

MINUTES

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

Meeting of August 28, 2008, 9:30 a.m.

The Housing Authority of the City of Abilene, Texas, met in a Regular Session on August 28, 2008, at 9:30 a.m. in the Cypress Plaza Board Room, 534 Cypress Street. Housing Chair Dr. 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; Genette Edmond, Public Housing Manager; Stanley Smith, Assistant City Attorney; Paul Falade, Interim Chief Financial Officer; Tanya Johnson, Resident Services Coordinator and Mary Ann Martell, Housing Secretary. Guests included: Mona Anderson, Jennifer Alvarado, David Webb, Mark Zachary, Danielle and Greg Swisher.

CALL TO ORDER

1.0 Routine Announcements, Recognitions and Presentations

Megan Santee, Interim Executive Director, announced that Housing Counselor Joana Wuest will be transferring to City Hall as a counselor in Office of Neighborhood Services as of 9/02/08. A brief update on Commissioner Island was given to the Board.

Chairperson Smith Brice called the meeting to order at 9:39 a.m.

2.0 Approval of the July 17, 2008, Meeting Minutes and the July 22, 2008, Special Called Meeting Minutes

Commissioner Holmes made a motion to accept the minutes of the regular meeting from July 17, 2008, and the minutes from the July 22, 2008, Special Called Meeting. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

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

A discussion occurred regarding a tenant who was behind on her portion of the rent by a significant amount. Her landlord was present at the meeting and inquired if there was a way the HA could help this tenant out. Discussion continued on whether this tenant could be assisted by the HA. Since this was money owed to the landlord, payment arrangements would have to be made between the tenant and landlord. A meeting will be scheduled with this tenant's housing counselor and the interim director to review this case.

4.0 CONSENT AGENDA

Chairperson Brice pulled Items 4.1 and 4.2 from the Consent Agenda. Commissioner Holmes made a motion to approve Consent Agenda 4.0, Item 4.3, Monthly Reports, a. and b. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

Discussion followed on Agenda Item 4.1, the resolution approving the transfer of the Section 8 Program of the Stamford Housing Authority, consisting of 47 vouchers, to the Housing Authority of the City of Abilene. Megan Santee informed the Board that of the 47 vouchers, Stamford HA has 19 leased-up. Both Housing Authorities have to send a letter requesting HUD to approve the transfer along with a Board resolution approving the transfer on January 1, 2009. Commissioner Holmes made a motion to approve the resolution approving the transfer of the vouchers with a review of the process and vouchers. This was seconded by Commissioner Boswell. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

Megan Santee clarified Agenda Item 4.2, the resolution approving changes to the Housing Authority of the City of Abilene 2007 Administrative Plan, to the Board. In January 2008, a change regarding interims had been inserted in the Admin Plan. After a review of the current workload, staff is asking the Board to vote to put the Admin Plan back to the previous wording. HUD only requires interims to be completed if beneficial to the tenant which would be a loss of income. If there is a change in the tenant's income due to an increase of wages, etc., staff will document and wait until the recertification.

Commissioner Holmes made a motion to approve Consent Agenda Item 4.2, by deleting the designated paragraphs. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

5.0 Regular Agenda

5.1 Discussion and possible approval of the Section 8 Housing Choice Voucher Program Status/Financial Report for July 2008

Megan Santee summarized the report for the Board. She elaborated on the massive pull of 200 applicants from the Waiting List done on August 23 with turnout resulting in less than 50%.

Commissioner Boswell made a motion to approve 5.1, the Section 8 Housing Choice Voucher Program Status/Financial Report for July 2008. This was seconded by Commissioner Holmes. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

5.2 Update on Patterson and Associates' (PAC) progress on the transition of the HA to an independent agency

Greg and Danielle Swisher with PAC have been here this week conducting a staff training to help with the transition. The City's IT department has transferred us over to our own server.

The HA's website is now www.abileneha.org. RFPs will be sent out for IT and phone services. An automated phone attendant for the phone system has also been considered to help with the office's efficiency. Further discussion followed on the progress of the transition.

5.3 Discussion and possible approval for a contract with a Professional Employment Organization (PEO) for the Housing Authority

For this Agenda item, the Board went into Executive Session at 10:20 a.m. The Board came out of Executive Session at 1:40 p.m.

Commissioner Boswell made a motion for the HA to enter into a contract with Allied Staffing which consists of the Blue Cross Blue Shield plan and to stay as close as possible to what the employees currently have with the City. Commissioner Holmes seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

Chairperson Brice directed Megan Santee to negotiate with Allied Staffing or to appoint staff for this negotiation especially with the premium rates.

5.4 Discussion and update on the contract for new software for the Housing Authority

This item was pulled from the Agenda.

6.0 Executive Session

6.1 Interviews with finalists for the position of Executive Director

6.2 Interviews with finalists for the position of Chief Financial Officer

7.0 Reconvene Regular Agenda

7.1. Discussion and possible action regarding appointment of Executive Director.

No action taken for 7.1.

7.2 Discussion and possible action regarding appointment of Chief Financial Officer.

Commissioner Holmes made a motion to accept and hire Paul Falade as the Chief Financial Officer, effective October 1, 2008. Commissioner Boswell seconded the motion.

The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

8.0 Adjournment

The meeting adjourned at 2:12 p.m.

Kiddy Boswell, Board Secretary

Dr. Tanya Smith Brice, Board Chair