

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

**June 21, 2017**

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **June 21, 2017 at 9:45 a.m.**, in the Conference Room located at 1149 ES 11<sup>th</sup> 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: Mark Zachary, Abilene Housing Authority Attorney; and David Boring, Abilene Housing Authority Auditor.

**CALL TO ORDER**

**James Batiste called the meeting to order at 9:45 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 May 25, 2017. Commissioner Bennett 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** Abilene Housing Authority External Audit Final Report- Mr. David Boring, AHA Auditor provided the final Audit report to the board and explained the minor changes regarding the Tax Credit portion of the report. Commissioner Bennett made a motion to accept the final audit report. Commissioner Faz seconded the motion.

AYES: Commissioners Batiste, Bennett and Faz

NAYS: None

*The motion carried.*

**5.2** Housing Choice Voucher Program Update to Utility Allowance- Mr. Tim Pittman, HCV Manager, explained the utility allowance and provided a breakdown based on the provided allowances. Mr. Pittman explained that the allowance increased for this year. Commissioner Faz made a motion to approve Resolution 17-7. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett and Faz

NAYS: None

*The motion carried.*

**5.3** Abilene Housing Authority 2017 Annual Plan- Mr. Gene Reed, CEO, explained the Annual Plan process. Mr. Reed explained that Public Housing is responsible for including the CFP projects in the Annual Plan. Ms. Amy Pugh, Public Housing Manager provided the projects that were included in the Annual Plan for 2017. Mr. Reed then explained the needs assessment process that is followed to determine CFP projects. Commissioner Faz made a motion to approve Resolution 17-8. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett and Faz

NAYS: None

*The motion carried.*

**5.4** Change to the Abilene Housing Authority Administrative Plan and Admissions and Continued Occupancy Policy in reference to Transitioning to Paperless Applications- Mr. Gene Reed, CEO, explained that this item was brought back from the January board meeting. Mr. Tim Pittman, HCV Manager, explained that the Administrative plan would change to include the paperless application process. Mr. Pittman explained the reasonable accommodation process that would be included with the change to paperless applications. Mr. Pittman then provided the benefits of going to paperless applications. Ms. Amy Pugh, Public Housing Manager, explained that this same change would need to be implemented into the Admissions and Continued Occupancy Plan. Commissioner Bennett made a motion to accept Resolution 17-2 and 17-3. Commissioner Faz seconded the motion.

AYES: Commissioners Batiste, Bennett and Faz

NAYS: None

*The motion carried.*

**5.5** Personnel Matter re: Chief Executive Officer on subject matters set forth in Texas Government Code Section 551.074 (employment, evaluation, re-assignment, duties, discipline)- It was reported that this item would be taken into Executive Session under Section 551.071 and 551.074 of the Texas Government Code.

## **6.0 CEO and Other Staff Reports**

### **6.1 Chief Executive Officers Report**

#### **6.1.1 Operations Report**

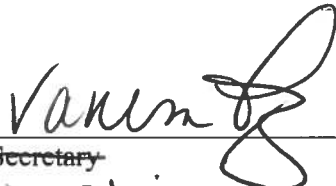
- Family Self-Sufficiency Program Graduates- Ms. Lacey Lacaze, FSS Coordinator, provided information on the recent and upcoming FSS graduates. Mr. Gene Reed, CEO, provided the number of potential graduates for 2017. Commissioner Faz requested that the year to date payout of Escrow for 2017 be provided at the next board meeting.

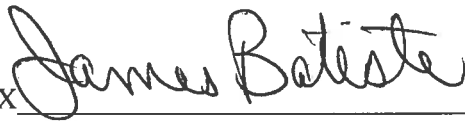
- Board of Commissioners Strategic Planning Session- Mr. Reed asked the board if they have determined a good time frame for a planning session based on the discussion from the May board meeting. It was determined that mid-August would work best for the board members.
- Abilene Housing Authority Janitorial Services Contract Finalized- Mr. Reed provided information on the addition of services for both the HCV/ Admin building and Pubic Housing facilities from a Janitorial Company.
- Procurement Coordinator Training- Mr. Reed updated the board on the completion of training for the Procurement Coordinator.
- Public Housing Annual Father's Day Event- Ms. Amy Pugh, Public Housing Manager, provided information on the recent Annual Father's Day event that was held. Ms. Pugh provided an estimated number of people in attendance and the activities that took place during the event.

7.0 **Executive Session** – The Board went into Executive Session at 10:13 a.m. as referenced in item 5.5 above.

8.0 **Reconvene** – The Board reconvened at 10:52 a.m. with no action taken from Executive Session.

9.0 **Adjournment** – Commissioner Faz made a motion to adjourn at 10:52 a.m.

X   
~~Secretary~~  
Vice Chair

X   
Board Chair