

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

May 21, 2015

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **May 21, 2015 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: Dr. Cole Bennett 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; Ellen Gutierrez, Housing Choice Voucher Manager; Kenja Smith, Internal Monitor Manager; Tonya Torres, Procurement and Compliance Coordinator and Lacey LaCaze, Family Self Sufficiency Coordinator. Guests Included: Mark Zachary, Abilene Housing Authority Attorney; Jed Davis, Parkridge Place Apartments representative; Kelly Ramirez, FSS Graduate; Jhamora Williams, FSS Graduate and David Bontke, Bontke Construction owner.

CALL TO ORDER

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

1.0 Call to Order

- 1.1 Acknowledgment of FSS Graduates- Mr. Gene Reed, CEO, explained the continued growth of the FSS program and introduced Lacey LaCaze the FSS coordinator. Ms. Lacey Lacaze acknowledged and introduced the two recent graduates of the FSS program, Jhamora Williams and Kelly Ramirez. Ms. Jhamora Williams provided a brief background of her life and her reasons behind entering and completing the FSS program. Ms. Kelly Ramirez then provided her background story and provided her explanation of the benefits of being on the FSS program. Mr. Reed then congratulated the two graduates on their completion of the FSS program.
- 1.2 Vendor Appreciation Award- Mr. Gene Reed introduced Ms. Tonya Torres who introduced Mr. David Bontke with Bontke Construction. Bontke Construction has contributed to the REAC project through his work and effort. Ms. Torres then presented Mr. Bontke with an award of appreciation for his service as a vendor.

2.0 Hear comments from Public/Residents- None

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

Commissioner Bennett made a motion to accept the minutes from April 23, 2015.

Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett 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 Bennett seconded the motion.

AYES: Commissioner Batiste, Bennett and Mukire

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

5.1 Appointment of Board Chair James Batiste, as authorized signer to AHA accounts- Mr. Gene Reed, CEO, provided an explanation of the financial accounts and that the board chair is a signer on such accounts. Mr. Paul Falade, CFO, then explained that if James Batiste (as Board Chair) was added as a signer on the AHA's accounts, Vanessa Faz, the past board chair could be removed as a signer on such accounts. Commissioner Bennett made a motion to accept James Batiste as an account signee as proposed. Commissioner Mukire seconded the motion.

AYES: Commissioner Batiste, Bennett, and Mukire

NAYS: None

The motion carried.

5.2 Write off of delinquent accounts- Mr. Paul Falade, CFO, explained the need to write off delinquent accounts from past Public Housing residents who owe balances to the AHA. Mr. Falade explained that these accounts are written off with board approval, but the collection process is still followed. Commissioner Bennett asked what the write off amounts covered and Ms. Amy Pugh, Public Housing Manager, explained what was covered in the write off amounts including costs through the court eviction process. Mr. Mark Zachary, Housing Authority attorney gave a brief explanation on the similarities between a private market lease and the Public Housing lease. Commissioner Bennett then asked if the HCV program also incurs tenant debt and Mr. Reed gave a response of the debt process for the HCV program. Commissioner Bennett made a motion to approve Resolution 15-5 for write off of delinquent accounts. Commissioner Mukire seconded the motion.

AYES: Commissioner Batiste, Bennett and Mukire

NAYS: None

The motion carried.

6.0 CEO and Other Staff Reports


6.1 CEO Report

6.1.1

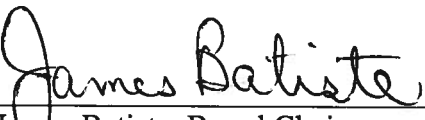
- Texas NAHRO Forum Panelist- Mr. Reed explained his recent participation in the recent TX NAHRO Conference that took place in April 2015. He provided information on his opportunity to speak at the conference at the request of Regenia Hawkins from the HUD local field office.
- NAHRO Legislative Conference- Mr. Reed gave a run through of his visit to Capitol Hill and the time spent with Congressman Neugebauer, Senator Cornyn and Senator Cruz's office.
- TCDRS Retirement Presentation- Mr. Paul Falade explained to the board that the AHA staff recently had the opportunity to take part in a presentation from TCDRS regarding employee retirement options. This presentation was held at both the downtown office and Public Housing.
- City Consolidated Planning Process- Mr. Reed provided an explanation of the city consolidated plan and explained the housing authority's participation in the process.
- AHA Annual Plan- Mr. Reed explained that the housing authority is currently going through the 5 year annual plan process.
- FSS Graduates- Ms. Lacey LaCaze gave a review of the two recent FSS graduates and their plans for moving forward.
- Christian Women's Job Corp Presentation- Ms. LaCaze explained the women's job corp presentation that she and Ms. Ellen Gutierrez put on regarding the FSS and HCV programs. Ms. LaCaze also talked about the participation of the two recent FSS graduates participation in the Job Corp program.
- Healthy Kids Day- Ms. LaCaze spoke about the healthy kid's day and the booth that was set up and ran by herself, Ms. Ellen Gutierrez and Ms. Amy Pugh.
- HUD- VASH Program Expansion- Ms. Ellen Gutierrez provided a background on the VASH program and our recent award of 10 additional vouchers for the VASH program.
- High Performer Ratings- No Discussion, still awaiting confirmation letter from HUD.
- Carver Townhomes Update- to be provided in legal report
- Collateralization of AHA Deposits with Chase Bank- Mr. Falade explained collateralization and provided information to the board regarding contact with Chase bank.

6.1.2 Legal Report- Mr. Mark Zachary explained the Carver Townhome loan analysis and provided an update. Mr. Zachary said that further discussion would require executive session pursuant to Texas Government Code Section 551.071.

- 7.0 **Executive Session** – The Board went into executive session at 10:19 a.m. as referenced in 6.1.2 above.
- 8.0 **Reconvene** – The board reconvened at 10:55 a.m. with no action from executive session.
- 9.0 **Adjournment** – Commissioner Mukire made a motion to adjourn at 10:56 am.

X 

David Mukire, Secretary

X 

James Batiste, Board Chair