

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

**September 22, 2016**

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **September 22, 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 and David Mukire.

Staff members present were: 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 Brad and Amy Butler, with Geneco Technologies.

**CALL TO ORDER**

**James Batiste called the meeting to order at 9:34 a.m.**

**1.0 Call to Order**

**2.0 Hear comments from Public/Residents**

**2.1** Vendor Appreciation of Geneco Technologies- Mr. Paul Falade, CFO, provided a background on the award implementation. Ms. Tonya Torres, Procurement & Compliance Coordinator, introduced Amy and Brad Butler from Geneco Technologies. Ms. Butler then provided a background on their company. Ms. Torres presented the Butler's with the vendor appreciation award. Ms. Torres then gave an explanation on the work they provided on the installation of tankless water heaters at the Riviera Public Housing Apartments.

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

Commissioner Mukire made a motion to accept the minutes from August, 2016. Commissioner Faz seconded the motion.

AYES: Commissioners Batiste, Mukire 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 Mukire seconded the motion.

AYES: Commissioners Batiste, Mukire and Faz

NAYS: None

*The motion carried.*

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

- 5.1** Approval of the Revised 2015/16 Operating Budget- Mr. Paul Falade, CFO, provided an explanation of the revised operating budget. Mr. Falade explained that if there are any significant changes the budget must be revised. Mr. Falade then provide an explanation of revisions. Commissioner Faz made a motion to approve Resolution 16-18. Commissioner Mukire seconded the motion.  
AYES: Commissioners Batiste, Faz, and Mukire  
NAYS: None  
*The motion carried.*
- 5.2** Procurement of an A&E Firm for the Abilene Housing Authority- Ms. Tonya Torres, Procurement/Compliance Coordinator, explained the process of procurement for an A&E firm. Ms. Torres explained that two firms were chosen to ensure that all needs are met. Ms. Torres then provided a background on RPGA Design Group Inc. and Jacob and Martin the two chosen firms. Commissioner Faz made a motion to approve Resolution 16-19. Commission Mukire seconded the motion.  
AYES: Commissioners Batiste, Faz, and Mukire  
NAYS: None  
*The motion carried.*
- 5.3** Personnel Matter re: Chief Executive Officer on subject matters set forth in Texas Government Code, Section 551.074 (employment, evaluation, re-assignment, duties, discipline, dismissal) – It was reported that this item would be taken into Executive Session under Section 551-071 and Section 551-074 of the Texas Government Code.

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

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

#### **6.1.1 Operations Report**


- Abilene Housing Authority Fiscal Year 2015/2016 Accomplishments- No Discussion
- 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.
- New Windows at Public Housing Vogel Complex- Ms. Amy Pugh, Public Housing Manager, provided information on the feedback from the residence regarding the new windows. Ms. Tonya Torres, Procurement/Compliance Coordinator provided an estimated status for completion of the project along with information on the type of windows being installed.

- Capitol Hill Visit to Washington D.C.- Ms. Tana Kauffman, Housing & Community Development Director, explained that Mr. Gene Reed CEO, Mr. Paul Falade, CFO and herself took a trip to Washington D.C. for the PHADA Legislative Conference. Ms. Kauffman then explained what visits were held on Capitol Hill. Mr. Paul Falade then provided information on the issues that were discussed with the political figures during the visit.

7.0 **Executive Session** – The Board went into Executive Session at 10:06 am as referenced in item 5.3 above.

8.0 **Reconvene** – The Board reconvened at 10:31 am with no action taken from Executive Session.

9.0 **Adjournment** – Commissioner Faz made a motion to adjourn at 10:31 a.m.

X   
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David Mukire, Secretary

X   
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James Batiste, Board Chair