

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

April 21, 2021

The Board of Commissioners of the Housing Authority of the City of Abilene, Texas met in Regular Session on **April 21, 2021, scheduled at 9:15 a.m.**, via video conference. Board Chair James Batiste was present and presided. Other Commissioners present were: 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; Lacey LaCaze, FSS Coordinator and Kenja Smith, Internal Monitor Manager. 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 9:20 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 March 19, 2021 and March 31, 2021. Commissioner Ekombe 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. Paul Falade, CFO, provided information regarding flood insurance that was paid in the months of February and March. Mr. Kenja Smith, Internal Monitor Manager, provided information regarding resignations listed on the HR Report. Mr. Gene Reed, CEO, provided information on the newly hired ROSS Services Coordinator. 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.

5.0 Review and Adopt Agenda Items

5.1 Abilene Housing Authority Employee Handbook Update: Mr. Kenja Smith, Internal Monitor Manager, provided proposed updated verbiage regarding paid time off (PTO) in the Abilene Housing Authority's Employee Handbook. Following discussion, Commissioner Beall made a motion to accept and approve the amended language for PTO roll-over or payout as presented, which is an amendment to the Employee Handbook. Commissioner Ekombe seconded the motion.

AYES: Commissioners Batiste, Beall and Ekombe

NAYS: None

The motion carried.

- 5.2** 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.
- 5.3** 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.
- 5.4** 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.
- 5.5** Evaluation Concerning Members of Board of Commissioners: 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** Correspondence from HUD regarding the Abilene Housing Authority's Section 8 Housing Choice Voucher Program Leasing and Spending: Mr. Gene Reed, CEO, provided information on the new HUD Field Representative for Abilene and information on the letter provided in reference to lease-up and current status of the housing authority. Mr. Reed provided the 2020 waiver information that was instituted by HUD. Mr. Reed expressed his concern regarding a Corrective Action Plan (CAP). Mr. Reed then provided the current lease up status for the HCV program. Ms. Amy Cook, HCV Manager, provided the briefing and pull information that is currently being done and the lease-up process that is being followed. Commissioner Beall requested that the CAP information be provided to the Board. Mr. Mark Zachary, AHA Attorney, recommended that all information provided by HUD be provided to the Board. Ms. Cook then provided the conference call information for the briefings and what is included in the packets mailed out to applicants. Mr. Reed provided the reasonable accommodation information and the HUD tool information that is utilized by AHA.

6.0 CEO and Other Staff Reports

6.1 Chief Executive Officer's Report

6.1.1 Operations Report

- HCV Program Lease-up Efforts: This item was discussed in Item 5.6 above.
- COVID-19 and AHA Re-opening Plan: Mr. Gene Reed, CEO, provided information on the current downward trend of COVID-19 cases and the current status of the building security improvements, including the lead time for special order items. Mr. Reed and Ms. Amy Cook provided information on the current status of staff working in office. Commissioner

Beall requested that an in-person Board meeting item be added to the May agenda.

- American Rescue Plan: Mr. Reed provided information on the American Rescue Plan Act of 2021 that will include the homeless, at risk of being homeless, domestic violence and human trafficking populations. Mr. Reed stated that this would be a competitive award.
- FSS Program Graduates: Ms. Lacey LaCaze, FSS Coordinator, provided success stories and background on the two most recent program graduates.
- ROSS Service Coordinator: Ms. Amy Cook provided the past work history and background on the new ROSS Service Coordinator that has been hired.
- AHA Investment Report: Mr. Paul Falade, CFO, provided the current investment report for AHA to include the interest from Texpool and First Financial Bank.

6.1.2 Legal Report: None

7.0 Executive Session: The Board went into Executive Session beginning at 10:30 a.m. under the Items and Sections referenced above.

8.0 Reconvene: The Board reconvened at 10:58 a.m. with no action taken during Executive Session.

9.0 Adjournment at 11:01 a.m.

X Tim Evans
Secretary

X James Batiste
Board Chair