



The regularly scheduled monthly meeting of the Housing Authority of San Angelo (HASA) held at 12:00 P.M., Wednesday, August 24, 2022 at the Housing Authority, 420 East 28th street, San Angelo, Texas.

THE FOLLOWING BOARD MEMBERS WERE PRESENT:

Mr. Troyce Wilcox, Mrs. Barbara Brown, Mrs. Monette Molinar, and Mr. Wes Masters were present. Mrs. Becky Fraser and Mrs. Jaime Colvin were not able to attend.

STAFF MEMBERS PRESENT WERE:

Ms. Becki Salandy, Mrs. Kellie Pfeil, Mrs. Mari Valdibieso, Mrs. Cindy Elguezabal, and Mrs. Jennie Connell were present.

CALL TO ORDER:

Mr. Wilcox called the meeting to order at 12:00 p.m.

APPROVAL OF MINUTES FROM THE JUNE 22, 2022 MEETING AND ANY ACTION CONCERNING THE SAME:

Mr. Masters presented a motion to approve the minutes from the June 22, 2022 meeting as written. Mrs. Brown provided a second. The motion carried 4-0.

STATUS REPORTS ON PROGRAMS, PROPERTIES, AND FINANCIAL STATEMENTS PRESENTED BY STAFF AND ANY ACTION CONCERNING THE SAME:

Ms. Salandy reviewed the status reports included in the board packets. The status report provided delinquency and occupancy reports for all programs along with the waiting list numbers for June 2022. Ms. Salandy also provided a status on the FSS grant and the Rapid Rehousing Grant's progress as of June 2022. Ms. Salandy then reviewed any updates for the properties and constructions contracts. The Paisano project is scheduled to close today. Mrs. Cruz is not in attendance today so that she could attend the final walk through with the architect and contractor to close this project. Ms. Salandy presented the highlights of the June 2022 Financials statements. The commissioners were provided a Balance sheet and Income statement for each program. Mr. Wilcox asked if there were any further questions or comments on status reports or financial statements, there being none we moved on to the next agenda item.

CONSIDERATION OF A RESOLUTION TO AMEND THE HASA PERSONNEL POLICY AND ANY ACTION CONCERNING THE SAME:

Ms. Salandy presented a proposal to amend the HASA personnel policy to update wording on page 7. "HASA vehicles must never be used for personal use, to include going to the store, restaurants, **joyriding**, or to run other personal errands. **HASA vehicles must never be left idling while unattended/unlocked or for long periods of time.**" Mrs. Molinar asked about limiting personal use at any time. If an employee stops for lunch near a job site that is saving us gas rather than driving back to the office to get their personal truck. Ms. Salandy explained that HUD does not allow any personal use of vehicles that are paid for with Federal dollars. It is easier to create one policy and apply it across the board rather than differentiate between vehicles that were purchase with tax payer dollars versus Desert Shadows vehicles. On Page 10 staff has updated some of the examples that could lead to disciplinary action. Mrs. Brown inquired about the disciplinary steps for violations. Ms. Salandy explained that these our outlined in our policy but not included in the presentation today, since they are not changing. On page

11 the continuation of the updated examples for disciplinary action also included, **Entering a residence without a properly signed work order.** Mr. Wilcox questioned if it was acceptable to enter in case of emergencies. Ms. Salandy explained that it is, if a tech or staff member notices, running water or some other indication of an emergency situation, they would be allowed to knock and then enter the residence to remedy and emergency. Mr. Wilcox would like us to add a reference to the maintenance policy that outlines this clearer or add wording to allow for an emergency situation. Ms. Salandy agreed and will amend this wording. On page 16 we have added Juneteenth as an additional holiday. On page 20 staff is requesting the addition of 3 day pays of Paid Time Off (PTO) for new employees after 90 days and those that are within the first three years will now earn 13 days of PTO annual versus the previous 10 days. On page 25 the HASA vehicles have been added to the Smoke Free Policy. Ms. Salandy explained the majority of these items are current practices minus the additional days of time off. This item was mention by staff in several exit interviews and it is our desire to stay competitive with other agencies. Mrs. Molinar provided a motion to approve the personnel policy amendment presented along with the additional amendment to the item on Page 11 for entry to a unit without a work order in the case of emergencies only. Mr. Masters provided a second. The motion passed 4-0.

