

MINUTES

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

Meeting of May 22, 2008, 9:30 a.m.

The Housing Authority of the City of Abilene, Texas, met in a Regular Session on May 22, 2008, at 9:30 a.m. in the Cypress Plaza Board Room, 534 Cypress Street. Housing Chairperson Brice was present and presided. Other Commissioners present were: Cyndi Horton, Kiddy Boswell and Larry Holmes.

Staff members present were: Megan Santee, Assistant Director Planning and Development/Interim Executive Director; Ebony Bond, Programs Coordinator; Genette Edmond, Public Housing Manager; Stanley Smith, Assistant City Attorney; Paul Falade, Accountant; John English, Inspector and Mary Ann Martell, Housing Secretary. Guests included: Mark Zachary and David Webb.

CALL TO ORDER

1.0 Routine Announcements, Recognitions and Presentations

Megan Santee, Interim Executive Director, announced that Housing Inspector John English will be transferring to City Hall as a code enforcement officer. Condolences were extended to Letty Reyes, Housing Counselor, whose husband passed away and to Henry Loza, Housing Counselor, whose sister died. The Board congratulated Genette Edmond, Public Housing Manager, on receiving her certification for public housing management.

Board Chair Brice introduced Attorney Mark Zachary who has agreed to work with the Housing Authority during the transition to an independent agency.

Chairperson Brice called the meeting to order at 9:43 a.m.

2.0 Approval of the April 17, 2008 Meeting Minutes and the April 29, 2008 Special Called Meeting Minutes

Commissioner Boswell made a motion to approve the minutes of the regular meeting from April 17, 2008, and the minutes of the April 29, 2008 Special Called Meeting. Commissioner Holmes seconded the motion. The Board voted.

AYES: Commissioners Boswell, Horton and Holmes

NAYS: None

The motion carried.

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

No discussion occurred.

4.0 CONSENT AGENDA

Commissioner Holmes made a motion to approve Consent Agenda 4.0, Item 4.1 Monthly Reports, a., b, and c. Commissioner Horton seconded the motion. The Board voted.

AYES: Commissioners Boswell, Horton and Holmes

NAYS: None

The motion carried.

5.0 OLD BUSINESS

- 5.1 Resolution approving changes in the Housing Authority 2007 Administrative Plan
a. 3-IIIC: Other Permitted Reasons for Denial of Assistance-Previous Behavior in Assisted Living

Ms. Santee provided a copy of the CFR regarding this subject. Also, she told the Board she had spoken with Garrett Suave at the Regional HUD office who indicated the language as it is written is sufficient.

Commissioner Boswell made a motion not to approve the changes in the Admin Plan. This was seconded by Commissioner Horton. The Board voted.

AYES: Commissioners Boswell, Horton and Holmes

NAYS: None

The motion carried.

- 5.2 Discussion on Ross Grant and application deadline for 2009

The deadline for applying for 2009 funding through the Ross Grant is August 14, 2008.

Ms. Santee stated that staff would review the grant and guidelines and begin work on it if it is applicable. Chairman Brice replied that the Board would like a status report of the Ross Grant at the next Board meeting.

- 5.3 Discussion and possible approval of amendment to the contract with Patterson and Associates Consulting, L.P.

Megan Santee reported to the Board that Patterson and Associates sent a scope of services to secure an executive director and chief financial officer. This is in addition to the original PAC contract. The admendment includes PAC conducting the search, soliciting resumes and bringing the applicants to the Board. For these additional services, PAC can incur expenses up to \$9,632.46.

Commissioner Horton made a motion to approve the amendment to the contract with Patterson and Associates. This was seconded by Commissioner Boswell. The Board voted.

AYES: Commissioners Boswell, Horton and Holmes

NAYS: None

The motion carried.

- 5.4 Report and discussion on Tex Pool Investment account

Accountant Paul Falade summarized the Tex Pool report. As of 2/29/08, there was \$2.5 million in the investment account and \$2.4 million in the checking account.

The HA is holding the money in the checking account since HUD is recapturing \$1.8 million from Section 8. He told the Board there would be an updated report for the next Board meeting.

- 5.5 Report and discussion on loan by Housing Authority to the 800 Mesquite Partnership
The Housing Authority has not received any payments since February on this loan even after a letter was sent. 800 Mesquite Partnership has been sending their financial statements which reflect a loss in revenue, therefore, since the loan was on a residual receipt basis, attempts to collect would be futile. The Board discussed ways to assist 800 Mesquite Partnership. The Board directed staff to talk with them and develop strategies to increase their lease-up which in turn would increase their cash flow. A report will be brought to the Board.

