

# MINUTES

## HOUSING AUTHORITY OF THE CITY OF ABILENE BOARD OF COMMISSIONERS' MEETING

**Meeting of March 13, 2008, 9:30 a.m.**

The Housing Authority of the City of Abilene, Texas, met in a Regular Session on March 13, 2008, at 9:30 a.m. in the Cypress Plaza Board Room, 534 Cypress Street. Housing Chair Dr. Smith Brice was present and presided. Other Commissioners present were: Mary Island, Cyndi Horton and Kiddy Boswell.

Staff members present were: Megan Santee, Assistant Director Planning and Development; Genette Edmond, Public Housing Manager; Tanya Johnson, Resident Services Coordinator; Stanley Smith, Assistant City Attorney; Paul Falade, Accountant; and Mary Ann Martell, Housing Secretary. Guests present were: Mona Anderson, Patsy Ivey and David Webb.

### CALL TO ORDER

#### **1.0 Routine Announcements, Recognitions and Presentations**

There were no announcements, recognitions or presentations.

Chair Smith Brice called the meeting to order at 9:49 a.m.

#### **2.0 Approval of the Minutes of the Regular Meeting held February 28, 2008 and the Board Retreat held March 5, 2008**

Commissioner Boswell made a motion to accept the minutes of the regular meeting from February 28, 2008, and the Board Retreat held March 5, 2008, as written. Commissioner Island seconded the motion. The Board voted.

AYES: Island, Boswell and Chair Smith Brice

NAYS: None

*The motion carried.*

#### **3.0 Open discussion for Citizen General Comment and Resident/Landlord Input**

Two Section 8 landlords, David Webb and Patsy Ivey, were in attendance. Mr. Webb and Ms. Ivey stated their interests were regarding direct deposit and would wait until that agenda item was presented.

#### **4.0 CONSENT AGENDA**

Chair Smith Brice pulled Agenda Items 4.1 from the Consent Agenda.

#### 4.1 **Monthly Status Reports**

4.1 a. Regarding 4.1 a., Chair Smith Brice asked what GOSA meant. Public Housing Manager Genette Edmond responded with Girl Scouts of America. Ms. Edmond summarized the Low Rent Status Report.

4.1 b. Genette Edmond stated that the process had begun for the Capital Funds program repairs which include advertisement in the paper, obtaining three bids, etc.

4.1 c. Mona Anderson, Manager for the Parkridge Place Apartments, summarized the Financial Report for the month of February 2008.

Commissioner Boswell made a motion to accept Consent Agenda Items #4.1 a., b., and c. Commissioner Island seconded the motion. The Board voted.

AYES: Commissioners Boswell, Island and Chair Smith Brice

NAYS: None

*The motion carried.*

#### 5.0 **Old Business**

##### **5.1 Discussion and possible action on Housing Authority's donation to Hope Haven to assist with their challenge grant for the homeless**

Commissioner Boswell made a motion to take 5.1 off the table. Commissioner Island seconded the motion. The Board voted.

AYES: Commissioners Island, Boswell, Horton, and Chair Smith Brice

NAYS: None

*The motion carried.*

Attorney Stanley Smith from the Legal Department relayed to the Board that he did not find anything prohibiting the Board to donate; however he suggested the donation come from private funds.

Commissioner Horton made a motion for the Board to deny the gift to Hope Haven. Commissioner Island seconded the motion. Discussion followed which included reserving the funds for the necessary roof repairs for Parkridge, donating funds to the Housing Authority clients and setting precedence in the community. The Board voted.

AYES: Commissioners Boswell, Horton, Island and Chair Smith Brice

NAYS: None

*The motion carried.*

##### **5.2 Resolution approving a change in application intake to the Housing Authority of the City of Abilene 2007 Administrative Plan**

Commissioner Island made a motion to take Agenda Item 5.2 off the table. This motion was seconded by Commissioner Horton. The Board voted.

