

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

January 16, 2019

The Housing Authority of the City of Abilene, Texas, Board of Commissioners met in Regular Session on **January 16, 2019 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, Jud Beall and David Ekombe.

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 and Kenja Smith, Internal Monitor Manager. Guests included: Mark Zachary, Abilene Housing Authority Attorney; Stephanie Dugan, NDC and Steven Leggett, Habitat for Humanity.

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- None

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

Commissioner Beall made a motion to approve the Minutes from December 12, 2018. Commissioner Thompson seconded the motion.

AYES: Commissioners Batiste, Beall, Thompson, Ekombe and Evans

NAYS: None

The motion carried.

4.0 Review Financial and Other Reports by Consent- In response to questions from Commissioners regarding various matters set forth in the Reports presented under Items 4.1 through 4.6: Ms. Amy Pugh, Public Housing Manager, explained the 14 day terminations listed under the Public Housing reports. Mr. Paul Falade, CFO, gave an explanation of the travel expenses for Public Housing staff due to trainings for new employees. Mr. Falade provided the budgeted amount for training and the actual amount paid. Ms. Pugh gave an update on the heightened water/sewer expense. Mr. Gene Reed, CEO, provided an explanation on the HR report and the recent resignations. After the above information was provided in response to various questions from the Commissioners relating to the reports in Items 4.1 through 4.6, Commissioner Thompson made a motion to approve Items 4.1 through 4.6 as presented. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Thompson, Evans, Beall and Ekombe

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1 Carver Townhomes Loan- Mr. Gene Reed, CEO, provided a brief explanation of the Carver Townhomes Loan in connection with AHA. Ms. Stephanie Dugan with NDC provided background information on NDC and her work history with Carver Townhomes. Ms. Dugan provided information on the Tax Credit Development of Carver Townhomes and the loans for the complex and the sources of the loans. Ms. Dugan provided information on the current status of the complex and the involvement and role that Habitat for Humanity currently plays in reference to a possible purchase of the property. Ms. Dugan provided the current status of communication and efforts with TDHCA in reference to the sale of the property, along with the requirements that have to be met by TDHCA. Ms. Dugan gave specific information on the current status of the Carver loan to AHA. Ms. Dugan then provided the Board with information on Habitat for Humanity and the possible transition of the Carver Townhomes to home-ownership through a Habitat for Humanity program. Ms. Dugan generally explained the waiver process requirements from TDHCA. Mr. Steven Leggett with Habitat for Humanity provided information on the process of allowing the current Carver residents to transition towards ownership if Habitat for Humanity takes over ownership of the Carver Townhomes. Mr. Leggett also provided a brief background on the Habitat for Humanity program and concepts on how to convert Carver Townhomes to home ownership if they acquire them. Mr. Leggett then provided information on funding to maintain the complex and Habitat for Humanity's current state of decision as to whether to go through the waiver process with TDHCA. Mr. Reed requested that AHA be updated on the decision by Habitat for Humanity as to whether they decide to move forward with seeking the waiver from TDHCA. Mr. Reed then requested a recommendation from the Board on how to handle the loan to AHA. Mr. Reed clarified the process if NDC was to pay the loan off to AHA. The Board recommended that this item be brought back to the February meeting with updated information from NDC. Mark Zachary indicated that he would like to consult with the Board on legal matters concerning this item; therefore, it was announced that the item would be discussed in Executive Session under 551.071 of the Texas Government Code.
- 5.2 Abilene Housing Authority Electronic Board Packets- Ms. Tana Kauffman-Hubbard, Housing & Community Development Director, presented a presentation to the Board on the potential transition from paper to electronic Board packets. Ms. Kauffman-Hubbard provided the Board with the process that would be followed to include providing the Board with tablets to store their Board packets on and the packets being provided in PDF form on a monthly basis. Ms. Kauffman-Hubbard then provided a list of benefits to transitioning to electronic Board packets. Mr. Mark Zachary, AHA attorney, in response to a question from the Board, explained that a specific process would have to be followed should one of the Board members wish to attend a Board meeting remotely. The Board agreed to the transition to Electronic Board Packets.
- 5.3 Changes to the Abilene Housing Authority Admissions and Continued Occupancy Policy (ACOP) - Mr. Gene Reed, CEO, stated that the information on the new ACOP was provided to the Board and that this item would be brought back to the February meeting for approval. In response to questions by the Board concerning items in the ACOP, Ms. Amy Pugh, Public Housing Manager, explained that the current Public Housing rental lease is in the process of being updated. Mr. Reed provided the basic requirements of the lease contract and provided information concerning the AHA's capabilities to convert documents to different languages. Ms. Pugh provided information concerning several items

that have been added to the ACOP to include the smoke-free policy and over-income language. Ms. Pugh also provided details concerning the policy packet that is provided to tenants with the lease at the beginning of a lease term. Mr. Reed provided information on the background check policy and background check terminations. Ms. Pugh provided information on criminal history requirements for the eligibility process. This item was tabled for the February meeting.

