

# MINUTES

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

**Meeting of July 17, 2008, 9:30 a.m.**

The Housing Authority of the City of Abilene, Texas, met in a Regular Session on July 17, 2008, at 9:30 a.m. in the Cypress Plaza Board Room, 534 Cypress Street. Board Chair Brice was present and presided. Other Commissioners present were: Kiddy Boswell and Larry Holmes.

Staff members present were: Megan Santee, Assistant Director Planning and Development/Interim Executive Director; Stanley Smith, Attorney from the Legal Department; Paul Falade, Interim Director of Finance; Ebony Bond, Programs Coordinator, Genette Edmond, Public Housing Manager; and Mary Ann Martell, Housing Secretary. Attorney Mark Zachary, Mona Anderson, Carl Kieke and David Webb were also in attendance.

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

1.1 A presentation of a check for escrow funds was made to Family Self-Sufficiency (FSS) graduate, Lawanda Taylor. Ms. Taylor has been enrolled in the FSS program for four and a half years and has met her goals. A brief reception was held to honor Ms. Taylor's accomplishments.

Board Chair Brice called the meeting to order at 10:04 a.m.

### **2.0 Approval of the May 22, 2008, and June 3, 2008, Meeting Minutes and the June 26, 2008, Special Called Meeting Minutes**

Commissioner Holms made a motion to approve the minutes from the May 22, 2008, June 3, 2008, and June 26, 2008, meetings. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

*The motion carried.*

### **3.0 Open Discussion for Citizens General Comment and Resident/Landlord Input**

David Webb, a Section 8 landlord, commented that he is having trouble with some tenants not paying their portion of the rent when it is over \$200+ due to the economy. Ms. Bond responded that Section 8 rental assistance is income-based. Several factors such as childcare expenses and medical expenses for the disabled can lower a tenant's rent, but there is no room for adjustments to offset the high price of gas, groceries, etc. Commissioner Holmes asked if staff could research to see if there are any incentives or programs available to help tenants with rent due to economy fluctuations. Ms. Bond was asked to look into this matter. Attorney Mark Zachary said that unpaid rent is a national problem with HUD's Section 8 tenants.

### **4.0 Consent Agenda**

Board Chair Smith Brice asked to pull one Agenda item, 4.1.

Commissioner Holmes made a motion to approve 4.2, a. and b. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None  
*The motion carried.*

Board Chair Brice asked for an explanation of the write-offs for accounts receivables for Low Rent Public Housing. Genette Edmond, Public Housing Manager, gave a summary of the amounts being written off.

Commissioner Holmes made a motion to approve Consent Agenda Item 4.1. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice  
NAYS: None  
*The motion carried.*

## **5.0 Old Business**

Garret Sauve at the Regional HUD office in Ft. Worth was contacted regarding the Ross Grant and the 2009 deadline. Megan Santee gave a summary on the status of the Ross Grant and advised the Board that Tanya Johnson will be working on this for next year. To apply for the Ross Grant, we would need an FSS program in place at Public Housing which we do not have at this time.

## **6.0 Regular Agenda**

### **6.1 Discussion and possible approval of the Section 8 Housing Choice Voucher Program Status/Financial Report for May and June 2008.**

Megan Santee, Interim Executive Director, discussed the Section 8 Status Report with the Board. She told the Board that to help rectify the low lease-up, staff will be pulling 25 applicants from the Waiting List every two weeks. Discussion followed on the high number of terminations in the summer months and the available units for those applicants with vouchers in-hand.

Commissioner Holmes made a motion to approve the Section 8 Housing Choice Voucher Program Status/Financial Report for May and June. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice  
NAYS: None  
*The motion carried.*

### **6.2 Update on Patterson and Associates' progress on the transition of the HA to an independent agency**

Megan Santee relayed to the Board that Patterson & Associates Consulting (PAC) was here last week regarding the proposed software changes for the HA. She also received a report on the progress of the positions for executive director and director of finance and the progress on securing a PEO (Personnel Employment Organization).

The Board went into Executive Session at 10:44 a.m. They came out of Executive Session at 11:12 a.m., with no action taken.

### **6.3 Discussion and possible approval of a contract amendment to implement new software for the Housing Authority**

Ms. Santee told the Board that contracts with both Yardi and Tenmast will be expiring soon. Discussion occurred on the advantages and disadvantages of both software programs. Section 8 staff expressed their dissatisfaction with Yardi. Public Housing staff is currently using

Tenmast and are extremely happy with the software. Paul Falade stated one option is to extend the contract with Yardi for six months until we get to February and are able to go live with Tenmast.

Commissioner Holmes made a motion to approve staff to negotiate to amend the contract with Yardi and to initiate a contract with Tenmast. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

*The motion carried.*

#### **6.4 Discussion and possible approval of amendment to Avila Roofing Contract, TX21P32750106**

Ms. Santee informed the Board that she visited with architect, Billy Williams, who is pleased with the new roofing. Discussion followed on the progress of the roofing replacement at the Earl W. Williams complex.

The change orders consist of the following:

a. Roofing ventilation

There is no official change order for this; however, the architect is not recommending this since there is adequate ventilation.

b. Increase in contract amount due to increase of cost of supplies/shingles

The cost of materials increased by \$15,594. Due to the current market, no one would guarantee prices.

c. Substitution of 3-tab shingles with 25-year guarantee

This included a \$7,000 decrease vs. the composite.

Commissioner Holmes made a motion to approve b. and c. change orders, but not a. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

*The motion carried.*

#### **7.0 Executive Session**

The Board went into Executive Session at 11:31 a.m., and came out of Executive Session at 12:04 p.m., with no action taken.

Commissioner Boswell made a motion to adjourn the meeting. This was seconded by Commissioner Holmes. The Board adjourned at 12:05 p.m.

---

Kiddy Boswell, Board Secretary

---

Dr. Tanya Smith Brice, Board Chair