

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
November 2, 2023
9:30 a.m.**

MINUTES

The Housing Authority of Travis County, Texas, held a Regular Board of Commissioners meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 and via the link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXI1Zz09>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

- a. Chair Sharal Brown called the *meeting to order at 9:37 a.m.*
- b. Executive Assistant Madeleine Hoffman conducted a Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts; and Commissioner Janet Wenig; Vice Chair Jimmy Paver; and Commission Rebecca Webber.
- c. CEO/Executive Director Patrick Howard confirmed that there was a quorum.
(Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir; Director of Housing Choice Vouchers Christina Montes; Director of Finance Subra Narayanaier; Director of Affordable Housing Carlos Guzman; and Deputy Executive Director Steve Peglar).

II. PUBLIC FORUM / CITIZEN COMMUNICATION

N/A

III. CONSENT AGENDA

- a. The Approval of the Minutes from the October 4, 2023, Regular Meeting
Vice President Jimmy Paver made a motion for approval and Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

A unanimous request was made that the unadopted minutes from the October 17, 2023 HATC Special Board Meeting be sent out via email.

IV. ACTION ITEMS

- a. Resolution No. HATC-2023-10 – Payment Standards
 - i. To Adopt changes in 2024 Payment Standards effective January 1, 2024, for all programs.
Director of Housing Choice Vouchers Christina Montes presents on current and to-be-adopted payment standards. Current payment standards are at 110%, but this resolution would bring them back down to 100%. However, this amount of money would still be greater in the new year than what 110% is currently. An emergency payment standard would be enacted at 120%.

Commissioner Wilmer Roberts made a **motion** to adopt the resolution, which Commissioner Rebecca Webber seconded. The resolution **passed** unanimously.

b. Resolution No. HATC-2023-11 – COC Policies and Procedures

i. To Amend the Continuum of Care (COC) Policy and Procedures.

Director of Housing Choice Vouchers Christina Montes presents on proposed changes to the COC Policies and Procedures. First and foremost, this include amending the termination policy so that there is added information for clients every time they lease up and re-lease. Additionally, clients would receive two termination notices instead of just one. COC would look to someone who is currently homeless or formerly homeless to serve on the Board to oversee policy, or in an advisor capacity.

Director Jan Wenig asks why it is only now that there is more than one termination notice, to which Director of Housing Choice Vouchers Christina Montes replies that HCV and COC are entirely different programs governed by entirely different policies and procedures. Director Jan Wenig then asked how long it had been since there had been a homeless person or formerly homeless person serving on the Board, to which CEO/Executive Director Patrick Howard replied 2017, at which point they asked for a waiver. When the most recent vacancy was filled, the formerly homeless criteria was met. Director of Housing Choice Vouchers Christina Montes adds that Case Manager Olivia Nichols has been meeting with clients to see if there is any interest in participation' so fa the answer has been 'no.' Commissioner Jan Wenig made a **motion** to adopt the resolution, which Commissioner Rebecca Webber seconded. The resolution **passed** unanimously.

V. DISCUSSION ITEMS

a. FY2024 Draft Operating Budget

CEO/Executive Director Patrick Howard reports that a draft budget is in the works with the goal of one or two work sessions prior to December approval. Commissioner Rebecca Webber asks how the work sessions work, to which CEO/Executive Director Patrick Howard replies that you can ask whatever you want, Chair Sharal Brown replies that it includes the operational budget as well as line items, and Director of Finance Subra Narayanaier comments that there will be a presentation included. Commissioner Jan Wenig asks if the work sessions work best as a group or is pairs, to which CEO/Executive Director Patrick Howard replies that 2-on-1s or 1-on-1s work best and that staff will poll for time. Director of Finance Subra Narayanaier says the Department of Finance is still finalizing the budget and waiting on items like TCFC projections, but should have it complete the week of November 13th.

b. CEO Annual Performance Evaluation

Chair Sharal Brown says that she is looking for Board input on the CEO's evaluation by November 9th, and that the form can be found in emails from both Steve and herself. The Chair wanted to confirm the Board members had received CEO/Executive Director Patrick Howard's own input, to which Commissioner Jan Wenig replied that they had.

c. Future Meetings with Travis County Commissioners Court

CEO/Executive Director Patrick Howard presented that staff was trying to identify a next meeting time, noting the desire for regularly scheduled meetings and the approval of the

PFC structure. Towards that end, staff has been asked to put together a presentation on the PFC structure.

Commissioner Jan Wenig asks if meetings are usually on Thursdays, to which CEO/Executive Director Patrick Howard replies that work sessions are, yes. Commissioner Jan Wenig wants to know if we can request Andrea Shields. CEO/Executive Director Patrick Howard says yes and that she was supposed to be here today but that she will not meet with the Board until there is more clarity on the Interlocal Agreement. Commissioner Jan Wenig stresses that she feels the need for more education from Andrea Shields, to which CEO/Executive Director Patrick Howard replies that she has been scheduled for the past two months. Commissioner Rebecca Webber reads out Andrea Shields' email regarding not attending today's meeting, which was penned by Commissioner Shea. Commissioner Rebecca Webber wants to know why Commissioner Shea is able to dictate whether or not Andrea Shields shows up or not, for which CEO/Executive Director Patrick Howard has no real answer other than to say it comes as a surprise and that the Commissioners' Court works in a committee structure so that may be why they Commissioner elected to intervene.

