

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

**September 19, 2018**

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **September 19, 2018 at 9:00 a.m.**, in the Conference Room located at 1149 E. South 11<sup>th</sup> Street, Abilene, Texas. Board Chair James Batiste was present and presided. Other Commissioners present were: 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; Lacey LaCaze, FSS Coordinator and Kenja Smith, Internal Monitor Manager. Guests included: Mark Zachary, Abilene Housing Authority Attorney; Shannon Hunter, Coats Rose and Mellany Brown, Nelrod.

**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**

**2.1** Vendor Appreciation Award for Coats/Rose and Mark Zachary with McMahon Surovik Suttle, PC- Mr. Gene Reed, CEO, recognized Mark Zachary for exceptional service as AHA's attorney. Mr. Mark Zachary stated that he enjoys working with an agency that is continually moving forward. Mr. Reed then recognized both Shannon Hunter and Barry Palmer for their exceptional service in all of the AHA's legal real estate work. Ms. Shannon Hunter thanked AHA and stated she is looking forward to more to come.

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

Commissioner Evans made a motion to accept the Minutes from August 15, 2018. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett and Evans

NAYS: None

*The motion carried.*

**4.0 Review Financial and Other Reports by Consent-** Commissioner Bennett made a motion to accept items 4.1 through 4.6 as presented. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett and Evans

NAYS: None

*The motion carried*

**5.0 Review and Adopt Agenda Items**

**5.1** Purchase of Real Estate Located at 309 Hickory in Abilene, Texas- Mr. Gene Reed, CEO, informed the board that the purchase of 309 Hickory has been completed. He provided the final sales price and the plans that will follow.

**5.2** Abilene Housing Authority Auditing Services RFP Contract- Ms. Virginia Hicks, Procurement/Compliance Coordinator, provided the HUD requirements for the procurement process, reported that David A. Boring, CPA submitted the lowest bid for the work and that staff recommends that he be awarded the contract according to the criteria sent forth in the Request for Proposal issued by the AHA for this work. Mr. Mark Zachary, AHA Attorney, informed the board that the contract would take effect as of October 1, 2018 and then outlined the general terms of the contract. Commissioner Bennett made a motion to accept Resolution 18-16. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett and Evans

NAYS: None

*The motion carried.*

**5.3** Nelrod Salary Comparison Study- Mr. Paul Falade, CFO, introduced Ms. Mellany Brown with Nelrod. Ms. Brown explained the ARI system that is used to complete the salary comparison study. Ms. Brown explained that the ARI system matches jobs to the AHA job positions based on the job descriptions and that the report provides a minimum to maximum pay range based on each job position. Ms. Brown then provided a list of comparable agencies to AHA's positions. Ms. Brown then walked the board through each of the charts provided within the packet. Ms. Brown provided the board with both HUD recommendations and requirements for the salary studies. Commissioner Bennett made a motion to accept the report as presented. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett and Evans

NAYS: None

*The motion carried.*

**5.4** HCV Administrative Plan Changes Pertaining to Interim Increases and Voucher Terms- Mr. Tim Pittman, HCV Manager, provided information on the proposed changes. Mr. Pittman explained the interim increases process and the need for the change. Mr. Pittman then informed the board that the proposed change would decrease the voucher extension term to 60 days and provided an explanation of the extension process. Commissioner Evans made a motion to approve Resolution 18-17. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett 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 2017/18 Fiscal Year Accomplishments- Mr. Gene Reed, CEO, provided the Accomplishments for the 2017/18 Fiscal Year. Mr. Reed congratulated both the HCV and Public Housing Programs for achieving operational excellence. Mr. Reed explained that the HCV program reached operational excellence by attaining the High Performer Status and adding two new preferences to the HCV voucher program. Mr. Reed explained that Public Housing met operational excellence by meeting high performer, incorporating the smoke-free policy, providing the scholarship winner for the Texas NAHRO scholarship program and by adding a resident under the MFP program. Mr. Reed then recognized the CFO and the FSS coordinator for operational excellence. Mr. Reed explained that

the FSS program has grown and increased the number of graduates from the program, along with holding an annual resource fair. Mr. Reed acknowledged the CFO and accounting department for the work on receiving the set-aside award, auditing for both PHAS and SEMAP, completing taxes for the AHA Public Facility Corporations, working through the operating fund litigation, the Administrative fees funding and the Public Housing revenue increases. Mr. Reed recognized the winners of employee of the quarter from the last quarter of 2017 to the second quarter of 2018. Mr. Reed updated the board on all the community partnerships that have been accomplished, the purchase of commercial real estate, the potential recreation facility and the incorporation of a home ownership program. Mr. Reed then acknowledged the Housing and Community Development department for the accomplishment of getting Prairie Gardens into the Texas Housing magazine and the addition of a bus stop at the new AHA office location. Mr. Reed acknowledged the Internal Monitor Manager for his work on the 2017 Annual Report, the adoption of a Driving policy, work on informal reviews and hearings and the continual file audits performed. Mr. Reed acknowledged the Procurement Coordinator for accomplishing the purchase of a new maintenance trailer and SUV for the HCV program, as well as completing the Public Housing ceiling project and incorporation of the Janitorial contract.

- Developer Services RFQ- Ms. Virginia Hicks, Procurement/Compliance Coordinator, provided information on the Developer RFQ that is out for bid. Mr. Reed provided information on what AHA is looking for in Developer services.
- City Wide Homeless Veterans Challenge- Mr. Tim Pittman, HCV Manager, provided the board with information on the City wide homeless veteran's challenge that is taking place. Mr. Pittman also updated the board on the status of housing homeless veterans through the new voucher preference.
- Behavioral Health Leadership Team (BHLT) Member- Mr. Reed provided information on the BHLT and his involvement with the committee.

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 Batiste  
Board Chair