

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

June 17, 2020

The Board of Commissioners of the Housing Authority of the City of Abilene, Texas met in Regular Session on **June 17, 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 and Lacey LaCaze, FSS Coordinator. Guests included: Mark Zachary, Abilene Housing Authority Attorney.

CALL TO ORDER

Board Chair 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 May 20, 2020. Commissioner Thompson 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 4.5, Ms. Amy Pugh, HCV Supervisor provided information on the interim decreases due to COVID-19. Ms. Tanya Charriez, Public Housing Manager, provided information on the interim decreases for Public Housing due to COVID-19 along with the current number of vacant units at each site. Ms. Charriez then provided information for the increase to maintenance costs due to make readies and limited maintenance staff. Mr. Gene Reed, CEO, provided information on the resignations listed on the HR report. Ms. Charriez and Ms. Pugh provided information on the current lease up status for each program. Ms. Pugh then provided information on the process of pulling people from the waitlist for eligibility. Mr. Reed provided the current limits on overtime and limited workloads due to COVID-19, including use of CARES Act funds for overtime. Ms. Pugh provided the current inspection process and work duties being completed by the HCV Inspector. Commissioner Evans requested that the termination information from the HR report be added to the next Board agenda. Ms. Charriez provided information on the status of the off-line unit at the Vogel apartment complex. After the above information was provided, Commissioner Beall made a motion to approve Items 4.1 through 4.5 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 COVID-19 HUD Waivers Implemented by the Abilene Housing Authority: Mr. Gene Reed, CEO, explained the HUD waivers process and requirements of CARES Act funding. Mr. Reed explained the list of waivers that were implemented and provided to the Board for review. Mr. Reed explained the initial inspection waiver in relation to the landlords and tenant requirements including the HQS requirements form that is provided to the landlords prior to inspections. Mr. Reed explained the annual assessment retainage to ensure High Performer status and how this rule is in lieu of the formal notice of High Performer status. Following inquiries from the Board in reference to how this will affect the Employee Incentive Bonus, Mr. Mark Zachary, AHA Attorney, suggested further Board action would be necessary in order to adjust the employee bonus requirements. Mr. Zachary then provided what the current bonus plan states for the bonus payment process and the Board requested that this item be discussed again at the next meeting. Commissioner Beall made a motion to approve Resolution 20-7. Commissioner Evans seconded the motion.

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

NAYS: None

The motion carried.

5.2 Abilene Housing Authority Annual/ 5 Year Action Plan: Mr. Gene Reed, CEO, explained the Annual Plan and 5 Year Action plan process to include the incorporation of the Strategic Plan items that were included in the Action Plan. Ms. Tana Kauffman-Hubbard, Housing & Community Development Director, explained the Public Hearing process and the time frame along with the process for the public comment period. Ms. Kauffman-Hubbard provided information on what documents were provided to the Board, not to include the Resident Advisory Board (RAB) information. Ms. Tanya Charriez, Public Housing Manager, provided some of the feedback from the RAB meetings that were held. Mr. Paul Falade, CFO, provided the CFP spending information to include the cost information on the past CFP funding purchases. Mr. Reed provided the HUD requirements for information to be included in the 5 Year Action Plan. Mr. Falade explained that the budget includes all predicted projects and the budget is then revised based on chosen projects to move forward with. Ms. Charriez clarified the numbers listed for the waitlist and time frame used in the report. Ms. Charriez then explained the purge process that is done annually to update the waitlist number accuracy and the effect that purge has on the numbers listed on the Annual Plan. Mr. Reed explained that the Annual/ 5 Year Action plan can be amended at any time after approval. Commissioner Beall made a motion to approve Resolution 20-8 and to add the Annual/ 5 Year Action plan to the next in-person Board meeting for review. Mr. Reed explained that review of the plan in the future would not require an amendment to the plan. Commissioner Evans seconded the motion.

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

NAYS: None

The motion carried.

5.3 Potential Offer for Commercial Building Located at 309 Hickory in Abilene: It was announced this item would be taken into Executive Session under Sections 551.071 and 551.072 of the Texas Government Code.

5.4 Potential Real Estate Purchase of Commercial Building Located in Abilene, Texas: It was announced that this item would be taken into Executive Session under Sections 551.071 and 551.072 of the Texas Government Code.

5.5 Internal Monitor Manager Report Relating to Personnel Matters Including but not Limited to Chief Executive Officer: It was announced that this item would be 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

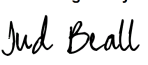
- Mainstream Vouchers Award: Mr. Gene Reed, CEO, explained that AHA has been awarded 45 additional Mainstream Vouchers.
- Family Youth Initiative Program: Mr. Reed explained that AHA was approached to participate in a HUD youth program to help minimize youth homelessness in Abilene. Mr. Reed explained that he is currently getting additional information from local community agencies and will keep the Board updated on incorporating this program.
- Public Housing and City of Abilene Health Department COVID-19 Testing: Ms. Tanya Charriez, Public Housing Manager, provided information on the partnership with the health department to provide COVID-19 testing at two of the Public Housing sites.
- Employee Happenings in the HCV and Public Housing Programs: Ms. Amy Pugh, HCV Supervisor, provided an update on the HCV staff workload and time working in office, including prioritization of the interim decreases for participants and program eligibility reviews. Ms. Charriez praised her maintenance staff for their hard work in dealing with a major leak repair at one of the complex sites.

6.1.2 Legal Report: None

7.0 Executive Session: The Board went into Executive Session beginning at 11:11 a.m.

8.0 Reconvene: The Board reconvened at 1:27 p.m. with no action taken during Executive Session.

9.0 Adjournment at 1:27 p.m.

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Secretary

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Board Chair