

**Synopsis of the Minutes**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**HYBRID MEETING**  
**September 13, 2021**  
**12:00 Noon**

Chair Malcolm Duncan Jr. called the meeting to order at 12:00 p.m.

- I. Establishment of Quorum  
Commissioner's present: Malcolm Duncan Jr., Melli Wickliff, Jon Ramos, Shirley Langston, Connie Mack  
Commissioners absent:
- II. Hearing from Visitors
  - Recognition of Officials
- III. Approval of Minutes  
Chair Malcolm Duncan Jr. asked for a motion to approve the minutes of the August 2021 Board Meeting. Commissioner Melli Wickliff made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
- IV. Updates  
President/CEO advised we would be having our first 2 retreat sessions in September for the strategic plan.  
President/CEO Milet Hopping reviewed the CARES ACT FUNDING with the board and advised that we are currently still working with our partnership to spend the money.  
President/CEO Milet Hopping discussed with the board the eviction moratorium and that we have a contractor who is working on helping tenants with applying for rent relief assistance.
- V. Discussion Items
- VI. New Business  
RESOLUTION NO. 3838 RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$65,383.40 FROM THE PUBLIC HOUSING BUDGET. THESE AMOUNTS ARE FOR DELINQUENT ACCOUNTS FOR KATE ROSS, ESTELLA MAXEY, AND SOUTH TERRACE DEVELOPMENTS.  
Milet Hopping reviewed the write offs with the board. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3838. Commissioner Jon Ramos made the motion and Commissioner Melli Wickliff seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3838  
A copy of this resolution may be found in the resolution file.

RESOLUTION NO. 3839 RESOLUTION AUTHORIZING THE WACO HOUSING AUTHORITY (THE "AUTHORITY") TO WORK COOPERATIVELY WITH STEELE PROPERTIES LLC, OR ITS AFFILIATE, TO ACQUIRE AND REDEVELOP THE TRENDWOOD APARTMENTS (COLLECTIVELY, THE "PROJECT") BY NEGOTIATING AND ENTERING INTO A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT AND SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.  
Milet Hopping discussed that we would be entering into a MOU with Steel Properties for Trendwood. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3839. Commissioner Jon Ramos made the motion and Commissioner Shirley Langston seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3839  
A copy of this resolution may be found in the resolution file.
- VII. Reports  
**Administrative Services**  
Everything for Admin was usual business.  
**Information Technology**  
Every for I.T. was usual business.

**OPERATIONS –Vice President Gloria Dancer**

Rising Images

The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.

**MOD**

Everything for MOD was usual business.

**PUBLIC HOUSING**

There are 1145 applicants on the WHA Public Housing Waiting list.

**MAINTENANCE**

The Maintenance Department continues to work on make readies.

**SECTION 8 - Milet Hopping**

The Section 8 department currently is leasing 2584 vouchers and has 3359 total applicants on the combined waiting lists. There are 56 veterans in the VASH program.

**COMMUNITY SERVICES - Milet Hopping**

Our Community Services Department was working to get vaccination clinics for residents and tenants.

**FINANCE – Vice President Edwina Viera**

A summary of the financial statements and the new Consolidated Financial Report was provided.

VIII. Consideration of Future Agenda Items

- Items for discussion next board meeting: COVID Vaccinations

IX. Adjournment

Chair Malcolm Duncan Jr. adjourned the meeting at 12:43 p.m.

Milet Hopping                      11/8/2021  
Secretary

Malcolm Duncan                      11/8/2021  
Chair of the Board

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