VI. CEO / EXECUTIVE DIRECTOR'S REPORTS

- a. Voucher Programs / Homeless Initiatives (*HCV Program (Conventional), Homeless Initiatives, Support Service Budget Line Item, Special Purpose Vouchers*)
Director of Housing Choice Vouchers & Homeless Initiatives Christina Montes spoke about the stability voucher effective December 1st and her work with Integral Care on the roll out; the department's work on NSPIRE, but gave the update that HUD has delayed until October of 2024; and that the third week of November will be reserved for quality control of every single program for staff training. Commissioner Jan Wenig wanted to see the QC but was informed she could not as it would reveal too much tenant data; however, Director of Housing Choice Vouchers & Homeless Initiatives Christina Montes can provide a summary and Commissioner Jan Wenig wants last year's, too.

Commissioner Wilmer Roberts wants a summary of how the HUD-VASH meeting with Senator Campbell went on the capital last month. CEO/Executive Director Patrick Howard says that we have enough vouchers to meet the need, but it depends on how you look at it. Director of Housing Voucher Programs & Homeless Initiatives Christina Montes explains further that even though HATC only has 30ish, HACA has 400ish AND they have vacancies, therefore need is met. Additionally, HATC is meeting with the HUD-VASH office monthly. Still, Commissioner Wilmer Roberts is worried about the size and growth of Travis County with only 30 vouchers. CEO/Executive Director Patrick Howard explains that HUD looks at the size of the agency, not the area, when they are allocating vouchers. Commissioner Jan Wenig asks how many more HUD-VASH vouchers we could handle, to which Director of Housing Voucher Programs & Homeless Initiatives Christina Montes about double (20-30 more).

- b. Affordable Housing Programs
Affordable Housing Programs Director Carlos Guzman spoke about the only five remaining deficiencies noted on the UPCS report. It's all hands on deck at Carson Creek to remedy those deficiencies. They will continue to monitor the progress of the permanent stairs at Manor Town, which are currently at 70%. Chair Sharal Brown asks that Affordable Housing Programs Director Carlos Guzman elaborate on the pest control issue noted by

the TDHCA report, to which he responded that only one roach was found but TDHCA had to make note of it.

c. Real Estate Development

Asset Manager Keith Hoffpauir reported that both Eastern Oaks had its final construction inspection from TDHCA, and that we are awaiting their report.

Asset Manager Keith Hoffpauir also reported that the framing at Manor Town II was almost complete, the Draw 6 Inspection was done, and that that was ready to submit to TDHCA for payment. We anticipate making an inspection request of TDHCA at 50% around mid-December. Overall, construction is going well and we are making up for lost time. Vice President Jimmy Paver asks who does the draw inspections, to which Asset Manager Keith Hoffpauir replies the architect does. Commissioner Rebecca Webber wants to know if TDHCA approves the plans, to which Asset Manager Keith Hoffpauir says yes, they will point out ADA issues for example but are not responsible. TDHCA is very honed in on deficiencies and clearances.

d. Finance

Finance Director Subra Narayanaier reported that the Finance Department is beginning working on financials through September 30th. They are also working on FY2024 budget but still need the TCFC projections. They have provided three different budget options to SHFC, which will have an impact on HATC and HATC's budget. 10/31 was the deadline for SEA OAKS' budget (the deficit at both SEA OAKS and Eastern Oaks was because of the vacancies).

Chair Sharal Brown, going back to Manor Town II, wants to know if we are within budget. Asset Manager Keith Hoffpauir says we are slightly over due to some pre-development costs, but there have been no additional construction costs.

CEO/Executive Director Patrick Howard informs the Board that Carleton is suggesting *significant* repairs be made to Carson Creek and Manor Town or else they be disposed of. Commissioner Rebecca Webber wants to know what that process would look like. CEO/Executive Director Patrick Howard explains that because HATC did not receive the properties from HUD, he'll have to circle back to the Board on this one. Sometimes it's the right of first refusal, sometimes you have to sell it to a like entity; we would need a legal opinion. Commissioner Rebecca Webber wants to know if we would ever just knock down eight duplexes (Carson Creek). CEO/Executive Director Patrick Howard says 'yes.'

Commissioner Jan Wenig wants to know if there is a process for continuous review of rent prices. CEO/Executive Director Patrick Howard says its not something previous Boards have pursued. Chair Sharal Brown wants another report from Carleton.

Commissioner Rebecca Webber was very 'put off' by how Larry Frazier of Carleton referred to residents of HATC affordable properties as "dirty" and laughed at them for their living conditions; she will say something if it happens again. Commissioner Rebecca Webber understands that Carleton is profit-driven but HATC is mission-drive, and they need to understand *that*.

Chair Sharal Brown would like to see Carleton's priorities.

e. Human Resources/Organizational Development

Deputy Executive Director Steve Peglar presented on the SHFC Interim ED search that he is helping lead; the upcoming Lunch and Learn on November 8th feature John Southard, PhD, presenting on learned empathy; tracking third quarter Strategic Plan (Chair Sharal Brown wants this by the following week); and that the Policy Manual has a large section on ethics. There is a form to sign regarding the Board members' commitment to ethics, and Deputy Executive Director Steve Peglar floated the idea of possible ethics training(s).

Chair Sharal Brown says that she had already asked CEO/Executive Director Patrick Howard to create an Ethics Committee comprised of a County Commissioner, a staff person, an alternate staff person, and a consultant (attorney); this should have been in place anyway, per bylaws. The Chair is in favor of bi-annual ethics training.

VII. BOARD COMMITTEE REPORTS

No reports, but the Real Estate Committee will convene.

VIII. NEW / UNFINISHED BUSINESS

N/A

IX. EXECUTIVE SESSION

N/A

X. ADJOURNMENT

Commissioner Jan Wenig made a **motion** to adjourn the Board meeting; Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:53 a.m.

Respectfully submitted and approved,



Patrick Howard, CEO/Executive Director