

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

June 28, 2018

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **June 28, 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: Gwendolyn Blount, Roberta Thompson 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; Lacey LaCaze, FSS 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 9:13 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 Bennett made a motion to approve the Minutes from May 23, 2018. Commissioner Thompson seconded the motion.

AYES: Commissioners Batiste, Bennett, Thompson and Blount

NAYS: None

The motion carried.

4.0 Review Financial and Other Reports by Consent- Mr. Tim Pittman, HCV Manager, explained that he and the HCV Supervisor are responsible for completing the quality control inspections for the HCV program. Commissioner Thompson made a motion to approve items 4.1 through 4.6 as presented. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Bennett, Thompson and Blount

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

5.1 Real Estate Purchase of Property Located in Central Abilene, Texas- Mr. Gene Reed, CEO, provided an update on the due diligence period for the potential real property purchase. Mr. Reed then explained to Commissioner Blount that the AHA is considering a potential real estate purchase and provided information on the due diligence process. No action was taken following this discussion.

5.2 Public Housing Smoke-free Policy- Ms. Amy Pugh, Public Housing Manager, provided information on the implementation of a smoke-free policy at all Public Housing sites. She provided the steps that are being taken to implement the policy and stated that the policy would take effect on July 31, 2018. Ms. Pugh explained that this is a federally mandated policy. Mr. Gene Reed, CEO, provided a recommendation to the board for addressing the public in reference to this new policy. Commissioner Bennett made a motion to adopt Resolution 18-9. Commissioner Blount seconded the motion.

AYES: Commissioners Batiste, Bennett, Blount and Thompson

NAYS: None

The motion carried.

5.3 AHA Annual Plan Approval- Mr. Gene Reed, CEO, explained the yearly Annual Plan process and the purpose of the Annual Plan. Mr. Reed provided the different parts to the plan and the significance it holds for Public Housing. Mr. Reed then provided the process to amend the Annual Plan if needed. Ms. Amy Pugh, Public Housing Manager, provided the deconcentration averages that are included in the Plan. Commissioner Thompson made a motion to adopt Resolution 18-10. Commissioner Blount seconded the motion

AYES: Commissioners Batiste, Bennett, Blount and Thompson

NAYS: None

The motion carried.

5.4 Discussion of Day and Time of AHA Monthly Board Meetings- Commissioner Batiste requested that this item be tabled until the July board meeting. Mr. Mark Zachary, AHA Attorney, reviewed the provision in the board's by-laws that references the day of each monthly board meeting. Mr. Zachary recommended that the Board Chair discuss this issue with the board at the board's next meeting and that if a permanent day change is desired, that the board consider amending its by-laws in reference to the board's monthly meetings.

5.5 AHA Company Vehicle Employee Driver Policy- Mr. Gene Reed, CEO, requested that this item be tabled for further review. Mr. Reed then provided the reason for the potential policy implementation.

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officers Report

6.1.1 Operations Report

- HUD Strong Families Initiative Event May-June 2018- Mr. Gene Reed, CEO, provided information on the event and all of the agencies that were involved with the event. Ms. Amy Pugh, Public Housing Manager, provided the background on the event and all of the entities that helped make the event successful through donations. Ms. Pugh then informed the board that there were between 100 to 125 attendees.
- HCV Program Mainstream Voucher Application- Mr. Reed provided the application process to apply for mainstream vouchers through HUD. Mr. Reed provided information on the agencies that have agreed to participate if the vouchers are awarded. Mr. Reed informed the board that HUD has not provided a specific date for when the award decision will be made.


- Recreation Facility at Public Housing Vogel Complex- Mr. Reed provided a schematic layout for the potential Rec Center. Mr. Reed then gave some ideas of funding for building the facility and revenue sources to keep it going. Mr. Reed plans to have the A/E firm present the plan and marketing strategy to the board in a future meeting.
- Employee Vacation Time Response- Mr. Paul Falade, CFO, provided information on the number of employees who have elected to receive pay in lieu of accrued vacation thus far.
- HCV/ Administration Building Bus Stop Location- Mr. Reed provided information on the location of where a bus stop was originally planned to be located for the AHA customers. Mr. Reed explained that Tana Kauffman-Hubbard, HCD Director, was able to work with the city to have a bus stop implemented in front of our office instead of the originally planned location.

7.0 **Executive Session** –None

8.0 **Reconvene** –None

9.0 **Adjournment** –Commissioner Bennett made a motion to adjourn at 10:23 a.m.

X 
Secretary

X 
Board Chair