

MINUTES
DRAFT

HOUSING AUTHORITY OF THE CITY OF ABILENE

Meeting of February 15, 2007, 9:30 a.m.

The Housing Authority of the City of Abilene, Texas, met in Regular Session on February 15, 2007, at 9:30 a.m. in the Cypress Plaza Board Room, 534 Cypress Street. Chairman V.E. Brailsford was present and presided. Other Commissioners present were: Dale Barthelemy and Dr. Tanya Smith-Brice.

Staff members present were: Executive Director Roberta Thompson, Richard Rolison, Genette Edmond, Ebony Bond, Thaddeus Iwuji (Legal), Edward McRoy (Planning and Development Services) and Audria Hammond. Guest present was: David Boring; Stephanie Baker, Parkridge Place (Management Staff); Brett Reynolds, Parkridge Place (Management Staff), Mark Zachary, David Boring.

CALL TO ORDER

- 1.0 The meeting was called to order at 9:35 a.m. by Chairman Brailsford.
 - 1.1 Executive Director Thompson introduced new Board Member, Dr. Tanya Smith Brice. Dr. Brice is a Professor of Social Work at Abilene Christian University. She is a native of South Carolina and has resided in Abilene for slightly over one year.
 - 1.2 Executive Director Thompson introduced David Boring, CPA, who was in house performing the Housing Authority's annual independent audit.

DISPOSITION OF MINUTES

The minutes of the January 18, 2007, Board Meeting were tabled until the Board Meeting scheduled for March 15, 2007.

**OPEN DISCUSSION FOR CITIZEN GENERAL COMMENT AND
RESIDENT/LANDLORD INPUT**

There were no Landlords present.

CONSENT AGENDA

- 2.0 Chairman Brailsford asked the Board if they had any questions or wished to pull out any item under the Consent Agenda. Chairman Brailsford requested that Agenda Item 4.2, Resolution Approving Write-off of Outstanding Checks for The Section 8 Housing Choice Voucher Program be pulled.

Chairman Brailsford entertained a motion to accept and approve Agenda Items 4.1, Resolution Approving Annual Re-Examination of Income for Families in Occupancy and 4.3, Monthly Status/Financial Reports.

Commissioner Barthelemy made a motion to approve Consent Agenda Items 4.1, Resolution Approving Annual Re-examination of Income for Families in Occupancy and 4.3, Monthly Status/Financial Reports. Commissioner Brice seconded the motion.

AYES: Commissioners Barthelemy, Brice, and Chairman Brailsford.

NAYS: None

The motion carried and all resolution passed.

4.2 Resolution Approving Write-off of Outstanding Checks for the Section 8 Housing Choice Voucher Program

Chairman Brailsford requested that additional information be given regarding the Request for Approval for Write-off of Outstanding Checks for the Section 8 Housing Choice Voucher Program. Ms. Thompson requested that Ebony Bond, Accountant, share information related to the request for write-off.

Ms. Bond explained that during the monthly Accounting Tenant File Audit process, it was determined that duplicate HAP payments had been made to Landlords David Webb and RW1. There were a total of four (4) checks totaling \$1,872.00 dating from March 2006 to June 2006, that had not been presented to the bank for payment. She noted that the same tenant was listed for both of the Landlords with a different spelling of the name (last name or first name). The checks were cashed for Landlord David Webb, but had not been presented for payment for Landlord RW1. She added that the landlord had been notified of the duplication and that stop payment requests had been issued for the outstanding checks.

Commissioner Brice asked if measures had been put into place to prevent this from occurring again. Ms. Bond replied yes. She added that staff has been alerted to be certain that tenant names are spelled correctly when entered into the computer system as well as to ensure that the correct landlord name is listed.

Chairman Brailsford thanked Ms. Bond for explanation. He then entertained a motion to approve Resolution 4.2, Approving Write-off of Outstanding Checks for the Section 8 Housing Choice Voucher Program.

