

MINUTES

HOUSING AUTHORITY OF THE CITY OF ABILENE BOARD RETREAT

March 5, 2008

The Housing Authority of the City of Abilene, Texas, met in a Board Retreat on March 5, 2008, at 9:00 a.m. at Oakwood Trails Lodge located at Abilene State School, 2501 Maple. Commissioners present were: Kiddy Boswell, Tanya Smith Brice, Cynthia Horton and Mary Island.

Staff members present were: Ebony Bond, Programs Coordinator/Interim Director; Megan Santee, Assistant Director Planning and Development; John English, Housing Inspector; Genette Edmond, Public Housing Manager; and Mary Ann Martell, Housing Secretary. Guests present were: Gregg and Danielle Swisher from Patterson and Consulting, LLC.

CALL TO ORDER

Vice-Chair Smith Brice called the meeting to order at 9:35 a.m.

1.0 Board Elections

Discussion occurred on the roles of the officers for the Board. The slate of nominated officers consisted of: Commissioner Smith Brice for Chair, Commissioner Horton for Vice-Chair, and Commissioner Boswell for Secretary.

Commissioner Boswell made a motion to approve the slate of officers. The motion was seconded by Commissioner Horton. The Board voted.

AYES: Commissioners Smith Brice, Boswell and Horton.

NAYS: None

The motion carried.

2.0 Robert's Rules of Order

Assistant Director of Planning and Development Megan Santee presented a PowerPoint presentation on Robert's Rules of Order. Copies of slides are to be given to the commissioners.

3.0 Open Meetings Act and Public Information Act

Assistant Director of Planning and Development Megan Santee presented a PowerPoint presentation on the Open Meetings Act and Public Information Act. She did indicate it would be in best interests to obtain the Public Information Handbook for the Housing office.

Discussion took place on the following items:

- Executive sessions
- E-mail records

4.0 Housing Authority 101

Programs Coordinator/Interim Director Ebony Bond presented a PowerPoint presentation on SEMAP (Section Eight Management Assessment Program) and PHAS (Public Housing Assessment). Highlights covered included the 14 Performance Indicators, MTCS reports, 50058 forms and PIC (Personal Information Center). Discussion occurred on the corrective action plan to correct the deficiency in Lease-Up which included staffing problems, pulls from the waiting list, eligibility briefings and the entire housing intake process. It was emphasized that the Board requests to see a detailed monthly report from each housing counselor at the Board meetings.

Highlights covered under PHAS for Public Housing included PASS (Physical Assessment Subsystem), FASS (Financial Assessment Subsystem), RASS (Resident Advisory Service & Satisfaction) and MASS (Management Assessment Subsystem).

Ms. Bond began a PowerPoint Presentation on the Section 8 reports that are included in the Board packets. Discussion took place on the Section 8 status report, financial report and the FSS report. Training on the other reports was postponed due to time constraints.

5.0 Presentation and discussion from Patterson and Associates Consulting, LLC (PAC) on Housing Authority's assessment and mission statement

Gregg and Danielle Swisher, consultants from PAC offered a disclaimer since the status of this report was a draft on the initial assessment.

They briefly covered the main points of the draft which included:

- Executive Summary
- Current organizational chart
- Strengths and weaknesses of the Housing Authority
- General staffing costs from the City of Abilene
- Estimated revenues of the Housing Authority
- Preliminary conclusions from PAC

Discussion occurred on the services that the City of Abilene currently provides for the HA and options that exist for the HA to operate when those services are no longer provided by the City.

8.0 Adjournment

Commissioner Island made a motion to adjourn the meeting. This motion was seconded by Commissioner Boswell. The meeting adjourned at 2:30 p.m.

Kiddy Boswell
Kiddy Boswell, Board Secretary

Dr. Tanya Smith Brice
Dr. Tanya Smith Brice, Board Chair