

## MINUTES

### ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

September 28, 2017

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **September 28, 2017 at 9:20 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; Virginia Hicks, Procurement/Compliance 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 9:31 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 August 16, 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 as presented. 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** Pest Control Services Contract- Ms. Virginia Hicks, Procurement/Compliance Coordinator provided information on the procurement process for choosing a Pest Control company. Ms. Hicks provided the recommendation for the chosen company. Commissioner Faz made a motion to approve Resolution 17-15. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett and Faz

NAYS: None

*The motion carried.*

**5.2** Abilene Housing Authority 2016/17 Accomplishments- Mr. Gene Reed, CEO, provided information on the 2016/17 Fiscal Year accomplishments process for the agency. Mr. Reed highlighted information in reference to Prairie Gardens the new senior complex. Mr. Reed also highlighted the purchase of a new office building for the HCV and Administrative Staff. Mr. Reed provided a list of accomplishments for the Housing Choice Voucher (HCV) program under the Management of Mr. Tim Pittman the HCV Manager. Mr. Reed then provided the accomplishments for the Family Self-Sufficiency (FSS) program. Ms. Lacey Lacaze, FSS Coordinator, provided information on the 2016/17 graduates, along with FSS participants that graduated from college. Mr. Reed provided accomplishments for the Public Housing program under the management of Ms. Amy Pugh, Public Housing Manager. Mr. Reed then provided the highlighted accomplishments of Ms. Tanya Johnson the Public Housing Resident Services Coordinator. Ms. Pugh provided information on the Public Housing events that took place in 2016/17. Mr. Reed provided a list of accomplishments for the Housing and Community Development Department under the Direction of Ms. Tana Kauffman, Housing and Community Development Director. Mr. Reed provided a list of accomplishments for the Procurement and Compliance Department under the direction of Ms. Virginia Hicks, Procurement/Compliance Coordinator. Ms. Hicks provided information on the Public Housing roofing project and the new sewer machines purchased for Public Housing. Mr. Reed provided the accomplishments of the Internal Monitor Manager, Kenja Smith. Mr. Smith provided the board with information on the Employee of the Quarter process. Mr. Paul Falade, CFO, provided an update on the accomplishments within the accounting and finance department. Mr. Falade provided the board with information on HAP funding and Administrative Fees and provided charted information for the board to follow. Mr. Reed explained to the board that AHA collaborated with the Texas Workforce Commission (TWC) on an intern project. Ms. Lacaze provided background on the interns for the HCV/FSS program. Ms. Pugh provided information on the background for the intern for the Public Housing Program. No motion was taken from this presentation.

**5.3** 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**

- Texas Housing Association (THA) Conference- Mr. Gene Reed, CEO, provided information on the recent THA conference. He provided information on the Legislative collaboration between THA and Texas NAHRO. Mr. Reed explained his position on the panel at the THA conference.

- HUD Informed PHA's of Funding Availability for Additional HUD-VASH Vouchers- Mr. Reed provided information on the collaboration between the Housing Authority and Big Springs VA to house veterans through the VASH program. Mr. Reed explained that HUD is releasing additional VASH vouchers and that the AHA in connection with Big Springs VA completed the first part of the application to apply for additional VASH vouchers.
- AHA Hurricane Disaster Relief Assistance- Mr. Reed explained hurricane relief housing. Mr. Reed informed the board that the Abilene Housing Authority has reached out to HUD in an effort to assist with hurricane relief housing.
- Recent FSS Graduates- Discussed in item 5.2 above.
- AHA & TWC Collaboration- Discussed in item 5.2 above.

**7.0 Executive Session** – The Board went into Executive Session at 10:36 a.m. as referenced in item 5.3 above.

**8.0 Reconvene** – The Board reconvened at 10:52 a.m. with a motion from Commissioner Bennett to move that the letter from Angela Meyers be accepted and adopted in item 5.3 above. Commissioner Faz seconded the motion.


AYES: Commissioners Batiste, Faz and Bennett

NAYS: None

*The motion carried.*

**9.0 Adjournment** – Commissioner Faz made a motion to adjourn at 10:53 a.m.

X   
Secretary

X   
Board Chair