

MINUTES

ABILENE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

October 29, 2009

The Abilene Housing Authority, Abilene, Texas, Board of Commissioners met in Regular Session on October 29, 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; Paul Falade, Chief Financial Officer; Chiara Hankerson, HCV Manager and Wendy Guidry, Executive Assistant. Guests included: Mark Zachary, Housing Authority Attorney, Mona Anderson, Parkridge Place Apartments Manager, Emily Hardegree and Zechariah Manyok Biar, ACU Interns.

CALL TO ORDER

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

1.0 Routine Announcements

Mr. Reed announced that Adam Teer has filled the vacant position of Housing Counselor/Inspector. Mr. Reed announced that Tanya Johnson, former Resident Services Coordinator and Assistant Public Housing Manager, had accepted the Public Housing Manager position.

Mr. Reed announced that Training Services Association is currently hosting a two-day Hands-On Maintenance Seminar for all of the PHAs in this area at the Public Housing office. This is the second of two (2) Hands-On Maintenance seminars that AHA is hosting. The first was held October 15-16, 2009 at the Public Housing office.

2.0 Public Comment

There was no Public Comment.

3.0 Minutes

Commissioner Hippely made a motion to approve the Regular Board Meeting Minutes from **September 17, 2009** as presented. Commissioner Holmes seconded the motion. The Board voted.

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

NAYS: None.

The motion carried.

4.0 Consent Agenda

Commissioner Boswell requested that Item 4.2 be pulled for discussion. Mr. Zachary requested that Item 4.5 be pulled for discussion. Commissioner Holmes made a motion to approve Items 4.1, 4.3 and 4.4 as presented. Commissioner Hippely seconded the motion. The Board voted.

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

NAYS: None.

The motion carried.

4.2 Commissioner Boswell asked for and received clarification on the status of the roofs at Parkridge Place Apartments.

Commissioner Holmes then made a motion to approve Item 4.2 as presented. Commissioner Boswell seconded the motion. The Board voted.

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

NAYS: None.

The motion carried.

4.5 Mr. Zachary noted that the CFR Section referenced in the Resolution included in the Board Packet (Section 990.112) should be changed to Section 990.315.

Commissioner Hippely then made a motion to approve Item 4.5 as amended. Commissioner Faz seconded the motion. The Board voted.

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

NAYS: None

The motion carried.

5.0 Old Business

6.0 Regular Agenda

6.1 Executive Director's Status Report.

6.1.1 Operations Report.

- Staff Training.
- FSS Grant Submission Goal.
- K-RAP update.

Commissioner Holmes made a motion to table this topic until after the completion of the Executive Session so that the final version of Resolution #09-20 could be prepared. Commissioner Boswell seconded the motion.

- HUD-VASH Program update.
- Homeownership Program collaboration with NIP.
- Discussion regarding PHADA training for Board in January, 2010.
- Procurement updates.

Commissioner Holmes made a motion to table the item for discussion in Executive Session or after, depending on the items that could be discussed in Executive Session. Commissioner Boswell seconded the motion.

Chair Brice also announced that several Commissioners are currently due for Reappointment to the Board.

6.1.2 Legal Report.

- Contract/Change Order with Black Plumbing regarding the Toilet Replacement Project.
Item taken into Executive Session.

8.0 Executive Session

The Board recessed into Executive Session at 10:12 a.m.

The Board reconvened out of Executive Session at 10:27 a.m. with no action taken.

9.0 Reconvene

Commissioner Holmes made a motion to take two (2) items that were previously tabled off the table for discussion. Commissioner Boswell seconded the motion.

6.2 Executive Director's Status Report.

6.2.1 Operations Report.

- K-RAP update. (continued)

Commissioner Holmes made a motion to approve Resolution #09-20 as presented. Commissioner Faz seconded the motion. The Board voted.

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

NAYS: None

The motion carried.

- Procurement updates. (continued)
Mr. Reed updated the Board on the status of procurement for three (3) professional services, Professional Employer Organization (PEO), Fee Accountant and Legal Services, noting that Ms. Cockrell, who was hired to manage Procurement as well as Compliance, had recently attended training on Procurement and Contract Management and would be issuing Requests for Proposal for these services. Mr. Reed asked the Board Members if they would like to participate in reviewing bids and tabulating the scoring for the proposals that are returned. After some general discussion and a comment from Mr. Zachary that three (3) Board Members constitutes a quorum, Commissioners Faz and Hippely volunteered to review the RFPs for PEOs. Commissioner Holmes volunteered to participate in reviewing RFPs for Fee Accountant. Chair Brice and Commissioner Boswell volunteered to review RFPs for Legal Services.

7.0 New Business

10.0 Adjournment

Commissioner Holmes made a motion to adjourn the meeting. Commissioner Boswell seconded the motion. The meeting was adjourned at 10:39 a.m.

Kiddy Boswell, Secretary

Dr. Tanya Smith Brice, Board Chair