

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

October 23, 2008

The Abilene Housing Authority, Abilene, Texas, met in a Regular Session on October 23, 2008, at 9:30 a.m. in the Cypress Plaza Board Room, 534 Cypress Street, Abilene, Texas. Board Chair Dr. Tanya Smith Brice was present and presided. Other Commissioners present were: Kiddy Boswell and Larry Holmes.

Staff members present were: Gene Reed, Executive Director; Genette Edmond, Public Housing Manager; Paul Falade, Chief Financial Officer; Ebony Bond, Housing Programs Coordinator; Mary Ann Martell, Executive Assistant; and Tonia Lovelady, Temporary Executive Assistant. Guests included: David Burman, Representing Legal Council; David Webb, Mindy Patterson, Stephanie Baker, and Bill Reynolds.

CALL TO ORDER

Board Chair Brice called the meeting to order at 9:36 a.m.

1.0 Routine Announcements, Recognitions and Presentations

Gene Reed introduced himself as the new Executive Director of the Abilene Housing Authority. Mr. Reed announced the resignation of Mary Ann Martell, Executive Assistant, and welcomed Tonia Lovelady, Temporary Executive Assistant. Gene Reed announced the resignation of Board Commissioner Mary Island effective 10/9/2008. Mr. Reed also announced the resignation of Board Commissioner Cynthia Horton, of which her official resignation was not received. Mr. Reed announced the reappointments of Board Commissioners Larry Holmes, and Dr. Tanya Smith Brice. He also announced the appointment of Patricia Hippley as Public Housing Commissioner.

2.0 Minutes

Board Chair Brice called for a motion to accept the minutes of the September 25, 2008 meeting if there was not any discussion. Commissioner Boswell made a motion to approve the minutes as printed. Commissioner Holmes 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

David Webb, a Section 8 landlord, commented that he had previously met with Mr. Reed and appreciated his time. Mr. Webb was asking for written procedures on how to get a rate increase. Mr. Reed stated he would get it to him by the end of the day.

4.0 Executive Director's Status Report

Mr. Reed stated that with the separation from the City of Abilene, Abilene Housing Authority's address has been changed to include Suite 200 to allow mail to be received at the physical address instead of the City's P.O. Box.

Mr. Reed discussed changing the company name and Logo. The name has been changed from City of Abilene Housing Authority to Abilene Housing Authority. Mr. Reed is working with

R&R Printing to provide 3 different logos. He will provide samples and get opinions from staff, landlords and tenants.

Mr. Reed will attend the NAHRO Fall Conference in San Antonio on October 26th through the 30th. The conference is a nationwide conference held for Housing Authority Executive Directors to learn the new and upcoming updates with legislation that may be impacting Housing Authorities. He will give an update at the next Board Meeting.

Public Housing is scheduled for a Real Estate Assessment Center (REAC) Inspection. It is a HUD inspection for Public Housing. HUD looks at our Public Housing facilities to insure we are providing sanitary housing conditions. Public Housing staff has been working the last month to assure the units are ready for the audit. Mr. Reed would like to thank Accolade for providing additional Maintenance Staff to get ready for this audit.

DHAP (Disaster Housing Assistance Program) is a program set up by FEMA and HUD, to provide housing for victims of Hurricanes Gustav and Ike. Generally these are individuals that had not been provided assistance in a federally assisted program in the past, but because of the devastation of those particular areas FEMA and HUD have been in contact with several Housing Authorities asking if we could assist in providing housing for those individuals. This is a separate program from the Housing Choice Voucher Program, and from Public Housing Program, it's a set a side program. The rules are very similar to the Housing Authority but FEMA will decide to pay a certain amount to the Landlord and we would pick up the contract. There are some family self sufficiency services where the customer has to stay in contact with different service providers in the community to make sure they are becoming self sufficient and getting off the program. Mr. Reed will be informing HUD that AHA would like to be a part of the program. Generally there are not a lot of individuals that come through that program, but you never know. The program provides additional funds to the organization in terms of taking care of those services and providing services for families. Mr. Reed will provide an update as he receives more information from HUD.

Paul Falade has put together a travel policy and will provide a copy to the Board members.

