

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

**August 25, 2016**

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **August 25, 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: Gene Reed, Chief Executive Officer; Paul Falade, Chief Financial Officer; Tana Kauffman, Housing & Community Development Director; Amy Pugh, Public Housing Manager; Tim Pittman, HCV Manager; Tonya Torres, Procurement & Compliance Coordinator; Lacey LaCaze, FSS Coordinator and Kenja Smith, Internal Monitor Manager. Guests Included: Mark Zachary, Abilene Housing Authority Attorney and Alyssa Ware, Parkridge Place Apartments.

**CALL TO ORDER**

**James Batiste called the meeting to order at 9:32 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 July 27, 2016. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Mukire, Blount and Faz

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, Mukire, Blount and Faz

NAYS: None

*The motion carried.*

**5.0 Review and Adopt Agenda Items**

**5.1 Approval of 2016/17 Operating Budget- Mr. Gene Reed, CEO, explained that the Operating Budget is prepared on an annual basis. Mr. Paul Falade, CFO, provided an explanation of the operating budget for Public Housing and the Management fund. Mr. Falade provided an explanation of change to the budget to include the purchase of a new office space for the Housing Choice Voucher program. Commissioner Faz made a motion to approve Resolution 16-16. Commissioner Blount seconded the motion.**

AYES: Commissioners Batiste, Faz, Mukire and Blount

NAYS: None

*The motion carried.*

**5.2** Write Off of Delinquent Accounts- Mr. Gene Reed, CEO, explained the receivables write off process. Mr. Paul Falade, CFO, explained that the AHA is required to write off unpaid tenant accounts. Mr. Falade pointed out that after the write off is complete the AHA is able to pursue collections after 60 days. Ms. Amy Pugh, Public Housing Manager, provided an explanation to the board on two high balance accounts. Commissioner Faz made a motion to approve Resolution 16-17. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Faz, Mukire and Blount

NAYS: None

*The motion carried.*

**5.3** Proposed Grievance Procedure Amendment- This item was removed as a discussion item.

**5.4** Procurement of the A&E Firm for the Abilene Housing Authority- Due to delays Mr. Gene Reed, CEO, tabled this item to a future meeting pending his further discussions and negotiations with prospective contractors for architect services.

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

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

#### **6.1.1 Operations Report**

- New Accounting Tech- Mr. Paul Falade, CFO, provided a background on his new accounting technician Brandy Otto
- Update on Prairie Gardens Project- Ms. Tana Kauffman, Housing & Community Development Director provided an update on the status of construction completion for the new senior complex "Prairie Gardens" being built on north 6<sup>th</sup> street in Abilene, Texas. Mr. Tim Pittman, HCV Manager, provided information on the 19 Project Based Vouchers attached to the project. Ms. Kauffman then provided the board with a lease projection time frame for the project lease up process.
- Love & Care Ministries & Noah Project Regarding the Homeless Initiative- Mr. Gene Reed, CEO, explained the homeless effort act that is rising in Abilene. Mr. Reed stated that he is working with different agencies and groups to move the homeless prevention effort forward and tie into the effort.
- Texas Legislative Committee Work- Mr. Reed explained his work with both the PHADA and NAHRO legislative committees. The committees have been working towards getting the HOTMA HR 3700 act passed and it has since been passed in July.

**7.0 Executive Session** – None

**8.0 Reconvene** – None

**9.0 Adjournment** – Commissioner Faz made a motion to adjourn at 10:01 a.m.

X   
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David Mukire, Secretary

X   
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James Batiste, Board Chair