Commissioner Brice made a motion to approve Consent Agenda Items 4.2, Resolution Approving Write-off of Outstanding Checks for the Section 8 Housing Choice Voucher Program. Commissioner Barthelemy seconded the motion.

AYES: Commissioners Barthelemy, Brice, and Chairman Brailsford.

NAYS: None

The motion carried and all resolution passed

Resolution numbers were assigned as follows:

Resolution 4.1 - 0704

Resolution 4.2 - 0705

5.0 REGULAR AGENDA

5.1 Update on Section 8 Housing Choice Voucher Administrative Plan – Mark Zachary

Mark Zachary, Attorney, updated the Board on the status of the review of the Section 8 Housing Choice Voucher Administrative Plan. He stated that he has worked with Executive Director Roberta Thompson and Richard Rolison, Housing Programs Coordinator on the review process and stated that the review is in the final stages of completion. He stated that in a previous board meeting, there had been discussion getting input/comments from the public (landlords, tenants, general public) regarding the plan. He asked the board members in attendance for their input as to the best way to get the information out. Commissioner Brice stated that the Plan has the capability to be reviewed electronically as well as in hard copy form. Commissioner Barthelemy suggested that the Plan be placed on the internet. Mr. Zachary stated that he would look into the feasibility of these suggestions. Mr. Rolison stated that the final updates will be input in the computer by Friday, February 16, 2006, and that printed drafts would be distributed to Planning and Development, Legal and all board members for review/input.

Ms. Thompson updated the Board of the role of the Administrative Plan. She stated that the purpose of the Administrative Plane is to establish policies and procedures for administration of the Section 8 Housing Choice Voucher program in compliance with the rules and regulations set forth by the Code of Federal Regulations for the Department of Housing and Urban Development (HUD). She added that the Plan also covers areas in which the PHA has the discretion to establish local policies which are not covered under federal regulations. She noted that the updated Administrative Plan included policies that came about because of actual occurrences at the local PHA.

5.2 Administrative Updates

- **Yardi Software**

Richard Rolison, stated that there is one more upgrade necessary to fix the bugs/glitches associated with the upgrade to the Yardi Voyager System. Once this upgrade is complete, the PHA can move to Phase III which will bring the financial capabilities into use by the Accounting staff. The upgrade is set to take place by the end of February or the first of March.

- **PHA Five Year/Annual Plan Production**

Ms. Thompson stated that work has begun on the Five Year and Annual Plan that is required by HUD for submission each year. She highlighted this year's production schedule noting that this year's plan is due to HUD by July 18, 2007. She also stated that the Public Hearing is set for June 7, 2007.

5.3 Discussion Request for Proposal for Consultant on Independent or Internal Management of Housing Authority

Chairman Brailsford stated that he felt that the Authority should move forward with securing preliminary information as to would be needed to become an independent Authority. Commissioner Brice and Commissioner Barthelemy voiced their agreement to move forward. Ms. Thompson stated that she had contacted officials at HUD and Nelrod regarding what actions needed to be taken when she was working on gathering information for a request for proposal earlier. She stated that one of the documents needed is the Housing Authority's Annual Contributions Contract (ACC) and that she would contact HUD for this as it was signed many years ago.

Discussion of 2007 HUD Board of Commissioners and Executive Director Training February 22, 2007, Fort Worth HUD Office

Ms. Thompson stated that the notification had been received from the HUD office in Fort Worth that training for the Board of Commissioners and Executive Directors was scheduled for February 22, 2007, at the HUD Fort Worth Office. Chairman Brailsford, Commissioner Brice, and Ms. Thompson stated that they planned to attend. Commissioner Barthelemy stated that he would not be able to attend. Commissioner Island will be contacted as to her availability to attend. Ms. Thompson stated that the training is always good. She added that the sessions would be quite beneficial for Commissioner Brice as she is a new Board Member.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business, the meeting adjourned at 10:47 a.m.