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**March 5, 2020**

**10:00 A.M.**

- I. Call to Order**
- II. Roll Call / Confirmation of Quorum**
- III. Pledge of Allegiance**

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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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**IV. CONSENT AGENDA**

- A. Approval of the Minutes Annual Meeting from January 15, 2020

**V. 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 on the appropriate form.*
- *Maximum three-minute limit per speaker.*

**VI. ACTION ITEMS**

A. Resolution No. HATC-2020-05 <i>Patrick Howard</i>	To <u>Amend</u> the Personnel Policy for changes and updates
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**VII. CEO / EXECUTIVE DIRECTOR'S REPORT**

- A. Voucher Programs / Homeless Initiatives – *Christina Montes*
- B. Affordable Housing Programs – *Barry Hall*
- C. Finance – *Subra Narayanaier*
- D. Real Estate Development- *Robert Onion / Keith Hoffpauir*
- E. HATC Foundation- *Nancy Rojas*

**VIII. NOTICES AND UPDATES**

- A. CEO / Executive Director – *Patrick Howard*

**IX. NEW / UNFINISHED BUSINESS**

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

**X. 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*

**XI. ADJOURNMENT**

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL MEETING MINUTES  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
January 15, 2020  
9:00 a.m.**

**MINUTES**

The Board of Commissioners of the Housing Authority of Travis County, Texas, met for a Special Board Meeting located at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 on the above date.

**I. CALL TO ORDER**

The Special Board Meeting was called to order at 9:16 a.m. by Chairperson Eddie Karam.

**II. ATTENDANCE / CONFIRMATION OF QUORUM**

Roll call was taken for the Board of Commissioners to document who was present and absent. Also listed are the Staff and Guest(s) that were present:

Present: Chairperson Eddie Karam  
Commissioner Ann Denton  
Commissioner Robbye Meyer  
  
CEO / Executive Director Patrick Howard  
Executive Assistant Shenika Howard  
Director of Affordable Housing Programs Barry Hall  
Director of Voucher Programs and Homeless Initiatives Christina Montes  
Director of Finance Subra Narayanaier  
Director of Real Estate Development Robert Onion  
Asset Manager Keith Hoffpauir  
Sr. Administrative Assistant Debbie Honeycutt

Absent: Vice-Chairperson Wilmer Roberts  
Commissioner John Hernandez

CEO / Executive Director Patrick Howard certified the quorum.

**III. PLEDGE OF ALLEGIANCE TO THE FLAG**

**IV. CONSENT AGENDA**

Commissioner Eddie Karam presented the Consent Agenda, which included approval of the minutes for the Annual Board Meeting of January 9, 2020.

Commissioner Ann Denton motioned to approve the Consent Agenda and the motion was then seconded by Commissioner Robbye Meyer. No questions or comments were presented at the time. The consent agenda was approved by majority vote of those Board Members present at the time (3-Ayes, 0-Nays).

## V. ACTION ITEMS

- A. Resolution No. HATC-2020-03: To Amend the Housing Choice Voucher (HCV) Administrative Plan's waiting list selection process by adding a preference for non-elderly, disabled persons who are transitioning out of institutional and other segregated settings, at serious risk of institutionalization, currently experiencing homelessness, previously experienced homelessness and currently a client in a permanent supportive housing or rapid rehousing project, or at risk of experiencing homelessness was presented by the Director of Voucher Programs and Homeless Initiatives Christina Montes in detail. Questions raised by the board were addressed.

Commissioner Robbye Meyer motioned to approve Resolution No. HATC-2020-03 and the motion was then seconded by Commissioner Ann Denton. Resolution No. HATC-2020-03 was approved by majority vote of those Board Members present at the time (3-Ayes, 0-Nays).

- B. Resolution No. HATC-2020-04: To Amend the Housing Choice Voucher (HCV) Administrative Plan's waiting list selection process by including the Mainstream Voucher Program (MVP) under Targeted Funding was presented in detail by the Director of Voucher Programs and Homeless Initiatives Christina Montes. Questions raised by the board were addressed.

Commissioner Robbye Meyer motioned to approve Resolution No. HATC-2020-04 and the motion was then seconded by Commissioner Ann Denton. Resolution No. HATC-2020-02 was approved by majority vote of those Board Members present at the time (3-Ayes, 0-Nays).

## VI. EXECUTIVE SESSION

There was no discussion at that time.

## VII. ADJOURNMENT

Commissioner Ann Denton made a motion to adjourn the Board meeting. Commissioner Robbye Meyer seconded the motion was unanimously carried.

The Annual Board meeting adjourned at 9:20 a.m.

Respectfully submitted,

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Patrick B. Howard, CEO / Executive Director

## MISSION STATEMENT

*Preserving and developing affordable housing and vibrant communities  
to enhance the quality of life for all.*

- A copy of these minutes can be found on the web site ([www.haiclx.com](http://www.haiclx.com))
- An audio recording is available upon request, 512-854-8245.



**HATC Action Item VI.A**  
**March 5, 2020**

**Resolution No. HATC-2020-05: To Amend the HATC *Personal Policy* for changes and updates.**

**Background Information:**

Staff has been reviewing the *Personnel Policy* in efforts to make it more clarify inconsistencies and redundancies throughout the document, in addition to adding new language related to expanded programs and opportunities. Proposed changes, in addition to the correction of minor errors, includes the addition of language pertaining the Leave Buy Back Program and Sick Leave Bank.

**Requested Action:**

Consider and take appropriate action regarding Resolution No. HATC-2020-05, To Amend the HATC *Personnel Policy* for changes and updates.

**Alternate Option:**

The Board of Commissioners could elect to Not Amend the proposed HATC *Personnel Policy* changes.

**Fiscal Impact:**

N/A

**Attachment:**

- A. Summary of HATC *Personnel Policy* changes

**Prepared and Approved by:**



Patrick B. Howard, CEO/Executive Director

**HATC Action Item VI.A**  
**March 5, 2020**

**Resolution No. HATC-2020-05:** To Amend the HATC *Personnel Policy* for changes and updates.

**WHEREAS,** *HATC Personnel Policy* outlines programs, standards, and benefits available to eligible employees; and

**WHEREAS,** The current *Personnel Policy* contains redundancies and inconsistencies throughout; and

**WHEREAS,** The proposed changes will clarify issues related to such things as personal, leave, on-call procedures and processes, and the like.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of HATC hereby:

1. Approves Resolution No. HATC-2020-05,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

**Passed and approved the 5<sup>th</sup> day of March 2020.**

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Eddie Karam, *Chair, Board of Commissioners*

**Attested and approved as to form:**

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Patrick B. Howard, *CEO/Executive Director*

# PERSONNEL POLICY

OF THE



## PROPOSED AMENDMENTS

Approved xxxx, xx, xxxx  
Last Revised: September 1, 2018



# PERSONNEL POLICY

## Housing Authority of Travis County

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MISSION STATEMENT: Preserving and developing affordable housing and vibrant communities to enhance the quality of life for all.

**Greetings** ~~Welcome new employees!~~

~~On behalf of your colleagues, I welcome you to the Housing Authority of Travis County and wish you every success here.~~

We believe that each employee contributes directly to the Housing Authority's growth and success, and we hope you will take pride in being a member of our team.

This policy was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of this personnel policy, as soon as possible. If you have any questions please discuss them with your supervisor.

~~We~~ **My** hope **is** that your experience here will **always** be challenging, enjoyable, and rewarding.

~~Again, welcome!~~

*Thank you,*

*Patrick B. Howard, CEO & Executive Director*

## 1.0 GENERAL PROVISIONS

- A. This *Personnel Policy* is a general guideline for information purposes only and these guidelines do not constitute an employment contract or a guarantee of continued employment. The Housing Authority and Board of Commissioners reserves the right to change any provision of these guidelines unilaterally at any Housing Authority Board of Commissioners meeting without specific notice of the potential change to the employees.
- B. No employee or supervisor of the Housing Authority has any authority to change any portion of this manual without the express and specific authorization to do so, granted by the Executive Director as directed by the Board of Commissioners or Board resolution.
- C. By virtue of executing the acknowledgement statement pertaining to these guidelines, each employee agrees, as a condition of hire and continued employment, to be bound by the above purposes and limitations in the use of these guidelines and to be bound by any changes in the terms or conditions of employment implemented by the Housing Authority.
- D. No employee is guaranteed, by contract or otherwise, any term or condition of employment, unless it is expressly set forth in an individually negotiated and written employment contract approved by the Executive Director. As a condition of employment, each employee acknowledges and agrees that the Housing Authority may make changes in his/her terms of employment, and each employee agrees to be bound by these changes.
- E. No officer of the Housing Authority shall have a financial interest, direct or indirect, in any contract with the Housing Authority, or be financially interested, directly or indirectly, in the sale to the Housing Authority of any land, materials, supplies, or services.
- F. The personnel policy may be amended or updated to comply with federal law and local public practice. Such amendment will be made by resolution of the Board of Commissioners.
- G. Mandated laws and regulations from Federal, State and local governments that affect the authority operations and this Personnel policy will become effective automatically on the date specified in the new law or regulation. The Board shall be notified of the new law or regulation and then shall adopt a confirmation resolution at the first available Board meeting.

## **2.0 TERMS OF EMPLOYMENT**

### **2.1 INTRODUCTORY STATEMENT**

This policy is designed to acquaint you with the Housing Authority of Travis County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the policy. It describes many of your responsibilities as an employee and outlines the programs developed by the Housing Authority of Travis County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee policy can anticipate every circumstance or question about policy. As the Housing Authority of Travis County continues to grow, the need may arise and the Authority reserves the right to revise, supplement, or rescind any policies or portion of the policy from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the Authority to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the policy as they occur.

### **2.2 STATEMENT OF PURPOSE**

The purpose of this policy and the policies and procedures described herein are:

- A. To promote high standards of employment practices, professional development, and working conditions and to establish a uniform procedure for all staff members of the Housing Authority of Travis County.
- B. To serve as a reference tool for potential and current employees with the policies and procedures of The Housing Authority of Travis County.
- C. To establish policies as a guide to for the Board of Commissioners to determine employment practices and on-going administration within the Housing Authority of Travis County are consistent with applicable federal, state or local laws.
- D. To clarify that only the Executive Director and/or the Board of Commissioners of the Housing Authority of Travis County have sole authority to initiate any revisions, additions and/or deletions to the policies contained herein. Any such changes must be approved by the Board of Commissioners of the Housing Authority of Travis County.

### **2.3 NO CONTRACT CREATED**

The policy is not a contractual agreement. The Housing Authority of Travis County, Texas does not intend to create an agreement or contract through adoption or written application for employment, statements concerning introductory status, or the issuance of employee handbooks. The policies contained within this manual are available for all Housing Authority employees.

## 2.4 AT WILL EMPLOYMENT

The Housing Authority of Travis County is an "at will" employer. All officers and employees are subject to preemptory discharge. This policy is intended to provide general guidelines to supervisors and employees; and, is not intended to contractually limit the manner or procedures for disciplining, suspending, or terminating employees.

As an employee-at-will, employees will be required, as a condition of employment, to sign an acknowledgement statement in which the employee acknowledges:

- A. That he/she is an employee-at-will;
- B. That for him/her, this manual does not constitute an employee contract, but is a general guide for information purposes only; and
- C. That he/she is not guaranteed, by contract or otherwise, any term or condition of employment, unless it is expressly set forth in an individually negotiated employment contract.
- D. The Executive Director can add, delete, or change additional classifications or duties to the list of positions listed in (**See Section 3.6, subsections 1& 2 Schedule for Exempt/Non Exempt Positions**)
- E. The Executive Director may transfer staff to meet key goals of the Housing Authority of Travis County.

## 2.5 EQUAL EMPLOYMENT OPPORTUNITY

The Housing Authority of Travis County will meet and/or exceed requirements outlined in the Equal Employment Opportunity and the Americans with Disabilities Act and any other Federal, State or Local Government laws and regulations. In order to provide equal employment and advancement opportunities to all individuals, employment decision at the Housing Authority of Travis County will be based on merit, qualifications and abilities. The Housing Authority of Travis County will be in compliance of all Federal, State of Texas employment mandates.

The Housing Authority of Travis County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship on the Authority. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **2.6 AFFIRMATIVE ACTION STATEMENT**

It is the policy of the Housing Authority of Travis County to provide equal employment opportunities to all persons without regard to race, color, religion, sex, national origin, and status as an individual with a disability or protected veteran.

In accordance with applicable local, state and federal laws, including: Civil Rights Act of 1964; 41 U.S.C. Sec. 1983; Age Discrimination in Employment Act; Rehabilitation Act of 1973; Fair Labor Standards Act; Equal Pay Act; Americans with Disabilities Act; Texas Commission on Human Rights Act; and the Civil Rights Act of 1991.

## **2.7 AGE REQUIREMENTS**

A person under 18 years of age shall not be hired to any regular full or part-time position at the Housing Authority of Travis County and its related entities. The Housing Authority of Travis County will be compliant with all Federal, State or local laws and regulations.

## **2.8 ETHICAL STANDARDS FOR EMPLOYEES**

No employee of the Housing Authority of Travis County shall have any employment or engage in any business or commercial transactions, or engage in any professional activity, or incur any obligation in which directly or indirectly he or she would have an interest that would impair his or her independence of judgment or action in the performance of his or her official duties, or conflict with performance of his or her official duties. **(See Section 8.0 Policies, subsection 8.7 Ethics Policy)**

## **2.9 CONFLICTS OF INTEREST**

Employees have an obligation to conduct business within guidelines of the Ethics policy of the Authority which prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Housing Authority of Travis County wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. **(See Section 8.0 Policies, subsection 8.7 Ethics Policy)**

## **2.10 ADMINISTRATION**

The Executive Director is responsible for the administration of employment guidelines, monitoring all Housing Authority policies and procedures, and ensuring compliance with employment laws.

Full time positions recognized by the Housing Authority are subject to change based on recommendation of the Executive Director and approval of the Board of Commissioners.

## **2.11 NON-DISCLOSURE**

The Housing Authority of Travis County will remain in full compliance of all laws, regulations and rulings regarding Open Government, Open Meetings, Open Records and confidentiality. Reference Title 5 of the State of Texas Government Code. Items subject to the code include:

- Employee personnel files

- Client data
- Compensation data
- Financial information
- Pending projects and proposals

Because we consider confidentiality breaches very serious, if you improperly use or disclose confidential client or business information, you will be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

## **2.12 SAFETY**

The Housing Authority strives to provide a safe and healthy work environment by establishing and enforcing safe, efficient work place standards. Supervisors are accountable for safety performance and loss control in their respective areas. Employees are responsible for developing safe work habits to provide for the safety of themselves, their fellow workers and the public, and to comply with on-the-job safety and health standards. The safety of employees and the public is an important concern and is handled as such in the training of all Housing Authority employees. Any safety concerns need to be brought to the attention of the employee's supervisor immediately.

## **2.13 AUTHORIZED PERSONNEL ON WORK SITE**

Supervisors may designate certain work areas as off-limits to unauthorized personnel. Relatives and friends of employees should limit visits to the job sites during the employee's normal working hours.

## **2.14 SEVERE WEATHER POLICY**

When severe weather is forecast during normal working hours, the Executive Director may, only under the most extreme conditions, close Housing Authority offices. When this occurs, only those personnel required to maintain essential and emergency services are required to report to work. Employee safety is an important factor when determining if it is safe to travel to the workplace. The decision to enter at a later start time or not report to work must be communicated with and approved by the Executive Director or his/her designee.

Employees who fail to report to work when Housing Authority offices have not been closed will be charged annual leave or leave without pay. Employees who report for work when Housing Authority offices are closed may be given compensatory time at the discretion of the Executive Director.

## **2.15 SOLICITATION**

Solicitation by employees or vendors in the Housing Authority offices, on the job site, or within the community (in the name of the Housing Authority), must have the prior approval of the Executive Director.

## **2.16 SMOKING POLICY**

Smoking is prohibited in all enclosed Housing Authority buildings and vehicles.

## **2.17 TELEPHONE USAGE**

Personal calls are to be limited ~~and only authorized personnel may make long distance calls.~~

## **2.17A. CELL PHONE ALLOWANCE**

The Housing Authority of Travis County (HATC) provides a cell phone allowance to all managers and other employees who need them to perform their jobs, as deemed appropriate by the Executive Director. The cell phone provider and service plan must be acquired by the employee and is not subject to the approval of HATC.

When the employee leaves HATC, the employee is responsible for the cell phone contract. As HATC only provides a cell phone allowance, employees are responsible for any loss or damage to the cell phone. Basic allowance and/or high use allowance plans amounts will be determined and periodically reviewed by staff by analyzing current cell phone plans and comparative rates. Allowances will be included in employee paychecks and is subject to all appropriate taxes. New phones, accessories, and special features acquired by employee will be at the expense of the employee.

## **2.18 PERSONAL PROPERTY**

The Housing Authority of Travis County has no liability for personal property brought in the workplace. Any employee who brings personal property into the workplace assumes the full risk.

## **2.19 THEFT OR MISUSE OF PROPERTY**

As a public employer and as public employees entrusted with the responsibility of administering public assets efficiently, the Housing Authority and its employees must ensure Housing Authority property is used for the sole purpose of providing services to the residents. Theft, misuse, or use of any Housing Authority property for personal purposes without authorization is strictly forbidden and may result in disciplinary action.

## **2.20 FIREARMS OR OTHER DEADLY WEAPONS**

Firearms or other deadly weapons, including concealed weapons are prohibited on Housing Authority property. If an employee becomes aware of any person carrying a firearm or other deadly weapons on a person on Housing Authority owned, leased property, or within the community (in the name of the Housing Authority) or Housing Authority vehicles must either notify their immediate supervisor or Executive Director.

## **2.21 DRUG FREE WORKPLACE**

Possession or use of illegal and controlled substances, prescription drugs (if not taken prescribed directly by a medical professional), alcohol or any other chemical substances while on the job shall result in suspension or termination.

An employee taking prescribed medication that may adversely affect his/her job performance must notify his/her supervisor immediately. Whenever the job performance of the employee might result in an unsafe condition, the supervisor is authorized and instructed to relieve the employee from duty until the situation is corrected. If and when an employee is relieved of his/her duties the Housing Authority will offer and provide the employee an alternative resource for safe travel from worksite to his/her home, hospital, or other site.

