

**MINUTES**  
**ABILENE HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**

**February 16, 2017**

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **February 16, 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 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: David Buhrmann, 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 Bennett made a motion to accept the minutes from January 26, 2017.  
Commissioner Faz seconded the motion.  
AYES: Commissioners Batiste, Bennett 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 4.6. Commissioner Bennett seconded the motion.  
AYES: Commissioners Batiste, Bennett and Faz  
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 account receivables write-off process. Commissioner Faz requested that a list of what was recovered from write-offs in 2016 be provided at the next meeting. Commissioner Faz made a motion to approve Resolution 17-4. Commissioner Bennett seconded the motion.  
AYES: Commissioners Batiste, Bennett and Faz  
NAYS: None  
*The motion carried.*

**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. Ms. Kauffman provided information on the upcoming grand opening for the complex.
- Update on New Building Located at 1149 ES 11<sup>th</sup>- Mr. Gene Reed, CEO, provided an update on the construction work being performed at the new building. Mr. Reed also provided information on public notification of the office move.
- Abilene Housing Authority New Website- Ms. Kauffman presented the new website and provided a walkthrough of each section of the new site for the board of commissioners.

**7.0 Executive Session – None**

**8.0 Reconvene – None**

**9.0 Adjournment –** Commissioner Faz made a motion to adjourn at 10:03 a.m.

X \_\_\_\_\_  
Secretary



X \_\_\_\_\_  
Board Chair

