

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
September 7, 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 9:34 a.m.*
- b. Executive Assistant Madeleine Hoffman conducted a Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts; Commissioner Janet Wenig; Vice Chair Jimmy Paver; and Commissioner Rebecca Webber.
- c. CEO/Executive Director Patrick Howard confirmed that there was a quorum.
(Staff in Attendance: CEO/Executive Director Patrick Howard; Asset Manager Keith Hoffpauir; Housing Manager Victoria Perez; Director of Finance Subra Narayanaier; Deputy Executive Director Steve Peglar).

II. PUBLIC FORUM / CITIZEN COMMUNICATION

N/A

III. CONSENT AGENDA

- a. The Approval of the Minutes from the August 3, 2023, Regular Meeting
Commissioner Wilmer Roberts made a motion for approval and Commissioner Jimmy Paver seconded the motion, which **passed** unanimously.

IV. CEO / EXECUTIVE DIRECTOR'S REPORT

- a. Voucher Programs / Homeless Initiatives (*HCV Program (Conventional), Homeless Initiatives, Support Service Budget Line Item, Special Purpose Vouchers*)
Voucher Programs & Homeless Initiatives Housing Manager Victoria Perez spoke about submitting the application for the renewal of the Continuum of Care grant, as well as working with the HUD Field Office to reconcile any audit issues.
- b. Affordable Housing Programs
Affordable Housing Programs Director Carlos Guzman spoke about the transition to 3rd party property management - Carleton Company – being smooth. As of July 1, Carleton is providing direct day-to-day management of all five of HATC's properties. Mr. Guzman also provided updates on TDHCA deficiencies, for which there is a self-imposed deadline of October 12th and a TDHCA-imposed deadline of October 13th, both of which, he reports, seem easily feasible. Affordable Housing Programs Director Carlos Guzman highlighted

all remaining deficiencies as well as specific ones for severity and length and will email Commissioners with complete list and more information. He is also in the process of two convictions, one of which has a criminal basis, and gave a brief overview of said case.

Carleton

Carleton's Larry Frazier presented on his reactions after inspecting 100% of the units and gameplan for moving forward. Mr. Frazier reported that the biggest issues were physical issues, health and safety, and pest control, as well as delinquencies and recertifications. Going forward, Carleton will provide HATC will a report on financials on the 15th of every month. He also plans on going into units 4x/year as well as bringing in a third-party inspector going into 2024, if approved by the Board.

c. Real Estate Development

Asset Manager Keith Hoffpauir reported that both Eastern Oaks and Manor Town II were slightly behind schedule due to the recent rain.

d. Finance

Finance Director Subra Narayanaier reported that the Finance Department is beginning preparation for the 2024 budget, in collaboration with Carleton. The Finance Department is very pleased with Carleton's accounting. Finance Director Subra Narayanaier will send over the exact numbers on how much money we are losing to SEA OAKS delinquencies to the Commissioners, at the request of Chair Sharal Brown.

e. Human Resources/Organizational Development

Deputy Director Steve Peglar made note of the fact that a red-lined version of the Personnel Policy is on Boardable. He also noted the upcoming *HATC in the Community* event in partnership with the Southeast Branch of the Austin Public Library.

V. DISCUSSION ITEM

a. County Commissioners Session Follow Up

Chair Sharal Brown expressed desire to have a letter to the Commissioners regarding communications. Thus far, CEO/Executive Director Patrick Howard has emailed the Commissioners, but nothing more formal. Chair Sharal Brown wants something on letterhead requesting biannual meetings.

b. CEO/Executive Director's Evaluation

Commissioner Rebecca Webber asks if we have formally adopted the evaluation tool. Chair Sharal Brown states that the contract is in place for three years, along with the evaluation tool, and that it expires next year. A request is made to circulate the contract and the evaluation tool.

VI. BOARD COMMITTEE REPORTS

N/A

VII. NEW / UNFINISHED BUSINESS

N/A

VIII. EXECUTIVE SESSION

Commissioner Wilmer Roberts made a **motion** to move the Board meeting into Executive Session at 11:35 am; Vice Chair Jimmy Paver seconded the motion, which **passed** unanimously.

Chair Sharal Brown reconvened the meeting at 11:24am. Executive Assistant Madeleine Hoffman does roll call and a quorum is confirmed.

IX. ADJOURNMENT

Vice Chair Jimmy Paver made a **motion** to adjourn the Board meeting; Commissioner Jan Wenig seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 11:25 a.m.

Respectfully submitted and approved,

A handwritten signature in blue ink that reads "Patrick B. Howard". The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line.

Patrick Howard, CEO/Executive Director