5.4 Emergencies for Participants on the Public Housing and HCV Programs- Ms. Amy Pugh, Public Housing Manager provided a list of 24 hour emergency items and explained the items that are considered to be emergency maintenance requests. Ms. Pugh provided the turn-around time that is standard for work orders and the HUD requirement to have maintenance requests completed. Ms. Pugh provided information on the emergency on call maintenance staff and contact. Ms. Jana Greenway, HCV Supervisor, explained the emergency inspection process and procedures that are followed for HQS inspections.

5.5 Appointment of New Board Members to AHA Public Facility Corporations- Mr. Mark Zachary, AHA Attorney, provided information in reference to the AHA's subsidiary corporations and the purposes for the corporations. Mr. Zachary then provided details concerning the makeup of the Board of Directors for the corporations and an observation that the AHA Directors should be added as Board Members for the corporations according to Bylaws of the Corporations. Commissioner Evans then made a motion to adopt Resolution 19-2. Commissioner Thompson seconded the motion.

AYES: Commissioners Batiste, Thompson, Evans, Beall and Ekombe

NAYS: None

The motion carried.

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officers Report

6.1.1 Operations Report

- ROSS Grant- Mr. Gene Reed, CEO, explained the ROSS Grant. Mr. Paul Falade, CFO, provided the amount that was requested for the Grant from HUD and what the funding would cover. Mr. Reed explained that Public Housing was awarded the grant after several past years of applying for the grant and not receiving the grant. Mr. Reed then explained the difference between the current Resident Services Coordinator and a ROSS Service Coordinator. Mr. Reed informed the Board that he would provide an update in the future on the position. Ms. Amy Pugh, Public Housing Manager provided a description of what the Resident Service Coordinator currently does within the job position.
- AHA Christmas Party- Mr. Reed provided details to the Board in reference to the AHA employee Christmas party that took place in December.
- Government Shutdown- Mr. Reed provided information on the Government Shutdown and his plan of action for the AHA at this point. Mr. Reed provided the Board with the amount of HAP funding that has currently been provided from HUD. Mr. Reed also provided his plan to reach out to landlords and summarized for the Board the current HAP contract language. Mr. Reed then provided his plan in reference to employment for staff with AHA during the shutdown.

- Investment Report- Mr. Paul Falade, CFO, provided the investment report to the Board.

6.1.2 Legal Report

6.1.2.1 Terms of Final Performance Incentive Bonus for Review and Approval by Board of Commissioners- This item was taken into Executive Session under 551.071 of the Texas Government Code.

6.1.2.2 Procedure of Election of AHA Officers- Mr. Mark Zachary, AHA Attorney, explained that the election of officers is to be held in February of each year according to the AHA's Bylaws. Mr. Zachary then suggested that the current day of the month that meetings are to be held (as set forth in the Bylaws) should be brought back to the Board for discussion and possible change at the February meeting.

7.0 Executive Session – The Board of Commissioners went into Executive Session at 11:52 a.m. under Sections 551.071 of the Texas Government Code as referenced in Item 5.1 and 6.1.2.1 above.

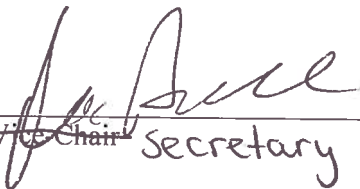
8.0 Reconvene –The Board of Commissioners reconvened at 12:11 p.m. with a motion from Commissioner Beall to approve Resolution 19-3 as referenced in Item 6.1.2.1 above. Commissioner Evans seconded the motion.


AYES: Commissioners Batiste, Thompson, Evans, Beall and Ekombe

NAYS: None

The motion carried.

9.0 Adjournment – Commissioner Evans made a motion to adjourn at 12:16 p.m.

X 
Vice Chair Secretary

X 
Board Chair