

REGULAR HOUSING AUTHORITY MEETING MINUTES

STATE OF TEXAS
COUNTY OF FORT BEND
CITY OF ROSENBERG
BE IT REMEMBERED:

NOTICE OF REGULAR MEETING

On this the 25th day of January A.D. 2021, The Housing Authority of the City of Rosenberg met in Regular Session at the City of Rosenberg HA office, 117 Lane Drive, Suite 18, Rosenberg, Texas.

PERSONNEL PRESENT

Larry Wilkinson	Chair, City of Rosenberg, HA
Michael Gutierrez	Vice-Chair, City of Rosenberg, HA
Eugenia Brown	Commissioner, City of Rosenberg, HA
Debbie Kelly	Commissioner, City of Rosenberg, HA
Kimberly Brown	Secretary, City of Rosenberg, HA

ROLL CALL

Roll Call by Chair Wilkinson all personnel present except Commissioner Stroud.

CALL TO ORDER

This Regular Meeting was called to order by Chair Wilkinson at 5:10 P.M.

INVOCATION

Commissioner Brown gave the invocation.

CITIZENS HEARD

None present

REGULAR AGENDA

APPROVAL OF THE MINUTES OF THE REGULAR BOARD OF COMMISSIONERS MEETING OF THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG HELD ON MONDAY, November 16, 2020

A motion was made by Commissioner Brown to approve the minutes of the Regular Meeting on Monday, November 16, 2020. The motion was seconded by Vice Chair Gutierrez and carried by a unanimous vote of those present.

APPROVAL OF THE MINUTES OF THE SPECIAL BOARD OF COMMISSIONERS MEETING OF THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG HELD ON TUESDAY, JANUARY 12, 2021

A motion was made by Vice Chair Gutierrez to approve the minutes of the Special Meeting on Tuesday, January 12, 2021. The motion was seconded by Chair Wilkinson and carried by a unanimous vote of those present.

DISCUSSION OF STATEMENT RECEIVED FROM WELLS FARGO BANK AND ALLEGIANCE IN REGARD TO THE FSS ESCROW ACCOUNT FOR THE MONTHS ENDED NOVEMBER AND DECEMBER 2020

The Commissioners heard and discussed the statements received from Wells Fargo Bank and Allegiance Banik regarding the FSS escrow account for the months ended November and December 2020.

APPROVAL OF THE HOUSING AUTHORITY'S HOUSING CHOICE VOUCHER (HCV) ACCOUNTS PAYABLE AND FINANCIAL STATEMENTS ENDED NOVEMBER AND DECEMBER 2020

The Board of Commissioners heard and discussed the Housing Authority's Housing Choice Voucher estimate of accounts payable and financial statements ended November and December 2020. A motion was made by Commissioner Brown to approve the financial statements as presented. The motion was seconded by Vice Chair Gutierrez and carried by a unanimous vote of those present.

DISCUSSION AND APPROVAL REGARDING THE QUARTERLY INVESTMENT REPORT and YEAR-TO-DATE BALANCES OF HOUSING ASSISTANCE PAYMENTS (HAP) AND ADMINISTRATIVE FEE RESERVES FOR THE QUARTER ENDING DECEMBER 2020

The Commissioners heard and discussed the Quarterly Investment Report and Year-To-Date balances of the HAP and Administrative Fee Reserves for the Quarter ending December 2020. A motion was made by Commissioner Brown to approve the report as presented. The motion was seconded by Commissioner Kelly and carried by a unanimous vote of those present.

APPROVAL OF THE HOUSING AUTHORITY'S CARES ACT EXPENSES FOR THE MONTH ENDING NOVEMBER AND DECEMBER 2020

The Commissioners heard and discussed the expenses assigned to the CARES ACT for the months ended November and December 2020. A motion was made by Commissioner Brown to approve the CARES act expenses as presented. The motion was seconded by Commissioner Kelly and carried by a unanimous vote of those present.

APPROVAL OF RESOLUTION R-242-21

A motion was made by Commissioner Kelly to approve Resolution R-242-21 caption as follows:

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG, TEXAS, APPROVING THE INTERNAL CONTROL POLICY FOR THE CITY OF ROSENBERG HOUSING AUTHORITY.

The motion was seconded by Commissioner Brown and carried by a unanimous vote of those present.

APPROVAL OF RESOLUTION R-243-21

A motion was made by Commissioner Brown to approve Resolution R-243-21 caption as follows:

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG, TEXAS, APPROVING MOVING TO WORK (MTW) AMENDMENT TO ANNUAL CONTRIBUTIONS CONTRACT FOR THE CITY OF ROSENBERG HOUSING AUTHORITY.

The motion was seconded by Commissioner Kelly and carried by a unanimous vote of those present.

APPROVAL OF AMMENDING THE HOUSING AUTHORITY'S BUDGET TO MAKE A TEMPORARY ADJUSTMENT TO PERSONNEL SALARY PERMANENT

The Board of Commissioners heard and discussed amending the Housing Authority's budget to make a permanent change to personnel salary. A motion was made by Commissioner Kelly to approve the adjusted. The motion was seconded by Commissioner Brown and carried by a unanimous vote of those present.

APPROVAL OF EXECUTIVE DIRECTOR AUTHORIZATION TO SIGN MEMORANDUMS OF UNDERSTANDING WITH SERVICE AGENCIES WORKING WITH THE HOUSING AUTHORITY TO TAKE APPLICATIONS FOR MAINSTREAM VOUCHERS

The Board of Commissioners heard and discussed authorizing the Executive Director to sign the Memorandums of Understanding. A motion was made by Commissioner Kelly to authorize the Executive Director. The motion was seconded by Commissioner Brown and approved by a unanimous vote of those present.

REPORT FROM CHAIRMAN

- A. Status of Fort Bend County and the Houston Housing Authority
- B. Changing the name of the Rosenberg Housing Authority.

REPORT FROM EXECUTIVE DIRECTOR

- A. Unit months leased for November 2020 (446)
 December 2020 (439)
- B. Board of Commissioners terms will be expiring in April 2021 for Chair Dr. Larry Wilkinson and Commissioner Daryl Stroud.
- C. Next tentative scheduled meeting set for February 22, 2021 and March 15, 2021.

ADJOURNMENT

There being no further business Chair Wilkinson adjourned the Regular Board meeting at 6:06 P.M.

Kimberly Brown, Secretary/
Executive Director

Larry Wilkinson, Chair
City of Rosenberg, HA