

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 24th 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
Daryl Stroud	Commissioner, 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.

CALL TO ORDER

This Regular Meeting was called to order by Chair Wilkinson at 5:02 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, NOVEMBER 15, 2021

A motion was made by Commissioner Brown to approve the minutes of the Regular Meeting on Monday, November 15, 2021. The motion was seconded by Vice Chair Gutierrez and carried by a unanimous vote.

DISCUSSION OF STATEMENT RECEIVED FROM ALLEGIANCE IN REGARD TO THE FSS ESCROW ACCOUNT FOR THE MONTH ENDED NOVEMBER AND DECEMBER 2021

The Commissioners heard and discussed the statements received from Allegiance Bank regarding the FSS escrow account for the month ended November and December 2021.

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

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 2021. A motion was made by Commissioner Stroud to approve the financial statements as presented. The motion was seconded by Commissioner Brown and carried by a unanimous vote.

HEAR AND DISCUSS YEAR TO DO REVENUES AND EXPENSES FOR FY 2021 BUDGET

The Commissioners heard and discussed the year to date revenues and expenses FY 2021 budget.

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 2021

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 2021. A motion was made by Commissioner Brown to approve the report as presented. The motion was seconded by Commissioner Gutierrez and carried by a unanimous vote.

DISCUSSION OF CARES ACT EXPENSES FOR THE MONTH ENDING NOVEMBER AND DECEMBER 2021

The Commissioners heard and discussed the expenses assigned to the CARES ACT for the months ended November and December 2021.

APPROVAL OF THE DISPOSAL OF PERSONAL PROPERTY

The Board of Commissioners approved the disposal of personal property owned by the Rosenberg Housing Authority consisting of the GrandStream Phone System and Wifi phones purchased in 2019.

APPROVAL OF RESOLUTION R-256-22

A motion was made by Commissioner Stroud to approve Resolution R-256-22 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 RETENTION POLICY TO BE FOLLOWED TO ENSURE NECESSARY DOCUMENTS ARE RETAINED FOR THE PROPER LENGTH OF TIME BY THE HOUSING AUTHORITY

The motion was seconded by Vice Chair Gutierrez and carried by a unanimous vote.

APPROVAL OF RESOLUTION R-257-22

A motion was made by Commissioner Stroud to approve Resolution R-257-22 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.

APPROVAL OF SIGNING A LETTER OF AGREEMENT WITH THE TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES TO RECEIVE REFERRALS FOR THE FOSTERING YOUTH TO INDEPENDENCE VOUCHER PROGRAM

The Commissioners heard and discussed signing a letter of agreement between the housing authority and the Texas Department of Family and Protective Services to receive referrals for the Fostering Youth to Independence Voucher program with required case management services through the Hay Center and Fort Bend Behavioral Health Services. A motion was made by Commissioner Kelly to approve the report as presented. The motion was seconded by Commissioner Stroud and carried by a unanimous vote.

APPROVAL OF WITHDRAWING FUNDS FROM THE TIMED DEPOSIT ACCOUNT WITH ALLEGIANCE BANK AND REINVESTING ADMINISTRATIVE RESERVES IN A BROKERAGE ACCOUNT USING LORD ABBOT MUTUAL FUNDS

The Commissioners heard and discussed withdrawing funds from the Timed Deposit Account with Allegiance Bank and reinvesting the administrative reserves into a brokerage account using Lord Abbot Mutual funds depending upon whether it is financially advantageous to withdraw funds prematurely through Allegiance Bank. A motion was made by Commissioner Stroud to withdraw funds from the Allegiance Bank Timed Deposit account if financially advantageous. The motion was seconded by Commissioner Kelly and carried by a unanimous vote.

REPORT FROM EXECUTIVE DIRECTOR

Report from the Executive Director.

- A. Unit months leased for November 2021 (457)
 - Unit months leased for VASH November 2021 (2)
 - Unit months leased for Mainstream November 2021 (40)

 - Unit months leased for December 2021 (458)
 - Unit months leased for VASH December 2021 (2)
 - Unit months leased for Mainstream December 2021 (40)
- B. Board of Commissioners terms will be expiring in April 2022 for Vice Chair Michael Gutierrez and Commissioner Eugenia Brown and Commissioner Debbie Kelly
- C. Next tentative scheduled meeting set for February 28, 2022 and March 21, 2022.
- D. Auditor will be in the office on Wednesday, February 16, 2022.

ADJOURNMENT

There being no further business Chair Wilkinson adjourned the Regular Board meeting at 6:01 P.M.

Kimberly Brown, Secretary/
Executive Director

Larry Wilkinson, Chair
City of Rosenberg, HA