6.0 REGULAR AGENDA

6.1 Presentation and discussion of the 2007 Audit Report – David Boring
David Boring, CPA, reported to the Board that last year he told them that HUD could collect the money that they had been over funding Section 8. Page 1 shows net income of \$1.5 million. Although HUD has asked to recoup \$1.8 million in funds, the HA is still in great financial shape with enough money for six months worth of HAP payments. Mr. Boring stated that assets have increased and liabilities have dropped. He summarized the breakdown of income and expenses. Tenant revenue has increased in low-rent due to residents making more money. HUD has been overfunding the Section 8 program; therefore, the subsidy has been cut.

Mr. Boring relayed to the Board that last year there were two audit findings, however, this year those findings have been cleared. He said staff is reviewing the statements that the fee accountant, Coy Watkins, is sending to HUD. Procedures are in place to catch errors. As for internal control procedures, the audit gives an unqualified opinion. In conclusion, Mr. Boring urged the Board to partnership with the City during the transition of becoming an independent housing authority.

- 6.2 Discussion and approval of Patterson and Associates' viability assessment

At the last regular Board meeting, PAC presented the draft of their viability assessment, and if the Board did not have any questions or concerns it is ready to become the final draft. Commissioner Horton made a motion to approve PAC's viability assessment. Commissioner Holmes seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Horton

NAYS: None

The motion carried.

- 6.3 Discussion and possible approval of RFP for position of Executive Director and Chief Financial Officer – pulled

- 6.4 Discussion and possible approval of RFP for Personnel Employment Organization
Pulled

- 6.5 Discussion and possible approval of the Section 8 Housing Choice Voucher Program Status/Financial Report for April 2008

Discussion followed on low lease-up for Section 8. A portion of the tenants that show terminated were from April and previous months and were not reflected previously. After the massive purge, we now have 68 new applicants pulled from the waiting list. The purge was conducted to remove the people who had failed to contact the agency within the required five to six months period. 92 people were pulled from the waiting list in April. Ms. Santee summarized the remainder of the report.

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

AYES: Commissioners Boswell, Holmes and Horton

NAYS: None

The motion carried.

6.6 Discussion and approval of Capital Funds to award a bid for roof replacement at the Earl W. Williams Complex

Inspector John English conveyed to the Board the process for obtaining the bids for the roofing contract. In April, an ad was placed in the Abilene Reporter News; on April 29, pre-bids came in; and then on May 13, the bid opening was held. Six bids came in with a range of \$220,000 to \$359,800 with Avila Roofing coming in with lowest bid. There were three general contractors and three roofing companies. Mr. English stated that although the HA has never used Avila Roofing before, references were checked and he spoke with the architect who has worked with this company; therefore, he recommends Avila Roofing for the contract. Commissioner Boswell made a motion to accept the recommendation to secure Avila Roofing for the roofing contractor. Commissioner Holmes seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell and Horton

NAYES: None

The motion carried.

6.7 Report on 2008 Five Year/Annual Plan

Ms. Santee announced that a public hearing is scheduled for June 5th at 3 p.m., at Earl W. Williams. Low-rent public housing residents have been notified.

6.8 Report and discussion on direct deposit

Ms. Santee reported that landlords are asking if direct deposit is mandatory. Sections of the Admin Plan have been distributed and it has been decided it is sufficient; however, internal policy needs to be set. Paul Falade told the board that direct deposit has been successful for the landlords that have signed up for it. For May, checks were electronically deposited for 55 landlords and currently we have 81 signed up for direct deposit. Payment details have been emailed; however, there are some landlords who don't use a computer. Direct deposit has created an issue for those who lack computer knowledge and for those who just don't want to utilize direct deposit. Discussion followed on making direct deposit mandatory and the criteria used for those who opt not to use direct deposit. The Board decided not to make a decision today. Staff will continue to track this and bring back a status report.

6.9 Discussion of timeline and process for applicant applying and receiving services from the Section 8 programs.

There will be a discussion on this at a later date. Also, PAC is reviewing these processes to help with efficiency.

6.10 Set date for June Board meeting

The June Board meeting was scheduled for June 3rd at 9:30 a.m.

7.0 Executive Session

No executive session.

8.0 Adjournment

Commissioner Horton made a motion for the meeting to adjourn. This was seconded by Commissioner Boswell. The meeting adjourned at 10:57 a.m.

Kiddy Boswell, Board Secretary

Dr. Tanya Smith Brice, Board Chair