

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

April 16, 2009

The Abilene Housing Authority, Abilene, Texas, Board of Commissioners met in Regular Session on April 16, 2009, at 9:30 a.m. in the Cypress Plaza Conference Room, located at 534 Cypress Street, Abilene, Texas. Board Chair Dr. Tanya Smith Brice was present and presided. Other Commissioners present were: Larry Holmes, Kiddy Boswell, Patricia Hippely and Vanessa Faz.

Staff members present were: Gene Reed, Executive Director; Genette Edmond, Public Housing Manager; Ebony Bond, Housing Programs Coordinator; and Wendy Guidry, Executive Assistant. Guests included: Mark Zachary, Housing Authority Attorney.

CALL TO ORDER

Board Chair Brice called the meeting to order at 9:30 a.m.

1.0 Routine Announcements

Mr. Reed welcomed the newest member of the Board of Commissioners, Vanessa Faz. He also announced that Ms. Edmond and her husband recently celebrated their 50th wedding anniversary.

2.0 Public Comments

3.0 Minutes

Commissioner Holmes made a motion to approve the Minutes from **March 19, 2009** as presented. Commissioner Boswell seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell, Hippely, Faz and Chair Brice.

NAYS: None.

The motion carried.

4.0 Consent Agenda

Chair Brice pulled Item 4.4 for discussion. Commissioner Boswell made a motion to approve Items 4.1 through 4.3 as presented. Commissioner Holmes seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell, Hippely, Faz and Chair Brice.

NAYS: None.

The motion carried.

4.4 Chair Brice asked for and received clarification on several of the proposed changes. Commissioner Holmes made a motion to approve Item 4.4 as presented with amendments to attachment. Commissioner Hippely seconded the motion. The Board voted.

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

NAYS: None

The motion carried.

5.0 Old Business

5.1 Mr. Reed stated that attorney Billy Boone was unable to attend the Board Meeting today due to a prior engagement. Mr. Reed stated that Mr. Boone would like to meet with the Board at a later date to discuss and possibly approve the Item. The Board agreed to table the Item and discuss at a future Special Called Board Meeting.

6.0 Regular Agenda

6.1 Executive Director's Status Report.

6.1.1 Operations Report.

Mr. Reed announced that he is planning to attend the 2009 NAHRO Summer Conference in Portland, OR in July. He also asked the Board if Ms. Faz should attend as a new Board Commissioner. The Board agreed that it would be beneficial for Ms. Faz to attend. She will check her schedule and let Mr. Reed know if she will be able to attend.

Mr. Reed also announced that he and some Staff members will be attending the Annual Texas NAHRO Conference and Tradeshow in Galveston next week. He noted the benefits of attending such conferences and announced that two (2) LRPB students will be awarded scholarships at the conference. Mr. Reed also noted that he has been working with local media about getting some recognition for the students and scholarships.

Mr. Reed updated the Board on the status of the proposed projects using the ARRA funds that AHA received. He noted that on the toilet replacement project at the Deegan, Vogel and E.W. Williams LRPB sites, he plans to select a contractor for the project by tomorrow and will be conducting a pre-award meeting with the proposed bid winner today. Mr. Reed expects work on the project to begin in approximately three (3) weeks. With regards to the sewer line repair and/or replacement project at Riviera Apartments, he intends to meet the 120-day award date deadline set forth by HUD. Mr. Reed noted for the Board that he had recently written HUD to ask for clarification on the start date of the deadline time period. Mr. Reed stated that some HUD publications have stated that the award time period began on February 17, 2009, the date the ARRA was enacted, while other information provided by HUD has stated that March 23, 2009, the actual award date, was the date the deadline time period began. Mr. Reed also summarized some of the details related to the

proposals received for the toilet replacement project.

Mr. Reed reported that HCV Utilization is currently at 90%. He noted that HUD considers the Program “utilized” at 95% and that AHA is 51-1/2 contracts away from meeting that goal.

Mr. Reed also reported that LRPB Utilization is currently at 98%. He noted that the HUD requirement for this program to be considered “utilized” is 97%.

Mr. Reed updated the Board on the status of the Sunscape Apartments (residents) transition to AHA’s HCV Program. He briefly summarized the history of the apartment complex, noting that the owner is opting out of the Section 8 Project Based Voucher Program because he cannot turn a profit. Mr. Reed reported that he was initially contacted about providing assistance to the residents of Sunscape via the HCV Program by the owner of the apartment complex in January, 2009 and that HUD finally contacted him approximately two (2) weeks ago to begin finalizing the transition.

Mr. Reed explained how the transition will affect HCV Utilization, noting that it will add 100 “enhanced” vouchers to the HCV Baseline. Mr. Reed also noted that AHA staff will be holding Welcome Meetings for all of the current Sunscape residents on April 30, 2009 in the Sunscape Apartments Community Room.