CONSIDERATION OF A RESOLUTION TO APPROVE THE CLEARING OF ANY OPEN CHECKS ISSUED 60 DAYS PRIOR TO 09/30/2022 AND ANY ACTION CONCERNING THE SAME:

Ms. Salandy stated this is part of our end of year process. This resolution would allow staff to void any checks that have been issued prior to 7/1/2022 that have not been cashed. Mr. Wilcox confirmed that these funds are reported to Texas unclaimed funds site. Mr. Masters made a motion to pass a resolution allowing staff to void uncashed checks issued prior to 7/1/2022. Mrs. Brown provided a second. The motion passed 4-0.

CONSIDERATION OF A RESOLUTION TO APPROVE THE WRITE OFF OF ANY UNCOLLECTED DEBT FROM PREVIOUS TENANT ACCOUNTS MORE THAN 30 DAYS OLD AND ANY ACTION CONCERNING THE SAME:

Ms. Salandy presented the tenant accounts receivables for inactive tenants that have been deemed as a collection loss. These accounts are over 30 days delinquent and have been reported to HUD's EIV system as Debts Owed and to Tenant Tracker. Tenants are ineligible to receive rental assistance from the PHA until this debt is paid in full. Mr. Masters provided a motion to approve the write off of delinquent tenant accounts receivables. Mrs. Molinar provided a second. The motion carried 4-0.

CONSIDERATION OF A MOTION TO APPROVE THE PROPOSED BUDGET THE 10/01/2022 TO 09/30/2023 FISCAL YEAR AND ANY ACTION CONCERNING THE SAME:

Mrs. Salandy presented the board with a budget worksheet for the 174 units in the Low Rent program, the 14 units in Country Cottages and the 12 units that currently make up Forest Park Community. The budget proposal for this year is different that the norm due to the voluntary conversion that is schedule to take place 10/1/2022. At this time the PH program will close out their ACC with HUD and now be a part of the Forest Park Community. The allocation used to determine the estimated expenses is based on the number of units in each development, the age of the properties and the income source for the Alta Loma Development. This development will now include the 10 elderly specific units of FPC. The income for these units is extremely low due to the elderly residents remain on a fixed income and do not all have HCV assistance. Ms. Salandy provided a brief overview of some to the line items that have changed this year. Staff is also asking for a portion of the proceeds from some of the properties that are showing a profit to be allocated to the Housing Solutions department. At this time, we have budgeted for 1% of the profit from each development to be allocated to HS. These funds will support the Basic Needs Closet

Mr. Wilcox explained that the Board's finance committee, himself and Mr. Masters, have reviewed the budget forms with Mrs. Salandy prior to this meeting. The finance committee provided a closer look at salaries and individual line items. The finance committee is comfortable with the budget presented. With the upcoming conversion we will no longer be eligible to apply for the annual Capital Fund Grant. Staff will need to set up and plan for building a reserve account to ensure adequate funding for upcoming capital improvements. Staff has designated 50% of profits to reserve accounts and the remaining 50% to a reserve account for future property investments. The FPC will now have two loan payments. The original loan to COSA for the 12 units that originally made up FPC and now an intercompany loan to Desert Shadows for County Cottages. We will begin to repay this loan at \$60,000.00 annually.

The Desert Shadows budget was also presented and reviewed. The plan is still to remodel units at make ready. We now need to replace the stairwells at Desert Shadows due to age. The current stairwells are aging and deteriorating in some areas. The current design is not ADA compliant and will require an architect and fairly large project.

Mr. Wilcox asked if there was any further discussion needed. If not, he stated that he would entertain a motion to approve the 10/01/2022 to 09/30/2023 budgets for all programs as presented for all programs. Mr. Masters provided a motion to approve the proposed budgets as presented. Mrs. Molinar made a second. The motion carried 4-0.

