

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

August 15, 2018

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **August 15, 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: Tim Evans and Roberta Thompson.

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; Jana Greenway, HCV Supervisor; Virginia Hicks, Procurement/Compliance Coordinator; Lacey LaCaze, FSS 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 9:02 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 Evans made a motion to accept the Minutes from July 19, 2018. Commissioner Thompson seconded the motion.
AYES: Commissioners Batiste, Thompson and Evans
NAYS: None
The motion carried.
- 4.0 Review Financial and Other Reports by Consent-** Commissioner Thompson made a motion to approve items 4.1 through 4.6 as presented. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Thompson 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 Write Off of Delinquent Accounts- Mr. Paul Falade, CFO, explained the write-off process and the amount being requested to write-off. Ms. Amy Pugh, Public Housing Manager, explained the eviction and court process for delinquent tenants. Ms. Pugh also explained the repayment options that are offered for delinquent accounts. Mr. Mark Zachary, AHA Attorney, provided his legal perspective on the process that is performed to work with tenants with past due accounts to resolve prior to court. Commissioner Thompson made a motion to approve Resolution 18-12. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Thompson and Evans
NAYS: None
The motion carried.
- 5.3 Approval of the 2018/19 AHA Operating Budget- Mr. Paul Falade, CFO, explained the purpose of the 2019 combined budget for both HCV and Public Housing. Mr. Falade explained that HUD does not require submission for the HCV budget, only for the Public Housing budget. Mr. Falade summarized the budget explaining the management fund and the operating subsidy, along with AHA expenses. Mr. Gene Reed, CEO, then explained the salary study process that is performed to determine AHA employee salaries and annual increases. Commissioner Thompson requested that a budget workshop be held for budget approvals in the future. Commissioner Thompson made a motion to approve Resolution 18-13. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Thompson and Evans
NAYS: None
The motion carried.
- 5.4 Approval of the 2017/18 AHA Revised Operating Budget- Mr. Paul Falade, CFO, explained the reason for the revised budget. Mr. Falade explained that the originally approved budget required changes due to rent collected, operating subsidy and additional Public Housing expenses. Mr. Falade provided information on the monthly supplement that is received from the Parkridge account and an increase to the amount received from Parkridge monthly in the future. Commissioner Evans made a motion to approve Resolution 18-14. Commissioner Thompson seconded the motion.
AYES: Commissioners Batiste, Thompson and Evans
NAYS: None
The motion carried.
- 5.5 Janitorial Services RFP Contract- Ms. Virginia Hicks, Procurement/Compliance Coordinator, explained the QSP that was put out for Janitorial Services and who was awarded the contract for a 5 year term. Commissioner Thompson made a motion to approve Resolution 18-15. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Thompson and Evans
NAYS: None
The motion carried.

- 5.6 Windsor Carver Townhomes Loan- Mr. Gene Reed, CEO, explained the status of the Carver loan including the delinquent amount and monthly payments being made. He explained that the new potential owner has requested an extension to the loan pay off. Mr. Reed provided his recommendation to extend the pay-off to December 31, 2018. Mr. Mark Zachary, AHA Attorney provided his legal opinion on the extension and the steps that would be taken should the board choose not to extend. Commissioner Thompson made a motion to extend the loan to December 31, 2018. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Thompson 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


- Homeownership Training Program Update- Mr. Gene Reed, CEO, provided an update on the status of the homeownership training program. Mr. Reed explained that the AHA and the collaborating agencies are looking at running a 6-8 week pilot program through the FSS and Public Housing programs.
- Developer and Banking RFP's- Mrs. Virginia Hicks, Procurement/Compliance Coordinator provided information on the Banking and Developer RFP's that are being worked to obtain services.
- Housing Opportunities through Modernization Act (HOTMA) Changes Update- Mr. Reed explained HOTMA and how it would affect both the HCV and Public Housing programs. Ms. Amy Pugh, Public Housing Manager, explained the changes to the over income and income limit rules. Mr. Reed informed the board that these changes will be brought to the board for approval upon implementation.
- HCV Program Lease-Up- Mr. Reed explained to the board that we have met our lease up spending amount and it is now necessary to take pulled applicants and add them back to the waiting list until a voucher becomes available.
- TAAHP Tax Credit Conference- Mr. Reed provided information on the recently attended TAAHP conference that was held in Austin, Texas. Mr. Reed congratulated Tana Kauffman-Hubbard for getting Prairie Gardens into the Texas Affordable Housing magazine.

7.0 **Executive Session** – None

8.0 **Reconvene** –None

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

X 
Secretary

X 
Board Chair