Mr. Reed updated the Board on the status of the voucher transfer from the Stamford Housing Authority. He noted that he finally received approval from HUD to begin the process of transitioning the vouchers and that seventeen (17) families had been “ported in” to AHA’s HCV Program on April 1, 2009. He explained that HUD did not give AHA the Annual Contributions Contract for the vouchers but that the seventeen (17) “port ins” will help increase Utilization. Mr. Reed also reported that he and Staff went to Stamford on April 7, 2009 to meet with the voucher families. He noted that only one (1) person attended the meeting but the opportunity was open to all seventeen (17). Mr. Reed explained that there are a few differences between the Stamford and AHA HCV Programs but that those changes would not be made until each family’s next recertification.

Mr. Reed updated the Board on the status of the work at AHA’s LRPB sites by the Energy Star Program. He summarized the work that they had completed last year at Vogel, noting that they completed blower door tests, cleaned cold air returns and installed door and window caulking at the other LRPB sites this year. Mr. Reed reminded the Board that this is a free service.

Mr. Reed reported to the Board that he was scheduled to give a presentation to the Big Country Apartment Association this month but that it has been postponed until May 19, 2009 due to a scheduling conflict with the Texas NAHRO Conference he will be attending in Galveston.

Mr. Reed updated the Board on the status of the transition to TenMast Software. He noted that the go-live date for HCV and Accounting is April 30, 2009 and that LRPB is already live. He reported that Phase II Training was held during the first week of April for all Management Staff

and as a refresher for some other Staff.

Mr. Reed reported to the Board that all AHA Staff now have and are required to wear photo identification badges while in the field as a security measure.

Mr. Reed reported to the Board that the annual Financial Data Report, (FDS) unaudited version was submitted to HUD on April 9, 2009. The deadline to submit was April 13, 2009. Mr. Reed explained to the Board that the report is generally due two (2) months after the end of the PHA's fiscal year, but that HUD's system has been down and no PHA's have been able to submit the information to them until now. Mr. Reed noted that AHA's Fee Accountant usually assists with this submission, but that he did not this year.

Mr. Reed reported to the Board that because the 2009 Appropriations Bill had not yet been passed by Congress, funding for PHA's HAP and Administrative Fees had so far this year been a reflection of Utilization as of December, 2008. Mr. Reed noted that Congress finally passed the Bill a few weeks ago and that AHA expects to receive additional funds from HUD beginning in May, 2009 for the balance owed due to increased lease-up. Mr. Reed also reported that there is an additional \$100 million available in the Appropriations Bill for PHAs that have increased lease-up and that he recently wrote to HUD reminding them of AHA's progress in this area.

Mr. Reed reported on a recent VAWA (Violence Against Women Act) incident that occurred. He noted that he consulted with Mr. Zachary to review all Federal, State and Local requirements and regulations to ensure that AHA is in full compliance with the Act's requirements. He noted that some changes have been made to AHA's VAWA policy and those changes will be posted on the AHA website so that Landlords and Tenants are aware of them.

Mr. Reed inquired about scheduling a Strategic Planning Session. Ms. Guidry reported the dates that the moderator, Matt Dodd, Assistant Professor at Abilene Christian University, is not available during the month of May, 2009. The Board discussed possible dates to hold the meeting and settled on May 29, 2009. **Ms. Guidry will forward additional details regarding place and time to the Board Members prior to the meeting date.**

Mr. Reed reported to the Board that there had recently been a change in providers for the Group Dental Insurance Plan through Allied Employer Group. He noted that as of May 1, 2009, the new provider is Met-Life. Mr. Reed updated the Board on current LRPB Capital Fund projects. He noted that the water shut-off valves at E.W. Williams will be replaced, a new A/C unit will be installed in the Riviera Community Center and playground equipment has been delivered and will be installed at the Vogel, E.W. Williams and Riviera sites.

6.1.2 Housing Choice Voucher Report for **March, 2009.**

6.1.3 Legal Report.

7.0 New Business

7.1 Mr. Holmes asked for and received clarification on several points related to the Procurement Policy.

7.2 There was no discussion on this Item.

Commissioner Holmes made a motion to approve Items 7.1 and 7.2 as presented.

Commissioner Hippely seconded the motion. The Board voted.

AYES: Commissioners Holmes, Boswell, Hippely, Faz and Chair Brice.

NAYS: None.

The motion carried.

8.0 Executive Session

The Board went into Executive Session at 10:34 am.

The Board came out of Executive Session at 10:56 am with no action taken.

9.0 Reconvene

10.0 Adjournment

Commissioner Boswell made a motion to adjourn the meeting. Commissioner Hippely seconded the motion. The meeting was adjourned at 10:56 a.m.

Kiddy Boswell, Board Secretary

Dr. Tanya Smith Brice, Board Chair