**(See Section 8.0, Policies, 8.2 Drug and Alcohol Policy)**



## 2.22 HARASSMENT

The Housing Authority prohibits harassment based on disability, race, sex, ethnicity, or religion. All Housing Authority employees have the right to work in an environment which is free from such harassment.

Any employee who feels that he/she has been a victim of harassment should notify his/her immediate supervisor or the Executive Director. Allegations of harassment are dealt with in strict confidentiality and appropriate disciplinary action is taken when the findings warrant such action. **(See Section 8.0, Policies, 8.1 Sexual Harassment Policy)**

## 2.23 EMPLOYEE CONDUCT

***Each employee is a representative of the Housing Authority and is often the only contact between the citizens of Travis County and the Housing Authority.*** It is important that employees always be courteous. Loyalty and good citizenship are essential characteristics of a good public employee. Employees of the Housing Authority of Travis County are expected to exhibit courtesy and professionalism in their relationships with the public and staff, colleagues, any individuals in affiliation with the Housing Authority.

## 2.24 ACCEPTANCE OF GIFTS

The Housing Authority policy prohibits the acceptance of any gifts or gratuities by Housing Authority employees from persons doing business with the Housing Authority or from residents. Further, all employees should discourage any persons from offering such gifts and gratuities. *Items in the category of advertising novelties or having a value of no more than \$25.00 and having wide distribution may be retained by the employee.*

Housing Authority policy prohibits acceptance of gifts in cash or other form from any resident or member of the resident family or Resident Association. An employee shall likewise not accept compensation from these individuals or organizations in payment for services rendered while either on or off duty with the Housing Authority.

**Purchasing Items from Resident.** No employee shall purchase an item of any sort or make a proposal to purchase an item from a current resident of the Housing Authority. Exceptions are legal resident entities formed to sell goods and services to the Authority of Travis County. Consult the Housing Authority of Travis County procurement policy for further details.

### 3.0 STAFFING AND DEVELOPMENT

#### 3.1 NEW HIRE SELECTION PROCESS

The following conditions apply in all cases:

- A. In general, all regular, full-time job openings will be posted by advertisement in local newspapers, web based employment notices, or professional or business association publications, although HATC reserves its right to not post a particular opening with consent of the Board Chairperson. A new position resulting from the consolidation of previous positions may be posted within the Housing Authority only without receiving prior approval of the Board Chairperson. Qualifications for available positions must be clearly stated in all position vacancy announcements. Qualification standards for employment include: education, experience, skills and abilities necessary to adequately perform the job with reasonable accommodations.
- B. A completed Housing Authority of Travis County employment application must be submitted by the applicant. Applicant references are required and are considered in the selection process.
- C. An interview will be conducted by the Hiring Manager, second or third interview may be conducted. The final selection of the new employee is the responsibility of the Executive Director.

- D. After the Executive Director has approved the selected applicant and salary for the position, the applicant will be processed for employment in accordance with established personnel guidelines.

1. A written offer of employment is presented to the applicant.

2. Applicant signs releases for the Housing Authority to obtain the applicant's driving record and criminal record.

3. If these records show the prospective employee does not meet the requirements for employment stated in the position vacancy announcement, the job offer will be rescinded immediately.

4. The requirements of the position may require a prospective employee to take a skills test, an agility test or medical exam to measure actual skills and ability needed to perform the essential functions of the job with reasonable accommodations. The purpose of this program is to provide a safe, healthy and productive work place for all employees.

- F. The Immigration Reform and Control Act of 1986, Pub. L.99-603(8USC 1324a), requires all new employees to complete an **Employment Eligibility Verification** form, also known as, 1-9, OMB No. 1615-0074. New employees who fail to present the required documentation from the "List of acceptable Documents" on Page 3 of the 1-9 will have the job offer rescinded.

- G. Once all required documentation is verified and approved the prospective employee completes a new hire packet containing: Policy and Procedure Policy acknowledgement, 1-9, W-4 and benefit enrollment forms. Retained for 3 years from hire or 1 year after separation, whichever later, 8CFR12 74A. 2 (b) (2) (4) (A) and (c) (2).

### **3.2 Employment Opportunities for Business and Lower Income Persons in Connection with Public Housing**

The Housing Authority of Travis County employment practices are subject to Section 3 of the Housing and Community Development Act, of 1968. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the public housing complex areas and contracts for work in connection with the complex be awarded to business concerns which are located in the area in which the complex is located.

### **3.3 NEPOTISM/ THE HIRING OF RELATIVES**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. This policy applies to all employees regardless of their gender or sexual orientation.

You may not occupy a position that works directly for or supervises a relative. HATC also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that might affect the review of employment decisions.

If two people who are in a reporting situation described above subsequently develop a relationship, the person in the relationship who is the supervisor is responsible and obligated to disclose the existence of the relationship to management. We will then ask the individuals involved to decide which one of them is to be transferred to another available position. If that decision is not made within 30 calendar days, HATC will decide who is to be transferred or, if necessary, terminated from employment.

If there is a situation where a conflict or potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, appropriate action by Executive Director will be taken to resolve the conflict.

### **3.4 JOB POSTING**

Our job posting program provides you with the opportunity to indicate your interest in open positions and advance within the Housing Authority according to your skills and experience. In general, we post all regular, full-time job openings, although HATC reserves its right to not post a particular opening.

Job openings will be posted on the bulletin board in the main lobby, on the ~~Texas Workforce Commission and Austin American Statesman websites~~ **employment-related search engines**, as well as, on the HATC website. And normally remain open until filled. Each job posting notice will include the dates of the posting period, job title, job summary, essential duties, and qualifications (required skills and abilities).

For internal employees to be eligible to apply for a posted job, you must have performed competently for at least minimum of 90 days calendar days in your current position. If you have a written warning on file, or are on probation or suspension, you are not eligible to apply for posted jobs. You may only apply for posted jobs for which you possess the required skills, competencies, and qualifications.

To apply for an open position, submit a job posting application to the **Executive**/Human Resources Office listing your job-related skills and accomplishments. You should also describe how your current experience with HATC and prior work experience and/or education qualifies you for the position.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about your career plans when you formulate your Employee **Professional** Development Plan, **typically completed as part of your Annual Performance Evaluation/Review**. We also encourage supervisors to support employees' efforts to gain experience and advance within HATC.

After you apply for a job, your supervisor may be contacted to verify your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

### **3.5 POSITION DESCRIPTION**

All Housing Authority employees are provided with a copy of a position description that is clear and concise and related to their stated duties and responsibilities.

### **3.6 SCHEDULE FOR EXEMPT, /NON EXEMPT AND MAINTENANCE POSITIONS**

Non-exempt employees, whose work is typically non-supervisory, non-managerial, and do not require professional level knowledge, skills or abilities, are entitled to overtime pay under the Fair Labor Standards Act.

Exempt employees ordinarily perform work where the primary requirements are supervisory, managerial, higher-level administrative functions, or include professional knowledge, skills, and abilities, and are paid on a salary basis. An exempt employee is not entitled to additional pay for overtime hours.

#### **A. Exempt employees by job titles:**

- Executive Director
- Director of Finance and Administration
- Director of ~~Housing Operations~~ **Voucher Programs and Homeless Initiatives**
- ~~Assistant Director of Housing Operations~~
- **Director of Affordable Housing Programs**
- ~~Assistant Director of Finance and Administration~~
- Director of Real Estate Development

#### **B. Non-Exempt and Maintenance employees by job titles:**

- Housing Specialists
- Housing Inspector
- Maintenance Lead
- Maintenance Technician
- Assistant Maintenance Mechanic
- ~~Administrative Assistant/Receptionist~~ **Onboarding Specialist**
- Executive Assistant
- **Senior Administrative Assistant**
- **Project Coordinator**
- Bookkeeper

- Accountant
- Asset Manager

### 3.7 EMPLOYMENT OF TEMPORARY EMPLOYEES

A temporary employee may not continue to work for more than six consecutive months, unless approved in advance, by the Executive Director. Temporary employees may be full time, part time or seasonal. Temporary employees are not eligible for benefits unless required by law, or expressly granted by the Executive Director, and within the approved budgetary limitations.

### 3.8 HOURS OF WORK

- A. **Hours** Work hours are 8:00 a.m. to 5:00 p.m., unless different hours are required to provide desired services. All employees are expected to observe assigned work hours. Unless approved for a flexible work schedule by the Executive Director.
- B. **Attendance** Employees are required to be at their place of work in accordance with work schedules established by their supervisor, unless excused by their supervisor. Any employee who fails to report to work, is habitually tardy, leaves the workplace without proper authorization, misuses leave, or fails to properly report his/her absence is subject to disciplinary action or termination.
- C. **Flex Time** Workdays can be defined to begin at other 8 a.m. and to end at other than 5 p.m., so long as 40 hours are worked and not exceeded in a workweek. Flex time must be approved by the Executive Director or department directors prior to its occurrence. A lunch break must be at least thirty (30) minutes each day.
- D. **Overtime** When operating requirements or other needs cannot be met during regular working hours, employees may be asked or will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's or Executive Director's prior authorization. ~~Non-exempt~~ **Maintenance** employees will receive overtime pay at the rate of one and one-half (1 ½) times their regular hourly wage for hours worked over forty (40) hours in one (1) week. If, during that week, the employee is away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked are not counted for the purpose of computing eligibility for overtime pay.
- E. **Compensatory Time** Non-exempt employees ~~may~~ **shall** be given compensatory time in lieu of overtime wage payments in accordance with the rules and regulations of the Fair Labor Standards Act. Compensatory time is permitted only with the prior approval of the Executive Director or employee's supervisor. Compensatory time is defined as all work performed by an exempt employee in excess of 40 hours in any week for which the employee will receive paid time off. If, during that week, the employee is away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked are not counted for the purpose of computing eligible compensatory time. This time is to be accumulated at the rate of one-and-a-half (1-1/2) times the number of hours worked in excess of 40 hours.
- F. **Discretionary Time** Exempt employees may be allowed discretionary time off. Approval of such time is in the discretion of the employee's immediate supervisor. Such time off is allowed to permit rest and recovery when an employee has worked for extended periods beyond the employee's usual schedule. Employees do not accrue or earn, and have no entitlement to, discretionary time off; the amount of time taken is determined on a case by case basis in the

discretion of the immediate supervisor. Requests for the use of discretionary time off must have the prior approval of the immediate supervisor.

### 3.9 EMPLOYEE TRAINING

To meet individual and organizational needs, it is the policy of the Housing Authority to provide training and development opportunities to encourage high quality performance, to prepare employees for new or increased responsibilities, and to extend opportunities for individual growth, promotion, development, and self-fulfillment. The employee and immediate supervisor will work on an **Employee Professional Development Plan** to assist the employee in reaching their development goals. As well as, conduct training, and identify resource persons and/or programs with the intention of increasing employee efficiency and effectiveness. The Housing Authority of Travis County strives to hire and retain quality employees and believes that succession planning, as well as employee development are an important aspect of retaining a quality staff. (See **Appendix A, Part II, Employee Professional Development Plan**).

The Housing Authority of Travis County will accomplish this retention of quality staff by;

- A. Promoting eligible qualified staff to new and vacant positions.
- B. Cross train employees where possible.
- C. Utilize the employee development to prepare qualified and eligible employees for promotions or other job opportunities with the Housing Authority of Travis County.
- D. Offer educational assistance as provided for in the Housing Authority of Travis County Personnel Policy.
- E. Provide training opportunities to employees to enhance their performance in their job.

### 3.10 EDUCATION POLICY

Employees requesting time off from work to attend classes must receive approval from the Executive Director. Employees must make arrangements with the Executive Director or their supervisor to make up the time outside of normal work hours or to receive a reduction in pay equal to the number of hours missed. Class attendance must not interfere in any way with the accomplishment of Housing Authority responsibilities. The Housing Authority may pay tuition for off-duty work related education when approved by the Executive Director, if approved budgetary provisions and limitations have been established.

### 3.11 DRESS CODE

All office personnel who have contact with the public will strive to dress and appear as professional people. When the manner of one's dress and condition of personal hygiene interferes with professionalism, the supervisor is responsible for correcting the situation.

- A. Employees shall report to work in clean clothing each workday. The following suggestions are for those working indoors:
  - 1. No immodest or unconventional manner of dress.



2. No T-shirts, tennis shoes, track shoes or hiking shoes.
- B. The dress code for those employees working primarily outdoors are considered separately from those who work primarily indoors, except for the items listed.
- C. Maintenance employees will be required to wear safety type shoes and long pants, as uniforms are provided.
- D. Exceptions may be made by the Executive Director related to the Dress Code for special events and designated casual days.

### 3.12 ADMINISTRATIVE SUSPENSION

During investigation, hearing, or trial of an employee on any civil case or criminal charge, an employee may be suspended by the Executive Director for the duration of the proceedings when the suspension would be in the best interest of the Housing Authority. The suspension shall terminate within ten days after the completion of the case for which the employee was suspended; either by resignation or dismissal of the employee, or by reinstatement of the employee with full recovery of all pay, or other appropriate action as determined by the Executive Director.

The Housing Authority of Travis County Board of Commissioners may review the process and procedure utilized by the Executive Director when an administrative suspension is ordered. (**See Section 9.3, Grievance Policy**)

### 3.13 PROMOTION/DEMOTION/REASSIGNMENT

The Executive Director is authorized to make promotion, demotion and reassignment. Personnel decisions, made on the basis of skills, abilities, and demonstrated performance by Housing Authority employees so that Housing Authority employment is attractive to the highest qualified personnel and to enable the Authority to accomplish its goals and objectives.

- A. **Promotion** occurs when an employee accepts the offer of a job assigned to a higher classification, requiring higher qualifications and greater responsibility, than the one previously held. A promotion is accomplished after careful and thorough review of an employee's qualifications, previous work history and demonstrated performance and shall take effect as soon as is practical. Each employee who is promoted receives an appropriate increase in pay at the time of promotion and shall serve a six-month probationary period in their new position. Any employee who fails to complete their probationary period with satisfactory performance is demoted to the pay level held prior to promotion and re-assigned commensurate duties.
- B. **Demotion** occurs when an employee is placed in a job assigned to a lower classification due to performance. Demotion of any employee is accomplished at any time an employee fails to satisfactorily carry out the duties established for the position. Upon which time the Executive Director will determine the amount of the pay adjustment.
- C. **Reassignment/Lateral move** occurs when an employee moves from one position to another. The reassignment may be within the same classification range or lower classification, resulting in an adjustment in pay. A lateral move is a move within the same classification. A request for this type of reclassification can be made by an employee. The Executive Director may also initiate the reassignment when such action is deemed to be in the best interest of the Housing Authority.


- D. **Progressive Discipline** occurs when an employee violates the work rules or when an employee's performance does not meet expected and communicated performance standards. The employee's direct supervisor or the Executive Director provides feedback through verbal and/or written communication to the employee in an effort to correct the problem. Continued violations and/or failure to adhere to the progressive discipline recommendations by an employee could result in demotion and/or termination.

### **3.14 RESIGNATION**

To resign in good standing, an employee of The Housing Authority of Travis County shall submit their resignation in writing through their supervisor to the Executive Director at least 10 working days before the effective date of resignation. The employee must be on the job site performing their regular duties the entire 10 days for it to be considered a proper notice.

### **3.15 POLITICS**

The political activities of all officers and employees of the Housing Authority are restricted by Federal Statute 5 U.S.C. 1501 because their principal employment is in connection with an activity financed in whole or part by Federal funds. These restrictions prohibit:

- A. Use of official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
-  B. Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer to pay, lend or contribute anything of value to any party, committee, organization, agency, or person for political purposes.
- C. Being a candidate for elective office in partisan election.

### **3.16 COMMISSIONERS**

- A. A person shall not be barred from serving on the Housing Authority Board of Commissioners because of his/her residency in a low income housing complex.
- B. A person shall not be employed in a salaried position by the Housing Authority while the person is a member of the Board of Commissioners for the Housing Authority during his/her term in office or for one year following his/her term.

### **3.17 PERSONNEL FILES**

The Housing Authority maintains personal work history records of each active and inactive employee for five years, after the date of termination of employment. The Housing Authority keeps all information regarding the medical condition or history of an applicant/employee in strict confidence and separate from other open files. Release of information contained in employee personnel files is controlled by state and federal law. The Housing Authority shall not release any information about current or former employees to persons outside the Housing Authority Board and authorized staff.



Personnel files are open-for inspection as-follows:

- A. All information in an employee's personnel file is available to the employee or a duly authorized representative of the employee within a reasonable time following submission of a written request to the Housing Authority's Executive Director. An employee who objects to material in his/her personnel file may submit a statement about his/her objection to the Executive Director for filing in his/her personnel file.
- B. Information in an employee's personnel file, required by law to be disclosed to the public, is available for inspection within a reasonable time following receipt of a written request, according to the Open Records Act of Texas.
- C. Information in an employee's personnel file is subject to inspection when required by order of a court of competent jurisdiction.
- D. Supervisors and other members of the Housing Authority staff may inspect portions of personnel files, subject to a determination by the Executive Director that they have a need to know the information (e.g., restrictions on work or duties of an employee, information about emergency medical treatment or conditions, information about worker's compensation claims or information for government compliance reporting).
- E. Requests by law enforcement agencies and other governmental bodies for information that by law must be made available to the public, may be accommodated without a written request, subject to determination by the Executive Director that the inspection is a legitimate function of the requestor.
- F. Employees should report all address changes to the Housing Authority as soon as possible so adjustments can be made to permanent records. Changes to employee status (e.g., marriage, divorce and adoption of children) should also be reported so that insurance records are changed. The employee must come to the office and sign a change form so the Housing Authority Executive OfficeHR and the insurance company are informed of any of the above changes.

## 4.0 COMPENSATION

### 4.1 COMPETITIVE WAGE POLICY

It is the policy of the Housing Authority to provide sufficient compensation for its employees to attract and retain qualified individuals for all positions. The Executive Director will periodically conduct salary surveys to ensure that each job is paid at a rate appropriate for the level and type of work performed, in relation to both other positions within the Housing Authority and to the state and local competitive labor markets.

### 4.2 MONETARY INCREASES

Compensation is designed to provide increases to employees as rewards for performance. The advancement of employees is dependent on the employee meritoriously performing his/her job duties. The Housing Authority recognizes that employees are our most valuable resource and that pay is important in retaining employees.