5.0 Consent Agenda

Commissioner Holmes asked to pull Item 5.4 from the Consent Agenda until further discussion. Commissioner Boswell made a motion to approve Items 5.1, 5.2 and 5.3. Commissioner Holmes seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

Discussion followed on Agenda Item 5.4, the resolution approving the bid from Greenway Enterprises, Inc. for the addition of two doors and installation of two glass partitions for counters in the front lobby. Commissioner Holmes questioned whether the two doors were solid oak doors, or solid wood with oak laminate. The solid oak doors are rather expensive and unnecessary. He also stated he did not see 2 other bids and would like to see them before a decision was made. Mr. Reed stated that the bid approval process was complete before he joined AHA. The timeline for the construction is that the City Water Department will begin remodeling on November 10th and will take approximately 3 weeks; the construction for AHA will follow. Paul Falade stated that 2 bids were submitted to the City and Dr. Brice agreed that she had seen them. Dr. Brice asked for clarification on where the doors are to be installed. Commissioner Holmes explained they would be installed between the lobby and the hallway for security reasons and to control traffic into the hallways. Commissioner Holmes stated that he found the description of the doors to say "5 ply particle core, oak face" on page 5.4, p. 5.

Commissioner Holmes made a motion to approve the resolution approving the bid from Greenway Enterprises, Inc. for the addition of two doors and installation of two glass partitions for counters in the front lobby. This was seconded by Commissioner Boswell. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

Paul Falade, CFO, stated that Mindy Patterson, Director of Finance for the City of Abilene, was in attendance in order to answer any questions regarding Resolution 5.2, approving the amendment of authorized representatives for the Abilene Housing Authority with TexPool Participant Services and Resolution 5.3, to adopt the Abilene Housing Authority Investment Policy. Mindy explained that with the separation from the City, the Housing Authority is required by law to adopt an Investment Policy in order to invest in TexPool, or any other investments. We also need to get signatures on TexPool so that Paul Falade, CFO, can make deposits or withdrawals. Another part of the process is to get new signatures on the bank signature cards to transfer authority from the City to the Abilene Housing Authority for the bank accounts. The Housing Authority will also need a resolution to designate an Investment Officer. It was suggested that Paul Falade, CFO, would be the designated Investment Officer and a resolution would be included in the next Board Meeting.

Dr. Brice stated that Agenda Item 5.6 was not included in the approval of the Consent Agenda items. David Burman, Legal Council, stated that it would be included in the approval of the Consent Agenda 5.0.

6.0 Regular Agenda

6.1 Discussion and possible approval of the Housing Choice Voucher Program (formerly the Section 8 Program) Status/Financial Report for September 2008

Ebony Bond, Programs Coordinator, summarized the report for the Board. Board Chair, Brice stated that the monthly #'s looked better than last month. Mr. Reed stated that AHA has a plan in place to continually increase the #'s. Two staff members attended training. Staff met with Allied Employer Group regarding the transition from the City. Ebony Bond attended the West Texas Homeless Network's monthly meeting.

Ebony Bond is looking at determining and tracking the reason that clients are terminating. Dr. Brice asked if AHA makes a connection with Noah Project or other agencies to determine if the client ended up with them if they had to leave because of abuse or other reasons. It is difficult because of confidentiality laws. AHA has difficulty getting the people to contact the office when they move out. AHA might find out when an inspection is done, or the landlord finds the home empty. AHA does have resource information available in the lobby and would like to put more information on the website. AHA also gives resource information to the clients when they go through the briefing process. As AHA has landlord and tenant meetings, these issues will be brought up and worked through. Commissioner Holmes asked if the Landlords have any requirements to be in the program, and they do not. Since most tenants pay part of the rent, the landlord would know when they stop paying. AHA is being more aggressive in pulling from the waiting list. They pulled 298 for a November 8th meeting and will pull another 299 for a November 15th meeting. The goal is to get the #'s up by the end of the year because HUD will fund on a month to month basis until they give full contract award money.

Mr. Reed commented that he will continue to bring Administrative Plan changes to the Board. AHA is beginning to go through the Admin Plan and looking at the processes and some of the processes are prohibitive to moving quickly to getting the lease-up. Commissioner Boswell made

a motion to approve 6.1, the Housing Choice Voucher Program (formerly Section 8 Program) Status/Financial Report for September 2008. This was seconded by Commissioner Holmes. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

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

Board Chair Brice and Mr. Reed had a conference call with PAC the first week of October to discuss the contract and how to proceed with the transition. PAC provided a media plan. AHA has 30 hours left on the contract which ends on January 23, 2009. PAC will add an additional 20 hours of non-billable time to help with the transition. PAC will assure AHA has everything they need to stand alone. They discussed vehicle maintenance and they do not believe it will exceed the \$25,000 cap. Mr. Reed will send out a Bid Request to local vendors. Within a month Mr. Reed should have a Vehicle Maintenance Provider in place. AHA will have a Strategic Planning meeting with PAC on November 20th after the Board Meeting. PAC will also provide any media contact when needed, such as press releases. PAC will send out a survey to the landlords. Mary Ann and Tonia will find a location for the next Board Meeting and Strategic Planning Meeting. It was decided to have a special called meeting on October 28th.

