

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

November 17, 2016

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **November 17, 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 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; 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 9:36 a.m.

1.0 Call to Order

2.0 Hear comments from Public/Residents

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

Commissioner Faz made a motion to accept the minutes from October 20, 2016. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, 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, Blount and Faz

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

5.1 Abilene Housing Authority Section Eight Management Assessment Program (SEMAP) Report- Mr. Gene Reed, CEO, explained the SEMAP process and that it must be reported to HUD on an annual basis. Mr. Reed explained that prior to HUD submittal, the board must first be made aware that the certification is ready and approve the assessment. Commissioner Faz made a motion to approve Resolution 16-21. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Faz and Blount

NAYS: None

The motion carried.

5.2 Extension of Employee Banked Time- Mr. Paul Falade, CFO, explained that there were several employees hired prior to January 1, 2012 who still have accumulated vacation time that accrued before January 1, 2012. Mr. Falade went on to explain that in order for these employees to have further opportunity to use this accrued vacation time, a change in the AHA's Handbook Policy in the Section titled "Employees Hired Prior to January 1, 2012 is being requested (as referenced in proposed Resolution 16-22) for the purpose of extending the period of time that employees can use this accrued vacation time by one year. Following the Board's discussion of this request, Commissioner Faz made a motion to approve Resolution 16-22. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Faz and Blount

NAYS: None

The motion carried.

5.3 Housing Choice Voucher Program Interim Increases- Mr. Tim Pittman, HCV Manager, explained the interim increase process. It is necessary for the AHA to be able to process increases in 2017. Commissioner Faz made a motion to approve Resolution 16-23. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Faz and Blount

NAYS: None

The motion carried.

5.4 Evaluation of Abilene Housing Authority Chief Executive Officer – 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

- Update on Prairie Gardens Senior Apartment Complex- Ms. Tana Kauffman, Housing & Community Development Director, provided an update on the current lease-up percentage. Mr. Tim Pittman, HCV Manager, provided a status on the number of Project Based Vouchers that have been filled at the complex.
- Resource Round-Up Presentations Conducted- Mr. Gene Reed, CEO, explained the resource round-up. Mr. Reed explained how he served on a panel for affordable housing during the event.

7.0 **Executive Session** – The Board went into Executive Session at 9:49 am as referenced in item 5.4 above.

8.0 **Reconvene** – The Board reconvened at 11:12 am with no action taken from Executive Session.

9.0 **Adjournment** – Commissioner Faz made a motion to adjourn at 11:13 a.m.

X


~~David Mukire, Secretary~~

Gwendolyn Blount,
Resident Commissioner

X


James Batiste, Board Chair