

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

October 24, 2019

The Board of Commissioners of the Housing Authority of the City of Abilene, Texas met in Regular Session on **October 24, 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: Jud Beall and Tim Evans.

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; Jennie Davila, Public Housing Assistant Manager; Lacey LaCaze, FSS Coordinator and Kenja Smith, Internal Monitor Manager. Guests included: Mark Zachary, Abilene Housing Authority Attorney; Misti Williams and Javier Avila, LL Roberts Group and Stephanie Dugan, National Development Council (NDC).

CALL TO ORDER

Board Chair James Batiste called the meeting to order at 9:05 a.m.

1.0 Call to Order

2.0 Hear comments from Public/Residents: Mr. Gene Reed, CEO, informed the Board that the Carver Townhomes loan has now been paid in full. Mr. Reed then requested that the Board allow Ms. Stephanie Dugan with NDC the opportunity to present information on Carver Townhomes at this time. Commissioner Beall stated that he is in favor of discussing the item in the order that it is set forth on the Agenda. Commissioner Evans made a motion to take up the Carver Townhomes item (that is set forth on the Agenda under the Operations Report) at this time. Commissioner Batiste seconded Commissioner Evans' motion.

AYES: Commissioners Batiste and Evans

NAYS: Commissioner Beall

The motion carried

Ms. Dugan provided the payment information of the loan for Carver Townhomes. Ms. Dugan explained that NDC is requesting that the AHA transfer its lien to NDC. Ms. Dugan explained the right of first refusal process that must be followed for the Tax Credit property. Ms. Dugan provided the Board with the information on the physical needs assessment for the townhomes and the notice that was provided to the tenants regarding the right of first refusal. It was announced that this item would be taken into Executive Session under 551.071 of the Texas Government Code.

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

Commissioner Beall made a motion to approve the Minutes from September 18, 2019. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Beall and Evans

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, Ms. Deborah McGinnis, HCV Manager, explained how the case management is broken down between the HCV Counselors. Ms. McGinnis provided an update on the open counselor position and the interviews being held. Ms. Jennie Davila, Public Housing Assistant Manager, explained the make-ready process and how it affects the turn over of units. After the above information was provided, Commissioner Beall made a motion to accept Items 4.1 through 4.6 as presented. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Beall and Evans
NAYS: None
The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1 Lawn Care Services Contract-** Ms. Virginia Hicks, Procurement/Compliance Coordinator, explained the RFP process, identified two companies that are being recommended to receive the lawn care services contract, and stated that the companies have agreed to perform services under the contract on an as-needed basis. Ms. Hicks explained that these contracts would be five-year contracts. Ms. Hicks further stated that the rates offered by the two chosen companies are set forth on attachments to the proposed Resolution and stated that the rates were provided by the companies on an as-needed basis. In response to questions from the Board, it was stated that these companies will provide options to the AHA for mowing of AHA's properties, in addition to AHA staff. Commissioner Beall made a motion to accept Resolution 19-16. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Beall and Evans
NAYS: None
The motion carried.
- 5.2 Debt Collection Services Contract-** Ms. Virginia Hicks, Procurement/Compliance Coordinator, explained that this procurement went out as a QSP. Ms. Hicks then provided information on the two companies that provided bids. Ms. Hicks provided her recommendation for the chosen company based on the collection rates offered. Commissioner Beall stated that he would like to see information on all of the companies that bid to assist in making the best decision for the chosen company in the future. Commissioner Beall went on to state that this information has been requested more than once in the past. Commissioner Evans made a motion to approve Resolution 19-17. Commissioner Beall seconded the motion.
AYES: Commissioners Batiste, Beall and Evans
NAYS: None
The motion carried.
- 5.3 Workquest Co-op Contract-** Ms. Virginia Hicks, Procurement/Compliance Coordinator, provided information on the Workquest Co-op and some of the services offered under the co-op. Ms. Hicks went on to explain Workquest's 1% charge. Commissioner Beall asked for pricing information under this contract, and beyond being given information as to Workquest's 1% charge, no other pricing information was provided. Commissioner Beall then stated that while he likes what this program offers, he wants pricing information relating to this program before voting on the item. Due to the lack of pricing information provided, Commissioner Beall made a motion to table item 5.3 until pricing information can be provided. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Beall and Evans
NAYS: None

The motion carried.

