preston Taylor Apartments  
Lisa Sherman-Nikolaus  
Steve Reiter

Chair Mosley called the meeting to order and requested approval of the Minutes of the Meeting of August 9, 2016. Commissioner Granbery moved adoption of the following resolution:

Resolution No. 49-16

“RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, That it hereby approves the Minutes of the Meeting of August 9, 2016, as submitted.”

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

Chair Mosley introduced Gloria Oliver, President, Cheatham Place Resident Association, and Ava Christian, Manager, Cheatham Place. He said both will have an opportunity to speak later in the meeting.

Steve Reiter expressed concerns regarding non-residential leases for public housing space, stating the units could be used for residents, especially since so many people are homeless; that CoC has a shortfall of \$200,000 and that MDHA should fill that funding gap.

Mr. Harbison said that at its meeting on September 8 the Finance Committee approved a 3% raise for employees. He provided an update on Envision Cayce, and said the first RAD closing, Levy Place, has been completed. Mr. Harbison introduced the new Director for Recapitalization, Aaron Darden. He said the Dialysis Clinic at Preston Taylor is open and had its first patient on today's date. He also reported that current construction projects - parking garage, 10<sup>th</sup> & Jefferson and Cayce Place - are all presently under budget.

Commissioner Black reported on the Finance & Audit Committee meeting held on September 8, 2016. The Committee approved a 3% pay raise for employees, based on increased revenues, projected positive cash flows and reserves on hand. The operating budget for the Central Office Cost Center, the Central Crews, the Low-Rent Asset Management Projects, and the Rental Assistance, Community and Urban Development administrative budgets for fiscal year beginning October 1, 2016 were presented and approved for submittal to the full Board. Mr. Black also stated that the COCC is projecting a negative cash flow, however the reserves accumulated in prior years of \$6.3 million will be utilized to cover the shortfall. The administrative budgets for Rental Assistance were presented with a positive projected cash flow and the Community and Urban Development departments are anticipating a breakeven budget for 2017.

Mr. Black stated that Levy Place closed on July 29, 2016 and transitioned to a tax credit limited partnership with PBRA units and J. Henry Hale is expected to convert to PBRA units by October 1, 2016. These budgets were prepared using the HUD contract rents; the properties also budgeted for their annual replacement reserves and debt service obligations; both are anticipating positive cash flows for 2017.

Melinda Hatfield, Director of Finance, requested Board approval of the agency's Low Rent Housing Operating Budget for Fiscal Year beginning October 1, 2016. Ms. Hatfield had recently presented the budget to the Finance Committee for approval. Commissioner Black moved adoption of the following resolution:

Resolution No. 50-16

“WHEREAS, The Metropolitan Development and Housing Agency has committed to the proper management of funds it receives; and

WHEREAS, The agency has prepared a realistic revision of the estimate of operating receipts and expenditures for the fiscal year beginning October 1, 2016; now, therefore, be it

RESOLVED, That the Operating Budget for each of the Low Rent Housing Asset Management Properties, the Central Office Cost Center, the Community Development Department, the Urban Development Department and the Rental Assistance Department for the fiscal year beginning October 1, 2016 are hereby adopted and approved.

BE IT FURTHER RESOLVED, That the Executive Director will initiate the actions to implement this budget.”

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

Ms. Hatfield next requested Board approval of Levy Place, LP and J Henry Hale 2016-2017 budgets. Levy Place was converted from a public housing property (PHA) to a tax credit entity, Levy Place LP, a project based rental assistance (PBRA) and closed on July 29, 2016. J Henry Hale is expected to convert to PBRA units by October 1, 2016. After review, Commissioner Black moved adoption of the following resolution:

Resolution No. 51-16

“WHEREAS, The Metropolitan Development and Housing Agency has committed to the proper management of funds it receives; and

WHEREAS, The agency has prepared the Operating Budget for Levy Place, LP and J Henry Hale using the contract rents after RAD conversion for fiscal year beginning October 1, 2016; now, therefore, be it

RESOLVED, That Levy Place, LP and J Henry Hale properties budgeted rental and grant revenue using the contract rent provided by the U.S. Department of Housing and Urban Development's Office of Recapitalization for the fiscal year beginning October 1, 2016 are hereby adopted and approved; and

BE IT FURTHER RESOLVED, That the Executive Director will initiate the actions to implement this budget."

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

Connie Martin, Assistant Director for Affordable Housing, requested Board approval of the non-residential leases for public housing space beginning October 1, 2016. Commissioner Granbery moved adoption of the following resolution:

Resolution No. 52-16

"RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, That it hereby approves renewal of the non-residential leases as submitted to the Board of Commissioners, by memorandum dated September 1, 2016, from Will Biggs, Director of Affordable Housing, for a period of one year beginning October 1, 2016, which documents are incorporated herein by reference and filed with other documents of this meeting."

The motion was seconded by Commissioner Thornton, and upon vote all voted "aye". None voted "no".

Treva Gilligan, Assistant Director for Community Development, requested Board approval of the annual designation of Community Housing Development Organizations for the 2016 program year. Commissioner Thornton moved adoption of the following resolution:

Resolution No. 53-16

"WHEREAS, The Metropolitan Development and Housing Agency is responsible for administering the U.S. Department of Housing and Urban Development's (HUD) HOME Investment Partnerships Program for the Metropolitan Government of Nashville and Davidson County; and

WHEREAS, the HOME Investment Partnerships Program requires that a minimum of fifteen percent of the HOME allocation be set aside annually for use by eligible Community Housing Development Organizations (CHDOs) for the development of affordable housing; and

WHEREAS, to be eligible for funding, CHDOs must meet certain HUD-established requirements pertaining to their legal status and organizational structure on an annual basis, and capacity and experience to undertake a specific HOME project; and

WHEREAS, MDHA opened an application cycle in which nonprofit developers can apply for HOME funds and property to build new affordable housing as well as apply for CHDO designation; and

WHEREAS, Woodbine Community Organization (WCO) submitted an applications seeking CHDO designation and requesting HOME funding a for rental project in the amount of \$1,458,240 (including \$375,000 from the CHDO set-aside) and two (2) MDHA-owned lots at 2302 Merry Street and 0 Merry Street for the purpose of constructing 35 units of Single Room Occupancy (SRO) housing to be occupied by elderly/disabled/veterans with incomes at or below 30% of the Area Median Income (AMI) on five lots (including the 2 MDHA-owned properties); and

WHEREAS, staff reviewed the application to ensure it met threshold criteria and requirements for CHDO designation and the Application Review Committee evaluated the application based on the criteria set forth in the application and recommended that WCO receive CHDO designation and be awarded HOME funds and property as described herein; and

BE IT FURTHER RESOLVED, That the Executive Director execute the necessary documents regarding the award of HOME funds and the transfer of property at the appropriate time;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency that the following organization be designated as CHDOs for the 2016 calendar year:

Woodbine Community Organization.”

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

Chair Mosley called on Ms. Oliver who thanked the Board for the invitation to attend the meeting and stated that Cheatham Place had just honored residents during the Grandparents Day. Ms. Christian also thanked the Board for the invitation and stated that she was happy to be at Cheatham Place and that the resident association there was very busy with activities.

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

\_\_\_\_\_  
Secretary

APPROVED:

This \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Chair