- A. Merit increases are based solely on performance criteria; no raises are given for longevity.
- B. Pay adjustments respond to competitive markets, and availability of funds in the Housing Authority budget.
- C. Pay for performance, which is based on your overall performance as rated per the Employee Performance Evaluation. **(See Appendix BA, Employee Performance Evaluation Form)**
- D. All monetary increases are subject to final approval of the Executive Director.
- E. Cost of living adjustments may be awarded based on availability of funds with approval from the Board of Commissioners.

### 4.3 PAY DATES

~~Pay dates are set and published by the State of Texas each year;~~

- ~~A. When payday falls on a Housing Authority holiday, employees are paid on the preceding regular workday.~~
- ~~B. An employee must give written authorization to his/her supervisor or the Housing Authority administration if someone other than the employee is authorized to pick up his/her paycheck.~~
- C. Employees **are required to** have the option of direct deposit for their payroll check. **New** These employees ~~who are interested~~ should complete the Direct Deposit Form which was included in the New Hire packet.

### 4.4 TIME SHEETS

Time sheets are kept for each Housing Authority employee. For any time away from work, a leave **request should be submitted via H.M.S. Time Manager for approval** ~~slip should be signed by the employee and submitted through his/her supervisor for signature approval and/or by the Executive Director or his/her~~

designee, in the event the supervisor is not available. These files are retained for 4 years per **40 TAC 815.106(i)**. *(See Appendix C, Daily Time Keeper and Appendix D for Leave Request Form)*

- A. All time worked on each program must be documented daily on the H.M.S. Time Manager Module in accordance to the time actually spent working for each particular program. Estimated or projected time worked will not be accepted.
- B. Time sheets must be submitted to the Accounts Payable Clerk by 12:00PM on the Monday preceding the Friday pay date. Time **cards** sheets submitted will be for the two week period ending the Saturday preceding the Friday pay date.
- C. Any revisions to timesheets **cards** will need to be resubmitted no later than the subsequent Monday after the pay period ends. **Must** be submitted with a new original employee signature through his/her supervisor for signature approval and/or by the Executive Director or his/her designee, in the event the supervisor is not available.
- D. Leave requests will need to be submitted for any time documented **denoted in the system** on the time sheet as "time used", i.e.: Sick, Annual, etc. All leave requests are to be submitted in a timely manner and approved, as described in (**Section 5.0, Employee Benefits, see subsections for various leave type**)

**P** E. Leave Request Forms are available in H.M.S. Time Manager provide accurate timekeeping and convenience to all employees.

#### 4.5 GARNISHMENT OF WAGES

The Executive Director's ~~administration~~ Office, upon receipt or written documentation from the claimant, will follow court orders concerning garnishment of an employee's wages.

#### 4.6 OVERTIME, COMPENSATION AND ON CALL

- A. Overtime and Compensatory Time is based on hours worked in excess of forty (40) hours per workweek. If, during the work week, the employee is away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours are not counted for the purpose of computing eligibility for overtime pay. **For example:**

In this scenario, 84 hours on the time card (via H.M.S. Time Manager). 4 hours <b>will not</b> be paid at overtime. It will be paid at the regular rate.					
Week 1	Monday – 8 hours worked	Tuesday – 8 hours worked	Wednesday - out sick – 8 hours of Sick Leave	Thursday – 8 hours worked	Friday – 12 hours worked

Week 2	Monday – 8 hours worked	Tuesday – 8 hours worked	Wednesday - 8 hours worked	Thursday – 8 hours worked	Friday – 8 hours worked
In this scenario, 90 hours on the time card (via H.M.S. Time Manager). 10 hours <b>will</b> be paid at the overtime rate.					
Week 1	Monday – 10 hours worked	Tuesday – 8 hours worked	Wednesday - 8 hours worked	Thursday – 8 hours worked	Friday – 12 hours worked
Week 2	Monday – 10 hours worked	Tuesday – 8 hours worked	Wednesday - 8 hours worked	Thursday – 8 hours worked	Friday – 10 hours worked

- B. Rates and methods of compensation for administrative employees are fixed or established by The Housing Authority, except as otherwise mandated by the Fair Labor Standards Act. The Act established minimum wages, overtime pay and record keeping requirements for "non-exempt" employees. Accordingly, all position in the Administrative Salary schedules have been organized as either "Non-Exempt or "Exempt".

#### Non-Exempt Employees

Non-Exempt administrative employees shall receive, at their option, either paid wages or compensatory time at the rate of 1.5 times their wages or hours exceeding 40 hours worked, respectively, for one hour of overtime worked.

#### Maintenance Employees

All maintenance employees are required to work overtime when necessary as determined by supervisors or the Executive Director. Maintenance workers have the option of requesting pay for overtime work or compensatory time for overtime work. Hours for overtime pay or compensatory time shall be computed at 1 and 1/2 times the number of overtime hours worked. Compensatory time off must be taken within 30 days from the day it is earned.

- C. **Accrual and use of Compensatory Time:** Compensatory time must be used within one month of accrual, or it is lost. No person may carry a balance of more than 24 hours of unused compensatory time. Employees will use any compensatory time to their credit before being authorized annual leave. Compensatory time will be taken only if prior approval from the Executive Director or the employee's supervisor is obtained.
- D. **On-Call Hours:** Maintenance employees are required to be *on-call* outside of regular working hours to provide emergency services 24 hours a day. The designated *on-call* employee is not required to be at the work-site and is free to use his/her time for his/her own purposes. However, the *on-call* employee must be able to effectively respond to the site on an emergency situation within 30 minutes of being contacted and be capable of performing the duties required to abate the emergency situation. He/she will be paid a \$6/day stipend for carrying the cell phone. If the employee is called and he/she must

perform the work, the employee will be paid the hours worked, including the time traveled to and from the site, but not less than 1 hour at overtime rate of the employee's rate of pay.

# PROPOSED AMENDMENTS

## 5.0 EMPLOYEE BENEFITS

### 5.1 PURPOSE

It is the intent of The Housing Authority to provide all regular full-time employees with a competitive benefit package. Employee benefits are subject to change on an annual basis due to what is reasonable and customary within the bounds of the budgetary limits of the Housing Authority which is approved by the Board of Commissioners.

### 5.2 OBSERVED HOLIDAYS

The Housing Authority observed holidays in accordance with the days designated by the Travis County Government ~~Commissioner's Court~~, with a couple additional holidays. Typically, regular full time employees receive the following paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve
- Christmas Day
- ~~Three~~ Four Personal Days
- Winter Break (Discretionary Leave)

### 5.3 HOLIDAY PRACTICES

- A. If a holiday (other than Christmas Eve) falls on a Saturday, the designated day off is the preceding Friday; if the holiday falls on a Sunday, the designated day off is the following Monday.
- B. Regular, part-time employees in designated budgeted positions whose officially scheduled work week is at least 20 hours per week or more are entitled a pro-rated amount of up to four hours of pay for each observed holiday.
- C. Regular employees required to work on a holiday are given an alternate day off unless it is not deemed feasible by the supervisor. In that case, the employee is paid at double the regular hourly rate for the actual hours worked on that holiday.
- D. Temporary and seasonal employees are paid their regular rates if required to work on a holiday.
- E. An employee who is absent without authorization or who is on leave without pay on the day immediately preceding or following a holiday(s) loses pay for the holiday(s) as well as the pay for the day on leave.



## 5.4 LEAVE

Leave may be granted by the supervisor upon request by an employee. Work schedules and operational requirements of the Housing Authority are necessary considerations which may preclude granting of leave. Leave must be reasonably requested and the granting authority has a responsibility to respond in a reasonable time. A leave is granted for a specific period of time and any extension must follow the same procedure required from granting the original leave.

## 5.5 SICK LEAVE

- A. Employees shall earn sick leave at a rate of eight hours per month with no accrual limit. Regular full time and regular part-time employees shall be eligible to use accrued sick leave with pay upon employment. Employees may use sick leave in one hour increments.
- B. Regular part-time employees shall earn sick leave on a prorated basis.
- C. The Executive Director or his/her designee should authorize use of accrued sick leave for an employee who is unable to perform his/her duties because of illness, injury or other temporary disabilities. An employee may use accrued sick leave to care for a member(s) of the employee's immediate family. **(See Section 6.0, Family Medical Leave Act)**
- D. An employee may be required to provide a doctor's statement to substantiate sick leave for three consecutive work days or more.
- E. Sick leave usage requires the employee to notify their immediate supervisor, if at all possible, at least one hour prior to the start of the work period scheduled by the office/department, or as specified by department/office policy. An employee shall make a reasonable effort to notify their supervisor as soon as is practical.
- F. An employee who resigns in good standing or whose position has been eliminated shall be compensated for one-half their accrued sick leave at their final salary rate, not to exceed 240 hours (30 days).
- G. Employees are not paid for any sick leave if they quit their employment or resign not in good standing during their first 90 days.

### 5.5A SICK LEAVE BANK

- A. A Sick Leave Bank has been established, with the period of participation being based on calendar year.
- B. The purpose of the *Bank* is to offer financial protection for those employees who suffer from a serious health condition as defined by Section 6.7 of this Personnel Policy.
- C. The source of the sick days in the Bank come from voluntary contributions of the employees who elect to participate in the program.

- D. Each employee volunteering a contribution will be a member of the Bank and eligible to draw from it.
- E. Eligibility/Program participation will be re-visited each year during Open Enrollment period for commencement at 1 January. Regular full time employees who become eligible and elect to participate in the Sick Leave Bank Program must submit a request in writing to the Executive Director prior participation in the program.
- F. An employee who elects to participate shall contribute a minimum two (2) days or 16 hours during his/her first year of participation. In subsequent years, participants will contribute a minimum of one (1) day or 8 hours. Days not used will be carried to the following year.
- G. Only active member of the Sick Leave Bank Program may withdraw days. A member may not withdraw days from the *Bank* until his/her own accumulated sick leave is depleted. In any case, the participant must have been absent because of sickness for twenty (20) consecutive days prior to the commencement of sick leave bank benefits. In the event of a recurring illness, the Executive Director may waive this twenty (20) day requirement.
- H. The participant must, upon request of the Executive Director, submit suitable written verification of the participant's medical condition by his/her attending physician.

## 5.6 ANNUAL LEAVE (VACATION)

- A. All full-time regular employees accrue the annual leave (vacation) on the following basis:
  - a. Under 10 years                      8 hours per month
  - b. 10+ years                              12 hours per month
- B. Regular, part-time employees in a designated budgeted position, whose officially scheduled work week is at least 20 hours per week; accrue four hours of annual leave per month at their regular rate of pay.
- C. Temporary employees are not eligible for annual leave (vacation).
- D. New employees are not entitled to receive vacation pay until the 90-day probationary period has been completed. However, vacation credit accrues during this period. An employee, in some cases, may request to utilize this time with the approval of the Executive Director by submitting a request in writing.
- E. Employees may carry over accrued annual leave from one fiscal year to another; however,
  - 1. On the first day of the new fiscal year the accrued annual leave cannot exceed the maximum amount of 240 hours (30 days) for regular full-time employees, and 120 hours (15 days) for part-time employees.
- F. An employee who resigns in good standing or whose position has been eliminated shall be compensated for accrued annual leave at their final salary rate, not to exceed 240 hours.



1. Employees are not paid for any annual leave if they leave the service of the Housing Authority, during their first 90 days.
- G. Employees must have their annual leave approved by their supervisor prior to taking annual leave.
1. A supervisor shall schedule an employee's annual leave, giving consideration to the ability of the remaining staff to do the work of the organization.
  2. The employee has the responsibility to assure that the leave request is made within a reasonable length of time prior to the commencement of leave.
  3. Management has the responsibility to respond to requests in a timely manner according to established guidelines.
- H. When an employee is on leave without pay, military leave, or FMLA or any authorized absence (exclusive of annual, or sick), for more than 15 cumulative working days in any one month, annual leave credit is not earned for that month.

#### **5.6A PERSONAL DAYS**

- P
- A. Beginning January 1, 2021, all full-time regular employees will accrue 8 hours of personal leave at the beginning of every quarter (January, April, July, and October).
  - B. Personal leave may be used for any reason, such as vacation, illness or to attend to personal matters.
  - C. All new employees will be granted 8 hours of personal leave beginning in the quarter following their initial start date.
  - D. Personal leave must be used within the calendar year in which it is accrued. Unused balances of personal leave may not be carried over and will be forfeited.

#### **5.6B WINTER BREAK**

- A. At the discretion of the Executive Director, *Winter Break/Discretionary Leave*, additional days off with pay in the month of December each year, may be granted to all full-time regular employees.
- B. Although this "time off" will vary from year to year, this period will generally commence one or two days leading up to the Christmas holiday and continue until the New Year's Day holiday.
- C. During this period, no leave will be charged to employees, and employees will not accrue compensatory time nor overtime for work performed during this discretionary leave period.

#### **5.6C ANNUAL LEAVE BUY-BACK**

- A. Subject to approval through the annual budget adoption process, an eligible full-time employee may "sell back" a portion of unused Annual (Vacation) Leave hours, depending on years of service completed. Annual Leave Buy-Back typically occurs in November of each year.
- B. To be eligible to participate in the Annual Leave Buy-Back, employees must have taken at least 24 hours of Annual Leave, and must maintain a minimum balance of 24 hours of unused Annual Leave.

subsequent to the Annual Leave Buy-Back deadline for the respective calendar year as established by the Executive Director.

- C. Annual Leave Buy-Back Program does not take into account leave accrued for Sick, Personal, Military, etc., but rather it is only associated with Annual Leave only.
- D. Accrual and buy-back hours are indicated in the Annual Leave Buy-Back table below.

ANNUAL LEAVE BUY-BACK TABLE

YEARS OF EMPLOYMENT (AS OF 8 NOVEMBER OF THE CURRENT YEAR)	HOURS ELIGIBLE FOR BUY-BACK
Less than 1 year	16 hours
1 year	24 hours
2 years	32 hours
3 years	48 hours
4 years	64 hours
5 years through 10 years	72 hours
10 years and above	80 hours

## 5.7 LEAVE OF ABSENCE WITH OUT PAY

The granting of unpaid leave is subject to approval of the Executive Director. The requesting employee must justify in writing any request for unpaid leave. Authorization of leave without pay is not to exceed the 12 work weeks in a 12 month period granted by the Family Medical Leave Act. (**See Section 6.0, Family Medical Leave Act**)

## 5.8 LEAVE WITH PAY

An employee may be granted compensatory leave at the discretion of the Executive Director. Compensatory leave must be taken no later than 12 months from the time accrued based on hour for hour earned.

## 5.9 ADMINISTRATIVE LEAVE WITH PAY

The Executive Director may grant an employee up to five working days per fiscal year of administrative leave with pay when it is in the best interest of the Housing Authority to:

- A. Relieve the employee of his/her duties pending the results of an investigation, when an employee could be suspended, demoted, or terminated.
- B. Protect the health and safety of employees
- C. For non-exempt employees, the leave with pay hours will be counted as productive hours and qualify for overtime/compensatory time.
- D. The Executive Director may award administrative leave for outstanding performance.

## **5.10 MILITARY LEAVE**

Leave for the purpose of for the purpose of responding to orders of the military services as a member of the active service, reserve units, National Guard or other official special units will be granted to all regular employees for a maximum of 15 days paid leave per calendar year, subject to the following conditions:

- A. All requests for leave must be accompanied by a copy of the orders, directive, notice or other document requiring absence from scheduled work.
- B. Travel time included in the orders and paid for or reimbursed by the service may be counted as military leave.
- C. Military leave is not granted for diagnosis or treatment of any service connected sickness or disability, for obtaining or sustaining any disability rating or for treatment in any government facility. However, administrative leave may be granted by the Executive Director for these purposes.
- D. Time required for physical examinations for selection or admission to the military service to determine or maintain a selective service rating or to maintain reserve status is counted as military leave. Pay is limited to the regularly scheduled hours lost.
- E. Time required over and above the maximum allowed must be taken as personal leave, or unpaid leave of absence.
- F. Leave pay is not granted for hours before or after the regularly scheduled working hours or for overtime hours scheduled.

## **5.11 JURY/COURT LEAVE**

All regular employees shall be granted paid leave when: (1) required to serve as a juror or (2) required to appear as a witness, or participate in other official court proceedings, when the matter to be considered in the proceedings arises out of or within the scope of the employee's Housing Authority employment or as a result of an appearance to assist in the prosecution of any criminal matter with Travis County. Employees shall notify his/her immediate supervisor upon receiving notice of court appearance, and shall return to work during those periods when they are not actually required to remain in the courtroom.

## **5.12 BEREAVEMENT LEAVE**

Paid leave equal to three working days per year may be granted to all regular employees in case of death in the immediate family of the employee. Immediate family is defined as an employee's spouse, parents, children, step children, adopted children, grandchildren, sister, brother, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or persons within the same household with whom the employee shares a significant relationship of mutual caring. An employee may be required to provide information which will document the necessity of absence.

### 5.13 ABSENCE WITHOUT AUTHORIZATION

Employees who are absent prior to receiving approval to take leave, or who are absent even though leave has been denied, or who are absent without contacting their supervisor regarding that absence are considered absent without authorization and are subject to disciplinary action, including termination.

### 5.14 GROUP HEALTH PLAN

The Housing Authority provides medical insurance to regular full-time employees at no cost to the employee. The Executive Director may elect to provide medical insurance to regular part-time employees on a case by case basis.

- A. After 30 days of continuous employment, all eligible employees are covered by the insurance plan. Employees eligible for medical insurance may also elect to insure eligible dependents at the employee's expense. Dependents that may be covered are:
1. Employee's spouse
  2. Unmarried children (including any stepchildren or adopted children) who rely on the employee for their principal support and maintenance, who are under the age of 19.
  3. Unmarried children who are 19 years of age or older, but less than 25 years of age if enrolled as a full-time student. The health plan requires proof of enrollment.
- B. Employees can make adjustments not allowed during the rest of the year, during open enrollment.
- C. Employees can drop dependent coverage at any time.
- D. Employees are urged to register online with TML Intergovernmental Employee Benefits Pool (TML IEBP) for online access to their benefits at [www.mytmliebp.org](http://www.mytmliebp.org).
- a. Covered employees are asked to register using personal data for validation (name, DOB, etc.)
  - b. Employees will be asked to create a username and password. *Please keep this information stored and in a secured place, as the Housing Authority or its representatives do not have access to this information.*
- E. Other than **Open Enrollment**, employees can make adjustments in accordance with the health plan under one of the following circumstances:
1. Birth or Adoption of a Child
  2. Death of Employee/Dependent
  3. Divorce
  4. Termination of Your Spouse's Employment

5. Spouse Changes from Full-Time to Part-Time Employment
6. Spouse Takes an Unpaid Leave of Absence
7. Change in Spouse's Employment
8. Significant Change in the Cost of Coverage of Spouse's Health Plan. (Cost of Spouse's Health Coverage increased by at least 10%)
9. Retirement
10. Beneficiary Change
11. Loss of Coverage
12. Return from Leave of Absence

- F. The Housing Authority may allow retired employees who are fully vested in the retirement program and are 55 years of age or older upon termination to retain the medical plan at their own expense until they are eligible for Medicare. The Executive Director will set frequency and time of payment for the retired employee choosing to retain the plan. Delinquency in payment will result in termination of this privilege. If this benefit substantially affects premiums of other employees, it may be necessary to re-evaluate and possibly eliminate the benefit.

