

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

April 22, 2020

The Board of Commissioners of the Housing Authority of the City of Abilene, Texas met in Regular Session on **April 22, 2020 at 9:00 a.m.**, via teleconference. Board Chair James Batiste was present and presided. Other Commissioners present were: Jud Beall, Roberta Thompson, 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; Tanya Charriez, Public Housing Manager; Amy Pugh, HCV Supervisor; Deanna Dawson, Compliance/Procurement Coordinator; Kenja Smith, Internal Monitor Manager and Lacey LaCaze, FSS Coordinator. Guests included: Mark Zachary, Abilene Housing Authority Attorney and Alyssa Ware, Parkridge Place Apartments.

CALL TO ORDER

Board Chair James Batiste called the meeting to order at 9:01 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 Thompson made a motion to approve the Minutes from February 19, 2020. 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 4.3, Ms. Tanya Charriez, Public Housing Manager, provided information on the pest control service costs listed on the financial report for February. Ms. Charriez then provided an update on the work order cost and inventory system for the maintenance staff, including information on updates to the Tenmast system and tracking through purchase orders. Mr. Gene Reed, CEO, provided HR information regarding resignations and new hires for the month of March. Mr. Paul Falade, CFO, provided new hire information for the month of February. Mr. Falade then provided information regarding an increase to budget for the cost of insurance and employee bonuses. Ms. Charriez provided information on bed bug treatments to units and the HUD notice in reference to charging tenants for treatments. Ms. Amy Pugh, HCV Supervisor, provided information on the newly hired counselor and her current workload and VASH case management. After the above information was provided, Commissioner Beall made a motion to accept Items 4.1 through 4.3 as presented. Commissioner Evans seconded the motion.

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

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

5.1 Day of the Month for Regular Meetings of the Abilene Housing Authority Board of Commissioners; possible Amendment to Abilene Housing Authority Bylaws: Mr. Mark Zachary, AHA Attorney, provided information on the Bylaws and the current day of month listed for meetings within the Bylaws. Mr. Zachary also provided information in reference to the possibility of the Board making an amendment to the Bylaws by way of Resolution to update the current Board meeting day from the third Thursday to the third Wednesday of each month. Commissioner Beall suggested the change given the meetings have been held regularly on Wednesdays. Commissioner Evans made a motion to approve Resolution 20-3. Commissioner Thompson seconded the motion.

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

NAYS: None

The motion carried.

5.2 Accounts Receivable Write-offs: Mr. Paul Falade, CFO, explained that AHA does a write-off of delinquent tenant accounts twice a year, providing dates and amounts for each account. Ms. Tanya Charriez, Public Housing Manager, then explained charges relating to damages. Mr. Gene Reed, CEO, provided the process for reinstating past tenants to the program once delinquent accounts are paid. Following discussion of further information to be provided to the Board concerning this item, Mr. Reed made a recommendation to table the item to the next board meeting. Commissioner Beall made a motion to table the item. Commissioner Evans seconded the motion.

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

NAYS: None

The motion carried.

5.3 Procurement Contract through Omnia Partners cooperative purchasing group for purchases from Lowe's: Ms. Deanna Dawson, Procurement/Compliance Coordinator, provided information on the contract and piggy-back of services for both Lowes and HD Supply through Omnia Partners Purchasing Network. Ms. Dawson provided her recommendation to approve the purchases under the terms of the contracts specified in Resolutions 20-5 and 20-6 for Lowes and HD Supply. Commissioner Thompson made a motion to approve both Resolution 20-5 and 20-6 with a correction to the percentage listed on the attachment to 20-5. Commissioner Beall seconded the motion.

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

The motion carried.

5.4 Procurement Contract through Omnia Partners cooperative purchasing group for purchases from HD Supply Services: Please see approval in item 5.3 listed above.

5.5 COVID-19 Agency Update and HUD Notices: Mr. Gene Reed, CEO, provided an update on COVID-19 in reference to AHA and its processes. Mr. Reed provided the date that the agency closed to public along with the time frame that working from home was implemented for the staff. Mr. Reed explained some of the challenges of transitioning and the decision behind the transition of the staff to work from home. Mr. Reed then provided information relating to current HUD requirements and the waiver process that HUD has implemented. Mr. Reed also provided the current status of interim decreases for participants and how staff is addressing participants' needs while working from home. Mr. Reed provided the Supreme Court information regarding tenants' evictions and the current inspection process that is being followed to ensure the safety of the staff and the participants. Commissioner Beall suggested looking into implementing a work from home policy for future situations. Ms. Tana Kauffman-Hubbard, HCD Director, provided information on the AHA phone system and implementation of call forwarding and call number blocking to help staff continue to assist participants by phone.

6.0 **CEO and Other Staff Reports:** None

7.0 **Executive Session:** None

8.0 **Reconvene:** None

9.0 **Adjournment at 10:13 a.m. by Commissioner Beall**

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Secretary

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Board Chair