

**Synopsis of the Minutes**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**HYBRID MEETING**  
**November 8, 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 October 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 updated the board on the process for Estella Maxey RAD Development. We are currently working on proposals for the developer.  
President CEO updated the board on Trendwood and that we are still working on submitting paperwork in partnership with Steele Properties to HUD and TDHCA  
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  
South Terrace General Contractor J4 relationship and communication – Brinshore provided an update and reviewed the current schedule.  
HUD 2-year Tool – the tool was reviewed and will be placed on the agenda monthly.  
Community Services Survey Results – The director of Community services reviewed our survey results with the board.
- VI. New Business  
RESOLUTION NO. 3840 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH DAVID BORING, CPA OF LUBBOCK, TEXAS IN THE AMOUNT OF \$81,000.00 FOR AUDITING SERVICES  
Milet Hopping reviewed the auditing contract with the board. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3840. 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. 3840  
A copy of this resolution may be found in the resolution file.  
  
RESOLUTION NO. 3841 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PURCHASE OF 3,200 HOUSEHOLD COVID KITS FOR WHA PUBLIC HOUSING SITES AND SECTION 8 TENANTS WITH CARES ACT MONIES.  
Milet Hopping discussed and reviewed WHA's purchase of the Covid Kits. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3841. 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. 3841  
A copy of this resolution may be found in the resolution file.

RESOLUTION NO. 3842 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO CERTIFY THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) TO HUD  
Milet Hopping discussed and reviewed WHA's SEMAP scores from HUD. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3842. 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. 3842

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

IX. Adjournment

Chair Malcolm Duncan Jr. adjourned the meeting at 1:33 p.m.

Milet Hopping      1/10/2022  
Secretary

Malcolm Duncan      1/10/2022  
Chair of the Board

Seal