

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

November 20, 2008

The Abilene Housing Authority, Abilene, Texas, met in Regular Session on November 20, 2008, at 9:30 a.m. in the Elks Arts Center Conference Room, located at 1174 North 1st Street, 2nd Floor, Abilene, Texas. Board Chair Dr. Tanya Smith Brice was present and presided. Other Commissioners present were: Kiddy Boswell, Larry Holmes and Patricia Hippley.

Staff members present were: Gene Reed, Executive Director; Genette Edmond, Public Housing Manager; Paul Falade, Chief Financial Officer; Ebony Bond, Housing Programs Coordinator; Tonia Lovelady, Temporary Executive Assistant and Wendy Guidry, Executive Assistant. Guests included: Billy Boone, Attorney, Mark Zachary, Housing Authority Attorney, and Danielle Swisher, Gregg Swisher, Bret Perko and Craig Patterson from Patterson and Associates Consulting, LLC., as well as HCV Landlord David Webb, who did not sign in.

CALL TO ORDER

Board Chair Brice called the meeting to order at 9:42 a.m.

1.0 Executive Session

The Board went into Executive Session at 9:44 a.m.

The Board came out of Executive Session at 10:31 a.m.

1.2 Discussion of pending litigation for Duke v. Abilene Housing Authority.

Commissioner Holmes made a motion to authorize Billy Boone to proceed with mediation at his own discretion and to proceed with arbitration using three (3) arbitrators. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Boswell, Holmes, Hippley and Board Chair Brice

NAYS: None

The motion carried.

The Board went back into Executive Session at 10:35 a.m.

The Board came out of Executive Session at 11:02 a.m.

1.1 Discussion and possible approval of the Executive Director's authority level with regard to signing checks on behalf of the Housing Authority.

Commissioner Holmes made a motion to require that all checks issued by the Housing Authority be signed by any two (2) of the following: Executive Director, Chief Financial Officer or any Board Member.

AYES: Commissioners Boswell, Holmes, Hippley and Board Chair Brice.

NAYS: None

The motion carried.

2.0 Routine Announcements

Executive Director Gene Reed introduced the new Public Housing Board Member, Patricia Hippley. Mr. Reed also introduced Wendy Guidry, the new Executive Assistant,

who is replacing Tonia Lovelady, Temporary Executive Assistant. Mr. Reed also announced that Paul Falade took and passed the first section of the state CPA exam.

3.0 Public Comment

There was no Public Comment.

4.0 Minutes

Commissioner Holmes made a motion to approve the Board Meeting Minutes from October 23, 2008 and the Special Called Meeting Minutes from October 28, 2008 with amendments as discussed. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell, Hippley and Board Chair Brice

NAYES: None

The motion carried.

5.0 Consent Agenda

Commissioner Holmes asked to remove Item 5.6 from the Consent Agenda for further discussion. Commissioner Hippley asked to remove Items 5.4 and 5.5 from the Consent Agenda for further discussion. Board Chair Brice asked to remove items 5.1 and 5.3 from the Consent Agenda for further discussion. Commissioner Holmes made a motion to approve Consent Agenda Item 5.2. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell, Hippley and Board Chair Brice

NAYS: None

The motion carried.

5.1. Low Rent Public Housing (LRPH) Status/Financial Report for October, 2008.

Dr. Brice requested that future LRPH Status Reports include a copy of the LRPH Newsletter. Dr. Brice also requested that staff research HUD regulations to clarify the Interim Recertification process for the LRPH Program. Dr. Brice inquired about LRPH Lease-Up strategies and received explanation from staff.

5.3 Mesquite Status/Financial Report for October, 2008.

Paul Falade handed out additional financial reports. Mr. Reed suggested that the AHA inquire about purchasing the project. Chair Brice would like Mr. Reed to research further and report back to the Board.

5.4 Resolution approving the Housing Authority's participation in the Procurement Card Program with JPMorgan Chase Bank and specifically authorize Mr. Reed, Executive Director, to execute the proposed Agreement on behalf of the Housing Authority.

Board Members reviewed details concerning the credit card program with JPMorgan Chase Bank and discussed the limits associated with the staff's use of the cards. Mr. Zachary identified some changes that need to be made to the Resolution prior to signing, which consist of the following: card-holders names and associated card limits need to be added.

Commissioner Holmes made a motion to approve Items 5.1 and 5.3 as presented. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell, Hippley and Board Chair Brice

NAYS: None

The motion carried.

Commissioner Holmes made a motion to approve Item 5.4 in amended form with specifications for card-holders names and card limits. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell, Hippley and Board Chair Brice

NAYS: None

The motion carried.

5.5 Resolution approving the authorization of the Board Chairman to negotiate and approve a change to the Executive Director's employment agreement regarding the payment of health insurance premiums.

Board Chair Brice clarified the history of the Resolution for the new Board Commissioner, Patricia Hippley. Commissioner Boswell made a motion to approve item 5.5. Commissioner Holmes seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell, Hippley and Board Chair Brice

NAYS: None

The motion carried.

5.6 Resolution approving Midas Auto Service Experts as the Housing Authority's Fleet Maintenance Provider.

Board Members asked for and received clarification on vehicle and contract details. Commissioner Holmes made a motion to approve item 5.6.

Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell, Hippley and Board Chair Brice

NAYS: None

The motion carried.

6.0 Executive Director's Status Report

6.1 Operations Report

- LRPH Resident Meetings
- NAHRO Conference, October, 2008
- DHAP
- Security Cameras
- Tools for Improving Communication with the Community
- Energy Star Audits, LRPH
- Phone/TDD System

6.2 Housing Choice Voucher Report

Ms. Bond handed out and explained an updated report and summarized recent HCV Program activity.

6.3 Legal Report

Mark Zachary stated that there was no new information to report.

7.0 Old Business

7.1 Update and discussion regarding Housing Authority's transition to an independent agency.

The Board discussed the Housing Authority's transition with representatives from Patterson and Associates Consulting, LLC. In conjunction with the Housing Authority now being an independent agency, Patterson and Associates representatives discussed strategic planning opportunities for the Board's consideration. Patterson and Associates Consulting, LLC announced that they believed that their contract with the AHA was concluded and welcomed the opportunity to be of further service to the Housing Authority in the future.

7.2 Discussion and possible approval of a logo for the Housing Authority

Chair Brice requested delaying the choice of a logo until the Mission and Vision Statements are written.

8.0 New Business

There was no discussion of new business.

9.0 Adjournment

Chair Brice made a motion to adjourn the meeting. Commissioner Boswell seconded the motion. The meeting was adjourned at 1:58 p.m.

Kiddy Boswell, Board Secretary

Dr. Tanya Smith Brice, Board Chair