

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISIONERS MEETING

February 18, 2016

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **February 18, 2016 at 9:00 a.m.**, in the Conference Room located at 534 Cypress Street, Abilene, Texas. Vice Chair Vanessa Faz was present and presided. Other Commissioners present were: Gwendolyn Blount and David Mukire.

Staff members present were: Gene Reed, Chief Executive Officer; Paul Falade, Chief Financial Officer; Tana Kauffman, Housing and Community Development Director; Amy Pugh, Public Housing Manager; and Ellen Gutierrez, HCV Manager. Guests Included: Mark Zachary, Abilene Housing Authority Attorney; Elizabeth Hatch, McMahan Surovik Suttle, PC; and Alyssa Ware and Jed Davis, Parkridge Place Apartments.

CALL TO ORDER

Vanessa Faz called the meeting to order at 9:30 a.m.

1.0 Call to Order

2.0 Hear comments from Public/Residents- None

3.0 Review and Adopt Minutes of the previous meeting(s)

Commissioner Mukire made a motion to accept the minutes from December 14, 2015.

Commissioner Blount seconded the motion.

AYES: Commissioners Faz, Blount and Mukire

NAYS: None

The motion carried.

4.0 Review Financial and Other Reports by Consent

Commissioner Mukire made a motion to accept all 4.0 Agenda Items as presented.

Commissioner Blount seconded the motion.

AYES: Commissioners Faz, Blount and Mukire

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1** Payment Standards- Mr. Gene Reed, CEO, explained the Fair Market Rents (FMR) and the process that HUD follows when putting out the FMR'S. Mr. Reed explained that the proposed FMR's were revised and finalized. Ms. Ellen Gutierrez, HCV Manager, provided an explanation of the increase in rents based on areas and that the Housing Authority is currently at 90% of the Fair Market Rent (FMR). Commissioner Mukire made a motion to accept Resolution 16-1. Commissioner Blount seconded the motion.

AYES: Commissioners Faz, Blount, and Mukire

NAYS: None

The motion carried.

- 5.2** Write-off of Delinquent Accounts- Mr. Paul Falade, CFO explained the write-off process that the Housing Authority is required to follow for delinquent Public Housing Accounts. Commissioner Mukire made a motion to accept Resolution 16-2. Commissioner Blount seconded the motion.

AYES: Commissioners Faz, Blount and Mukire

NAYS: None

The motion carried.

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officer's Report

6.1.1 Operations Report

- New Vehicle Purchase- Mr. Gene Reed, CEO, provided information on the purchase of a new vehicle for the HCV department.
- Office Search/ Purchase- Mr. Reed provided an update and the Housing Authority's current search for a new office location.
- Prairie Gardens- Ms. Tana Kauffman, Housing and Community Development Director, provided an updated status on the construction of the 48 unit elderly complex being built under the Tax Credit Program.
- AHA Annual Report- Mr. Reed presented the Housing Authority's yearly Annual Report and the time frame for distribution of the Report.

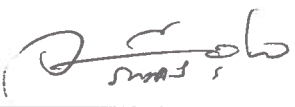
- Language Line- Mr. Reed provided an explanation of the Language Line and the Housing Authority’s decision to move forward with that service, based on the benefits for the agency when language barriers are present. Ellen Gutierrez, HCV Manager and Amy Pugh, Public Housing Manager, presented several instances regarding the use of the service thus far.
- Citrix System- Mr. Reed provided a background on the Citrix System and how it works, along with the benefits of the use of the program for the Housing Authority’s staff.
- HUD Nomination- Mr. Reed informed the board that the Housing Authority was nominated for Housing Authority of Excellence and that he is awaiting an update from HUD on the results.
- HCV Program- Ms. Ellen Gutierrez, HCV Manager provided an update on lease up efforts. Mr. Reed gave an explanation on the decision to start lease up in this time frame and efforts to meet the Housing Authority’s efforts thus far.
- Investment Report- Mr. Paul Falade, CFO, explained the Investment Report as of December 31, 2015.
- 2016 Tax Credit Application- Ms. Tana Kauffman, Housing & Community Development Director provided an update on the 2016 Tax Credit application. Ms. Kauffman informed the board that the Housing Authority and its developer have decided to not pursue a full application in the 2016 Tax Credit round.
- FSS Graduation Ceremony in April- Ms. Ellen Gutierrez and Ms. Tana Kauffman provided information on the progress of planning the FSS graduation to be held in April.

6.1.2 Legal Report- None


7.0 Executive Session – None

8.0 Reconvene – None

9.0 Adjournment – Commissioner Mukire made a motion to adjourn at 10:05 a.m.

X 

 David Mukire, Secretary

X 

 James Batiste, Board Chair