CONSIDERATION OF A MOTION TO ESTABLISH UTILITY RATES FOR THE LOW RENT AND HCV PROGRAM AND ANY ACTION CONCERNING THE SAME:

Ms. Salandy is requesting the board of Directors to approve a resolution authorizing the staff to utilize the Utility Study and Allowance Schedule provided by The Nelrod Company. The study and survey were conducted as required by HUD regulations 24 CFR 982.517. The study is not yet completed however, to avoid staff needing to reprocess calculations Ms. Salandy would like to have the payment standards that will be provided by a contractor conducting a utility study approved at this meeting. Once the study is completed, a copy of the updated payment standards will be provided to each commissioner. Mr. Wilcox asked if the Board has ever not approved the updated payment standards suggested by staff. Ms. Salandy stated no, typically we adopt the payment standards provided to us by the contractor, based on their study. Mr. Masters provided a motion to pass the utility allowances provided by Nelrod for the Voucher program. Mrs. Brown provided a second. The motion carried 4-0.

CONSIDERATION OF A RESOLUTION TO ADOPT THE PROPOSED PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM BASED ON THE FAIR MARKET RENT AMOUNTS PUBLISHED BY HOUSING AND URBAN DEVELOPMENT AND ANY ACTION CONCERNING THE SAME:

Ms. Salandy presented the Board with a resolution request permission for the staff to update the payment standards for the HCV program based on the FMR provided by HUD. HASA staff will determine a payment standard within the guidelines set by HUD that the rate be set at no less than 90% and no more than 110% of the FMR. The HASA staff will set these standards at a rate that is balanced between an efficient use of HAP dollars and subsidizing families to be competitive in the open rental market. This schedule includes rates for all cities and/or counties the HASA currently services. Some discussion followed regarding the current rate and the practice used to determine the payment standards. Mr. Wilcox requested a motion to approve the payment standards presented. Mrs. Molinar provided a motion to adopt the new payment standards as presented. Mr. Masters provided a second. The motion passed 4-0.

PRESENTATION OF THE FAMILY SELF SUFFICIENCY PROGRAM PRESENTED BY

PROGRAM STAFF AND ANY ACTION CONCERNING THE SAME:

Mrs Pfeil, the HCV Manager presented a power point presentation to the board. Mrs. Pfeil reviewed the general guidelines of the program, enrollment, contracts, service plans and escrow accounts. Mrs. Pfeil also shared success stories of several participants in the current year, including their graduation, escrow payments and future plans. Some discussion followed regarding the grant application process. Mr. Masters thanked Mrs. Pfeil for the presentation, it was informative and helpful. The board agreed that FSS is a wonderful program.

CONSIDERATION OF A SPECIAL CALLED MEETING ON SEPTEMBER 21, 2022, FOR THE YEAR END MEETING AND ANY ACTION CONCERNING THE SAME:

Mrs. Salandy stated that this item was included in case we need to make revisions to budget or any other item and then hold another meeting before our year end on 9/30/2022 but everything passed so it is not necessary to meet again in September. Mr. Wilcox asked if there were any objections to not meeting. There was none. Mr. Masters stated that if something comes up staff can reach out to try to schedule then

FUTURE AGENDA ITEMS:

Mr. Wilcox asked if there were any future agenda items. No additional items were presented at this time.

ADJOURNMENT:

As there was no further business to discuss, Mr. Wilcox requested a motion to adjourn the meeting at 12:40 p.m. Mr. Masters provided a motion for adjournment and Mrs. Molinar provided a second. The motion carried 4 to 0 to call the meeting adjourned.

Troyce Wilcox

[Troyce Wilcox \(Feb 22, 2023 16:58 CST\)](#)

HASA Board Commissioner

Rebecca Salandy
Board Secretary


Minutes for August 24 HASA Board Meeting


Final Audit Report


2023-02-22


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