

## MINUTES

### ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

**November 28, 2018**

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **November 28, 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, 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 Rick Garza and Dustin Higgins with RPGA.

#### 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 Dustin Higgins with RPGA- Mr. Gene Reed, CEO, presented Dustin Higgins and Rick Garza with a Vendor Appreciation Award for architectural work performed for the AHA. Mr. Dustin Higgins, RPGA, thanked the Abilene Housing Authority for the opportunity to work on our office building.

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

Commissioner Bennett made a motion to approve the Minutes from October 17, 2018 and November 7<sup>th</sup> and 14<sup>th</sup> of 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-** Mr. Kenja Smith, Internal Monitor Manager, provided an update on the HR Report. Commissioner Evans made a motion to accept Items 4.1 through 4.6 as presented. Commissioner Bennett seconded the motion.

AYES: Commissioners Batiste, Bennett, Thompson and Evans

NAYS: None

*The motion carried.*

## 5.0 Review and Adopt Agenda Items

- 5.1 Banking Services RFP Contract- Ms. Virginia Hicks, Procurement/Compliance Coordinator provided details regarding the RFP process for Banking Services and the Banks recommended for approval based upon their response to the RFP (Chase and First Financial Bank). Commissioner Thompson made a motion to accept Resolution 18-22 and 18-23. Commissioner Bennett seconded the motion.  
AYES: Commissioners Batiste, Bennett, Thompson and Evans  
NAYS: None  
*The motion carried.*
- 5.2 IT Services RFP Contract- Ms. Virginia Hicks, Procurement/Compliance Coordinator, provided information on the IT Services RFP and process and provided the name of the IT company recommended for approval based on their response to the RFP (WolfePak). Commissioner Bennett made a motion to adopt Resolution 18-24. Commissioner Evans seconded the motion.  
AYES: Commissioners Batiste, Bennett, Thompson and Evans  
NAYS: None  
*The motion carried.*
- 5.3 Abilene Housing Authority Section Eight Management Assessment Program (SEMAP) Report- Mr. Gene Reed, CEO, provided information on the requirements of the SEMAP report. Mr. Paul Falade, CFO, provided the indicators that are listed on the report and the self-scoring process that is followed by the AHA. Mr. Falade provided information on who does the back-up Quality Control Inspections of the HCV program. Mr. Reed then explained information on the 6 indicators on the SEMAP report that HUD reviews when submitted. Mr. Tim Pittman, HCV Manager, provided the board with information on what efforts are made to outreach to landlords that are part of the HCV program and how many landlords are currently a part of the program. Commissioner Evans made a motion to approve Resolution 18-25. Commissioner Bennett seconded the motion.  
AYES: Commissioners Batiste, Bennett, Thompson and Evans  
NAYS: None  
*The motion carried.*
- 5.4 Bonus Incentive for AHA Employees- Before discussion, attorney Mark Zachary requested that this item be taken into Executive Session for attorney consultation under Section 551.071 of the Texas Government Code.
- 5.5 Personnel Matters re: Chief Executive Officer on Subject Matter set forth in Texas Government Code, Section 551.074 (employment, evaluation, re-assignment, duties, discipline) - This item was taken into Executive Session under Sections 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**

- Behavioral Advisory Team (BAT) Meeting at Hendricks Hospital- Mr. Gene Reed, CEO, provided an update on the BAT meetings. Mr. Reed informed the board that the team is currently focusing on the mental illness issue in Abilene and a possible collaboration of a joint response team. Mr. Reed then provided the role AHA could play in assisting the BAT team in the future.
- ACU Partnership for Public Housing Families- Mr. Reed provided information on the Sport Marketing firm IMG that was hired by ACU. Mr. Reed provided information on a meeting that AHA had with IMG in reference to potential collaboration to work with Public Housing through the ACU sports department. Ms. Amy Pugh, Public Housing Manager, provided information on what activities are provided for the Public Housing residents and the organizations that collaborate with Public Housing to provide programs for the Public Housing kids.
- Public Housing Maintenance Crew Chief- Ms. Pugh provided the background for the new Maintenance Crew Chief and the successes he has accomplished thus far at the Public Housing sites.
- Mainstream Voucher Program- Mr. Tim Pittman, HCV Manager, provided an update on the status of the newly implemented Mainstream Voucher program. Mr. Pittman provided the eligibility process and the number of people that have currently been determined eligible. Mr. Pittman then provided what process is followed to determine the disabled preference.
- West Texas Homeless Meeting- Mr. Pittman provided information on the homeless network meetings that have taken place with multiple agencies in Abilene. He provided AHA's role in the process due to our recently added homeless preference. Mr. Pittman provided some of the agencies that AHA is partnering with and how we attach to their assistance programs. Mr. Pittman also provided information on the homeless veteran's initiative that is taking place and what process is followed to assist in housing homeless veterans. Mr. Reed provided information on our HUD VASH vouchers.
- Big Country Housing Association Conference in Abilene- Mr. Reed provided information on the recent Big Country Housing Association conference that was held here in Abilene. Mr. Reed informed the board that he presented an update on legislative news at the conference.
- Choice Neighborhoods Initiative Grant- Mr. Reed provided an update on the grant and what has been done thus far to plan a potential application for the grant. Mr. Reed informed the board that there is a trip being planned to San Antonio to take a look at their work done through the Choice Neighborhood Initiative Grant award.

**7.0 Executive Session** – The Board of Commissioners went into Executive Session at 9:55 a.m. under Sections 551.071 and 551.074 of the Texas Government Code as referenced in Item 5.4 and 5.5 above.

**8.0 Reconvene** –The Board of Commissioners reconvened at 12:45 p.m., discussed Item 5.4 and requested that Mr. Mark Zachary, AHA Attorney, provide something in writing in reference to a possible AHA Employee Incentive Bonus Plan for the Board’s consideration at its next meeting. It was discussed that Item 5.4 would be brought back to the Board at its December 12, 2018 Board meeting.

**9.0 Adjournment** – Commissioner Evans made a motion to adjourn at 12:57 p.m.

X Jim Evans  
Vice-Chair

X James Batiste  
Board Chair