## **5.15 DENTAL COVERAGE**

All regular employees of the Housing Authority who are enrolled in the medical insurance plan may also enroll in the dental plan. Health plan covered dependents are automatically enrolled in the dental plan. The employee is responsible for the total cost of the dependent dental coverage on a monthly basis.

## **5.16 CONSOLIDATED OMNIBUS RECONCILIATION ACT (COBRA)**

Federal law requires the Housing Authority offer medical insurance coverage to dependents that are discontinued under an employee's coverage due to age, divorce, termination of the employee's employment or the employee's death at a rate not to exceed cost plus two percent. An employee must notify the Housing Authority office within 60 days of the qualifying events so the office can send notice to these dependents. Likewise, eligible employees who are leaving Housing Authority service can continue insurance coverage under the Consolidated Omnibus Reconciliation Act of 1986.

## **5.17 SOCIAL SECURITY**

All employees are covered under the Social Security Retirement System.

## **5.18 WORKERS COMPENSATION**

Medical expenses incurred for compensable on-the-job injuries as defined under the Workers' Compensation Act are paid at no expense to the employee. A disabled employee may use sick leave, vacation leave or compensatory time during the first seven calendar days, provided the employee returns to work within four weeks after the date of injury. Beginning after injury on the eighth day of disability, the employee is compensated at a rate of approximately 66-2/3% of his/her normal salary (excluding overtime) up to the maximum benefits as controlled by the Workers' Compensation Act.

An injured employee continues to accumulate annual and sick leave for 90 days after the date of injury. The Housing Authority continues to provide health insurance coverage. An employee who has dependent coverage must make arrangements to pay, on a monthly basis, the cost of dependent coverage.

- A. An employee who suffers an occupational injury or illness, however minor, shall report the incident to his/her immediate supervisor within 24 hours after it occurs.
- B. Upon notification of an occupational injury or illness, the immediate supervisor conducts an investigation and completes the Employer's First Report of Injury or Illness (TWCC-1) within 24 hours of when the injury was reported.
- C. When an on-the-job injury requires professional medical attention, the attending physician must complete a Workers' Compensation Injury-Doctor Medical Report at the time of treatment. The employee must return the completed medical report to his/her supervisor following the physician's examination. If the employee cannot return the form due to the injury, it is his/her supervisor's responsibility to forward it to the Executive Director. The employee must have a separate Workers' Compensation Injury-Doctor's Medical Report completed for each subsequent visit to a doctor or hospital.  
The supervisor shall forward the report to the Executive Director.
- D. The Employer's Supplemental Report of Injury form shall be completed by the supervisor and submitted to the Executive Director within 24 hours of any of the following occurrences:
  - 1. Employee returns to work from disabling injury;
  - 2. Employee does not return to work after 60 consecutive days (additional report required after every 60 days of lost time);
  - 3. Employee, who previously returned to work, loses additional time;
  - 4. Employees who initially reported no lost time, begins to lose time because of the injury, or
  - 5. Employee resigns or is terminated.
- E. An employee returning to work from a lost-time injury must submit a completed Workers' Compensation Injury-Doctor's Medical Report reflecting his/her release, which should be attached to the completed Employer's Supplemental Report of Injury form and sent to the Executive Director within 24 hours of his/her return.
- F. If the Housing Authority so desires, the employee will submit to an independent examination by a physician of the Housing Authority's choice. The Housing Authority has a right to rely on this physician's diagnosis, prognosis and recommendation for treatment in evaluating the eligibility of the employee for the Housing Authority benefits.

- G. Employees who miss work due to on-the-job back, shoulder, knee or neck injuries and are released by their physician to return to regular duty may also be examined by a Housing Authority physician before returning to work. Failure to advise the Executive Director of the status of an injured employee may also result in delaying the employee receiving Workers' Compensation payments.

H. First Aid and/or Medical Treatment

1. **First Aid Only** Superficial injuries such as minor cuts, bruises, small punctures and scratches may be treated in the field or office by an employee qualified to administer first aid. The Housing Authority encourages its employees to attend first aid and CPR certification courses. It is not necessary to have a physician treat an injury in order to validate an on-the-job injury claim. As long as the injury is reported to the supervisor, the employee is covered for medically necessary treatment if a physician's care is needed later.

2. **Medical Treatment** Employees have the sole right to select or choose the persons or facilities to furnish medical aid, chiropractic services, hospital services and nursing. Employees do not have the option to change doctors unless referred by the initial treating physician or when authorized by the Housing Authority insurance carrier. A supervisor or an assigned employee shall transport the injured employee from the work site to the treating facility, if an ambulance is not needed.

3. **Emergency Medical Treatment** Serious injuries such as profuse bleeding, broken bones, unconsciousness and shock warrant emergency medical treatment.

- a. Report circumstances of accident to immediate supervisor, and Human Resources Technician after the emergency is under control or at the start of the next business day.
- b. Request emergency transport and treatment on a 24 hour basis by calling 9- 1-1.
- c. If qualified, administer necessary first aid until help arrives.
- d. Advise Emergency Medical personnel of nature of injury, if known

4. **Non-Emergency** Treatment Non-emergency injuries which do not require urgent care will need to be treated in the same manner with the exclusion of contacting Emergency Medical Services.

- a. Report circumstances of accident to immediate supervisor, and Human Resources Technician, after the emergency is under control or at the start of the next business day.
- b. A supervisor or an assigned employee shall transport the injured employee from the work site to the treating facility, if an ambulance is not needed.

I. Reporting responsibilities of Employees with Occupational Injury.

1. An employee authorized by a physician to be off-duty due to an occupational injury is required to report by telephone every Monday morning by 10:00 a.m. to his/her supervisor. If an employee cannot report personally, he/she must have someone call on his/her behalf. The supervisor must know the employee's status in order to plan and assign work duties efficiently. An employee who fails to report in accordance with this policy shall be subject to the following disciplinary actions:

- a. First Violation - Written notice to employee of violation and explanation of the importance to report in weekly.
- b. Second Violation- Written notice to employee that continued violation will result in termination of employment.
- c. Third Violation- Notice of termination.

J. An employee authorized to be off-duty due to an occupational injury is subject to disciplinary action including dismissal if he/she:

1. Engages in part-time or full-time work for himself/herself or others, paid or unpaid, which is inconsistent with the injury claimed
2. Falsifies or misrepresents his/her physical condition or disability as being worse than it is.
3. Fails or refuses to follow the instructions of the treating physician.
4. Refuses to return to regular or restricted duty when authorized by the treating physician and offered by the Housing Authority.

**K. Reporting Procedures for Returning to work from a Disability Injury or Illness**

An employee who is released to return to work on less than full-duty status performs restricted duty tasks when suitable work is available. This duty is assigned by the Executive Director as determined by economic and operating conditions. Restricted duty assignments may be in a position other than the employee's original position. Duties shall be assigned in accordance with the best interests of the Housing Authority, considering the employee's abilities and limitations.

1. An employee released by the treating physician to perform restricted duty work shall report to his/her supervisor with the **Workers' Compensation Injury Doctor's Medical Report** indicating any restrictions. If the period of restricted duty is less than one calendar week and the examining physician has indicated that no further treatment is necessary, the employee automatically reverts to full-duty status on the designated date, barring any complications.

2. If an employee refuses restricted duty when authorized by the treating physician and offered by the Housing Authority, the Housing Authority files for a hearing to stop Workers' Compensation payments and the employee is subject to disciplinary action, including dismissal.

**L. Termination due to Business Necessity**

The Executive Director may terminate an injured employee due to business necessity. If the terminated employee is absent due to an on-the-job injury, benefits under the Workers' Compensation Act are not affected. The following must apply before the supervisor can recommend termination due to business necessity:

1. The employee has been off work due to an on-the-job injury for at least 90 calendar days in a one year period and has used all accrued sick and annual leave.
2. The employee holds a critical position and his/her absence is affecting the department's performance.
3. The employee's frequency and number of lost time injuries and number of days he/she has been unable to perform the essential functions of his/her position, with or without reasonable accommodation, is such that the employee's contribution to the Housing Authority is minimal or non-productive.
4. It is the Executive Director's responsibility to make a written report fully justifying the reasons for a business necessity termination.

## **5.19 RETIREMENT/PENSION**

All regular full-time and regular part-time employees become eligible to participate in the Texas County & District Retirement System (TCDRS) Plan immediately upon Employee's date of hire. Currently, the Housing Authority contributes an amount equal to **approximately** 6.87% of the employee's gross pay to the plan. The employee contributes an amount equal to 4%. The employee is vested at 5 years of service.



## **5.20 DEFERRED COMPENSATION**

Mutual of America offers a deferred compensation plan, *457 Deferred Compensation*, to Housing Authority employees by payroll deduction. An employee may deposit up to 33 1/3% of their total salary or \$8,000 per year, whichever is less, to the Mutual of America plan. Income taxes are not paid on these contributions until they are withdrawn, and participants choose from a variety of investment vehicles. Since withdrawals from a deferred compensation account are strictly regulated by the IRS, the accumulated deposits are not accessible like a bank or savings account and should be viewed primarily as a tax-sheltered retirement fund. Any questions regarding the Deferred Compensation should be directed to Mutual of America.

# PROPOSED AMENDMENTS

## 6.0 FAMILY MEDICAL LEAVE ACT OF 1993

### 6.1 PURPOSE

Purpose of the Family Medical Leave Act, FMLA is to balance the demands of the workplace with family and/or medical needs while accommodating the best interests of the Housing Authority and the employee.

### 6.2 SUMMARY

- A. **Summary of benefits:** The Housing Authority must provide **eligible** employees up to 12 work weeks of unpaid leave per year for certain family reasons. An employee may choose to use or not use any or all of their accrued sick, vacation, and compensatory leave prior to receiving unpaid leave. This leave is **only** paid during that portion of leave for which the employee has accrued sick, compensatory, and vacation time. If the employee complies with his/her obligations as outlined in this policy, then the Housing Authority must:
1. Continue to maintain employee-only (no dependents) health care coverage during the leave
  2. Employer will hold position held or equivalent position until employer receives statement that the employee will not be returning to work.
- B. **Eligible employees:** To be eligible for FMLA benefits, an employee must:
1. Have worked for the Housing Authority for a total of 12 months\*
  2. Have worked at least 1250 hours of service during the previous 12 month period, and
  3. have **not** used 12 or more weeks of family or medical leave in the previous 12 month period, or
  4. Are temporary/seasonal employees who have accumulated one (1) year of service over an indefinite period of time (calculated from August 5, 1593 to present) and have worked at least 1250 hours during the 12 months immediately preceding the request for FMLA.
- C. **Qualifying events:** The Housing Authority is required to grant an eligible **employee** up to 12 work weeks of unpaid leave in a 12 month period for the following qualifying events:
1. Birth and care of the newborn child of the employee (**see Section 6.5, Leave for Birth or Placement**)
  2. Placement of a son or daughter for adoption or foster care (**see Section 6.5, Leave for Birth or Placement**)
  3. To care for an immediate family member with a serious health condition
  4. To take medical leave when the employee is unable to work because of a serious health condition
- D. **Immediate family members:** An immediate family member is defined as:
1. Spouse
  2. Child (birth, adopted, foster, step)
  3. Grandchild
  4. Parent
  5. Sibling (brother or sister)
  6. Grandparent
  7. Person living in the employee's household with whom the employee shares a significant relationship of mutual caring.

### 6.3 MAINTENANCE OF HEALTH BENEFITS

The Housing Authority is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.

- A. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums for Dependent Coverage while on leave.
- B. In order to deter from the employee experiencing a financial strain during an unpaid leave, the employee may choose to temporarily drop the "dependent coverage" during the leave and reinstate upon return.
- C. In some instances, the Housing Authority may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave after the 12 workweek period has expired.
- D. The employee has 30 calendar days, after the last day of 12 workweek leave period has expired, to repay the Housing Authority for premiums paid.

### 6.4 NOTICE /CERTIFICATION/APPROVAL

Employees seeking to use FMLA leave are required to provide the Housing Authority at least a 15-day advance notice to allow for approval process, when the need is foreseeable and such notice is practicable.

The Housing Authority requires employees to provide:

- A. Medical certification, Form **WH-380-E, OMB No. 1215-0181**, to be completed by the Health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member; within 15 calendar days **and**,
  - 1. The employee will receive confirmation of approval from the Executive Director within 2 business days of receipt of the required medical certification.
  - 2. Notification will confirm the effective start date, which is 4" consecutive day of absence **and** proposed ending date.
- B. Periodic reports from employee during FMLA leave regarding the employee's status and intent to return to work.
- D. A medical release from Health care provider is required, upon employee's return to work.

### 6.5 LEAVE FOR BIRTH OR PLACEMENT

FMLA Leave for birth and care of a newborn child or placement for adoption or foster care must conclude within 12 months of the birth or placement.

- A. FMLA leave may also be taken for the birth and care of a child from a minor child of the employee with the written approval of the Executive Director.
- B. Employees may choose to take intermittent leave for prenatal care or legal proceedings leading up to the finalization of the placement of a foster or adopted child. (See **Section 6.6, intermittent leave**)
- C. Spouses who are both employed by the Housing Authority are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

## 6.6 INTERMITTENT LEAVE

Under special circumstances and with the written approval of the Executive Director an employee may take FMLA leave intermittently. When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the daily operations of the Housing Authority.

**Intermittent leave** is defined as leave taken in blocks of time, or by reducing their normal weekly or daily work schedule.

- A. Leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because of the employee's serious health condition and unable to work.

**FF** B. Leave may be taken intermittently for the birth and care of a newborn child, placement of a foster or adopted child.

- C. Employees may choose to take intermittent leave for prenatal care or legal proceedings leading up to the finalization of the placement of a foster or adopted child.
- D. The employee must make the attempt to schedule medical care outside of his/her working hours, or with the consideration of his/her department.

## 6.7 DEFINITIONS

**"Serious health condition"** is defines as an illness, injury, impairment, or physical or mental condition that involves either:

- A. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
- B. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, or perform other regular daily activities) due to:
- C. A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:

1. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence;  
**or**
2. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of:
  - a. Incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
  - b. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
  - c. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

**"Health care provider"** means: any health care provider recognized by the employer or the employer's group health plan benefits manager.

- A. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; **or**
- B. Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; **or**
- C. Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; **or**
- D. Christian Science practitioner

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## 7.0 TRAVEL, MEETING AND TRAINING ATTENDANCE

### 7.1 PURPOSE

~~The Housing Authority of Travis County staff and commissioners are reimbursed in accordance with this policy for reasonable and allowable, as defined in Section 7.5b herein, out of pocket expenses incurred while traveling on official Housing Authority business. Travel by Housing Authority employees and commissioners are necessary for training, staff development, and the performance of tasks necessary for effective Housing Authority operations. Housing Authority employees and commissioners are expected to exercise prudent care in incurring expenses. Authorized travel for any Housing Authority business, which will be reimbursed to the employee or commissioner from funds other than those of the Authority, shall be subject to the travel policy of the organization subsidizing the travel. In such cases, the Authority may elect to reimburse the traveler for any difference in reimbursement if the other agency travel policy is more restrictive.~~

Employees, Commissioners, residents, and other authorized travelers of the Housing Authority of Travis County, hereinafter referred to as *authorized HATC travelers*, may perform official travel both locally and outside HATC's jurisdiction. The Executive Director or his/her assignee shall have authority to approve travel requests for staff and residents in accordance with local agency policies and budgetary limitations. Approved travel must be consistent with the agency mission and benefit the commissioner in understanding the agency operation. The Executive Director shall advise commissioners on travel so that their travel and associated reimbursements are consistent with agency travel policies and budget limitations.

Employees will be provided per diem in advance of travel. All other travelers will be provided per diem rates for their travel expenses prior to travel and will be reimbursed accordingly subject to the producing of the appropriate receipts. Additionally, all *authorized HATC travelers* are required to obtain appropriate receipts for all applicable charges and all miscellaneous expenditures chargeable to the Housing Authority that are not covered under per diem.

~~*Authorized HATC travelers* Employees and commissioners shall not receive reimbursement in excess of allowances according to this policy. As per Section 7.5b(e) of this policy, Housing Authority of Travis County Staff are entitled to receive per diem for their meals when traveling for training and/or staff development.~~

### 7.2 DEFINITIONS

For the purposes of this Policy, the traveler mentioned herein includes Commissioners and Directors of all Authority Corporations and Programs, Staff and Others as stated below.

### 7.3 ELIGIBILITY

If *authorized HATC travelers* ~~commissioners and employees~~ do not submit their Travel Expense Report ~~voucher~~ within 30 days after return date of authorized travel and submit any amounts due the Housing Authority of Travis County they will not be eligible for the next trip. This travel policy and reimbursement is limited to ~~employees and commissioners~~ *authorized HATC travelers* of the Housing Authority. Travel costs incurred by agents and other individuals not employees or commissioners must have prior written approval by agreement with the Executive Director or shall be included in a written and board of commissioners approved contract with the agent or other individual. Reimbursement requests for authorized travel for agents and others not employees or commissioners of the Housing Authority must invoice the Authority for such reimbursement for travel in accordance with the written agreement with the Authority. Candidates for employment with the

Authority may be eligible for travel cost reimbursement upon approval of the Executive Director, in advance of the incurrence of any travel costs. Candidates for employment shall be reimbursed in accordance with this policy. In no case shall the Authority reimburse the traveler for costs of any person other than the authorized employee or commissioner, agent, employee candidate or other person approved by the Executive Director. Texas Housing Authority law chapter 392 sections 392.035 have been utilized in this policy.

