

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

March 21, 2018

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **March 21, 2018 at 9:00 a.m.**, in the Conference Room located at 1149 E. South 11th Street, Abilene, Texas. Board Chair James Batiste was present and presided. Other Commissioners present were: Roberta Thompson, Tim Evans and Cole Bennett.

Staff members present were: Gene Reed, Chief Executive Officer; Paul Falade, Chief Financial Officer; Tana Kauffman-Hubbard, 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 and Alyssa Ware and Jed Davis, Parkridge Place Apartments.

CALL TO ORDER

James Batiste called the meeting to order at 9:01 a.m.

1.0 Call to Order

1.1 Introduction of New Board Members- Mr. Gene Reed, CEO, welcomed the two newly appointed Board Members to the AHA board. Mr. Tim Evans provided his background and prior experience with AHA. Mrs. Roberta Thompson provided her background with AHA and shared her purpose for joining the board.

2.0 Hear comments from Public/Residents

2.1 Years of Service Recognition for Former Board Member Vanessa Faz- Ms. Faz was unable to attend.

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

Commissioner Bennett made a motion to adopt the minutes from January 17, 2018. Vote was unanimous.

AYES: Commissioners Batiste, Bennett, Evans and Thompson

NAYS: None

The motion carried.

- 4.0 Review Financial and Other Reports by Consent-** Commissioner Bennett made a motion to approve Items 4.2, 4.3, 4.5 and 4.6 as presented.
AYES: Commissioners Batiste, Bennett, Evans and Thompson
NAYS: None
The motion carried.

Items 4.1 and 4.4 were pulled from the original consent until further discussion. Mr. Gene Reed, CEO provided additional information on items 4.1 in reference to the January Financial Status Report. Mr. Reed provided information on the variance and operating subsidy. Ms. Amy Pugh, Public Housing Manager, gave information to the board on the new industry standards in relation to the recent Public Housing REAC Inspection. Mr. Reed then provided additional information on item 4.4 in reference to the HCV Financial Status report. Mr., Reed explained the administrative fees and provided information on the current lease up percentage. After further discussion of items 4.1 and 4.4 Commissioner Bennett made a motion to accept items 4.1 and 4.4. Commissioner Thompson seconded the motion.

AYES: Commissioners Batiste, Bennett, Evans and Thompson
NAYS: None
The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1** Recommendation for Employee Banked PTO/Vacation Time- It was stated that this Item would go into Executive Session under sections 551.071 and 551.074 of the Texas Government Code.
- 5.2** Possible Purchase of Real Estate Located in Abilene, Texas- It was stated that this Item would go into Executive Session under section 551.072 of the Texas Government Code.
- 5.3** Appointment of New Board Members to HACA Public Facility Corporation, Synergistic Development Public Facility Corporation and Housing Synergy Public Facility Corporation- Mr. Gene Reed, CEO, explained the three Public Facility Corporations and their purpose. Mr. Reed then explained that the board members must be appointed to the PFC's following appointment to the housing authority board. Commissioner Bennett made a motion to accept Resolution 18-4. Commissioner Thompson seconded the motion.
AYES: Commissioners Batiste, Bennett, Evans and Thompson
NAYS: None
The motion carried.
- 5.4** Abilene Housing Authority Officer Elections- Mr. Gene Reed, CEO, provided information on the past positions held on the housing authority board. Mr. Mark Zachary, AHA Attorney provided information on the process of holding the annual election of officers. Commissioner Bennett made a motion to accept James Batiste as Board Chair, Tim Evans as Vice Chair and Cole Bennett as Secretary. Commissioner Thompson seconded the motion.
AYES: Commissioners Batiste, Bennett, Evans and Thompson
NAYS: None
The motion carried.

5.5 Public Housing Accounts Receivable Write-off- Mr. Paul Falade, CFO, explained the accounts receivable write-off process. Mr. Falade provided information on the collection process that is followed after the write-off is approved. Ms. Amy Pugh, Public Housing Manager provided information on where the tenant charges owed accumulated from. Mr. Reed then provided information on the HUD PIC System and how the write-offs are shown through the PIC System. Commissioner Bennett made a motion to accept Resolution 18-2. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett, Evans and Thompson

NAYS: None

The motion carried.

