

MINUTES
ABILENE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

September 18, 2019

The Board of Commissioners of the Housing Authority of the City of Abilene, Texas met in Regular Session on **September 18, 2019 at 9:15 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: Roberta Thompson, Jud Beall, Tim Evans and David Ekombe.

Staff members present were: Gene Reed, Chief Executive Officer; Paul Falade, Chief Financial Officer; Tana Kauffman-Hubbard, Housing & Community Development Director; Deborah McGinnis, HCV Manager; Virginia Hicks, Procurement/Compliance Coordinator; Tanya Charriez, Public Housing Manager; Lacey LaCaze, FSS Coordinator and Kenja Smith, Internal Monitor Manager. Guests included: Mark Zachary, Abilene Housing Authority Attorney and Mellany Brown, The Nelrod Company.

CALL TO ORDER

Board Chair James Batiste called the meeting to order at 9:15 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 Evans made a motion to approve the Minutes from August 14th and 21st of 2019. Commissioner Beall seconded the motion.

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

NAYS: None

The motion carried.

4.0 Review Financial and Other Reports by Consent: In response to various questions from the Commissioners relating to the reports in Items 4.1 through 4.6, Mr. Kenja Smith, Internal Monitor Manager, provided information on the resignations listed on the HR Report. Ms. Tanya Charriez, Public Housing Manager introduced herself and provided some information on her professional background. Ms. Deborah McGinnis, HCV Manager, explained the voucher number changes and the PIC process and appeal process of participants that are removed from the program. Ms. Charriez also informed the Board of the new inspection process for housekeeping inspections on units. After the above information was provided, Commissioner Thompson made a motion to accept Items 4.1 through 4.6 as presented. Commissioner Beall seconded the motion.

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

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1 Nelrod Salary Comparison Study: Ms. Mellany Brown with the Nelrod Company provided background information on the company and her years of work within the field of salary surveys/comparisons. Ms. Brown then reviewed the Salary Comparison Study process in detail and the regulations required by HUD for the study to be performed and answered questions from Board members. Ms. Brown provided the benefits of the database that is used by Nelrod to compile the information with the salary study and the agencies that are being compared within the study. Ms. Brown also provided information on the differences between Executive Staff requirements and what is considered when compiling the salary data. Ms. Brown informed the Board that if there is a change in pay that equals a four to six percent change, then the salary for that specific job is updated. Ms. Brown provided the pay range that is being used to guide the housing authority pay scales. Ms. Brown explained the comparables to include the Budget of the agency and the good tenure process. Ms. Brown then recommended that job descriptions for each position be updated on an annual basis. Ms. Brown explained the steps to complete the study and recommended that a salary study be completed by the AHA at least every three to four years. Commissioner Beall requested the number of companies that are being compared be provided, and suggested that future salary study information (and other materials that will be subject to discussion and review by the Board at the meeting) be provided ahead of the board meeting day.
- 5.2 AHA Employee Survey: Commissioner Batiste announced that this item would be tabled to the next meeting. It was then announced that this Item would be taken into Executive Session under Section 551.071 of the Texas Government Code.
- 5.3 FY 2020 Budget: Mr. Mark Zachary, AHA Attorney, explained the need for Resolution 19-15 based on the Boards prior approval of the Budget. Commissioner Beall made a motion to approve Resolution 19-15. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Thompson, Beall, Evans and Ekombe
NAYS: None
The motion carried.
- 5.4 Public Housing Accounts Receivable Write-off: Mr. Paul Falade, CFO, explained the delinquent accounts and the difference in rent amounts. Mr. Tanya Charriez, Public Housing Manager, informed the Board that move-out charges were included in the amounts owed. Ms. Charriez then explained the late notice process for past due rent. Commissioner Thompson made a motion to accept Resolution 19-14. Commissioner Beall seconded the motion.
AYES: Commissioners Batiste, Thompson, Beall, Evans and Ekombe
NAYS: None
The motion carried.
- 5.5 Carver Townhomes Loan: Mr. Gene Reed, CEO, explained the Physical Needs assessment Process has been done and Stephanie Dugan has agreed to attend the October Board meeting to update on the Carver loan status. It was announced that this item would be taken into Executive Session under Section 551.071 of the Texas Government Code.

