

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

October 17, 2018

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **October 17, 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, Roberta Thompson and Cole Bennett.

Staff members present were: Gene Reed, Chief Executive 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.

CALL TO ORDER

James Batiste called the meeting to order at 9:03 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 accept the Minutes from September 19, 2018. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett Thompson and Evans

NAYS: None

The motion carried.

4.0 Review Financial and Other Reports by Consent- The Commissioners had several questions concerning the reports and information contained on the reports (some of which was discussed during the Item 5.1 discussion). In reference to delinquent rent, Ms. Amy Pugh, Public Housing Manager, explained the rent collection process and the process that is followed for collecting delinquent rent. Ms. Pugh then explained the process that is followed for handling unauthorized occupants in units. Mr. Tim Pittman provided information on the Section 8 waitlist status report and the difference between authorized and current vouchers as stated on the report. Mr. Pittman then explained the landlord payment process that is followed in the instance of tenant evictions. In reference to the HR report, Mr. Gene Reed, CEO, provided information on current vacant staff positions (including the Maintenance Crew Chief). Ms. Amy Pugh provided her current staff's duties and caseloads. Mr. Kenja Smith, Internal Monitor Manager, explained his job duties in relation to the HR Report and the grievance process that is followed in handling employee grievances. Mr. Mark Zachary, AHA Attorney, then made reference to his role in the grievance process. Commissioner Thompson made a motion to accept Items 4.1 through 4.6 as presented. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett, Thompson and Evans

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1** HCV Administrative Plan Amendment for Mainstream Vouchers- Mr. Gene Reed, CEO, explained the amendment process for additions or changes to the Administrative Plan. Mr. Tim Pittman, HCV Manager, explained the addition of the Mainstream voucher preference and the requirement process for the vouchers. Mr. Pittman provided the plan moving forward and how the vouchers will be distributed to staff to work. Mr. Pittman then explained the waitlist and tracking process for the vouchers. Commissioner Bennett made a motion to approve Resolution 18-18. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Bennett, Thompson and Evans

NAYS: None

The motion carried.

- 5.2** Developer Services RFQ Contract- Ms. Virginia Hicks, Procurement/Compliance Coordinator, provided information on the Developer Services RFQ and process and provided the chosen developers. Commissioner Evans made a motion to approve Resolution 18-19. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett, Thompson and Evans

NAYS: None

The motion carried.

- 5.3** Earl Williams Ceiling Project Phase II Contract- Mr. Gene Reed, CEO, provided the history of construction projects at the Earl Williams Public Housing site. Ms. Virginia Hicks, Procurement/Compliance Coordinator, provided the stages of the ceiling project and who was awarded the contract to complete the second phase of the ceiling project. Commissioner Evans made a motion to approve Resolution 18-20. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett, Thompson and Evans

NAYS: None

The motion carried.

- 5.4** Abilene Housing Authority Chief Executive Officer Evaluation- This item was taken into Executive Session under Items 551.071 and 551.074 of the Texas Government Code.

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officers Report

6.1.1 Operations Report

- Homeownership Program Update- Mr. Gene Reed, CEO, provided an update on the status of the Homeownership Program. An 8 week program is set to begin through AHA in January of 2019.
- Texas NAHRO Conference in Abilene, Texas- Mr. Reed provided information on the recent conference and how AHA hosted the conference that was held here in Abilene. Ms. Tana Kauffman-Hubbard, Housing & Community Development Director, provided information on the coordination and the events associated with the conference.

- Choice Neighborhood Initiative Grant- Mr. Reed provided information on the grant and the grant application process. Mr. Reed then provided the history on the grant and how it came to be. Mr. Reed provided information on interested entities and the trip that was taken by himself and another organization to Seattle, Washington to see how their Choice Neighborhood Initiative program works. Mr. Reed then provided his vision on the role AHA could play in moving forward with the grant application and process.
- Investment Report- Mr. Reed reviewed the provided Investment Report and the financial interest gained to date.

7.0 Executive Session – The Board of Commissioners went into Executive Session at 10:34 a.m. under 551.071 and 551.074 of the Texas Government Code as referenced in Item 5.4 above.

8.0 Reconvene –The Board of Commissioners reconvened at 11:56 a.m. with no action taken from Executive Session.

9.0 Adjournment – Commissioner Evans made a motion to adjourn at 11:56 a.m.

X Jim Evans
Vice-Chair

X James Batista
Board Chair