

## MINUTES

### ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

**January 20, 2021**

The Board of Commissioners of the Housing Authority of the City of Abilene, Texas met in Regular Session on **January 20, 2021 at 9:00 a.m.**, via teleconference. Board Chair James Batiste was present and presided. Other Commissioners present were: 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 Cook, HCV Manager; Amy Pugh, HCV Supervisor; Deanna Dawson, Procurement/Compliance Coordinator, Lacey LaCaze, FSS Coordinator and Kenja Smith, Internal Monitor Manager. Guests included: Mark Zachary, Abilene Housing Authority Attorney.

#### CALL TO ORDER

**Board Chair James Batiste called the meeting to order at 9:10 a.m.**

**1.0 Call to Order**

**2.0 Hear comments from Public/Residents:** Commissioner Beall stated that he needed to leave the meeting by 11:30 a.m.

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

Commissioner Ekombe made a motion to approve the Minutes from December 16, 2020. Commissioner Beall seconded the motion.

AYES: Commissioners Batiste, Beall 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, Mr. Gene Reed, CEO, provided information on the current mass lease-up that is taking place for the HCV program. Ms. Amy Cook, HCV Manager provided information on the lease-up process to include eligibility packet mail outs, briefings being held and pull information. Mr. Paul Falade, CFO, explained the insurance deduction that is done annually and was done in October of 2020. After the above information was provided, Commissioner Beall made a motion to approve Items 4.1 through 4.5 as presented. Commissioner Ekombe seconded the motion.

AYES: Commissioners Batiste, Beall and Ekombe

NAYS: None

*The motion carried.*

Commissioner Thompson joined the meeting

## 5.0 Review and Adopt Agenda Items

- 5.1** Board Member Evaluation from AHA Staff: Mr. Mark Zachary, AHA Attorney, reminded the Board that at its December meeting, this item was tabled. Mr. Gene Reed, CEO, suggested that the survey be completed through Survey Monkey and that the results be sent to LL Roberts for review. Mr. Zachary suggested to the Board that he be consulted (which would result in this item being taken into Executive Session under 551.071) before any action is taken on this item. Mr. Reed voiced concern from the staff as to the anonymity of the survey. Commissioner Beall voiced concern of a survey being provided to staff that doesn't interact with the Board. In the Board's discussion as to the purpose of this evaluation, it was noted that in its October vote on this item, the Board indicated that the survey should request input regarding the effectiveness of the Board. Following discussion of this item, it was announced that this item would be taken into Executive Session under 551.071 of the Texas Government Code.
- 5.2** Re-evaluation of Abilene Housing Authority Re-Opening Plan Internally, to the Public and for Board Meetings: Mr. Gene Reed, CEO, provided information on the document that was furnished regarding the status of other housing authorities working environments and the plan for future evaluation of re-opening the AHA's offices to the Public. Mr. Reed provided his recommendation to continue to work remotely and in office as needed and staying closed to the public to continue to monitor the situation. Mr. Reed stated that he is monitoring the local number of COVID cases and re-evaluating on a monthly basis. Ms. Deanna Dawson, Procurement/Compliance Coordinator provided an update on the procurement for building security improvements including the extension of the bid to ensure due diligence and the current number of bids received. Ms. Dawson stated that she will provide a list to the Board of the local contractors that have been contacted regarding this project. Ms. Amy Cook, HCV Manager, provided information on the current form of contact with the public to include both virtual and phone interaction. Commissioner Beall requested that measurable outcomes be provided for a re-opening plan and moving future Board meetings to a virtual platform. Commissioner Ekombe suggested COVID vaccines before moving to in person Board meetings. Commissioner Thompson supports a virtual platform for future Board meetings. Mr. Mark Zachary, AHA Attorney provided information on the Public Notice requirements for videoconference meetings vs. teleconference meetings. Mr. Reed informed the Board that he would like to see a continual 2 week decline in positive COVID cases before the AHA considers re-opening. Commissioner Beall suggested using the HUD County Health Risk score as a tool for the re-opening plan.
- 5.3** Request for Proposal for Abilene Housing Authority Fee Accountant Services: Ms. Deanna Dawson, Procurement/Compliance Coordinator, provided information on the Fee Accountant RFP which was put out for solicitation. Ms. Dawson is requesting approval regarding moving forward with Urlaub & Company as stated in Resolution 21-1. Ms. Dawson informed the Board that this bid was extended for 8 weeks to ensure due diligence. Commissioner Beall made a motion to approve Resolution 21-1. Commissioner Thompson seconded the motion.  
AYES: Commissioners Batiste, Beall, Thompson and Ekombe  
NAYS: None  
*The motion carried.*

**5.4** Employment and Evaluation of 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.

**5.5** Appointment, Employment, Evaluation, Reassignment, Duties, Discipline or Dismissal of Abilene Housing Authority Public Officers or Employees, including but not limited to the Chief Executive Officer and Chief Financial 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.

**5.6** 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 Officer's Report**

**6.1.1 Operations Report**

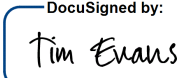
- HCV Lease-up Efforts: This information was provided under Item 4.0.
- CDC Moratorium on Evictions: Mr. Gene Reed, CEO, provided information on the current moratorium for evictions that was extended to January 31, 2021.
- AHA Annual Report: Mr. Reed informed the Board that the Annual Report that is required by HUD has been sent out by mail.
- LRP Maintenance Staff: Ms. Amy Cook, HCV Manager, informed the Board of the recent activity in the maintenance department due to the recent inclement weather. Ms. Cook stated that the maintenance staff was able to lay salt at all Public Housing complexes and there were no injuries reported during the snow days.
- AHA Christmas Party Substitution: Ms. Tana Kauffman-Hubbard, Housing & Community Development Director, provided information on the replacement gifts that were provided to all staff in lieu of not being able to hold an annual Christmas party due to COVID-19.
- AHA Investment Report: Mr. Paul Falade, CFO, provided information on the Investment Report to include interest earned from TexPool and First Financial Bank, as well as the overall interest increase for 2020.

**6.1.2 Legal Report: None**

**7.0 Executive Session:** The Board went into Executive Session beginning at 10:32 a.m. under the Items and Sections referenced above.

**8.0 Reconvene:** The Board reconvened at 1:11 p.m. with no action taken during Executive Session.

**9.0 Adjournment at 1:14 p.m.**

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Secretary

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Board Chair