

June 21, 2021  
9:00 A.M.

The Board of Commissioners will meet via Zoom.  
Join the Meeting by using the Link, Meeting ID and Password provided below:  
<https://us02web.zoom.us/j/84309207788?pwd=aG9vZWtTeGs3Z1hV0F1eENPTFVvUT09>

Find your local number at: <https://us02web.zoom.us/u/kx6eg8tr3>  
Meeting ID: 843 0920 7788  
Password: 422540

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

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*MISSION STATEMENT: The Housing Authority of Travis County, Texas, preserves and develops affordable housing and vibrant communities which enhance the quality of life for all.*

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**II. CONSENT AGENDA**

- A. Approval of the Minutes from the June 3, 2021 Regular Meeting

**III. PUBLIC FORUM / CITIZEN COMMUNICATION**

- Anyone desiring to discuss or comment on items directly related to the HATC is always welcome.
- If the item is deemed related to an Agenda item at the current meeting, the presiding officer will inform the citizen that pending action(s) remain.
- Speakers must sign-in prior to the start of the Board Meeting by emailing Debbie Honeycutt at [Debbie.Honeycutt@traviscountytexas.gov](mailto:Debbie.Honeycutt@traviscountytexas.gov)
- Maximum three-minute limit per speaker

**IV. BOARD COMMITTEE REPORTS**

- A. Real Estate Development Committee  
B. Governance Committee  
C. HR Committee

**V. REGULAR AGENDA**

- A. CEO/Executive Director Performance Evaluation

**VI. NEW / UNFINISHED BUSINESS**

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

**VII. 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*

**VIII. ADJOURNMENT**

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
June 3, 2021  
10:00 a.m.**

**MINUTES**

The Regular Meeting was conducted via Zoom on the above date.

<https://us02web.zoom.us/j/2496318264?pwd=TmVYWVZVRM3JRK1pPMHdhNmVDWTVNvQT09>

**I. CALL TO ORDER**

Chair Robbye Meyer called the meeting to order at 10:32 a.m.

**ROLL CALL / CONFIRMATION OF QUORUM**

Roll Call of Commissioners: Chair Robbye Meyer; Vice Chair John Hernandez; Commissioner Ann Denton; Commissioner Eddie Karam; Commissioner Wilmer Roberts. CEO/Executive Director Patrick Howard certified the quorum.

Guest: Cliff Blount with Naman, Howell, Smith & Lee PLLC

Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Omar Nesbit; Director of Real Estate Development Robert Onion; Asset Manager Keith Hoffpauir, Sr. Administrative Assistant Debbie Honeycutt; Director of Voucher Programs and Homeless Initiatives Christina Montes; Housing Manager Victoria Perez; Director of Finance Subra Narayanaier; Housing Managers Gabrielle Jones and Carlos Guzman.

**II. CONSENT AGENDA**

**A. Approval of the Minutes from the May 6, 2021 Regular Meeting**

Commissioner Eddie Karam made a **motion** to approve Item II.A. Commissioner Ann Denton seconded the motion, which **passed** unanimously.

**III. PUBLIC FORUM / CITIZEN COMMUNICATION**

There was no citizen communication.

**IV. PRESENTATION / DISCUSSION**

**A. Moving to Work (MTW) Initiative for Implementation (Effective January 1, 2022) – *Christina Montes***  
Director of Voucher Programs and Homeless Initiatives Christina Montes and Housing Manager Victoria Perez conducted a PowerPoint presentation: *Housing Authority of Travis County Moving to Work: Cohort 1.*

- Housing Authority of Travis County received the Acceptance Notice January 7, 2021.
- HCV staff has attended nine HUD sponsored MTW Webinars

## V. ACTION ITEMS

A. Resolution No. HATC-2021-05	To <u>Approve</u> Proposed FY 2021 Amended and Extended Budget
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Ms. Denton made a **motion** to approve Item V.A. Resolution No. HATC-2021-05. Commissioner Wilmer Roberts seconded the motion, which **passed** 4 Yea's and 1 Opposed.

Chair Robbye Meyer – Opposed  
Vice Chair John Hernandez – Yea  
Commissioner Ann Denton – Yea  
Commissioner Eddie Karam – Yea  
Commissioner Wilmer Roberts – Yea

B. Resolution No. HATC-2021-06	To <u>Amend</u> CEO/Executive Director's contract
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Item V.B. was discussed after Executive Session.