#### **7.4 AUTHORITY TO TRAVEL**

- a. This Housing Authority of Travis County travel policy requires that each trip to a destination outside the jurisdiction of the Authority, except to a HUD Office, which is to be charged wholly or in part to HUD Assisted Low Income Housing or other Housing programs, be authorized by a vote of the Authority's Board of Commissioners ("Board") approving the trip as essential to the conduct of business involving the program. This requirement can be met through the Board's approval of the annual budget, which includes travel, without the necessity for obtaining Board's approval for each trip. Unanticipated and unbudgeted travel expenses by Authority commissioners or employees must be authorized by the Executive Director, except where Board of commissioners are concerned, in which case it shall be authorized by a vote of the Authority's Board of Commissioners. There may be instances, however, where the Authority receives short notice of an out-of-town conference to be held before the next regularly scheduled Board meeting in which case subsequent approval may be given by the board of commissioners at the next scheduled board meeting.
- b. Compliance with the requirement regarding unanticipated and unscheduled travel expenses by the Housing Authority will also be met by the Board through delegation of Authority for approving each trip outside the jurisdiction of the Housing Authority to the Executive Director who shall evaluate the need for the travel request with respect to HUD policies and approved budgetary limitations.

#### **7.5 ATTENDANCE AT TRAINING, CONFERENCES AND MEETINGS**

Employees and commissioners authorized to be on travel status are eligible for reimbursement of out-of-pocket costs, which may be limited by this policy or State of Texas laws. This section of the travel policy presents the Authority regulations for reimbursement for these costs.

- A. The *authorized HATC traveler* ~~employee or commissioner~~ must be on authorized travel status evidenced by the proper documentation as required by this policy and other Housing Authority procedures before travel and other cost may be reimbursed or advanced.

Proper authorization includes but is not limited to the following:

- a. Completed Request for travel, signed by the supervisor
- b. Completed registration form for the meeting, conference or training to be attended.
- c. A budget with estimated expenditures including all expected costs.



- d. Notation of the Authority program and budget line item to charge.
  - e. Signed approval to travel and attend by the Executive Director, his/her Designee, or the Board Chairperson.
- B. The following is a list of reimbursable travel and training related costs. These costs may not include expenses for individuals not employed by or commissioners of the Authority; alcoholic beverages; and participation and transportation fees for side trips that are not part of the core conference or training agenda. All travelers shall be prudent when incurring costs for travel.
- a. Registration fee, testing fees if applicable and meetings requiring a fee to attend. In no case shall any fee be paid for any political purposes. Registration and testing fee apply only to Housing Authority related training, conferences and seminars. Registration fees shall not be reimbursed for side trips at training, conferences and seminar locations.
  - b. Transportation to and from the place of travel. This would include bus, rail, air, chartered transportation, company vehicle or personal vehicle if approved in advance. Transportation includes the cost to the hotel from an airport by bus, taxi or shuttle van. Transportation may include a rental car if approved in advance. Transportation for side trips shall not be reimbursed. Employees and commissioners utilizing personal vehicles shall only be reimbursed for miles actually driven (subject to the limitation stated in the section entitled "Use of Privately Owned Vehicles) while on travel status. The rate for reimbursement shall be the current Internal Revenue Service mileage rate.
  - c. Transportation to the airport, bus terminal or other departure point. Employees and commissioners are allowed to receive reimbursement for use of personal vehicle for transportation to departure points. Reimbursement shall be at the current **GSA Internal Revenue** mileage rate. Authorized HATC travelers ~~Employees and commissioners may~~ shall be reimbursed for parking at the departure point. ~~if authorized in advance.~~
  - d. Lodging at a hotel, motel or other available accommodations. The **authorized HATC traveler** ~~employee and commissioners~~ shall be prudent in reserving and choosing lodging **and associated travel** to conserve Housing Authority funds. Lodging includes all applicable taxes, fees and assessments by the local government and other authorized taxing agencies. The traveler shall submit a tax exemption certificate upon check-in for lodging, **if applicable. Unless previously discussed with the Executive Director, transportation costs and expenses for hotel room for authorized HATC travelers shall be paid by the Housing Authority. When possible, advance lodging arrangements for authorized HATC travelers will be secured through the use of an agency credit card.**
  - e. ~~Meals on a per diem basis. Staff are allowed a per diem amount for meals. The meal expense must be reported and balanced on the travel expense voucher, within 30 days of the travelers return to the office.~~

**Per Diem Meals & Incidental (M&IE) Expense - There will be payment for meals and incidental expenses only in connection with overnight travel status. Travel advances may be provided to authorized HATC travelers to cover per diem meals and other incidental expenses. The cost**



of meals (including taxes and tips) and incidental expenses will be provided at per diem rates which are published by the General Services Administration (GSA). The per diem for cities not listed will be the per diem for a city closest to the intended destination. Per diem is based on a flat rate established by the GSA for the twenty-four hour period covered. On the day of departure and of return, an amount equal to  $\frac{3}{4}$  (three-fourths) of the daily per diem will be allowed. Certain specific travel expenses will be considered to be exceptional expenses that will be allowed expenses outside of the M&IE per diem and paid by the Authority. Those exceptional expenses are to include airline baggage fees, local airport parking fees (at economy parking rates), travel from/to hotel to/from local restaurants, standard ground transportation to/from the hotel/conference site from/to the arrival airport, and ground transportation (taxi service) from hotel/conference site to other official HATC business, i.e., Washington, D.C. travel to Capitol Hill for meetings with local legislators, etc. *Authorized HATC travelers* are encouraged to use agency issued credit cards for such expenses, when applicable, obtaining and submitting receipts upon return.

When unusual circumstances are encountered that cause subsistence expenses to exceed the per diem rate, the Executive Director may approve the additional expense if properly supported with detailed receipts.

If an overnight stay is not required on a trip, per diem will not be paid unless the employee is out of the agency's jurisdiction. Per diem for travel not requiring an overnight stay will be pro-rated on quarter days.

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- f. Tips for meals, baggage handling, and other services are reimbursable.
  - g. Internet and phone charges for approved Housing Authority business purposes only are reimbursable.
  - h. Requests for the use of a rental car either at the place of travel or to utilize to travel to the location of the business meeting, training or conference must be approved by the Executive Director for employee travel or the Board of Commissioners *only* for Commissioner travel in advance of the travel, *and only in rare and extenuating circumstances*.
  - i. Business telephone calls will be reimbursed. Personal phone calls will not be reimbursed.

*Authorized HATC travelers* ~~All employees and commissioners~~ on authorized travel status must submit a receipt for any authorized expense item claimed. All authorized travelers receiving a travel advance must submit receipts for all expense items claimed. Generally, these items are registration costs, testing costs, meals, transportation to and from airports, hotel and parking at the airport or the hotel or meeting site.

## 7.6 ADVANCED TRAVEL ALLOWANCES

HATC ~~The employees or commissioner~~ on travel status is eligible for a travel advance as approved by the Executive Director, *but only in rare and extenuating circumstances*. Travel advances must be balanced at the end of the travel within 30 days of the return of the employee ~~or commissioner~~. Travel advances are balanced

with the expense report. Any amounts not used for approved travel expenses must be reimbursed to the Housing Authority. The Travel Expense Report ~~form~~ must be completed after each authorized travel. (See **Appendix F, Travel Expense Report**).

## **7.7 CANCELLATION OF RESERVATIONS FOR TRAVEL**

When cancellation of reservations occurs, for other than emergencies, the traveler will be expected to reimburse the Housing Authority for 100% of the out of pocket costs incurred by the Authority. The final determination for the requirement of the reimbursement will be determined by the Board of Commissioners Chairperson for Commissioners' travel and by the Executive Director for staff travelers.

## **7.8 TRAVEL EXPENSE VOUCHER REQUIREMENTS**

Housing Authority ~~employees and~~ Commissioners are expected to complete the Travel Expense Report ~~voucher~~ (if applicable) within 30 days after the traveler returns from the trip. ~~If the traveler, as shown by the expense voucher, expended more than the advance, the traveler will be reimbursed for the additional expenses. If the traveler as shown by the expense voucher did not expend the total of the advance, the traveler will reimburse the Housing Authority for that amount. Receipts must accompany the completed Travel Expense Report voucher as noted within this policy.~~

PROPOSED AMENDMENTS

## 8.0 VEHICLE USAGE

### 8.1 PURPOSE

This section outlines standards related to the use of vehicles for the purpose of Housing Authority business.

### 8.2 USE OF AUTHORITY-OWNED VEHICLE

Employees required to use an Authority-owned vehicle in the performance of their duties must receive prior approval by a responsible supervisor. Use of vehicles during non-business hours, except as required by the Housing Authority, is strictly prohibited. Except for Commissioners, it is prohibited for non-employees to utilize or be a driver or passenger of a Housing Authority owned vehicle without supervisory approval. Vehicles owned and maintained by the Housing Authority shall be utilized only in the course of official Housing Authority business. All other users of Authority owned vehicles must have the written approval of the Executive Director.

Employees or others who utilize Housing Authority owned vehicles are expected to maintain prudent care of the vehicle at all times. Prudent care includes but is not limited to the following:

- a. At all times, operate the vehicle within the appropriate State and Local laws governing vehicle operation.
- b. Ensure that the vehicle is safe to operate at all times. Report unsafe operating characteristics to the Housing Authority Executive Director or his Designee.
- c. Perform a safety check of the vehicle before operating.
- d. Maintain vehicle fluid levels such as gas, oil, and water and windshield fluid to accommodate safe operation.
- e. Obtain the necessary authorization to utilize the vehicle in accordance with all applicable policies and procedures of the Authority.
- f. Report any vehicle problem characteristics, in writing, to the Authority Executive Director.
- g. Complete driving logs for the vehicle as required in the instructions of the log. If the vehicle is used for both business and personal purposes, substantiated business use is not taxable to the employee. Personal use is taxable to the employee as wages. Failure to submit completed logs will result in all mileage included as wages. Examples of personal use but are not limited to: commuting between residence and work station, vacation or weekend use, and use by spouse or dependent.  
~~Reg. §1.61-21(e) (2) (Fringe Benefit Guide 2014 Chapter 13)~~  
~~Reg. §1.162-2(e) (Fringe Benefit Guide 2014 Chapter 13)~~  
*(Note: Logs should be submitted weekly with timesheets; business and personal miles will be reported on separate logs; and all maintenance records and logs will be submitted to the Executive Director or his Designee monthly.)*
- h. Report any accidents immediately to the Executive Director or his Designee as required in the accident package in the glove box of the vehicle. Rental cars are not authorized as a replacement

vehicle while the Housing Authority vehicle is being repaired, unless approved by ED. If a rental car is authorized the same rules apply as to a Housing Authority Vehicle.

- i. Report any traffic fines, traffic tickets or other vehicle operating violations to the Housing Authority Executive Director or his Designee immediately. THE HOUSING AUTHORITY SHALL NOT PAY FOR NOR REIMBURSE ANYONE FOR TRAFFIC FINES, PARKING TICKETS OR ANY OTHER TICKET, FINE OR ASSESSMENT ISSUED TO THE DRIVER OR PASSENGERS OF THE VEHICLE.
- j. The Housing Authority owned vehicle shall not be utilized to transport personal or any other property, not owned by the Authority or authorized by the Executive Director.
- k. Individuals utilizing Housing Authority owned vehicles accept the responsibility for the vehicle and shall complete all required logs and authorization forms and documents before operating the vehicle.
- l. Individuals utilizing Housing Authority owned vehicles must present their valid State of Texas drivers' license at least once per year to the Administrative Services Assistant and must approve a driver's license check by the Authority or its insurance carrier or agent/broker.
- m. Individuals utilizing Housing Authority owned vehicles must report all traffic violations, fines and license suspensions to the Executive Director within twenty-four (24) hours of occurrence.

**P**n. Employees who violate this policy or other policies and procedures regarding the operation of Housing Authority owned vehicles should be subject to disciplinary action up to and including termination.

- o. Questions regarding this policy may be directed to the Executive Director or his Designee.

In such cases where the Housing Authority employee is assigned an Authority owned vehicle to take home at night the same rules as outlined above apply. In addition, the employees assigned a vehicle for twenty-four (24) hours a day are subject to the Internal Revenue Service Regulations regarding the taxability of the use of an Authority owned vehicle.

In general, if an employee is assigned the use of a vehicle to use twenty-four (24) hours a day, there may be a tax implication to the employee. Questions regarding the Internal Revenue Service Regulations tax for use of Authority owned vehicles must be addressed by the Executive Director.

### **8.3 USE OF PRIVATELY OWNED VEHICLES**

Employees required to travel by use of personal vehicles in the course of their duties shall be compensated for the use of such vehicle at the rate established by the Internal Revenue Service plus parking fee or toll necessitated because of a specific trip or destination. Such mileage shall be paid on a reimbursement basis which reimbursement request must be submitted on a form prescribed by the Authority, signed by the employee, approved by the supervisor, and showing date of travel and miles traveled. No mileage reimbursement shall be claimed or honored for travel to and from personal resident and place of employment, except for work related emergencies after normal work hours. **NOTE THAT REQUESTS FOR REIMBURSEMENT OF MILEAGE FOR THE USE OF A PERSONAL VEHICLE MUST BE SUBMITTED FOR**

**PAYMENT AT THE END OF EACH MONTH. MILEAGE REIMBURSEMENT REQUESTS NOT TURNED INTO FINANCE BY THE SIXTH DAY OF THE FOLLOWING MONTH WILL NOT BE REIMBURSED.**

Employees utilizing their personal vehicle for Housing Authority business shall have a limited reimbursement not to exceed the allowances established in this policy or other Housing Authority policies regarding privately owned vehicles.

Employees using privately owned vehicles for Housing Authority business are responsible for their own vehicle insurance, fuel, all repairs and upkeep of the vehicle. The Housing Authority may request proof of insurance to protect the Authority. Employees utilizing privately owned vehicles. Employees operating privately owned vehicles on Housing Authority business shall assume all liability for accidents, damage or other casualties including theft and vandalism and shall hold the Authority harmless in any legal or other action against the employee.

Employees utilizing privately owned vehicles for Housing Authority business assume the responsibility and the liability to ensure that the vehicle is in safe operating condition and meets the requirements of the State of Texas vehicle license, inspection certificates and any other requirements for vehicles and their operation prescribed by Texas laws.

In such cases where the privately owned vehicles are utilized as transportation to and from meetings or training authorized by the travel policy, the mileage and other travel reimbursements may be limited by other factors such as location, driving time, and other available transportation means. In no case shall an employee be reimbursed for use of a privately owned vehicle, while on Housing Authority business, in an amount greater than coach class airfare to the same location booked at a minimum of 14 days in advance.

## 9.0 POLICIES

### 9.1 SEXUAL HARRASSMENT POLICY

- A. **Statement of Purpose.** The Housing Authority prohibits any form of sexual harassment as defined under Title VII of the Civil Rights Act of 1964, of its employees in the workplace. The Housing Authority recognizes that sexual harassment is a violation of federal and state laws. The Housing Authority will not tolerate any infractions of this policy including vulgar, abusive, humiliating or threatening language, practical jokes or other inappropriate behavior in the workplace by its employees or any outside parties. Every supervisor is responsible for maintaining his/her workplace free from sexual harassment and for implementing and monitoring compliance with this policy. **(See Section 2.0 Terms of Employment, 2.6 Affirmative Action Statement)**
- B. **Definition.** Sexual harassment is defined as unwelcome sexual advances, requests to sexual favors, verbal or physical conduct of a sexual nature, such as patting, pinching or touching, leering and obscene gestures. It also includes any other conduct of a sexual nature including sexually explicit language, jokes, etc.  
These are considered sexual harassment when:
1. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, uncomfortable or offensive work environment.
  2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  3. Submission to or rejection of such conduct by an individual is the basis of employment decisions affecting such individual.
- C. **Non-Employee Violation.** Non-employee violations of this policy are subject to expulsion from the Housing Authority facility when harassment occurs on premises. The Housing Authority may discontinue service to off-premise violators of this policy. Furthermore, the Housing Authority may report violators to the appropriate authority for civil and criminal action. The Housing Authority prohibits retaliation of any kind against employees who, in good faith, bring sexual harassment complaints or assist in investigating complaints.
- D. **Procedures.** Any employee who believes he/she has been subjected to any form of sexual harassment should promptly discuss the situation with his/her supervisor or the Executive Director. A supervisor who becomes aware of any sexual harassment or who receives allegations of harassment from an employee must immediately advise the Executive Director.
1. Investigations will normally include talking with the individuals and witnesses involved. All information that is gathered in an investigation is confidential. In no event are the details of the investigation released to third parties or to anyone not directly involved with the investigation. At any time during an investigation the employee feels uncomfortable reporting the details of an incident to a supervisor of the opposite sex; he/she may report the details to a supervisor of the same sex. It is the responsibility of the Executive Director to see this opportunity is provided.
  2. The facts established by the investigation are reported to the Executive Director. Once an investigation is completed, the Executive Director takes appropriate action.

3. If the investigation reveals that the complaint is valid, prompt disciplinary action is taken. No matter what level of disciplinary action is taken, the Executive Director insures the harassing conduct is immediately stopped.
4. Exercising rights under this policy does not in any way affect an employee's right to seek relief through the Texas Commission on Human Rights, the Equal Employment Opportunity Commission or in a court of proper jurisdiction for any complaint for which a remedy is provided under state or federal law.
5. It is the responsibility of each employee to be aware of the details of this policy.

## 9.2 DRUG AND ALCOHOL POLICY

A. **Statement of Purpose** It is the intent of the Housing Authority to eliminate the use, exchange or presence of illegal drugs or illicit drugs, to prevent the misuse of legal drugs or alcohol in Housing Authority offices, facilities and worksites. The purpose of this policy is to prevent harm to individuals, damage to Housing Authority property and disruption of the work environment.

### B. Drug Free Workplace

1. Employees are required to refrain from the unlawful use, manufacture, procurement, distribution, sale, dispensing or possession of illegal drugs.
2. Employees are required to refrain from the use of alcohol while on duty and for a sufficient time prior to the performance of duty so none of the effects of the use of alcohol remain during job performance.
3. Employees are required to refrain from the misuse of legal drugs while on duty and for a sufficient time prior to the performance of duty so none of the effects of misuse of legal drugs remain during job performance.
4. Employees are required to refrain from the misuse of substances and materials available in the workplace which may result in physical or mental impairment.

