

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

October 21, 2015

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **October 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: 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, Abilene Housing Authority Attorney.

CALL TO ORDER

James Batiste called the meeting to order at 9:35 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 Bennett made a motion to accept the minutes from September 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: Commissioners Batiste, Bennett and Mukire
NAYS: None
The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1 Fair Market Rents (FMR) - Mr. Gene Reed, CEO explained the process for release of Fair Market Rents from HUD. Ms. Ellen Gutierrez, HCV Manager then explained that the AHA can establish the Fair Market Rent percentages between 90% and 110% and that the AHA is currently at 90%. After discussion, Commissioner Mukire made a motion to approve Resolution 15-18. Commissioner Bennett seconded the motion.
AYES: Commissioners Batiste, Bennett, and Mukire
NAYS: None
The motion carried.
- 5.2 AHA Employee Grievance Procedures- Mr. Gene Reed, CEO gave a brief description of the Internal Monitor Manager position and explained that employee grievance issues was part of that position. Mr. Kenja Smith, Internal Monitor Manager then presented a presentation wherein he walked the board through the proposed employee grievance process and the steps and procedures. After discussion, the Chairman announced that this item would be tabled to the next meeting.
- 5.3 Extension of Employee Banked Time- Extension of time to use banked vacation/sick time- Gene Reed, Executive Director explained the request to extend the use of banked vacation/sick time, stating that there are employees who accumulated vacation/sick time under the Abilene Housing Authority's previous policy and that some of the employees who had banked vacation/sick time have been unable to use the accumulated time within the four year time frame required by the current Employee Handbook. Accordingly, Mr. Reed suggested that the time to use such accumulated vacation/sick time be increased from four to five years. After discussion, Commissioner Bennett made a motion to accept Resolution 15-19. Commissioner Mukire seconded the motion.
AYES: Commissioners Batiste, Bennett and Mukire
NAYS: None
The motion carried.
- 5.4 Chief Executive Officer Evaluation- This item was taken into Executive Session pursuant to Texas Government Code Section 551.071 and 551.074

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officer's Report

6.1.1 Operations Report

- Texas Housing Association (THA) Conference Presentation- No discussion.
- New Office Building Search- No discussion.
- FSS Program Growth- No discussion.
- FSS Educational Resource Fair- No discussion.
- 2014/2015 Accomplishments- Mr. Gene Reed, CEO presented a presentation showing some of the AHA accomplishments for the 2014 to 2015 Fiscal Year. He spoke about who the AHA serves and then presented the year in review covering each program and some of the accomplishments.

7.0 Executive Session – The Board went into Executive Session at 10:40 a.m. as referenced in 5.4 above.

8.0 Reconvene – The board reconvened at 11:23 a.m. with a motion by Commissioner Bennett that the item 5.4 be tabled. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.

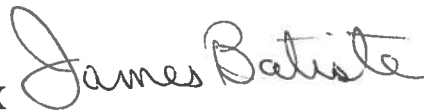
9.0 Adjournment – Commissioner Batiste made a motion to adjourn at 11:24 a.m.

X



David Mukire, Secretary

X



James Batiste, Board Chair