

## **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 20th day of September 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 5:00 P.M.

### **INVOCATION**

Commissioner Brown gave 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, AUGUST 30, 2021**

A motion was made by Commissioner Brown to approve the minutes of the Regular Meeting on Monday, August 30, 2021. The motion was seconded by Vice Chair Gutierrez and carried by a unanimous vote of those present.

### **DISCUSSION OF STATEMENT RECEIVED FROM ALLEGIANCE IN REGARD TO THE FSS ESCROW ACCOUNT FOR THE MONTH ENDED AUGUST 2021**

The Commissioners heard and discussed the statements received from Allegiance Bank regarding the FSS escrow account for the month ended August 2021. A motion was made by Vice Chair Gutierrez to approve the statement received from Allegiance Bank regarding the FSS Escrow account for the month ended August 2021. The motion was seconded by Commissioner Brown and carried by a unanimous vote of those present.

**APPROVAL OF THE HOUSING AUTHORITY'S HOUSING CHOICE VOUCHER (HCV) ACCOUNTS PAYABLE AND FINANCIAL STATEMENTS ENDED SEPTEMBER 2021**

The Board of Commissioners heard and discussed the Housing Authority's Housing Choice Voucher estimate of accounts payable and financial statements ended August 2021. A motion was made by Commissioner Kelly to approve the financial statements as presented. The motion was seconded by Vice Chair Gutierrez and carried by a unanimous vote of those present.

**APPROVAL OF THE HOUSING AUTHORITY RETIREMENT PLAN TO USE AMERICAN FUNDS AND PAY YEARLY FEES**

The Board of Commissioners heard and discussed the options between Lincoln Financial Group or American Funds for the retirement plan to a 401k. A motion was made by Commissioner Brown to use American Funds for the retirement plan. The motion was seconded by Commissioner Kelly and carried by a unanimous vote of those present.

**APPROVAL OF RESOLUTION R-251-21**

A motion was made by Commissioner Brown to approve Resolution R-251-21 caption as follows:

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG, TEXAS, TO ADOPT AND ESTABLISH THE REVISED PERSONNEL POLICY FOR THE PROCEDURES TO BE FOLLOWED BY EMPLOYEE MATTERS OF THE HOUSING AUTHORITY.**

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

**APPROVAL OF RESOLUTION R-252-21**

A motion was made by Chair Gutierrez to approve Resolution R-252-21 caption as follows:

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG, TEXAS, APPROVING THE AMMENDMENT TO THE FISCAL BUDGET BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022 FOR THE HOUSING CHOICE VOUCHER PROGRAM.**

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

**APPROVAL OF RESOLUTION R-253-21**

A motion was made by Chair Gutierrez to approve Resolution R-253-21 caption as follows:

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG, TEXAS, TO APPROVE THE REVISED PAYMENT STANDARD SCHEDULE FOR THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG.**

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

**CONSIDERATION OF AND DISCUSS THE PROPOSED CHANGES TO THE ADMINISTRATIVE PLAN TO BECOME EFFECTIVE JANUARY 1, 2022.**

The Commissioners discussed the proposed changes to the administrative plan to become effective January 1, 2022.

**REPORT FROM EXECUTIVE DIRECTOR**

Report from the Executive Director.

- A. Unit months leased for August 2021 (462)  
Unit months leased for VASH August 2021 (2)  
Unit months leased for Mainstream August 2021 (28)
- B. Emergency BroadBand program with T-Mobile has not been a success. Families are not signing up, so the housing authority will be returning the majority of the hotspots and tablets that were sent. Requesting an extension from T-Mobile
- C. The next tentative Board meeting will be on October 25, 2021 and November 15, 2022.

**ADJOURNMENT**

There being no further business Chair Wilkinson adjourned the Regular Board meeting at 5:44 P.M.

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Kimberly Brown, Secretary/  
Executive Director

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Larry Wilkinson, Chair  
City of Rosenberg, HA