### C. Personnel Actions

1. Within 30 days after receiving notice from an employee of a conviction of a criminal statute, supervisors shall either take appropriate personnel action up to and including termination of the employee or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.
2. The Executive Director shall initiate action after prior review by the Housing Authority attorney's office to take appropriate action up to and including termination for first offenses of any employee who is determined to use, procure, manufacture, distribute, sell, dispense or possess illegal drugs, or to use alcohol when its effects remain during job performance. Disciplinary action is not required for an employee who voluntarily identifies himself/herself as a user of illegal drugs prior to being identified through other means and who obtains counseling or rehabilitation and thereafter refrains from using illegal drugs in accordance with the provisions of this policy.
3. Supervisor shall initiate action to remove from employment any employee, who is known to use illegal drugs or using alcohol when its effects remain during job performance, and:
  - a. Refuses to obtain counseling or rehabilitation
  - b. Does not thereafter refrain from using illegal drugs or using alcohol when its effects remain during job performance.

- D. Supervisors shall treat all medical evaluations and treatments confidential unless authorized specifically in writing by the employee.
- E. The determination that an employee is using illegal drugs or using alcohol when its effects will remain during job performance may be made on the basis of direct observation or the results of a drug testing program that has been authorized by the Executive Director. If drug test results are positive, they may be rebutted by other evidence that the employee has not used illegal drugs or that the employee was not using alcohol when its effects would remain during job performance.

### 9.3 FRAUD POLICY

- A. **Statement of Purpose** The Housing Authority Fraud Policy established procedures which will aid in preventing, detecting and reporting fraud against the Authority. It is the intent of the Housing Authority to create a working environment in which its employees or outside parties understand dishonest acts will be detected and promptly addressed. The Housing Authority will aggressively seek out fraudulent conduct by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Every supervisor is responsible for the detection and prevention of fraud, misappropriations and other irregularities that might occur within their area of responsibility.

- B. **Scope of Policy** This policy applies to any irregularity or suspected irregularity, involving employees, vendors, contractors, outside agencies and/or any other parties having a business relationship with the Housing Authority. Any investigative activity required is uniformly conducted without regard to the suspected wrongdoer's length of service, position/title or relationship to the Housing Authority.

- C. **Definition** Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another act upon it to his/her injury.

- D. **Actions Constituting Fraud** The terms of "misuse of funds," "misappropriations," and other "fiscal irregularities" refer to, but are not limited to:

1. Any dishonest or fraudulent act.
2. Forgery or alteration of any document or account.
3. Theft, embezzlement or other misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling or reporting of money or financial transactions.
5. False claims, bribery, kickbacks or bid-rigging.
6. Profiteering as a result of insider knowledge.
7. Disclosing confidential and proprietary information to outside parties.

- E. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the Housing Authority. (**Exception: See Section 2.0 Terms of Employment, 2.24 Acceptance of Gifts**)

- F. Theft, destruction, concealment, removal or inappropriate use of records, furniture, assets and equipment.



- G. Any similar or related irregularity
- H. **Reporting Procedures.** An employee who discovers or suspects unethical, illegal or fraudulent activity must immediately notify the Executive Director, who coordinates all investigations, both internal and external.
1. The employee or other complainant may remain anonymous. All information is treated as confidential. The Housing Authority does not retaliate against employees who report fraudulent acts or other fiscal irregularities. Any inquiries concerning the activity under investigation from the reporting party, the suspected individual, his/her attorney or representative, or any other inquirer should be directed to the Executive Director.
  2. The Executive Director should inform the reporting party of the following:
    - a. Not to contact the suspected party in an effort to determine facts or demand restitution.
    - b. Not to discuss the case, facts, suspicions or allegations with anyone unless specifically asked to do so by the Executive Director.
- I. **Investigative Responsibilities.** The Executive Director has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Executive Director will issue reports to the Board of Commissioners, the HUD District Inspector General for Audit in Fort Worth, Texas and/or other appropriate federal, state and local law enforcement authorities.
1. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation and the final decision on disposition of the case are made in conjunction with legal counsel.
  2. Investigation results are not disclosed or discussed with anyone other than those who have a legitimate need to know. All persons involved in the investigation refrain from discussion and reference to allegations with anyone other than those with a legitimate need to know.
- J. **Authorization for Investigating Suspected Fraud.** The Executive Director has the authority to control and examine, copy and/or remove all or any portion of the contents of Housing Authority files, desks, cabinets and other storage facilities on Housing Authority property without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of his/her investigation.
- K. **Termination.** If the investigation reveals that the complaint is valid, prompt disciplinary action will be taken. The decision to terminate an employee will be made by the Executive Director.
- L. **Administration.** The Executive Director is responsible for the administration, revision, interpretation and application of this policy.
- M. It is the responsibility of each employee to be aware of the details of the foregoing policy.

## 9.4 INTERNET AND E-MAIL POLICY

**Policy.** It is Housing Authority policy that employees and contractors restrict their use of Housing Authority owned computer hardware and software to HATC business. All communications equipment and systems, computers, desks and file cabinets are Housing Authority property.

The Housing Authority reserves the right to monitor employee computers and communications at all times. All managers have access to all files in any Housing Authority system and there is no such thing as private passwords. Employees should not expect privacy in their use of these items or systems. All information that is ever stored on the Housing Authority computer and voicemail systems may be retained indefinitely on backup storage formats.

E-mail and voicemail can be monitored at any time. E-mail and voicemail are to be used solely for job related purposes. If an employee places any information considered personal on a HATC computer or voicemail systems, the information is subject to review by other HATC personnel and is placed there at the employee's own risk.

## 9.5 SAFETY AND SECURITY POLICY

- A. **Statement of Purpose** The Housing Authority strives to provide a safe and secure work environment by establishing and enforcing safe, efficient work standards. To meet this goal, the Housing Authority will enforce safety and security policies to help protect employees from accidental injury or third party criminal actions while on-duty. The Housing Authority disclaims any express or implied warranties of safety or security of employees against the criminal actions of other employees or third parties. The existence of Community Policing Stations on Housing Authority developments is not a representation that injury, theft, breaches of security or incidents of violent crime will be prevented.

Supervisors are accountable for safety, training, performance and security enforcement. They are also responsible for prevention of employee theft, pilferage and waste of materials in their respective areas. Employees are required to use safe work habits to provide for the safety and security of themselves, fellow workers and to comply with on-the-job safety and health standards. Safety of employees and the public is an important area of concern and is handled as such in training of all Housing Authority employees. All Housing Authority employees will follow safety and security procedures to help prevent accidents and/or injuries.

### B. Procedures

#### 1. Personal Safety and Security Procedures

- a. Always proceed as if security does not exist. Be aware that any prospective applicant or other person can be involved in a potential crime.
- b. If a person exhibits behavior that indicates he may be under the influence of drugs or alcohol, do not show the person an apartment.
- c. Administrative employees are encouraged to carry a radio or cellular telephone when on complex grounds. Maintenance employees will carry a radio or cellular telephone at all times while on duty.
- d. Employees provide transportation to non-employees for business related purposes only.

- e. Employees promptly notify a supervisor of any known problems, defect, malfunction or failure of alarms, lights or other safety or security related devices and equipment. Each employee reports to their supervisor any crime of which he is aware and that occurs on Housing Authority property.
- f. The "No Soliciting Policy" is enforced at all complexes. Employees notify their supervisor if they observe solicitors conducting business on Housing Authority property.
- g. Signs that could imply security is provided are not posted at Housing Authority complexes.
- h. When showing an apartment, the employee advises another employee of their destination or enters appropriate information (i.e. time departed, unit(s) to be shown and applicant's name) on the office log.
- i. At the end of the work day, supervisors ensure all employees have been accounted for by requiring each employee to check in at their normal workstation.
- j. All employees have a picture ID card in their possession and maintenance employees are encouraged to wear a Housing Authority cap (no other headgear is allowed).

## **2. Building Unit Building/Unit/Site Safety and Security Procedures**

- a. Vendor access to occupied units is limited. Residents are notified prior to vendor's scheduled work date.
- b. Offices (including maintenance facilities) are locked when not in use.
- c. All doors and windows of vacant apartments are locked except while the unit is being cleaned or repaired.
- d. Employees may never give an administration key to a resident or other non-employee, even temporarily for any reason. Doing so is considered a serious safety and security violation and the employee may be immediately terminated. Approved vendors (i.e. pest control companies) do not fall under this section.
- e. Where emergency alarms exist in interior offices and exterior spaces, appropriate employees are trained on how to respond after an alarm has been triggered.
- f. Employees should exercise discretion prior to entering a unit in which a potentially compromising or sexually suggestive situation is known to exist.
- g. While the unit is being readied for rental, non-employees may not enter units without management authorization. Employees from temporary personnel services are not allowed in occupied units.
- h. The annual inspection and systems checklist is completed yearly for every complex and office by an employee designated by the Maintenance Superintendent.

## **3. Equipment and Tool Usage Procedures**

- a. All equipment and/or tools are used in a safe manner according to owner's manual recommendation.
- b. All equipment and/or tools are stored in a secured area when not in use to help prevent accidental injury.
- c. Equipment and/or tools are available for use by Housing Authority employees for official use only.

#### **4. Crime/Emergency Procedures (Forms attached)**

- a. Each office maintains a camera, film and batteries for use after an emergency occurs.
- b. Notification of appropriate EMS, police and owner's representatives shall be in the following order: 9- 1 - 1, Executive Director, Maintenance Superintendent, other management, maintenance assistance and insurance agency.
- c. After crime/emergency occurs, the appropriate area is immediately secured.

#### **C. Discipline**

Disciplinary action up to, and including employment termination, may result for violation of Safety/security procedures. It is the responsibility of each employee to be aware of the details of this policy.

### **9.6 AMERICANS WITH DISABILITIES ACT**

The Housing Authority of Travis County is committed to full compliance with the Americans with Disabilities Act (ADA).

Pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the specific position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. The essential duties of the job must be met when reviewing and approving reasonable accommodations.

This policy is neither exhaustive nor exclusive. The Housing Authority of Travis County is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the America Disability Act and all other applicable federal, state, and local laws.

### **9.7 TRAVIS COUNTY HOUSING AUTHORITY ETHICS POLICY**

#### **PREFACE**

**The Travis County Housing Authority has established standards for conduct for its employees, agents and members of the Board of Commissioners. These standards are designed to assure the utmost in public trust and confidence in the policies and practices of the Authority. Because of its status as an independent public corporation, the Authority recognizes its responsibility to conduct all business in a manner above reproach or censure. The Code of Ethics will describe in detail the standards by which members of the staff, agents and Board of Commissioners are to be held accountable.**

This code recognizes and incorporates those sections of federal, state and local laws, which govern the conduct of public officials and employees, and in no ways supplants those provisions of law. In cases where no statutory precedent exists, the policy of the Travis County Housing Authority shall be applied, except that this policy shall in no way be taken to super cede the provisions of any contracts, labor agreements, or other external agreements affecting the rights and privileges of the Commissioners.

The Standards of Conduct contained within the Code of Ethics shall be generally applied so as to avoid the appearance, or actual occurrence of, favoritism or special treatment towards any applicant, resident, vendor, or agent having business, or dealings of any kind, with Authority. No Commissioner or Employee shall use or cause or allow to be used his or her position to secure any personal privileges for himself, herself, or others, or to influence the activities, actions or proceeds of the Authority.

The Travis County Housing Authority, in establishing standards of conduct for its employees and commissioners, recognizes the importance of establishing standards of conduct for external vendors, agents and suppliers of products and/or services to the Authority. While the Authority cannot mandate the internal conduct or policies of vendors, it is nevertheless requires that vendors, agents and suppliers adhere to certain basic principles in conducting business with the Authority. Specifically, these principles include:

- A. No direct or indirect personal inducement of Authority employees. This includes the giving of gifts, money, entertainment or any item or service having value.
- B. No direct or indirect inducement of members of the Board of Commissioners. This shall include the same provisions covering employees, except that it is recognized that in the course of business dealings, there may be times when meals and/or visits may be arranged. In such cases, such events should be reported to the Chairman of the Board, with the nature of the visit explained.

It is expected that vendors, agents and suppliers of professional services to the Authority will governed by the code of ethics to which their particular profession prescribes.

Any vendor, agent or supplier found in violation of Authority policy shall be barred from future business dealings with the Authority. The Authority reserves the right to have vendors; agents and suppliers sign a statement of compliance with the standards of conduct of the Authority.

#### **9.7.1 TITLE**

This shall be called the "Travis County Housing Authority Code of Ethics and Standards of Conduct."

#### **9.7.2 APPLICABILITY**

The provisions contained herein shall apply to all employees and the Board of Commissioners of the Travis County Housing Authority. With respect to contracted professional services of the Authority, it is assumed that these professionals will abide by the professional ethics of their particular profession.

#### **9.7.3 PURPOSE**

This code of ethics establishes standards for employees and commissioners conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity, and also recognizing in general the integrity of commissioners and employees, it nevertheless sets forth those acts or omissions of acts that could be deemed injurious to the general mission of the Authority.

This Code of Ethics is not intended, nor should it be construed as, an attempt to unreasonably intrude upon the individual employee's or commissioner's right to privacy and the right to participate freely in a democratic society and economy.

#### **9.7.4 DEFINITIONS**

"Agent" shall mean any employee or contractor of the Authority (whether full or part time) acting in his or her official capacity as an agent of the Authority.

"Claim" shall mean any demand, written or oral, made upon the Authority to fulfill an obligation arising from law or equity.

"Commissioner" shall mean one of the persons serving on the Board of Commissioners of the Authority.

"Contract" shall mean any obligation to do something arising from an exchange of promises or consideration between persons or entities, regardless of the particular form in which it is stated.

"Conventional" shall mean those housing programs operated by the Authority, which are broadly considered part of the conventional public housing program. This shall include but not limited to, such programs as public housing.

"Employee" shall mean any person appointed or hired, whether full or part time, seasonal, temporary, paid or unpaid, on a fixed or unfixed term, provisional or regular.

"Enrollee" shall broadly mean any applicant, resident, or program participant in any program operated by the Authority. Specifically, an "enrollee" shall be a person who expects to receive, or is receiving, some form of assistance from the Authority.

"Family" shall mean the spouse, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, step son, stepdaughter, stepbrother, stepsister, half brother, or half sister, or a person living with you in a stable family relationship.

"Interest" shall mean a benefit or advantage of an economic or tangible nature that a person or member of his or her family would gain or lose as a result of any decision or action or omission to decide or act, on the part of the Authority, its Board of Commissioners or employees.

"Leasing Program" shall mean those programs operated by the Authority that are broadly included within the Section 8 Program, Home Ownership or the tenant-based program, whether it be for vouchers or any other form of assistance. Unless otherwise noted, the provisions contained herein shall apply equally to both the "Leasing", "Assisted" and "Conventional programs of the Authority."

"Person" shall mean any individual, corporation, partnership, business entity, association, or organization and may include an Authority employee.

"Public Information" shall mean information obtainable pursuant to the Freedom of Information Act and Authority policy and guidelines adopted pursuant thereto.

### **9.7.5 ETHICAL STANDARDS FOR EMPLOYEES**

No employee of the Travis County Housing Authority shall have any employment, or engage in any business or commercial transactions, or engage in any professional activity, or incur any obligation in which directly or indirectly he or she would have an interest that would impair his or her independence of judgment or action in the performance of his or her official duties or that would conflict with the performance of his or her official duties.

No employee shall have or enter into any contract with any person who has or enters into a contract with the Authority unless:

- A. The contract between the person and the Authority is award pursuant to competitive bidding procedures and/or procurement policies as outlined in regulations promulgated by the U.S. Department of the Housing and Urban Development (HUD), state or local law and the Travis County Housing Authority policies.
- B. The contract between the person and the Authority is one in which the Authority employee has no interest, has no duties or responsibilities, or if the contract with the person is one which the Authority employee entered into prior to becoming an employee.

There shall be no preferential treatment given by an employee of the Authority acting in performance of his or her official duties to any person, agency or organization.

No Authority employee shall use or permit the use of Authority owned vehicles, equipment, materials or property for the convenience or profit of himself, herself, or any other person. However, this provision shall not apply in the case of usage for diminutive purposes, i.e., purposes that in and of them should not be construed as abuse of Authority property.

No Authority employee shall solicit any gift or consideration of any kind, nor shall any Authority employee accept or receive a gift having a value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Authority.

No Authority employee acting individually can bind the Housing Authority by and action or verbal representation.

No Authority employee shall disclose without proper authorization non-public information or records concerning any aspects of the operations of the Authority, nor shall he or she use information to the advantage or benefit of himself, herself or any other person. This includes records maintained on enrollees of the Authority, for whom a properly executed release of information form shall be obtained and kept in the client file. The release of any information relative to enrollees of the Authority shall be done pursuant to government regulations allowing the release of information form shall be obtained and kept in the client file. The release of any information relative to enrollees of the Authority shall be done pursuant to government regulations allowing the release of information among government agencies receiving government subsidy, shall be done following prescribed methods of requesting and transmitting such information, and shall be done with full knowledge of the enrollee except in those cases where through action of law the enrollee's knowledge is not required.

No Authority employee currently employed by the Authority shall represent any person, other than himself or herself in business negotiations, judicial or administrative actions or procedures, to which the Authority may be a party.

No former employee of the Authority shall personally represent any person in a matter in which the former employee personally participated while employed by the Authority for a period of one year, if such representation would be adverse to the interests of the Authority. This provision shall not, however, bar the timely filing by a current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or any benefit authorized or permitted by law.

No member of the family of any Authority employee shall be appointed or hired to serve under the direct supervision or authority of that employee, and in no event shall any Authority employee participate in the decision-making regarding employment or contract for services of any family member.

No Authority employee shall have an interest in a contract between any person and the Authority, except that this provision shall not apply if the contract was entered into prior to the employee's hire by the Authority, and the employee discloses his or her interest in the contract prior to employment; and after employment, the employee has no power to authorize or approve payment under the contract, monitor performance or compliance under the contract, or audit invoices or claims under the contract and the compensation of the employee will not be affected by the contract.

No Authority employee shall have any employment, engage in any business or commercial transaction, or engage in any professional activity in which directly or indirectly, he or she would have any interest that would impair his or her independence of judgment or action in the performance of his or her duties with the Authority or that would be in conflict with his or her duties at the Authority.