C. Resolution No. HATC-2021-07	To <u>Re-adopt</u> Chapter Six of the Housing Authority of Travis County (HATC) Fiscal Policy Framework Document
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Ms. Denton made a **motion** to approve Item V.C. Resolution No. HATC-2021-07. Vice Chair John Hernandez seconded the motion, which **passed** unanimously.

## VI. CEO / EXECUTIVE DIRECTOR's REPORT

### A. Voucher Programs/ Homeless Initiatives - *Christina Montes*

*Christina Montes* provided an update to the Board about the various programs HCV, Homeless Initiatives, and Special Purpose Vouchers.

- As of April 30, 2021, the occupancy rate for the HCV Program was at 94.30%.
- 84 applicants currently on the waiting list
- Currently have 114 port in's
- HATC was awarded 75 HCV vouchers under a special purpose voucher program and as of April 30, 2021 there were 68 tenants under contract

### B. Affordable Housing Programs - *Gabrielle Wright & Carlos Guzman*

*Gabrielle Jones and Carlos Guzman* provided the Board with a status update of the Affordable Housing Program.

- The vacancy rate for the properties is currently at 88.82%, 27 zero income renters and 16 vacant units.

C. Real Estate Development - *Robert Onion / Keith Hoffpauir*

*Keith Hoffpauir* provided the Board with a status update on Eastern Oaks, Manor Town Phase II, SEA RAD Oaks and Travis County Facilities Corporation.

- Rehab of Eastern Oaks - 78% complete with a competition date of July 31, 2021. Draw #5 was submitted on May 13, 2021.
- Manor Town Phase II - Final plans completed for the building and awaiting plans from the Landscape Architect. Prime Architect is registering project with the City of Manor. \$3,000,000 funding to TDHCA has been approved. The Federal Home Loan Bank funding application in the amount of \$295,000 has been completed and submitted for consideration.
- SEA RAD Oaks – Tenant files have been reviewed by 42 Equity's Auditor and all requested corrections have been made and resubmitted.
- Travis County Facilities Corporation - Currently has one project under Construction. It is a multifamily community known as Tech Ridge Apartment Homes located at IH-35 & Tech Ridge Blvd., Austin, TX. Currently is 18% complete.

**VII. BOARD COMMITTEE REPORTS**

- A. Real Estate Development Committee – The Real Estate Committee reported that they met and discussed Insurance issues relating to Rosemont at Oak Valley.
- B. Governance Committee – Waiting on Patrick's evaluations from Board members that were emailed.
- C. HR Committee – Prepared to discuss the Item that is up for action. The Housing Authority will be hiring a HR Director.

**VIII. REGULAR AGENDA**

- A. CEO/Executive Director Performance Evaluation

This item was discussed in Executive Session. Item VIII. will be placed on the June 21, 2021 Board meeting

**IX. NEW / UNFINISHED BUSINESS**

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

A question was raised regarding finalizing the WHY Group's report. Commissioner Ann Denton said she would have the WHY Group remove the word draft from the report and republish it.

**X. EXECUTIVE SESSION**

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  - Texas Government Code Annotated 551.076, Security
  - Texas Government Code Annotated 551.087, Economic Development Negotiations

Ms. Denton made a motion to adjourn to Executive Session Texas Government Code 551.074, Personnel Matters to discuss Items V.B. and VIII. Vice Chair Hernandez seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 11:18 a.m.

The Board reconvened at 11:52 a.m.

Roll Call of Commissioners: Chair Robbye Meyer; Vice Chair John Hernandez Commissioner Ann Denton; Commissioner Eddie Karam; Absent: Commissioner Wilmer Roberts. CEO/Executive Director Patrick Howard certified the quorum.

B. Resolution No. HATC-2021-06	To <u>Amend</u> CEO/Executive Director's contract
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Ms. Denton made a **motion** to approve Item V.B. Resolution No. HATC-2021-06. Vice Chair John Hernandez seconded the motion, which **passed** unanimously.

#### **XI. ADJOURNMENT**

Mr. Karam made a **motion** to adjourn the Board meeting. Vice Chair John Hernandez seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 11:55 a.m.

Respectfully submitted and approved,

Patrick Howard, CEO/Executive Director