

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

January 26, 2017

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **January 26, 2017 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, David Mukire and Cole Bennett.

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.

CALL TO ORDER

James Batiste called the meeting to order at 9:33 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 January 12, 2017. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett, Mukire 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 4.4 and 4.6 and table item 4.5 until the February meeting. Commissioner Mukire seconded the motion.

AYES: Commissioners Batiste, Bennett, Mukire and Faz

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1** Abilene Housing Authority Re-appointed Board Commissioners- Mr. Gene Reed, CEO, explained the city council process for board re-appointment. On January 12, 2017 the Mayor approved re-appointment of James Batiste and Cole Bennett to the board of commissioners.

- 5.2** Abilene Housing Authority 2017 Employee Handbook- Mr. Kenja Smith, Internal Monitor Manager, explained the changes that were incorporated into the 2017 Employee Handbook. These changes include the addition of the title CEO with the Executive Director title and gender identity to the equal employment opportunity section. Commissioner Faz made a motion to approve the changes to the 2017 Employee Handbook. Commissioner Bennett seconded the motion.
 AYES: Commissioners Batiste, Faz, Bennett and Mukire
 NAYS: None
The motion carried.
- 5.3** Opportunity to Participate/ Partner in Tax Credit Project in Tarrant County, Texas- Mr. Gene Reed, CEO, explained that this item can be removed due to the potential venture being withdrawn for 2017.
- 5.4** Request to Create Public Facility Corporations (PFC) - Mr. Gene Reed, CEO, stated that this agenda item was tied into item 5.3 and would not need to be discussed at this time, but may be brought to the board in the future.
- 5.5** Change to Administrative Plan and Admissions and Continued Occupancy Plan (ACOP)- Mr. Gene Reed, CEO, explained the significance of both the Administrative Plan and ACOP. Mr. Reed then suggested that item 5.5 be tabled due to the update of the plans needing further review. Item 5.5 was tabled for further review.

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 and numbers on remaining units to be filled.
- Update on New Building Located at 1149 ES 11th- Mr. Gene Reed, CEO, provided an update on the construction work being performed at the new building.
- Carver Townhomes Loan Update- Mr. Paul Falade, CFO, provided an update to the Carver townhomes loan explaining the payment status of loan.
- Abilene Housing Authority Investment Report- Mr. Falade provided an update on the Investment Report to include interest gained in 2016.

7.0 Executive Session – None

8.0 Reconvene – None

9.0 Adjournment – Commissioner Mukire made a motion to adjourn at 10:04 a.m.

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

X 
 James Batiste, Board Chair