No employee of the Authority shall discuss, vote upon, decide or take part in (formally or informally) any matter before the Authority in which he or she has an interest. Exception shall be made in the case of an employee whose interest in the matter is minimal (e.g. an employee helping to decide on a new telephone system owns 100 shares of AT&T stock), provided the employee shall fully and specifically describe his or her interest, in writing, and the underlying basis of it, whether it be ownership, investment, contract, claim, employment or family relationship, to his or her immediate supervisor prior to the employee's participation. If, in the opinion of the supervisor, there is any question as to whether the interest is minimal, the matter shall be referred to the Ethics Review Committee for a binding decision on question.

Any matter decide on, contracted, adjudicated, or in any way acted upon by an employee, who does not disclose a personal interest either in the matter, or in any person or organization having an interest in the matter, may be considered null and void by the Authority. Such a matter may be referred to the Ethics Review Committee to render judgment and assess any penalties as necessary.

If the Ethics Review Committee renders judgment that a matter was performed; a contract entered into; a contract entered into; or any matter was conducted, decided or acted upon in a manner prohibited by the Code of Ethics; it may then purpose, among other things, that the Board of Commissioners seek an injunction against the proscribed action.



No person employed by the Authority shall be permitted to participate as lessor or lessor's agent in the leasing programs. Similarly, no member of the Board of Commissioners in his or her individual capacity shall be a lessor or lessor's agent.

These prohibitions, however, shall not apply where the employee or Commissioner is a principle in a not for profit or charitable, educational or humanitarian agency or organization that may own or manage housing for rental purposes as long as the transactions are in conformance with all Authority policies.

#### **9.7.6 ETHICAL STANDARDS COMMISSSIONERS**

The Board of Commissioners of the Travis County Housing Authority is the architect of policy governing the operation of the Authority and retains legal and fiscal responsibility for the Authority. Recognizing that the commissioners are chosen from a broad range of fields and professions and community interest renders difficult the circumscription of external interest and activities of the commissioners. It is the intent that, insofar as is possible, the members of the Board of Commissioners are generally enjoined to follow the standards of conduct which are outlined in the Code of Ethics for employees. Further it is expected that a Commissioner will voluntarily and fully outline his or her personal interest and potential conflicts of interests prior to assuming their seat on the Board. Such a statement should be submitted to the Board Chairman within ninety days (90) of the Commissioner's appointment. For commissioners currently serving, an updated statement shall be developed within ninety days (90) of reappointment for a new term. Such a statement shall the following:

- PF
- A. The names of any business, organizational, or professional involvements that might reasonably be inferred as having business with the Authority and for which at some point a Commissioner might be expected to vote, legislate or rule on a matter involving said relationship.
  - B. Any current or past contract in, or interest in, activities or programs of the Authority, including, but not limited to, any contracts previously bid and let, familial relationships with any staff or other board members, or any consultative or professional contracts.
    - 1. No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has an interest in the matter, except that:
      - a. A Commissioner having interest through a voluntary association with the person or organization may be allowed to discuss the matter.
      - b. If the matter concerns a person or organization with which the Commissioner had former contact, and that former contact existed either prior to his or her selection to the Board, or occurred at least one year prior to the current discussion of the matter before the Board, the Commissioner may freely act.
    - 2. No Commissioner may use his or her position on the Board to intimidate, coerce, persuade or otherwise influence any activities or employees of the Authority.

### 9.7.7 ETHICS REVIEW COMMITTEE

There shall be established an Ethics Review Committee of the Travis County Housing Authority.

The purpose of the Committee shall be to review and render decisions on any matters involving ethical standards, ethical conduct or breach of ethical conduct, by employees, vendors, or commissioners.

The Committee is empowered by the Board of Commissioners to:

- A. Call witnesses and receive depositions in the performance of its duties.
- B. Call for provision of appropriate records, files or tapes relative to the performance of its duties.
- C. Review any records maintained by the Authority, except those records that are considered confidential or personal. However, confidential records may be examined upon execution of proper release by the subject person or persons.

In performing its duties, the Committee may:

- A. Issue rules and regulations consistent with and to clarify this Code of Ethics.
- B. Review any questions concerning alleged or suspected infractions of this Code of Ethics and make recommendations to the Board of Commissioners or Executive Director for further or final actions.
- C. Require financial disclosure or disclosure of any other pertinent information by employees, vendors or commissioners.
- D. Oversee compliance by the Authority with this Code of Ethics and any other applicable federal, state or local government laws or regulations regarding ethics.
- E. Request additional assistance of outside third parties as necessary to perform its duties.

The Committee shall be composed of three (3) members and (1) alternate: Board of Commissioners one (1), employees one (1) and a neutral third party one (1). The alternate member of the Committee shall be a party versed in legal/ethical issues, for example an attorney not currently serving as counsel to the Authority or an academic authority on ethical issues.

The members of the Committee shall be appointed in the following manner:

- A. The representative of the Board of Commissioners and the neutral third party shall be selected by vote of the Board of Commissioners.
- B. The Executive Director of the Authority shall select the employee representative and alternate.

Each member of the Committee will serve a three (3) year term. The terms may be renewed once only. In no case will a person serve more than two (2) consecutive three (3) year terms.

Any employee who terminates or is terminated from employment of the Authority shall be replaced on the Committee in the manner stated above.

Any Board of Commissioner who resigns or is replaced on the Commission shall be replaced on the Committee in the manner stated above.

Any Committee member who resigns shall be replaced on the Committee in the manner stated above.

There shall be a chair of the Committee, elected by the members of the Committee. The chair shall serve for one (1) year and may not serve more than two (2) consecutive terms. The executive Director of the Authority shall serve as a non-voting Secretary of the Committee.

Voting by the Committee shall be by simple majority, with the Chair voting as any other member of the Committee.

The alternate member of the Committee may attend all meetings of the Committee. In case of a conflict of interest by a Committee member, the alternate member will assume the role as a voting member of the Committee. The alternate may at any and all time voice opinions regarding the deliberations of the Committee.

PI The Committee shall, upon receiving a written request for a ruling or recommendation from either the Board of Commissioners or any individual associated with the Authority, shall respond in writing within sixty days (60) after the receipt of the request for ruling or recommendation. If the Committee decides that additional time is required the Committee shall inform the requestor of the approximate time it will take to render a response.

The Committee shall make reports to the Board of Commissioners recommending the action to be taken in the matter. If the Board of Commissioners find a recommended action is properly within the purview of the Executive Director or his/her designee, it shall delegate the matter without further actions by the Board.

The legal counsel of the Authority may be involved in the deliberations of the Committee; he/she has no vote and cannot serve as the alternate member of the Committee.

#### **9.7.8 STARTUP PROCEDURES**

Within sixty days (60) of the adoption of this policy, the members of the Ethics Review Committee shall be appointed or elected as stated in this policy.

The Board of Commissioners representative and the alternate shall initially serve three-year (3) terms. The employee representative shall initially serve a two-year (2) term. The neutral third party shall initially serve a one-year (1) term. This method will ensure continuity of some experience member on the Committee.

## **10.0 FEDERAL, STATE OR LOCAL LAWS AND REGULATIONS**

Any federal, state or local governmental laws that are found to conflict with any requirements stated in this policy shall override that section of which there is a conflict. Any conflict in portions of this policy does not void the remaining portions of this policy.

### **10.1 PERFORMANCE/COUNSELING/DISCIPLINE/COMPLAINTS**

#### **10.2 EMPLOYEE CONDUCT**

To ensure orderly operations and provide the best possible work environment, HATC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Housing Authority. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Employment with HATC is at the mutual consent of HATC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Violation of personnel policies
- Unsatisfactory performance or conduct
- Insubordination or other disrespectful conduct
- Falsifying, destroying or unauthorized use of Housing Authority records, reports or data pertaining to the Housing Authority
- Falsification of timesheet by failing to maintain a satisfactory record
- Theft or inappropriate removal or possession of property
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property; not to exclude, destruction, loss or abuse of tools, equipment, vehicles and/or clothing allotments.
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer owned vehicles or equipment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Fighting or threatening violence in the workplace
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information

#### **10.3 PERFORMANCE COUNSELING**

It is the intent of this section to establish clear guidelines for corrective and preventive job performance counseling and for discipline, complaint and appeal processing. This section should not be interpreted to eliminate the discretionary factors all employees, whether supervisory, non-supervisory or management, must rely on for discharging their designated duties and responsibilities.

The Housing Authority has adopted discretionary policies governing disciplinary action against employees. These rules are intended to guard against discrimination on an impermissible basis (e.g. race, religion, disability) and serve as a management tool to allow review by upper management of certain types of disciplinary procedures but do not abrogate in any way the Housing Authority's status as an at will employer.

Normally, when using progressive discipline, the following steps for correcting inappropriate behavior or improving performance are recommended. Upon occasion, extenuating or mitigating circumstances may warrant taking other actions. These types of actions need not be used in any order and are merely described for informational purposes as possible actions that a supervisor may take to correct an employee's behavior. When normal coaching and counseling fail to correct an employee problem behavior or an employee spontaneously behaves in a manner that is sufficiently unacceptable the supervisor should take disciplinary action that is clearly identified as disciplinary.

#### A. Performance Counseling

1. Oral Counseling. For the first indication of any inappropriate behavior or lack of performance, and/or substandard work performance the supervisor should advise the employee of his/her unsatisfactory performance and recommend specific areas for improvement. A written record of the oral counseling may be retained within the employee's department. (See **Appendix D, Record of Oral Counseling Form**)
2. Written Notification. For a second indication of inappropriate behavior or lack of performance, and/or substandard performance, the supervisor should state in writing. It should include: identification of the behavior, violation, or performance problem, and indication of required change or improvement needed, and information concerning further corrective action resulting from failure to show required modification or improvement. A time frame for change and for **Review of Progress** should be included and should not exceed 90 days. The written warning to correct performance problems or non-productive behavior should be discussed and signed by both employee and supervisor. The employee's signature indicates receipt of the notice only, not acceptance of its contents. If an employee refuses to sign, the supervisor should have a witness sign a statement that a copy was given to the employee. (See **Appendix E, Record of Written Reprimand Form**)

***The written reprimand should be signed by both the employee and the supervisor and a copy shall be maintained in the administrative office. If the employee refuses to sign, the supervisor should have a witness sign that a copy was given to the employee. Refusal to sign a counseling memo is grounds for dismissal. The employee's signature indicates receipt of the document only, not acceptance of its contents.***

3. Suspension (without pay) - Disciplinary suspension occurs when an employee is given time off without pay for misconduct which, although serious enough to warrant disciplinary action, is not serious enough to warrant immediate dismissal. An employee may be suspended only upon approval by the Executive Director after a recommendation from the supervisor. Upon approval by the Executive Director, with recommendation from the supervisor, suspensions shall not exceed five working days. An employee who is suspended shall be given at least written notice detailing the reason(s) for the action. If an employee refuses to sign the written notice, the Executive Director should have a witness sign a statement that a copy was given to the employee. Following completion of the suspension period, the employee will be allowed to return to work.

4. Dismissal - Disciplinary dismissal is the separation of an employee from Housing Authority employment. It is the action that will stop inappropriate behavior and performance.

**B. Review of Progress**

After a written notification is given the supervisor must meet with the employee no more than 90 days from the day the notification was administered. If an employee continues to exhibit substandard performance after the established time for improvement expected, the options available to the employee and supervisor include:

1. Reassignment
2. Demotion
3. Termination
4. Employee Guidelines

## **10.4 TERMINATION**

When an employee is given notice of employment termination effective immediately for infraction of rules or conduct, the employee is entitled to be paid for all their unused accrued vacation plus one-half their accrued sick time. A non-exempt employee shall also be paid for all their accrued compensatory time and an exempt employee shall be paid for 100% of their accrued compensatory time up to 80 hours and one-half their accrued compensatory time for more than 80 but less than 120 hours, with the employee's final payroll check. The employer provided health insurance will be kept in force for a minimum of two weeks following the date of termination. The Housing Authority will have no other financial or benefit obligations to the terminated employee.

## **10.5 GRIEVANCES**

Grievances. Any employee who has a complaint concerning disciplinary probation suspension, termination, demotion or denial of a promotion or merit increase may file a grievance according to the procedures outlined in this policy.

An employee shall never be discriminated against, harassed, intimidated or suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance by providing information, testimony or assisting in an investigation in any way. If an employee feels that he/she is being subjected to any of the above, the employee has the right to appeal directly to the Executive Director. (***See Section 2 Terms of Employment, Subsection 2.6 Affirmative Action***)

- A. Steps in the Grievance Process Employees who have a problem should, within 10 days of the alleged incident, attempt to resolve the problem informally with their immediate supervisor. If the grievance is against the employee's supervisor, the employee should bring the grievance to the Executive Director. If a solution cannot be reached at the informal level, the employee may appeal to the Executive Director. The appeal should be a written request. The Executive Director makes final disposition of the grievance and may substitute any action he/she may best determine applicable to his/her discretion. He/she will provide written follow-up of resolution of the grievance. If the grievance is against the Executive Director, the employee shall notify the Board of Commissioners Chairperson who may elect to have the grievance presented before the full Board.
- B. Time Limits All complaints shall be handled in a timely manner and the complaint should not remain unresolved for more than **55** working days from the time of its initiation.

- C. Discrimination Complaint An employee who has any complaint based on race, sex, color, national origin, physical handicap, age, sexual orientation or religious beliefs has the right to file a complaint of discrimination. This complaint must be filed with the supervisor within 10 days after the alleged act of discrimination. The supervisor shall discuss the complaint with the Executive Director to resolve the complaint at the lowest level of supervision.
- D. Appeal to Board of Commissioners After the Executive Director has provided a written response to the employee's grievance, the employee may request that the grievance be presented before the Authority's Board of Commissioners. The Board of Commissioners will review the grievance process to ensure proper procedures were followed and may request the Executive Director to take additional action to close the grievance.

## PROPOSED AMENDMENTS

## **11.0 APPENDIX**

**See the following inserts for Appendix A-HE**

- 11. A        Employee Annual Performance Evaluation / Review**
- 11. A, Part II    Employee Professional Development Plan**
- ~~11. C        Daily Time Keeper~~**
- ~~11. D        Leave Request Form~~**
- 11. BE        Form WH-380-E (Family Medical Leave Act (FMLA))**
- 11. FC        Request for Travel Advance Training / Travel Request Form**
- 11. DG        Record of Oral Counseling**
- 11. EH        Record of Written Reprimand**
- 11. F        Travel Expense Report**



## EMPLOYEE ACKNOWLEDGEMENT FORM

The personnel policy describes important information about The Housing Authority of Travis County, HATC, and I understand that I should consult my supervisor and then the Executive Director regarding any questions not answered in the policy.

I have entered into my employment relationship with HATC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or HATC can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policy may occur, except to HATC's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Commissioners of HATC has the ability to adopt any revisions to the policies in this handbook.

I acknowledge and I agree to properly use of all the HATC's computer software, equipment and telephone voicemail system. I agree to uphold the confidentiality and non-disclosure of any HATC client, employee and/or business information.

Furthermore, I acknowledge that is personnel policy is neither a contract of employment no a legal document. I have received the policy, and I understand that it is my responsibility to read and comply with the policies contained herein any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_



## HATC Discussion Item VII. A

### Voucher Programs/Homeless Initiatives

March 5, 2020

**Subject:** Housing Choice Voucher (HCV) Program (*Conventional*)

#### **Background Information:**

The HCV program is financed by the U.S. Department of Housing and Urban Development (HUD) to provide rent subsidies in the form of housing assistance payments (HAP) to private Landlords on behalf of extremely low, very low-income individuals/families, senior citizens, and persons with disabilities.

As of January 31, 2020, 417 of HATC's HCV allocation were utilized in a conventional fashion.

As of January 31, 2020, the total lease up for the HCV program was 622 of 617. Occupancy rate was at 100.81%. For this reporting period, there were 80 applicants on the waiting list.

#### Portable In

94 portable families were served in Travis County.

#### Cambridge Villas

A Low Income Housing Tax Credit (LIHTC) project located in Pflugerville, is the recipient of 19 HATC Project-Based Vouchers designated specifically for this development.

As of January 31, 2020, Cambridge had a total lease up of 19 vouchers under contract.

#### **Recommended Action:**

For discussion/ information only. No action needed.

#### **Alternate Option:**

N/A

#### **Fiscal Impact:**

N/A

#### **Attachments:**

- A. Board Report Data related to each *Voucher-related* program

#### **Prepared by:**

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

#### **Approval:**

  
Patrick B. Howard, *CEO/Executive Director*

## HATC Discussion Item VII.A

### Voucher Programs/Homeless Initiatives

March 5, 2020

**Subject:** Homeless Initiatives

#### **Background Information:**

##### Continuum of Care (CoC)

HATC was awarded \$957,303 in new federal funds from the 2018 Continuum of Care (CoC) competition to provide housing for chronically homeless clients for 2019-2020. This grant began June 1, 2019.

As of January 31, 2020, HATC provided housing assistance to 71 Continuum of Care participants.

##### Homeless Preference (HP HCV)

The adopted homeless preference allocates 1 in every 4 new Housing Choice Vouchers to be offered to a homeless applicant referred by homeless providing agencies with a current MOU with HATC. These agencies currently include: ECHO, Foundation Communities, and Front Steps. Also included in this group are current Continuum of Care program participants who are no longer in need of intensive case management services from Integral Care.

As of January 31, 2020, *HP* has 21 tenants under contract.

##### ECHO/ Homeless Preference (ECHO HCV)

HATC entered into a 3-year Agreement until 2019 with *Ending Community Homelessness Coalition, Inc. (ECHO)*, providing 25 Housing Choice Vouchers for the homeless population. This MOU is no longer applicable however, HATC will continue to accept homeless applicant referrals from ECHO. New referrals will be placed on the waiting list and will be issued a voucher according to the new homeless preference.

As of January 1, 2020, *ECHO* tenants have been placed under homeless preference.

##### Criminal Justice (CJ HCV)

HATC provides 22 Housing Choice Vouchers for a project-based housing initiative that supports offender re-entry and former offender re-integration into our community. A new MOU became effective 7/01/2018 to continue to provide Housing Choice Vouchers for 5 years under the homeless preference.

As of January 31, 2020, *Criminal Justice* has 22 tenants under contract.

##### Front Steps (FS HCV)

HATC provides 18 Housing Choice Vouchers on an ongoing basis from its allocation to support *Front Steps* homeless prevention programs. A new MOU became effective 7/01/2019 to continue to provide housing choice vouchers for 5 years under the homeless preference.