AYES: Commissioners Island, Boswell, Horton, and Chair Smith Brice

NAYS: None

*The motion carried.*

This item had been tabled to see if HUD had a regulation on receiving faxed applications. Correspondence with HUD revealed that HUD has no policy on that and leaves that for the HA to decide. However, if the HA accepts a faxed application, it is a good idea to have the original one returned to the HA. If the application is faxed, HUD recommended that we add a sentence to the policy that states that the day and time when the HA receives the faxed application is the day and time that applicant will be placed on the waiting list. Discussion occurred on becoming “customer friendly” and the intake process. Stanley Smith suggested removing the word “preferably” from the original policy. It would read, “in person, by mail or fax.” If faxed, staff should give a courtesy call to the applicant saying the HA had received the faxed application and to please mail or bring in the original application.

Commissioner Boswell made a motion not to accept the Admin Plan changes until the Board sees the corrected policy proposal. This was seconded by Commissioner Horton. The Board voted.

AYES: Commissioners Boswell, Horton, Island and Chair Smith Brice

NAYS: None

*The motion carried.*

## **6.0 Regular Agenda**

### **6.1 Approval of the Section 8 Housing Choice Voucher Program Status/Financial Report for February 2008**

Due to Ebony Bond’s absence, Paul Falade summarized the Section 8 Status/Financial Report. He stated the monthly expenditures are higher than January’s because the HA received the November and December 2007 City bills.

The Board requested for the report to provide a detailed listing of the reason that tenants are terminated from the program.

Discussion followed on the counselor’s caseload and the monthly tasks. Mr. Falade explained annual exams, new tenants, interims, end of participation and unit change/movers. There were concerns about low “lease up.” A question arose regarding the 822 applicants on the waiting list when the HA has 170 available vouchers. Discussion followed on the processing of new families and the work involved. The Board requested a monthly report regarding the processing/activity of the families from the waiting list.

The Board expressed an interest in knowing the workload of counselors from other Housing Authorities. A request was made to contact Midland who was reported to have a 100% lease-up.

Mr. Falade relayed to the Board that low lease-up is not just a recent problem. Two to three years ago, the waiting list was closed. As tenants ended participation in the program, there were no new applicants being put on housing.

Mr. Falade recapped the Financial Report for the Board. John English discussed the inspection reports for the month of February. He explained initial, annual, special and failed inspections. If a unit fails HQS two times, that tenant is terminated.

For the next meeting, the Board would like to know the status of the grant application for the FSS program. Genette Edmond informed the Board it is called the Ross grant.

Commissioner Island made a motion to approve the Section 8 Status/Financial Report for February. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Island, Horton, Boswell and Chair Smith Brice

NAYS: None

*The motion carried.*

## **6.2 Update and discussion on the assessment from Patterson and Associates for the Housing Authority on becoming a fully independent agency**

Chair Smith Brice announced there is no final draft report as of this date. Patterson and Associates said they did not get the information when they asked for it. Chair Smith Brice distributed copies of an invoice from PAC for the first installment payment.

## **6.3 Update on Direct Deposit**

Paul Falade presented an update on direct deposit to the Board. He said he has been able to log into the Chase banking system's program. Internal controls had to be strengthened allowing Ebony Bond to check the figures and then Mr. McRoy was authorized to transfer funds. Security authorization needs to be transferred to Megan Santee. Discussion occurred on the process and a test run. The Board directed the HA staff to have a direct deposit test run by the April Board meeting with a report.

## **6.4 Update and discussion on loan by Housing Authority to the 800 Mesquite Partnership**

Mr. Falade said the HA received a check for four months payment on the loan. The money will go into the Tex Pool investment account. The Board felt the funds should go back into the Parkridge fund. For the April meeting, the Board indicated they would like to see where the money is going and what happens to the money.

## **7.0 Executive Session**

No executive session

## **8.0 Adjournment**

Commissioner Boswell made a motion for the meeting to adjourn. This was seconded by Commissioner Island. The meeting adjourned at 11:10 a.m.

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Kiddy Boswell, Board Secretary

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Dr. Tanya Smith Brice, Board Chair