

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISIONERS MEETING

November 18, 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; Tonya Torres, Compliance and Procurement Coordinator; and Kenja Smith, Internal Monitor Manager. Guests Included: Mark Zachary, Abilene Housing Authority Attorney; Alyssa Ware, Parkridge Place Apartments; and Mellany Sellers, The Nelrod Company.

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- None**
- 3.0 Review and Adopt Minutes of the previous meeting(s)**
Commissioner Bennett made a motion to accept the minutes from October 21, 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 Procurement Process: Co-op Contracts with Harris County Department of Education and Region 16 Services Center/ TexBuy- Ms. Tonya Torres, Procurement and Compliance Coordinator, provided an explanation of the co-ops and stated that utilizing contracts through Harris County and Region 16 to purchase supplies would be advantageous to the AHA in the procurement process. Mr. Gene Reed, CEO, also stated that contracts with these co-ops would be advantageous to the AHA in the procurement process. Commissioner Cole Bennett made a motion to approve these contracts and for Mr. Gene Reed or Board Chair Batiste to be authorized to execute the agreements. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett, and Mukire

NAYS: None

The motion carried.

- 5.2 Section Eight Management Assessment Program (SEMAP) - Mr. Paul Falade, CFO, explained that this is a yearly assessment requested by HUD to show that the AHA is compliant with all required standards. Mr. Falade then provided an explanation of the SEMAP categories that are covered. Commissioner Bennett made a motion to accept Resolution 15-21. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.

- 5.3 Request for Proposal (RFP) for FEE Accountant Services- Ms. Tonya Torres, Procurement and Compliance Coordinator, provided an explanation of the bid and evaluation process. Ms. Torres further explained that based on the bid and evaluation process, staff recommends that Urlaub and Company be awarded the contract to provide fee accounting services to the Abilene Housing Authority. Commissioner Bennett made a motion to adopt Resolution 15-22. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.

5.4 Nelrod Salary Study Comparison- Mr. Gene Reed, CEO, introduced Mellany Sellers from Nelrod. Ms. Sellers presented the Salary Study Comparison to the Board and gave an explanation of the databases that are used to complete the study and the factors and groups that are included in the study. Ms. Sellers further explained that HUD recommends the use of a third party agency to perform the study (such as Nelrod), as opposed to the Board performing the study itself. After the Board reviewed the documents provided by Ms. Sellers and discussion, Commissioner Bennett made a motion to accept Resolution 15-23. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.

5.5 AHA Employee Grievance Procedures- A written grievance procedure was provided to the Board for consideration. This follows a presentation that was made of the proposed grievance procedure by Kenja Smith at the Board's October meeting. After review of the written procedures and discussion, Commissioner Bennett made a motion to accept Resolution 15-20. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.

5.6 Search, Contract and/or Purchase of Office Building- It was announced that this item would be taken into Executive Session pursuant to Texas Government Code Section 551.071 and 551.072

5.7 Chief Executive Officer Evaluation- It was announced that this item would be 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

- Big Country Housing Association Meeting- Mr. Gene Reed, CEO, summarized the BCHA meeting that was recently held here in Abilene and described many of the benefits of holding the meeting in Abilene.
- Highland Church of Christ Meeting- Mr. Reed summarized his recent meeting at Highland Church of Christ, which included an explanation that the Highland Church of Christ has a specific goal of helping the homeless population in Abilene.
- Prairie Gardens- Ms. Tana Kauffman, Housing and Community Development Director, provided an updated status on the construction of the 48 unit elderly complex being built under the Tax Credit Program.
- AHA Annual Picture- Mr. Reed presented the Housing Authority's yearly staff photo that was taken on the Hardin Simmons campus.
- Community Resource Fair- Mr. Reed explained that Ms. Tanya Johnson, Public Housing Services Coordinator and Ms. Lacey LaCaze, FSS Coordinator participated in the 1st Annual Resource Fair put on by Maximus, STAR, STAR+PLUS and Health Steps Program.
- Language Line- Mr. Reed provided an explanation of the Language Line and the Housing Authority's decision to move forward with that service, based on the benefits for the agency in dealing with language barriers.
- Employee Accomplishments- Mr. Reed provided the board with a list of employees who have recently become certified in an area of their work.
- Investment Report- Mr. Paul Falade, CFO, presented an investment report.
- Update on Carver Townhomes- Mr. Falade provided an update on the Carver Townhomes loan.

7.0 Executive Session – The Board went into Executive Session at 10:28 a.m. as referenced in 5.6 and 5.7 above.

8.0 Reconvene – The board reconvened at 12:25 p.m.

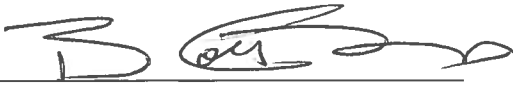
8.1 Upon reconvening from Executive session in reference to item 5.7, Commissioner Bennett made a motion to increase the salary of Chief Executive Officer Gene Reed by the amount of \$645.70 on a bi-weekly basis, to be effective as of October 1, 2015 to be paid out of the revenue from the Parkridge Place Apartments. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett and Mukire

NAYS: None

The motion carried.

9.0 **Adjournment** – Commissioner Mukire made a motion to adjourn at 12:29 p.m.

X 
~~David Mukire, Secretary~~
Cole Bennett, Commissioner

X 
~~James Batiste, Board Chair~~