5.4 AHA Employee Survey- Commissioner Beall requested that the verbiage on the survey referencing that it is confidential be updated. It was announced that this item would be taken into Executive Session under 551.071 of the Texas Government Code.

5.5 Public Housing Utility Allowance- Ms. Jennie Davila, Public Housing Assistant Manager, explained the Utility Allowance determination process to include the annual study that is performed. Ms. Davila explained that if there is more than a 10% increase in cost, the AHA must adjust the utility allowance. Ms. Deborah McGinnis, HCV Manager provided information on the Utility Allowance schedule and how it affects the tenants. Commissioner Beall made a motion to approve Resolution 19-19. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Beall and Evans

NAYS: None

The motion carried.

5.6 Tax Credit Development Partnership Request- Mr. Gene Reed, CEO, provided information on a request for partnership from Generation Housing a developer that was awarded Tax Credits in 2019 for a new senior complex of 48 units to be built in Abilene, Texas. Mr. Reed explained that after further information is received concerning the project and if it is determined this is a project for the AHA to participate in, he will bring this item back to the Board.

5.7 Chief Executive Officer Annual Evaluation- It was announced that this item would be taken into Executive Session under 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

- FSS and Ross Resource Fair- Ms. Lacey LaCaze, FSS Coordinator, provided information on the 5th Annual Resource Fair that was held at Cisco Junior College.
- HUD-VASH Summit- Mr. Gene Reed, CEO, provided information on his participation at the HUD-VASH summit that was held in Fort Worth, Texas. Mr. Reed explained his part in speaking at the summit in reference to Abilene reaching functional zero for Veteran homelessness.
- Homeownership Training Program- Ms. LaCaze provided information on the 2nd homeownership course that took place over a six-week period with a total of 32 graduates.
- Senator Cornyn's Office Input- Mr. Reed explained that during his last visit to Capitol Hill Senator Cornyn's office requested input from a housing authority standpoint on how to institute criminal reform.
- HCV Program Update- Ms. Deborah McGinnis, HCV Manager, informed the Board that lease-up has begun for the HCV program along with the process for eligibility to obtain a voucher.

- Carver Townhomes Update- It was announced that this item would be taken into Executive Session under 551.071 of the Texas Government Code.
- AHA Investment Report- Mr. Paul Falade, CFO, provided information on the increase to investments.

Legal Report: None

7.0 Executive Session: The Board of Commissioners went into Executive Session at 10:25 a.m. under Section 551.071 and 551.074 of the Texas Government Code as referenced in Items 2.0, 5.4, 5.7 and 6.1.1 above.

8.0 Reconvene: The Board of Commissioners reconvened at 11:15 a.m. with a motion from Commissioner Beall to approve the Employee Survey being distributed to the employees with the following suggested changes to the verbiage in the survey before the survey is distributed: This survey has been prepared as an anonymous survey and you are not asked or required to identify yourself. Commissioner Evans seconded the motion.

AYES; Commissioners Batiste, Beall and Evans

NAYS; None

The motion carried

Commissioner Beall made a motion on item 2.0 regarding Carver Townhomes that the Carver Townhomes note and lien be transferred to Community Development Properties Carver Inc. without recourse or warranty. Commissioner Evans seconded the motion.

AYES; Commissioners Batiste, Beall and Evans

NAYS: None

The motion carried.

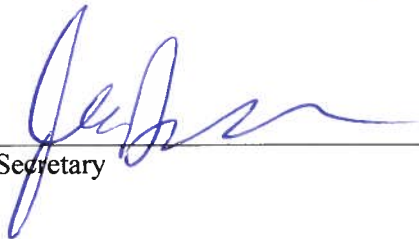
Commissioner Beall made a motion that item 5.7 be tabled. Commissioner Evans seconded the motion.

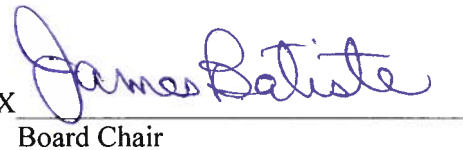
AYES; Commissioners Batiste, Beall and Evans

NAYS: None

The motion carried

9.0 Adjournment at 11:28^a p.m.

X 
Secretary

X 
Board Chair