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officers Report

6.1.1 Operations Report

- Riviera Apartments Update: Ms. Tanya Charriez, Public Housing Manager, provided an update on the Riviera apartments explaining that meetings have been held with the residents and that the issues that have been brought to the AHA's attention are being addressed. Ms. Charriez provided the feedback from the residents that was provided and what is being done to address concerns from the residents. Ms. Charriez also informed the Board of camera installation at the complex. Ms. Virginia Hicks, Procurement/Compliance Coordinator, then provided information on the types of cameras to be installed. Commissioner Thompson suggested updates to the fences surrounding the complex. Ms. Charriez then explained the new towing process and parking stickers for resident vehicles. Commissioner Thompson expressed a desire for additional recreational activities for the youth living at the complex.
- AHA 2018/2019 Accomplishments: Mr. Gene Reed, CEO, recognized both the HCV and Public Housing programs for achieving High Performer status 9 of 11 years that he has been with the agency. Mr. Reed then provided information on his recent participation on the panel for the Texas Tech Mental Health Symposium. Mr. Reed provided information on his involvement with both Texas NAHRO and PHADA serving on the Boards for both and his continued visits to Capitol Hill in Washington DC and his coordination of those visits. Mr. Reed acknowledged Ms. Deborah McGinnis and Ms. Tanya Johnson AHA employees, for their involvement with assisting in the disaster relief from the recent Abilene tornado. Mr. Reed then acknowledged Ms. Tana Kauffman-Hubbard for receiving Awards of Merit from NAHRO for the Prairie Gardens Apartment Complex, coordination of the Texas NAHRO conference that was held in Abilene, work with an ACU intern that assisted in AHA, Electronic Board Packet implementation and serving the community on local Boards and Committees. Mr. Reed acknowledged Ms. Lacey LaCaze for her work implementing a Homeownership training class and the Texas NAHRO scholarship winner from the FSS program. Ms. LaCaze then provided an update to the Board on recent program graduates and participants working towards purchasing homes. Mr. Reed acknowledged the Public Housing program for receiving the ROSS grant for the first time and for holding both the Strong Families event and the Summer Camp Heatwave for the Public Housing residents. He also recognized Tanya Johnson for her work in taking some of the Public Housing residents to Tarleton University for a campus tour and enrollment information. Mr. Reed then acknowledged the HCV program for the newly implemented Mainstream Voucher program and achieving lease-up of the program four months ahead of schedule. Mr. Reed informed the Board that the AHA has applied for 100 additional Mainstream Vouchers. Mr. Reed explained the Driver Safety program that was implemented in 2018 and that AHA has had zero accidents since the implementation of the program. Mr. Reed provided

information on the Employee of the Quarter process and provided the winners from the last Fiscal Year. Mr. Reed provided the items that have been procured within the last 2018 to 2019 year. Mr. Reed then acknowledged Paul Falade for his work on receiving the ROSS Grant, the increased set-aside funding and a clean audit report from our external auditor. Mr. Paul Falade, CFO, provided information on the HAP funding increases, Administrative fees for HCV, Public Housing revenue growth and Parkridge revenue growth from 2007 to 2019. Commissioner Thompson suggested that the Public Housing Maintenance accomplishments be added to the future accomplishment's presentation.

- AHA Investment Report: Mr. Falade explained the Investment Report and increase to interest accrued.

Legal Report

6.1.2.1 Recent Changes in Texas Law Relating to Open Meetings: It was announced that this item would be taken into Executive Session under Section 551.071 of the Texas Government Code

- 7.0** **Executive Session:** The Board of Commissioners went into Executive Session at 11:47 a.m. under Section 551.071 of the Texas Government Code as referenced in Items 5.2, 5.5 and 6.1.2.1 above.
- 8.0** **Reconvene:** The Board of Commissioners reconvened at 12:24 p.m. with no action taken from Executive Session.
- 9.0** **Adjournment:** Commissioner Beall made a motion to adjourn at 12:24 p.m.

X

Secretary

X

Board Chair