

**MINUTES**  
**ABILENE HOUSING AUTHORITY**  
**BOARD OF COMMISIONERS MEETING**

**May 19, 2016**

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **May 19, 2016 at 9:30 a.m.**, in the Conference Room located at 534 Cypress Street, Abilene, Texas. Board Chair James Batiste was present and presided. Other Commissioners present were: Vanessa Faz, David Mukire, and Gwendolyn Blount.

Staff members present were: Paul Falade, Chief Financial Officer; Tana Kauffman, Housing & Community Development Director; Amy Pugh, Public Housing Manager; Ellen Gutierrez, HCV Manager; Tonya Torres, Compliance & Procurement Coordinator; Lacey LaCaze, FSS Coordinator and Kenja Smith, Internal Monitor Manager. Guests Included: Mark Zachary, Abilene Housing Authority Attorney and Elizabeth Hatch, McMahan Surovik Suttle, PC.

**CALL TO ORDER**

**James Batiste called the meeting to order at 9:35 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 April 21, 2016. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Faz, Blount and Mukire

NAYS: None

*The motion carried.*

**4.0 Review Financial and Other Reports by Consent-** Commissioner Faz made a motion to accept items 4.1 through 4.5. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Faz, Blount and Mukire

NAYS: None

*The motion carried.*

## **5.0 Review and Adopt Agenda Items**

- 5.1** Housing Choice Voucher Program Utility Allowance- Mr. Paul Falade, CFO, explained that there was a change made to the effective date of the proposed utility allowance. Mr. Falade explained that if approved, the effective date would be July 1, 2016 not June 1, 2016. Ms. Ellen Gutierrez, HCV Manager went on to explain that every year HUD issues an updated utility allowance. Due to an increase in water and a decrease in gas and electric there would be an overall decrease in the utility allowance for this year. Ms. Gutierrez requested that the board approve the requested utility allowance update. Commissioner Faz made a motion to approve Resolution 16-9. Commissioner Blount seconded the motion.  
AYES: Commissioners Batiste, Faz, Blount and Mukire  
NAYS: None  
*The motion carried.*
- 5.2** Changes to the Abilene Housing Authority Employee Handbook (including Family and Medical Leave and Break Time for Nursing Mothers Policy)- Mr. Kenja Smith, Internal Monitor Manager, provided a description of the Family Medical Leave and Nursing Mothers Act. Mr. Mark Zachary, AHA Attorney, also provided a brief explanation and then recommended that this item be taken into Executive Session under Section 551.071 of the Texas Government Code for further discussion.
- 5.3** Abilene Housing Authority Audit- Mr. Paul Falade, CFO, explained that the final audit report has not yet been completed. This item was tabled for the June Board meeting.

## **6.0 CEO and Other Staff Reports**

### **6.1 Chief Executive Officers Report**

#### **6.1.1 Operations Report**

- HUD VMS Audit- Mr. Paul Falade, CFO, provided an explanation of what the Voucher Management System (VMS) Audit entails. Mr. Falade explained that HUD came to the AHA to perform a VMS audit. It was reported to the Board that HUD was impressed with Mr. Falade's organizational style in preparation for the audit and that HUD would like to implement his process as a "best practice" for other agencies.
- Office Building Search, Contract and/or Purchase- Mr. Falade provided an update on the possible building purchase. Mr. Falade informed the Board that upon completion of the due diligence period, if a purchase will be made the AHA will be moving forward without any outside financing. Ms. Tonya Torres, Procurement Coordinator provided an explanation of the contract due diligence period.
- Prairie Gardens Update- Ms. Tana Kauffman, Housing & Community Development Director, provided an update on the status of the elderly complex being built at 2109 N 6<sup>th</sup> street in Abilene, Texas.
- HCV Program Lease Up- Ms. Ellen Gutierrez, HCV Manager provided an update on the current lease up numbers.
- FSS Graduation Ceremony- Ms. Lacey Lacaze, FSS Coordinator provided the board with the events of the recent FSS graduation that was held at ACU in the Hunter Welcome Center.

- Carver Townhomes Update- Mr. Falade provided an update on the Carver townhomes loan giving the status of their repayment to the AHA.

**7.0 Executive Session** – The board went into Executive Session at 10:03 a.m. as referenced in 5.2 above

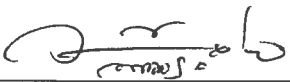
**8.0 Reconvene** – The board reconvened at 10:28 a.m. with Commissioner Faz making a motion to approve Resolutions 16-10 and 16-11 concerning a Nursing Mothers Policy and a Family and Medical Leave Policy. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Faz, Mukire and Blount

NAYS: None

*The motion carried.*

**9.0 Adjournment** – Commissioner Mukire made a motion to adjourn at 10:29 a.m.

X   
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David Mukire, Secretary

X   
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James Batiste, Board Chair