

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

**July 19, 2018**

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **July 19, 2018 at 9:00 a.m.**, in the Conference Room located at 1149 E. South 11<sup>th</sup> Street, Abilene, Texas. The Board recessed (without adjourning) the meeting at 10:22 a.m. and then resumed the meeting at 10:24 a.m. Board Chair James Batiste was present and presided. Other Commissioners present were: Tim Evans, Roberta Thompson, Gwendolyn Blount 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 Will Duncan, Jacob/Martin Architects.

**CALL TO ORDER**

**James Batiste called the meeting to order at 9:05 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 adopt the Minutes from June 28, 2018. Commissioner Thompson seconded the motion.

AYES: Commissioners Batiste, Bennett, Thompson, Blount and Evans

NAYS: None

*The motion carried.*

**4.0 Review Financial and Other Reports by Consent-** Commissioner Thompson requested that items 4.1, 4.2, 4.4 and 4.6 be pulled for further discussion. Commissioner Evans made a motion to approve items 4.3 and 4.5. Commissioner Blount seconded the motion. Ms. Amy Pugh, Public Housing Manager, reviewed agenda item 4.1. In response to Commissioner Thompson's questions relating to Items 4.1, 4.2, 4.4 and 4.6, the staff of the AHA provided the following information: Ms. Pugh explained the community service and compliance requirements for the tenants and provided examples of the types of community service. Ms. Pugh then explained the tenant work order charges listed on the monthly status report form. Mr. Paul Falade, CFO, explained the salary break down for Public Housing employees. Mr. Falade explained the incident report listed under agenda item 4.2. Mr. Tim Pittman, HCV Manager, explained the current counselor caseloads listed under agenda item 4.4. Mr. Pittman explained how the case loads are broken down during the HCV lease-up process time frame. Ms. Pugh and Mr. Pittman provided explanations of the employees resignations listed on the HR Report under agenda item 4.6. Commissioner Bennett made a motion to approve agenda items 4.1, 4.2, 4.4 and 4.6. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett, Thompson, Blount and Evans

NAYS: None

*The motion carried.*

## **5.0 Review and Adopt Agenda Items**

- 5.1** Real Estate Purchase of Property Located in Central Abilene, Texas- no discussion.
- 5.2** AHA Board Member Training from HUD- Mr. Gene Reed, CEO, provided a list of upcoming training opportunities. Mr. Reed listed the agencies providing the trainings and his recommendations for the trainings and specifically reviewed the HUD training option with the board. Mr. Mark Zachary, AHA Attorney, provided his legal opinion on the HUD training with reference to the Open Meetings Act, should the training involve multiple AHA Commissioners.
- 5.3** Day and Time of AHA Board Meetings, which may include a change to the day and time of the AHA Board's Monthly Meetings and/ or an Amendment to the AHA Board's By-Laws in reference to the date and time of the AHA Board's Monthly Meetings. Mr. Mark Zachary, AHA Attorney, summarized the AHA by-law in reference to the day and time of the monthly Board of Commissioners meetings. Commissioner Evans and Commissioner Bennett stated that Wednesday works best for them at this time. Commissioner Evans made a motion to hold the AHA Board of Commissioners meetings on the third Wednesday of each month from August through December of 2018. Commissioner Bennett seconded the motion.  
AYES: Commissioners Batiste, Bennett, Thompson, Blount and Evans  
NAYS: None  
*The motion carried.*
- 5.4** AHA Company Vehicles Employee Driver Policy- Mr. Gene Reed, CEO, explained the need for the addition of an Employee Driver Policy. Mr. Kenja Smith, Internal Monitor Manager, provided a presentation to the board on the new policy. Mr. Smith provided the current number of accident reports, the objective of the driving policy, the driver point system and the corrective actions that would take place based on the point system. Commissioner Bennett made a motion to adopt Resolution 18-11. Commissioner Thompson seconded the motion.  
AYES: Commissioners Batiste, Bennett, Thompson, Blount and Evans  
NAYS: None  
*The motion carried.*

## **6.0 CEO and Other Staff Reports**

### **6.1 Chief Executive Officers Report**

#### **6.1.1 Operations Report**

- AHA FSS Program Rating- Mr. Gene Reed, CEO, explained the HUD rating system for the FSS program. AHA has received an "excellent" rating under the HUD ratings system. Mr. Reed provided the measurements for the rating system.

- Recreation Facility at Public Housing Vogel Complex - Mr. Reed introduced Mr. Will Duncan with Jacob/Martin Architectural Firm. Mr. Duncan provided a background of his company and the current project being discussed. Mr. Duncan provided a presentation which included the site layout, and potential issues that would need to be addressed. Mr. Duncan provided a floor plan with the exterior building design and material information. Mr. Duncan concluded with a preliminary cost estimate ranging between \$4,300,000 and \$5,700,000 for project construction. Mr. Reed provided some financing options including obtaining project sponsors. Mr. Reed explained to the board that a marketing plan would be provided in the future.
- HCV Program Lease-Up- Mr. Tim Pittman, HCV Manager, provided information on the current lease-up efforts from staff and the current lease-up percentage of the program.
- AHA Investment Report - Mr. Paul Falade, CFO gave an update on the current investments including increased interest information.

7.0 **Executive Session** – None

8.0 **Reconvene** –None

9.0 **Adjournment** – Commissioner Bennett made a motion to adjourn at 10:51 a.m.

X Jim Evans  
~~Secretary~~ Vice Chair

X James Betute  
Board Chair