

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

February 25, 2021

The Board of Commissioners of the Housing Authority of the City of Abilene, Texas met in Regular Session on **February 25, 2021 at 9:00 a.m.**, via video conference. Board Chair James Batiste was present and presided. Other Commissioners present were: Roberta Thompson, 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; Amy Cook, HCV Manager; Deanna Dawson, Procurement/Compliance Coordinator and Kenja Smith, Internal Monitor Manager. Guests included: Mark Zachary, Abilene Housing Authority Attorney and Dustin Higgins, RPGA.

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 January 20, 2021. Commissioner Evans seconded the motion.

AYES: Commissioners Batiste, Beall and Evans

NAYS: None

The motion carried.

Commissioner Thompson joined the meeting.

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, explained that the increase in postage cost was due to the current lease up efforts. Ms. Amy Cook, HCV Manager provided information on the new staff members that have joined the HCV department. Ms. Cook then provided information on the Public Housing units that were damaged due to vehicles and the current number of vacant Public Housing units and lease up information. Ms. Cook then provided lease up information for the HCV department and the Mainstream Voucher program. After the above information was provided, Commissioner Beall made a motion to approve Items 4.1 through 4.5 as presented. Commissioner Thompson seconded the motion.

AYES: Commissioners Batiste, Beall, Evans and Thompson

NAYS: None

The motion carried.

5.0 Review and Adopt Agenda Items

- 5.1** Annual Election of Chairman, Vice-Chairman and Executive Secretary of the Abilene Housing Authority: Mr. Mark Zachary, AHA Attorney, provided information on the annual requirement within the AHA Bylaws for officer elections. Commissioner Beall stated that he would like to see a rotation of officers and recommended that there be a policy of term limits implemented. Commissioner Batiste stated that he was not opposed to a change in positions. After discussion, Commissioner Evans suggested a nomination for James Batiste as Chair, Jud Beall as Vice-Chair and himself as Secretary. Commissioner Thompson made a motion to elect James Batiste as Chairman of the Board for 2021. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Evans and Thompson
NAYS: Commissioner Beall
Commissioner Evans made a motion to elect Jud Beall as Vice-Chairman. Commissioner Thompson seconded the motion.
AYES: Commissioners Evans, Thompson and Beall
NAYS: Commissioner Batiste
Commissioner Thompson made a motion to elect Tim Evans as Secretary of the Board. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Evans, Thompson and Beall
All motions carried.
- 5.2** Abilene Housing Authority Building Security Improvements Request for Proposal (RFP): Ms. Deanna Dawson, Procurement/Compliance Coordinator, requested Board approval for Resolution 21-2 for the Building Security Improvements and provided information on the bid process and due diligence to obtain bids. Mr. Gene Reed, CEO, informed the Board that funds for these improvements would come from the CARES Act funding. Ms. Dawson informed the Board that it was estimated that completing the improvements would take 16 weeks, which includes time necessary for the contractor to order/receive the supplies to be used for the project and then installing them. Commissioner Beall made a motion to approve Resolution 21-2 with an approval date of February 25, 2021. Commissioner Evans seconded the motion.
AYES: Commissioners Batiste, Beall, Evans and Thompson
NAYS: None
The motion carried.
- 5.3** Abilene Housing Authority Work from Home Stipend due to COVID-19: Mr. Paul Falade, CFO, informed the Board that the stipend was paid to all employees through December 2020. Mr. Gene Reed, CEO, recommended the stipend continue until it is determined that the office will re-open and employees are required to return to work. Commissioner Beall made a motion to extend the stipend in the amount previously determined by the Board until the CEO has provided notice to the staff to return to the office. Commissioner Thompson seconded the motion.
AYES: Commissioners Batiste, Beall, Thompson and Evans
NAYS: None
The motion carried.

- 5.4** Public Housing Flat Rent Changes: Mr. Gene Reed, CEO, provided information on the requirements to evaluate the Flat Rents on an annual basis. Mr. Paul Falade, CFO, explained the Flat Rent evaluation process and informed the Board that four households will be affected by this change. Commissioner Thompson made a motion to approve Resolution 21-3. Commissioner Beall seconded the motion.
AYES: Commissioners Batiste, Beall, Thompson and Evans
NAYS: None
The motion carried.
- 5.5** Public Housing Accounts Receivable Write-offs: Mr. Paul Falade, CFO, provided the list of balances to be written off and the explanation of high balances. Mr. Gene Reed, CEO, explained the HUD rule on back rent collection. Mr. Falade explained that the people listed were no longer residents and provided information on the budgeted annual write-off amounts. Commissioner Evans made a motion to approve Resolution 21-4. Commissioner Beall seconded the motion.
AYES: Commissioners Batiste, Beall, Thompson and Evans
NAYS: None
The motion carried.
- 5.6** Board Member Evaluation from AHA Staff: It was announced that this item would be taken into Executive Session under Section 551.071 of the Texas Government Code.
- 5.7** 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.
- 5.8** 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.
- 5.9** 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.
- 5.10** Scheduling Special Board Meeting: Commissioner Beall recommended that a Special called Board meeting be held for discussion of Items 5.6 through 5.9. It was determined that a Board meeting would take place on March 3, 2021 at 9 a.m.

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officer's Report

6.1.1 Operations Report

- HCV Lease-up Update: Ms. Amy Cook, HCV Manager provided information on the current HCV lease-up efforts to include the pulls and briefings that are being held and scheduled for both the HCV and MSV programs, participation at the briefings and the process for applicants to update their address information.
- Eviction Moratorium Extended by CDC: Mr. Gene Reed, CEO, provided information on the updated extension of the eviction moratorium to March 31, 2021. Ms. Cook informed the Board that there have been a couple of Landlords who have reached out regarding the moratorium.
- FSS Program Graduate: Mr. Reed provided an update on a new FSS graduate including the individual's background and things accomplished while in the FSS program.
- COVID-19 Update: Mr. Reed provided an update on the current decrease on local COVID-19 cases and information on the re-opening plan in relation to building updates. Commissioner Thompson requested a chart for the COVID-19 cases and suggested a group vaccine clinic for the AHA staff. Mr. Reed explained that HUD has not mandated the COVID vaccine at this point and that he has spoken to the health department regarding priority of the vaccine for AHA staff and participants.
- Recent Arctic Storm in Abilene: Ms. Amy Cook provided information on the effects of the storm on the public housing residents which included information on pipe leaks and water heater damage at the Riviera complex. Mr. Reed stated that a generator was set up for some residents due to power outages. Ms. Tana Kauffman-Hubbard, HCD Director, provided an update on Parkridge and Prairie Gardens apartments which included pipe leak issues at each complex and security measures taken for senior residents at Prairie Gardens. Mr. Reed informed the Board that the list of damages to the Public Housing complexes were provided to HUD. Ms. Cook provided relocation information for the Riviera residents during the storm.

6.1.2 Legal Report: None

7.0 Executive Session: The Board went into Executive Session beginning at 11:08 a.m. under the Items and Sections referenced above.

8.0 Reconvene: The Board reconvened at 12:15 p.m. with no action taken during Executive Session.

9.0 Adjournment at 12:19 p.m.

X Tim Evans
Secretary

X James Batiste
Board Chair