

## MINUTES

### ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

November 15, 2017

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **November 15, 2017 at 9:00 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, Cole Bennett and David Mukire.

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, Lacey Lacaze, FSS Coordinator and Kenja Smith, Internal Monitor Manager. Guests Included: Mark Zachary, Abilene Housing Authority Attorney and Weldon Hurt, Pest Patrol.

#### CALL TO ORDER

**James Batiste called the meeting to order at 9:03 a.m.**

**1.0 Call to Order**

**2.0 Hear comments from Public/Residents**

**2.1** Vendor Appreciation Award- Mr. Gene Reed, CEO, explained the vendor appreciation award process. Ms. Amy Pugh, Public Housing Manager introduced the award winner Mr. Weldon Hurt with Pest Patrol and provided a background of the services that Pest Patrol has provided over the years. Ms. Pugh then presented Mr. Hurt with the Vendor Appreciation Award for services Performed by Pest Patrol. Mr. Hurt thanked AHA for our service to the community and the opportunity to do business with the agency.

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

Commissioner Bennett made a motion to accept the minutes from October 19, 2017.

Commissioner Faz seconded the motion.

AYES: Commissioners Batiste, Bennett, Mukire 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, Mukire and Faz

NAYS: None

*The motion carried.*

## 5.0 Review and Adopt Agenda Items

- 5.1 Abilene Housing Authority Section Eight Management Assessment Program (SEMAP) Report- Mr. Paul Falade, CFO, explained SEMAP. Mr. Falade provided information on the type of assessment SEMAP falls under and the number of categories that are assessed. Mr. Gene Reed, CEO, explained the submission process of the SEMAP report to HUD. Mr. Reed then explained the Resolution and what it entailed. Mr. Falade then provided the board with a copy of the SEMAP report for review. Commissioner Faz made a motion to approve Resolution 17-18. Commissioner Bennett seconded the motion.  
AYES: Commissioners Batiste, Bennett, Mukire and Faz  
NAYS: None  
*The motion carried.*
- 5.2 Changes the Public Housing Utility Allowance Schedule- Ms. Amy Pugh, Public Housing Manager, explained the review of the Utility Allowance that is performed on an annual basis. Ms. Pugh explained that the Utility Allowance decreased and that the new Utility Allowance would take effect on December 1, 2017. Commissioner Bennett made a motion to accept Resolution 17-19. Commissioner Faz seconded the motion.  
AYES: Commissioners Batiste, Bennett, Mukire and Faz  
NAYS: None  
*The motion carried.*
- 5.3 Amendment to the Admissions and Continued Occupancy Plan (ACOP) in Reference to the Utility Allowance- Ms. Amy Pugh, Public Housing Manager explained the change that would go into the ACOP in reference to the Utility Allowance. Commissioner Faz made a motion to approve Resolution 17-20. Commissioner Bennett seconded the motion.  
AYES: Commissioners Batiste, Bennett, Mukire and Faz  
NAYS: None  
*The motion carried.*
- 5.4 Amendment to the HCV Administrative Plan in Reference to Utility Reimbursement- Mr. Tim Pittman, HCV Manager, explained the utility reimbursement verbiage change to the Administrative Plan. Commissioner Faz made a motion to approve Resolution 17-21. Commissioner Bennett seconded the motion.  
AYES: Commissioners Batiste, Bennett, Mukire and Faz  
NAYS: None  
*The motion carried.*
- 5.5 HCV Payment Standards Update- Mr. Tim Pittman, HCV Manager, explained the annual review and potential to change the Payment Standards, with regard to the HUD requirement to stay within 90% and 110% of an increase or decrease. Mr. Pittman provided the reason for the change request. Mr. Pittman then explained the lease-up process and how payment standards can affect that process. Commissioner Faz made a motion to approve Resolution 17-22. Commissioner Bennett seconded the motion.  
AYES: Commissioners Batiste, Bennett, Mukire and Faz  
NAYS: None  
*The motion carried.*

5.6 Abilene Housing Authority Chief Executive Officer Evaluation- 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**

- Family Self-Sufficiency Graduation- Mr. Gene Reed, CEO, provided details of the recently held FSS graduation. Ms. Lacey Lacaze, FSS Coordinator, provided information on the participants that graduated from the program, as well as the speakers.
- Home Ownership Training Update- Mr. Reed provided an update on the home ownership training initiative. Mr. Reed gave information on the recent meetings held and meetings to be held in the future to encourage the program to move forward.
- HCV Program Waiting List Pull Update- Mr. Tim Pittman, HCV Manager, provided an update on the current waitlist pull that is taking place. Mr. Pittman then provided information on the eligibility process to obtain a voucher.
- Carver Townhomes Loan Update- Mr. Reed provided an update on contact with the Carver Townhomes loan holder. Mr. Mark Zachary, AHA Attorney, provided legal information on the loan and payments.
- AHA CEO Radio Interview- Mr. Reed informed the board of recent radio interview that he did with LA-VOZ 93.1. Mr. Reed went live on the radio providing information on the different programs that AHA offers.

7.0 **Executive Session** – The Board went into Executive Session at 9:39 a.m. as referenced in item 5.6 above.


8.0 **Reconvene** – The Board reconvened at 10:23 a.m. with a motion from Commissioner Faz that the CEO salary be increased by an amount of \$759.34 on a bi-weekly basis and those funds to be taken out of the Parkridge account effective as of October 1, 2017. Commissioner Bennett seconded the motion.

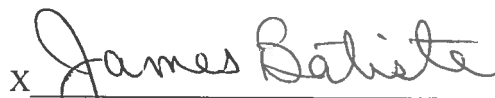
AYES: Commissioners Batiste, Bennett, Mukire and Faz

NAYS: None

*The motion carried.*

9.0 **Adjournment** – Commissioner Bennett made a motion to adjourn at 10:24 a.m.

X   
Secretary

X   
Board Chair