

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

May 25, 2017

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **May 25, 2017 at 9:30 a.m.**, in the Conference Room located at 1149 ES 11th Street, Abilene, Texas. Board Chair James Batiste was present and presided. Other Commissioners present were: Vanessa Faz, Gwendolyn Blount and Cole Bennett.

Staff members present were: Gene Reed, Chief Executive Officer; Tana Kauffman, Housing & Community Development Director; Amy Pugh, Public Housing Manager; Tim Pittman, HCV Manager; Virginia Hicks, Compliance/Procurement Coordinator; Lacey Lacaze, FSS Coordinator; and Kenja Smith, Internal Monitor Manager. Guests Included: Mark Zachary, Abilene Housing Authority Attorney; and David Boring, AHA Auditor.

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

3.0 Review and Adopt Minutes of the previous meeting(s)

Commissioner Bennett made a motion to accept the minutes from March 23, 2017. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Bennett, Blount 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 Blount seconded the motion.

AYES: Commissioners Batiste, Bennett, Blount and Faz

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

5.1 Abilene Housing Authority External Audit Results- Mr. Gene Reed, CEO, explained that we do a yearly internal audit and introduced Mr. David Boring the Auditor. Mr. Boring provided the board with a draft of his audit findings report and results. Mr. Boring provided details on the report including file audits and financials. There was no action taken from agenda item 5.1.

5.2 Addition of Reasonable Rent Policy and Procedures to the Housing Choice Voucher (HCV) Administrative Plan- Mr. Tim Pittman, HCV Manager, explained rent reasonableness and the EZ-RRD system. Mr. Pittman explained that HUD has decided to expand on the rent reasonable process. Mr. Pittman then explained the expansion to EZ-RRD. Mr. Gene Reed, CEO, then explained that this is required to be added to the Administrative Plan due to the policy change made by HUD. Commissioner Faz made a motion to approve Resolution 17-5. Commissioner Bennett seconded the motion.
AYES: Commissioners Batiste, Bennett, Blount and Faz
NAYS: None
The motion carried.

5.3 Abilene Housing Authority Annual Officer Election- Mr. Mark Zachary, AHA Attorney, explained that an annual election of board positions must be held. Commissioner Cole Bennett was elected as the new Board of Commissioners Secretary. Commissioner Faz made a motion to elect Mr. James Batiste as Board Chair, Ms. Vanessa Faz as Vice-Chair and Mr. Cole Bennett as Secretary. Commissioner Blount seconded the motion.
AYES: Commissioners Batiste, Bennett, Blount and Faz
NAYS: None
The motion carried.

5.4 Addition of the VAWA Emergency Transfer Plan to the Abilene Housing Authority Administrative Plan and Continued Occupancy Policy- Ms. Amy Pugh, Public Housing Manager, explained VAWA and the Emergency Transfer Plan associated with VAWA. Ms. Pugh explained that HUD has created a “model plan” for the VAWA process. Ms. Pugh requested that the model plan be approved for addition to the HCV Administrative Plan and Public Housing Continued Occupancy Plan. Commissioner Bennett made a motion to approve Resolution 17-6. Commissioner Faz seconded the motion.
AYES: Commissioners Batiste, Bennett, Blount and Faz
The motion carried.

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officers Report

6.1.1 Operations Report

- NAHRO Legislative Conference- Mr. Gene Reed, CEO, explained his legislative role on the Texas NAHRO board. Mr. Reed explained that NAHRO took a trip to Capitol Hill in Washington D.C. to speak about issues regarding Housing with state dignitaries.
- Abilene Housing Authority New Employees- Ms. Amy Pugh, Public Housing Manager provided a brief background on the new Public Housing Assistant Manager Amanda Gilstrap. Mr. Tim Pittman, HCV Manager, provided a brief background on the new HCV Supervisor, Jana Greenway.
- Update on Prairie Gardens Senior Apartment Complex- Mr. Reed provided information regarding the recent Grand Opening of Prairie Gardens Apartments that was held on March 30, 2017.

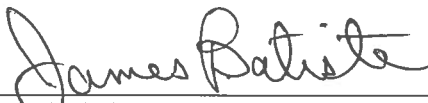
- Update on New Building Located at 1149 ES 11th- Mr. Reed provided an update on the new office location and the work that went into the gutting and rehab of the building.
- Board of Commissioners Strategic Planning Session- Mr. Reed explained the strategic planning session process and how he would like to hold a session in the near future. The board discussed available time frames and it was decided that the Strategic Planning Session would be brought back to the June board meeting for discussion.
- Abilene Housing Authority Financial Investment Report- Mr. Reed informed the Board that the Investment Report was included in the board packets for review.

7.0 **Executive Session** – None

8.0 **Reconvene** – None

9.0 **Adjournment** – Commissioner Bennett made a motion to adjourn at 10:44 a.m.

X 
Secretary

X 
Board Chair