5.6 Change to the HCV Administrative Plan in reference to the Addition of a Homeless Preference- Mr. Gene Reed, CEO, gave an explanation of the implementation of a homeless preference to the HCV program. Mr. Tim Pittman, HCV Manager, provided information on the special preference addition. Mr. Pittman provided the process that will be followed to approve an applicant through the homeless preference. Mr. Pittman then provided all of the current special preferences and how this preference will fall into those already included. Commissioner Thompson made a motion to accept Resolution 18-3. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett, Evans and Thompson

NAYS: None

The motion carried.

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officers Report

6.1.1 Operations Report

- SEMAP Score for HCV Program, PHAS Score for Public Housing and MDSI Audit Results for Parkridge Apartments- Mr. Gene Reed, CEO, gave information on the SEMAP and PHAS High Performer Status. Mr. Reed acknowledged and congratulated both the HCV and Public Housing programs for achieving the High Performer Status for 2017. Mr. Reed then gave an explanation on the MDSI audit process for Parkridge Place Apartments and congratulated the management team on “no findings” from the audit.
- AHA Operating Subsidy Litigation Payout- Mr. Reed provided an update on the award from the litigation suit. Mr. Reed informed the board that we have received \$364,272 from the United States Treasury.
- HUD-VASH Program Update- Mr. Reed expressed his interest in continually seeking special niche populations to assist. Mr. Reed informed the board that we have been approved for 5 additional VASH Vouchers to add to our VASH program.
- Home Ownership Training Update- Mr. Reed provided information on the upcoming meeting that will be held to meet with other community agencies to gauge interest in the creation of a Home Ownership Program here in Abilene. Mr. Reed provided his goals for the future of the potential program.

- Carver Townhomes Loan Update- Mr. Reed provided a background on the involvement of AHA with the Carver Townhomes loan. Mr. Reed explained that a purchaser for the property has been established and that our portion of the loan will be paid to AHA in full.
- Recreation Center at Public Housing Vogel Apartment Complex- Mr. Reed provided information for the potential of a Recreation Center at the Vogel Apartment Complex. Mr. Reed explained that AHA is currently having a feasibility study performed by an A&E firm to assist in future plans for the Recreation Center. Mr. Reed provided some of his ideas of what could be included within the Recreation Center and different funding sources that could potentially be utilized to fund the project.
- AHA New Employees- Mr. Tim Pittman, HCV Manager, provided the background on his new employee Susan Wilcock that was recently hired as a new counselor/inspector. Ms. Amy Pugh, Public Housing Manager, provided a background and work history for her two new employees that were hired to fill a maintenance position and the assistant manager position at Public Housing.
- Prairie Gardens Development Fee Payment- Mr. Reed explained the development fee process for our recent Tax Credit complex that was built. He updated the board that AHA has received a development fee of \$122,088.
- AHA Investment Report- Mr. Paul Falade, CFO, provided information on the investment sources and interest gained for the provided report.
- Public Housing Smoke-Free Policy- Mr. Reed explained to the board the process of unfunded mandates. Ms. Pugh provided the new policy requirements for the implementation of the smoke-free policy.
- New Bus Stop Near Admin/HCV Office Location- Ms. Tana Kauffman-Hubbard, Housing & Community Development Director, provided information on the need for bus stops near our new location at 1149 E. South 11th. Ms. Kauffman-Hubbard explained her collaboration with the City and City Link office to have a stop put near our new office location. The stop is in the process of being taken to City Council for approval.

7.0 Executive Session – The Board went into Executive Session at 10:13 a.m. as referenced in Items 5.1 above under section 551.071 and 551.074 of the Texas Government Code and 5.2 as referenced above under Section 551.072 of the Texas Government Code.

8.0 Reconvene – The Board reconvened from Executive Session at 11:27 a.m. with a motion from Commissioner Bennett to approve Resolution 18-5 as appended under item 5.1 listed above. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett, Evans and Thompson

NAYS: None

The motion carried

Commissioner Bennett then made a motion to allow Gene Reed, CEO, to move forward with the negotiations of the Real Estate Property in Abilene, Texas under 5.2 listed above. Commissioner Thompson seconded the motion.

AYES: Commissioners Batiste, Bennett, Evans and Thompson

NAYS: None

The motion carried.

9.0 **Adjournment** – Commissioner Bennett made a motion to adjourn at 11:29 a.m.

X 
Secretary

X 
Board Chair