

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
July 6, 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=U2QzbS8yd1EvQm5aUDF6djgwcXl1Zz09>

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

A quorum was established, and Chair Sharal Brown called the meeting to order at 9:30 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Vice Chair Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig. Absent: Commissioner Rebecca Webber.

Staff in Attendance: CEO/Executive Director Patrick Howard; Asset Manager Keith Hoffpauir; Senior Administrative Assistant Debbie Honeycutt; Admin Specialist Alecia Campbell; Director of Voucher Programs and Homeless Initiatives Christina Montes; Housing Specialist Olivia Nichols; Housing Manager Victoria Perez; Director of Finance Subra Narayanaier; Deputy Executive Director Steve Peglar.

Executive Director Patrick Howard certified the quorum.

**II. PUBLIC FORUM / CITIZEN COMMUNICATION**

N/A

**III. CONSENT AGENDA**

- A. The Approval of the Minutes from the June 1, 2023 Regular Meeting.  
Commissioner Janet Wenig made a **motion** to approve Item III.A. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

**IV. CEO / EXECUTIVE DIRECTOR'S REPORT**

- A. Voucher Programs/ Homeless Initiatives  
1. HCV Program (Conventional), Homeless Initiatives, Support Service Budget Line Item, Special Purpose Vouchers.

Christina Montes inquired about her deadlines for the end of July / August. MTW, Audit Review, and Special Purpose Vouchers. She shared the differences of each. Also touched base on conversations that were had with HUD. Olivia Nichols broke down the expenses, and how many people have been helped in the past 3 months. She touched base on food for clients, medical expenses, and moving expenses for clients.

B. Affordable Housing Programs

Carlos Guzman gave insight on being in contact with TBD services. The new 3<sup>rd</sup> party company with Carlton has had a smooth transition when it comes to taking over the properties (Eastern Oaks, Alexander Oaks, Summit Oaks, Carson Creek, and Manor Town). He also shared the progress of Manor Town.

C. Real Estate Development

Asset Manager Keith Hoffpauir presented item IV.C.

1. *Manor Town Phase II*

Keith Hoffpauir touch base on the funding for Eastern oaks. He also shared the progress of Manor Town II Apartments.

D. Finance

Subra Narayanaiyer inquired about the new audit reports for HATC and SHFC.

E. Human Resources/Organizational Development/HATC Foundation

Steve Peglar presented insight on the policy manual, Website updates, BIO's and the new partnership with "Big Austin". Also touch base on the successful partnership with Austin Public Library chrome book give away.

**V. DISCUSSION ITEM**

A. Executive Director Evaluation

Chair Sharal Brown spoke on updating the number system and having a clear understanding of the evaluation chart, how it's being spent, and putting more focus on strategic. CEO Patrick Howard also spoke on the importance of understanding how else we can help with housing moving forward.

B. August 24, 2023 Commissioners Court work session

Court work session will be covered during the August 3, 2023 Board meeting.

**VI. BOARD COMMITTEE REPORTS**

A. Governance and Finance Committee – Did not meet.

B. Human Resource Committee – Did not meet.

C. Real Estate Committee – Did not meet.

D. Quality of Life Committee – Did not meet.

**VII. NEW / UNFINISHED BUSINESS**

A. Discussion and consideration regarding Board of Commissioners issues and concerns

N/A

**VIII. EXECUTIVE SESSION**

The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:

- *Texas Government Code Annotated 551.071, Consulting with Attorney*
- *Texas Government Code Annotated 551.072, Real Property*
- *Texas Government Code Annotated 551.074, Personnel Matters*
- *Texas Government Code Annotated 551.076, Security*
- *Texas Government Code Annotated 551.087, Economic Development Negotiations*

N/A

**IX. ADJOURNMENT**

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

The Board meeting adjourned at 10:49 a.m.

Respectfully submitted and approved,

A handwritten signature in blue ink that reads "Patrick B. Howard". The signature is written in a cursive style with a horizontal line underneath the name.

Patrick Howard, CEO/Executive Director