6.3 Inter-local Services Agreement with the City of Abilene in conjunction with the transition to an independent agency

Mark Zachary sent an email to Mr. Reed and Board Chair Brice regarding the transition process. They discussed vehicles, IT Department, and the phone system. PHA is already on the NTS phone system but there are some upgrades that need to be done to the system. There is a TCDD (Telecommunication Device for the Deaf) in place, but the system has never worked. NTS provided a price of \$600 to repair the system. Commissioner Holmes questioned the fact that we are paying for the service that does not work. Mr. Reed said he will look further into it. Board Chair Brice stated that AHA will need to look for an Electrical Service Provider and to review the Lease Agreement for the office space. The Housing Authority and the City together purchased an RF machine (lead base detection system) and they need to determine the ownership of the machine.

Board Chair Brice stated that Mark Zachary is negotiating with the City on the behalf of AHA. He has drafts of 2 agreements outlining what services would continue to be provided by the City and at what cost. AHA needs to give Mark Zachary, or legal council, negotiating power to work with the City on the behalf of AHA.

Commissioner Boswell made a motion for AHA to give negotiating power to Mark Zachary, representing legal council, to work with the City on behalf of AHA, then report to Board Chair Brice, and Mr. Reed, Executive Director, for finalization. Commissioner Holmes seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes and Brice

NAYS: None

The motion carried.

6.4 Additional Public Housing Funding: \$204,933

Ebony Bond addressed the Board about the additional funding. These are not additional dollars; they are dollars that AHA was expecting. HUD gives you appropriation in pieces, or in a lump sum. It is money AHA was hoping to get, but just got them. AHA has enough expenses that the

money will be spent by year end.

6.5 Discussion on Abilene Christian University's proposal on updating the 1996 Impediments of Fair Housing Study

The City initiates this study through their neighborhood work program, because they receive CDBG Funding. As a part of the administration of CDBG funding, they must conduct an Impediment of Fair Housing Study every 10 years. The City hired a contractor or student organization through ACU's faculty to conduct a study on their behalf to drop the cost from \$20,000 - \$30,000 in the past to \$9,000 from ACU. The City is contacting AHA to ask "as a Housing Authority, do you have any requirements to conduct an Impediment of Fair Housing Study?" Mr. Reed has determined that AHA does not have any requirements as a Housing Authority to conduct a study like that. Because AHA is a landlord on the Public Housing side and they are also requiring it on the Housing Choice Voucher side, AHA has to make sure that they implement Fair Housing Law and Practices but he doesn't see where they have to do an Impediment of Fair Housing Study. Mr. Reed is recommending that AHA not be a part of that study and not provide any funding for the study. The City is requesting that AHA pay for \$4,500 if they had to do a study like that. AHA does not have any requirements through HUD to do the study. Commissioner Holmes asked what benefit would the study have to the HA. Board Chair Brice said this is a City study and it will get done by the City.

6.6 Board of Commissioners' terms of expiration

Discussion took place under the Routine Announcements that Commissioner Holmes and Board Chair Brice have been reappointed for 2 years. The replacement for Cynthia Horton will begin at the next Board meeting and a replacement for Mary Island has been requested from the Mayor. Anyone from the community can suggest an individual to the Mayor. Mary Ann Martell put together an Appointment Process and will get copies to the Board Members.

6.7 Update on Texas NAHRO Fall Conference – October 26-30, 2008

Update was given earlier under Routine Announcements by Mr. Reed.

7.0 Executive Session

The Board went into Executive Session at 10:44 a.m.

The Board came out of Executive Session at 11:07 a.m., with no action taken.

8.0 Adjournment

There was no quorum to make a motion, so the meeting was adjourned. The meeting was adjourned at 11:08 a.m.

Kiddy Boswell, Board Secretary

Dr. Tanya Smith Brice, Board Chair