

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

September 23, 2015

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **September 23, 2015 at 9:00 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: 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; Tonya Torres, Compliance and Procurement Coordinator; Lacey Lacaze, FSS Coordinator; and Kenja Smith, Internal Monitor Manager. Guests Included: Mark Zachary and David Buhrmann, Abilene Housing Authority Attorneys.

CALL TO ORDER

James Batiste called the meeting to order at 10:00 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 16, 2015.

Commissioner Bennett 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: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1** Write Off of Delinquent Accounts- Mr. Paul Falade, CFO, explained the process of writing off delinquent accounts and provided the amount proposed to be written off. Commissioner Mukire made a motion to approve Resolution 15-11. Commissioner Bennett seconded the motion
AYES: Commissioners Batiste, Bennett, and Mukire
NAYS: None
The motion carried.
- 5.2** Operating Budget for 2015-2016- Mr. Paul Falade, CFO, presented the 2015-16 budget. Mr. Gene Reed, CEO, explained that there could be a delay in funding from HUD due to the funding not yet being determined. Commissioner Bennett made a motion to accept Resolution 15-12. Commissioner Mukire seconded the motion.
AYES: Commissioners Batiste, Bennett and Mukire
NAYS: None
The motion carried.
- 5.3** Revised Operating Budget for 2014-2015- Revisions to the 2014-15 operating budget were presented. Commissioner Bennett made a motion to approve Resolution 15-13. Commissioner Mukire seconded the motion.
AYES: Commissioners Batiste, Bennett and Mukire
NAYS: None
The motion carried.
- 5.4** Infectious Disease Plan Implementation- Mr. Gene Reed, CEO, explained that as a result of the infectious disease outbreak that occurred in Dallas/Fort Worth last year, the AHA decided to develop an infectious disease plan. Ms. Amy Pugh, Public Housing Manager presented a PowerPoint of an Infectious Disease Plan that has been developed by AHA staff for the Board's consideration. After discussion, Commissioner Bennett made a motion to adopt the Infectious Disease Plan as presented. Commissioner Mukire seconded the motion.
AYES: Commissioners Batiste, Bennett and Mukire
NAYS: None
The motion carried.

5.5 Amendment to Procurement Policy- Ms. Tonya Torres, Procurement and Compliance Coordinator presented a proposed change to the procurement policy that increases the maximum amounts allowed before a procurement process must take place. Ms. Torres provided a comparison of the new amount to the current amount and explained the reasons for the proposed change. Commissioner Mukire made a motion to amend the policy change as presented. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.

5.6 Salvage/Sale of HCV Vehicle #3206- Mr. Gene Reed, CEO explained that a company vehicle was recently broken into. Based on the damage and the mileage of the vehicle, the AHA staff is of the opinion that it is in the best interest of the AHA to sell the vehicle to the salvage yard. Commissioner Bennett made a motion to approve Resolution 15-14. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.

5.7 Discussion of Board Meeting Day Change- Commissioner Bennett explained that his current schedule for the remainder of this calendar year does not allow him to attend regular board meetings on Thursdays. Mr. Mark Zachary, AHA Attorney, explained that according to AHA's By-Laws, regular meetings are to be held on the third Thursday of each month unless the Board Chair reschedules the meeting as a result of a Board member being unable to attend a meeting. Mr. Zachary suggested that without amending the By-Laws, a temporary change could be approved by the Board Chair based upon this information. Commissioner Batiste announced that due to Commissioner Bennett's unavailability for Board meetings on Thursday mornings for the remainder of the year, he will schedule the Board meetings for the remainder of the year on a Wednesday morning of each month. Mr. Zachary stated that this change continues to be subject to Board member availability, and can be rescheduled by the Board Chair, if necessary.

5.8 Exterior Painting of Riviera & Deegan Apartments- Ms. Tonya Torres, Procurement and Compliance Coordinator, explained that Riviera and Deegan Public Housing complexes would be undergoing new exterior paint and gutter replacement and that an Invitation For Bid was issued concerning the project. Dean Hagler, Ltd. submitted the lowest bid in response to the IFB and this bid met the award criteria that is set forth in the IFB; accordingly, Ms. Torres recommended that Dean Hagler, Ltd. be awarded the contract. Commissioner Bennett made a motion to award the contract to Dean Hagler, Ltd. and to accept Resolution 15-15. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.


5.9 Chief Executive Officer Evaluation- This item was taken into Executive Session pursuant to Texas Government Code Section 551.071

6.0 **CEO and Other Staff Reports-** None

7.0 **Executive Session** – The Board went into Executive Session at 10:34 a.m. as referenced in 5.9 above.

8.0 **Reconvene** – The board reconvened at 10:47 a.m. with no action taken from executive session.

9.0 **Adjournment** – Commissioner Bennett made a motion to adjourn at 10:47 a.m.

X 

David Mukire, Secretary

X 

James Batiste, Board Chair