

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

**October 19, 2017**

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **October 19, 2017 at 9:05 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; 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 9:07 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 September 28, 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 Piggy Back to TIPS Co-op Contract for Empire Paper-** Ms. Virginia Hicks, Procurement/Compliance Coordinator discussed the TIPS contract. Ms. Hicks explained that it is required to have a contract in order to piggy back off of this Co-op contract. Mr. Mark Zachary, AHA Attorney, explained the inter-local agreement and co-op process. Commissioner Bennett made a motion to accept the TIPS board resolution.

Commissioner Faz seconded the motion.

AYES: Commissioners Batiste, Bennett and Faz

NAYS: None

*The motion carried.*

5.2 Disaster Preference Amendment to the Administrative Plan and Admissions and Continued Occupancy Policy (ACOP)- Mr. Gene Reed, CEO explained the initial set-up of a disaster preference. Mr. Tim Pittman, HCV Manager, explained that this change will allow the programs to be more helpful in the case of a natural disaster. Mr. Pittman provided explanation on the change that would be made to the Administrative Plan. Ms. Amy Pugh, Public Housing Manager explained how this would change the ACOP. Ms. Pugh stated that this change would take effect on November 1, 2017. Commissioner Faz made a motion to accept Resolution 17-16 and 17-17. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett and Faz

NAYS: None

*The motion carried.*

5.3 Carver Townhomes Loan- Mr. Gene Reed, CEO, provided an update on the Carver Townhomes loan that will be maturing in 2018. Mr. Reed provided a letter to the board that was distributed to Carver Townhomes. No action was taken from item 5.3.

5.4 Abilene Housing Authority Chief Executive Officer Evaluation- Mr. Gene Reed, CEO, provided the board with a list accomplishments. It was stated that this item would go into Executive Session under sections 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


- Homeownership Training Update- Mr. Gene Reed, CEO, provided a progress update on the home ownership trainings. Mr. Reed provided the current classes that are being offered. Mr. Reed expressed interest in working with an outside agency to provide participants home ownership counseling.
- HCV Program Waiting List Pull- Mr. Tim Pittman, HCV Manager, provided an update on the waiting list status and pull numbers. Mr. Reed explained the over-lease and under-lease status and the lease-up process.
- FSS Program Graduate- Mr. Reed provided information on the most recent FSS graduate and the graduate's future goals.
- Investment Report- Mr. Paul Falade, CFO, provided an update on the AHA investment balances and interest gained.

7.0 **Executive Session** – The Board went into Executive Session at 9:40 a.m. as referenced in item 5.4 above.

8.0 **Reconvene** – The Board reconvened at 10:12 a.m. with no action taken from Executive Session.

9.0 **Adjournment** – Commissioner Faz made a motion to adjourn at 10:12 a.m.

X   
Secretary

X   
Board Chair