As of January 31, 2020, *Front Steps* has 17 tenants under contract.

## HATC Discussion Item VII. A

March 5, 2020

**Subject:** Other Special Programs

### **Background Information:**

#### Non-Elderly Disabled Vouchers

HATC has been awarded 75 Housing Choice Vouchers (HCVs) under different special purpose voucher program types to serve non-elderly persons with disabilities (NED). As of January 31, 2020, there were 75 tenants under contract.

#### Family Unification Program

The Family Unification Program (FUP) is a program under which Housing Choice Vouchers (HCVs) are provided to two different populations:

1. Families for whom the lack of adequate housing is a primary factor in:
  - a. The imminent placement of the family's child or children in out-of-home care, or
  - b. The delay in the discharge of the child or children to the family from out-of-home care.There is no time limitation on FUP family vouchers.
2. For a period not to exceed 36 months, otherwise eligible youths who have attained at least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older. Limitation for youth must not exceed 36 months.

HATC was awarded 34 FUP vouchers effective 1/01/2019. As of January 31, 2020, there were 21 tenants under contract. All vouchers have been offered and applicants are searching for suitable housing.

### **Recommended Action:**

For discussion/ information only. No action needed.

### **Fiscal Impact:**

N/A

### **Attachment:**

- A. Board Report Data related to each *Voucher-related* program

### **Prepared by:**

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

### **Approval:**



Patrick B. Howard, *CEO/Executive Director*



HOUSING AUTHORITY OF TRAVIS COUNTY

**HUD-VASH**

HATC received an allocation of 15 HUD-VASH Vouchers in June 2016. 15 additional vouchers have been awarded to become effective 02/01/2020.

As of January 31, 2020 HUD-VASH has 12 tenants under contract. Pending referrals from the VA clinic in order to issue VASH vouchers.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

- A. Board Report Data related to each *Voucher-related* program

**Prepared by:**

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

**Approval:**

Patrick B. Howard, *CEO/Executive Director*



**A. Board Report Data related to each Voucher-related program (Pg. 1 of 2)**

Voucher Programs REPORT January 2020				
	Leased on 1st	After First Month	Number of Based Units	Occupied %
*Project Based Vouchers (PBV)	19		19	100.00%
*Housing Choice Vouchers (HCV)	411	6	395	105.57%
**Front Steps (FS) - Homeless Pref.	17		18	94.44%
**Criminal Justice (CJ) - Homeless Pref.	22		22	100.00%
Port Outs (PO) HCV	17	1	18	100.00%
*Non Elderly and Disabled (NED)	73	2	75	100.00%
**VASH- HUD Awarded Vouchers	12		15	80.00%
**Homeless Preference (HP)	21		21	100.00%
**Family Unification Program (FUP)	18	3	34	61.76%
<b>Total</b>	<b>610</b>	<b>12</b>	<b>617</b>	<b>100.81%</b>
<b>Total Leased including leased after the first of the month:</b>				<b>622</b>
<b>COC/ Shelter Plus Care Families Served(Last day of month):</b>				<b>71</b>

Lookers/ Vouchers Searching	Applicants from Waiting List	Tenants not under contract	Total
Housing Choice Vouchers (HCV)	6	6	12
Non Elderly and Disabled (NED)			0
Criminal Justice (CJ)			0
Front Steps (FS)			0
Project Based Vouchers (PBV)			0
VASH	2		2
Homeless Preference (HP)	2	1	3
Family Unification Program (FUP)	3	1	4
<b>TOTAL</b>			<b>21</b>

*Waiting List (For HCV, PBV, NED) :				80
Leased Port Ins (last day of month):				94
PIC Reporting Rate: (HUD minimum 95%)				102.62%

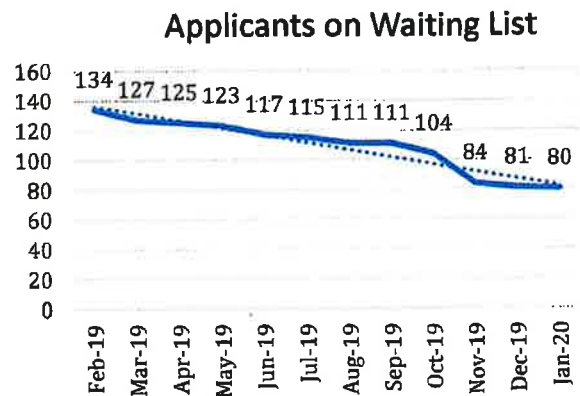
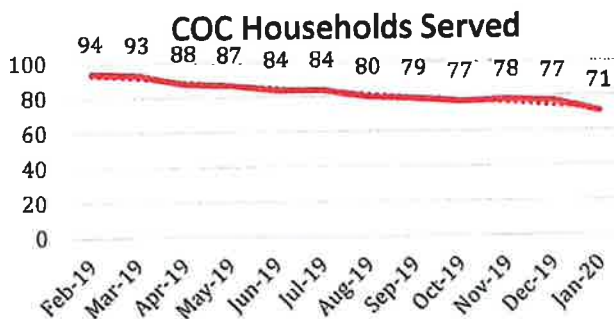
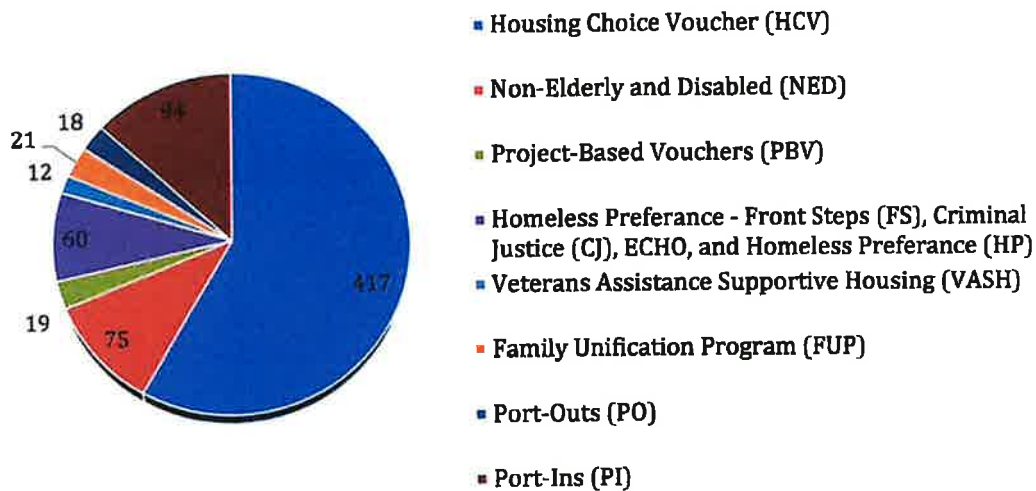
**\*\* Referral only**

*Prepared by: Christina Montes/ Director of Voucher Programs & Homeless Initiatives*

## A. Board Report Data related to each *Voucher-related* program (Pg. 2 of 2)

### HOUSING CHOICE VOUCHER PROGRAMS & HOMELESS INITIATIVES

#### January 2020: 716 Total HCV Households Served







## HATC Discussion Item: VII.B

### Affordable Housing Program

March 5, 2020

**Subject:** An overview and summary of the activities within the Affordable Housing Program (consisting of Multifamily Housing Program and Affordable Housing Program).

#### Background Information:

Property	Address	Unit Count
SEA OAKS Apartments	11607 Sierra Nevada Austin, TX. 78759 and 6119 Valiant Circle Austin, TX. 78749	75
SEA RAD Apartments	4922 Nuckols Crossing Austin, TX. 78744	30
Carson Creek Homes	1300 Cool Shadow, Del Valle, TX. 78617	16
Manor Town Apartments	200 W. Carrie Manor St., Manor, TX. 78653	33

#### Occupancy and Vacancy

Occupancy rate and vacancy loss are indicators of a property's potential and/or unrealized income, respectively. Both the occupancy and vacancy rate is current as of February 25, 2020.

The current occupancy status of each property is as follows: **SEA OAKS:** Vacancies (2) will be occupied by Eastern Oaks transfers on February 28<sup>th</sup> giving the property 100% occupancy. **Carson Creek:** Vacancies (2) are being leased and are scheduled to be occupied by March 6<sup>th</sup>. **Manor Town:** As a result of the recent new tenant orientation, staff is processing four (4) applicants for Manor Town. **SEA RAD:** Due to rehabilitation, vacancies are left unoccupied.

#### Admissions and Waitlist

Staff held a new tenant orientation from February 18-21 for Manor Town and Carson Creek. Sixteen (16) offer letters were mailed and 8 applicants responded. Four (4) applicants are scheduled for lease up at Manor Town and two (2) applicants at Carson Creek. Offer letters have been mailed to applicants for the remaining vacancies at Manor Town.

The Affordable Housing Program waitlist will be open from March 23-27 from 8 a.m. - 5 p.m. for SEA OAKS and SEA RAD. The application process is completely online, however, staff will help tenants fill out the online application at its Highland Mall office. The waitlist opening will be advertised on the agency's website and local media. The waitlist is limited to 500 applicants.

# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

## Rent Charged and Subsidy

Rent charged reflects the tenant paid portion of the monthly rent while the housing assistance payment (HAP) is the amount received from HUD for each household. The total amount of rent charged and subsidy equals the current contract rent amount for each bedroom size; however, a number of "market renters" pay more than contract rents. Market rents are households that have experienced an income increase after their initial certification but continue to qualify for the program.

## Aged Delinquency by Account:

Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	9500B	\$13	90+	Damage Charges
SEA RAD	50	\$1,082	90+	Evicted; tenant filed appeal
SEA OAKS	5600A	\$804	90+	Repayment for damage charges
	5606B	\$12	90+	Damage Charges
	6005B	\$14	90+	Damage Charges
	6009A	\$296	90+	Pending Eviction
	6101A	\$5,021	90+	Evicted; tenant filed appeal
	6106A	\$1,238	90+	Repayment for underpayment
	6110A	\$11	90+	Damage Charges
	5604B	\$77	90+	Repayment plan

## Evictions/Writs/Appeals:

Eviction Filed	Reason For	Date	Status	Appeal Filed
6123B	Nonpayment	02/13/20	Granted by JP3*	No
5604B	Nonpayment	02/13/20	Granted by JP3*	Staff accepted payment in full from tenant.
50	Nonpayment	02/19/20	Granted by JP4*	Tenant filed an Appeal
20	Nonpayment	01/21/20	Granted by JP2*	No

\*Justice of Peace Court



HOUSING AUTHORITY OF TRAVIS COUNTY

**Recommended Action:**

For discussion/information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

- A. Property Occupancy, Vacancy, Subsidy, Income Limits
- B. Property Statistical Data

**Prepared by:**

Barry E. Hall, *Director of Affordable Housing Programs*

**Approval:**

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

Patrick B. Howard, *CEO/Executive Director*



## A. Property Occupancy, Vacancy, Subsidy, Income Limits

### PROPERTY DATA – Page 1 of 2

*(Occupancy/Vacancy/Subsidy/Income Limits)*

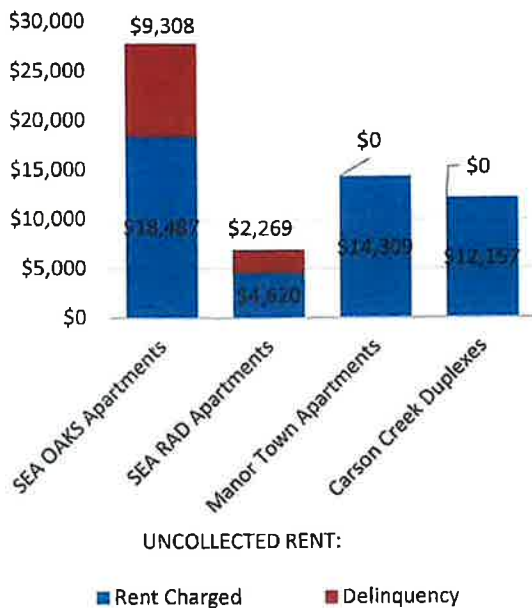
Dwelling Rent								
Property	Occupancy Total Leased / Total Units	Vacancy Rate (%)	Tenant Rent	Current HAP Subsidy	Other Revenue	From Business Activities	Current Vacancy Loss (\$)	Pending Evictions
SEA OAKS APARTMENTS	73/75	97.33%	\$ 18,487.00	\$ 32,647.00		\$ -	\$ (661.00)	2
SEA RAD APARTMENTS	23/30	76.67%	\$ 4,620.00	\$ 10,763.00		\$ -	\$ (3,486.00)	1
MANOR TOWN APARTMENTS	25/33	75.76%	\$ 14,309.00	\$ -	\$ -	\$ -	\$ (4,837.00)	0
CARSON CREEK HOMES	14/16	87.50%	\$ 12,157.00	\$ -	\$ -	\$ -	\$ (730.00)	0
TOTALS		84.31%	\$ 49,573.00	\$ 43,410.00			\$ (9,714.00)	3

AREA MEDIAN FAMILY INCOME RENT (2019)						
PROGRAM	PROPERTY	NUMBER OF BEDROOMS	UNIT QUALIFICATION			
			30%	50%	60%	80%
LOW-INCOME HOUSING TAX CREDIT (LIHTC)	SEA OAKS APARTMENTS	1	\$532	\$887	\$1,065	
		2	\$639	\$1,065	\$1,278	
		3	\$738	\$1,230	\$1,476	
		4	\$823	\$1,372	\$1,647	
PROJECT BASED RENTAL ASSISTANCE (PBRA)	SEA RAD APARTMENTS	1	\$532			
		2	\$639			
		3	\$738			
HOUSING TRUST FUND (HTF)	Manor Town Apartments	1	\$555		\$1,110	
		2	\$666		\$1,333	
AFFORDABLE HOUSING PROGRAM (AHP)	Carson Creek Homes	2		\$1,065		\$1,704
		3		\$1,230		\$1,968

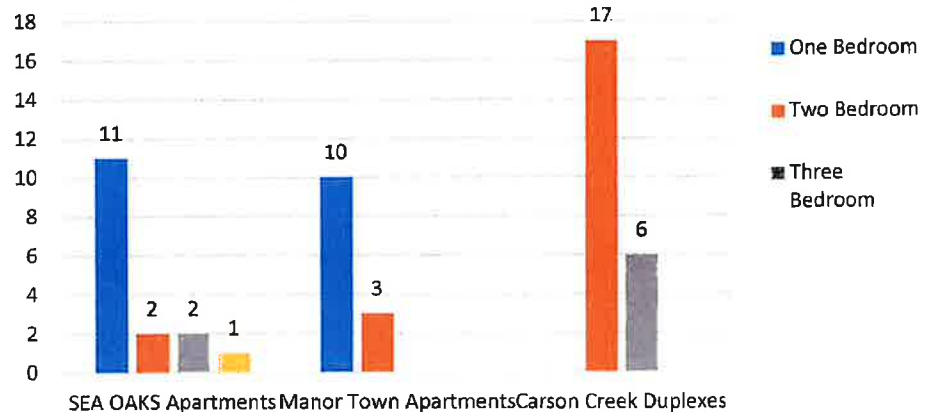
## PROPERTY DATA – Page 2 of 2

*(Delinquencies / Work Orders / Waiting List)*

### Delinquencies



### Applicants on Waiting List



### Work Orders

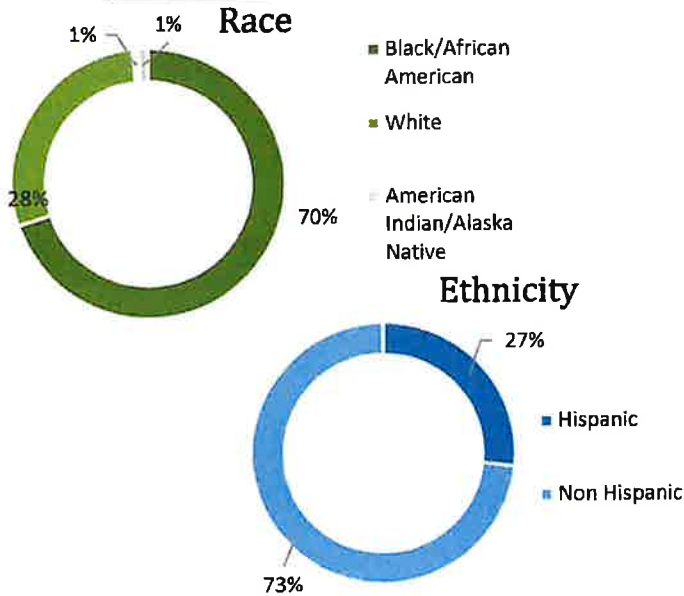
Goal	Total Completed	% Completed within Goal	Average Days Open
Emergency: 24 Hours	0	0	0
Urgent: 1 Day	22	100	1
After-Hours Non-Emergency: 2 Days	0	100	0
Routine: 5 Days	38	96	4.46
Non-Routine: 10 Days	0	100	0

## B. Property Statistical Data

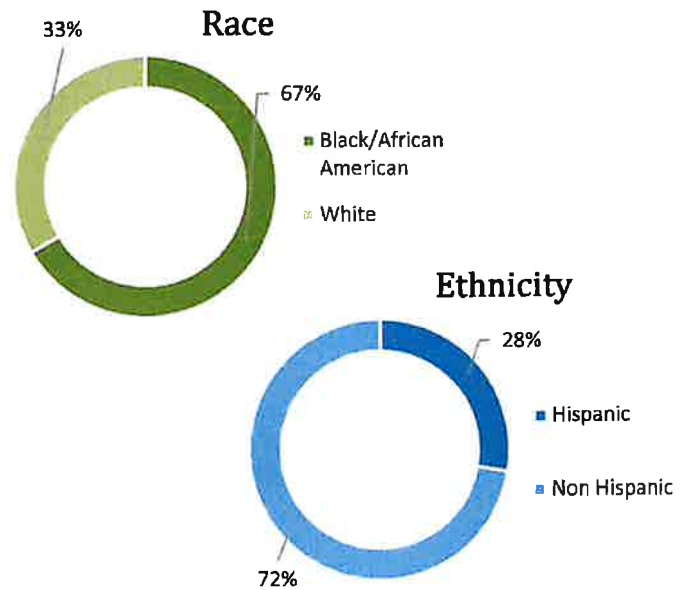
### PROPERTY STATISTICS – Page 1 of 1

(Information current as of January 31, 2020)

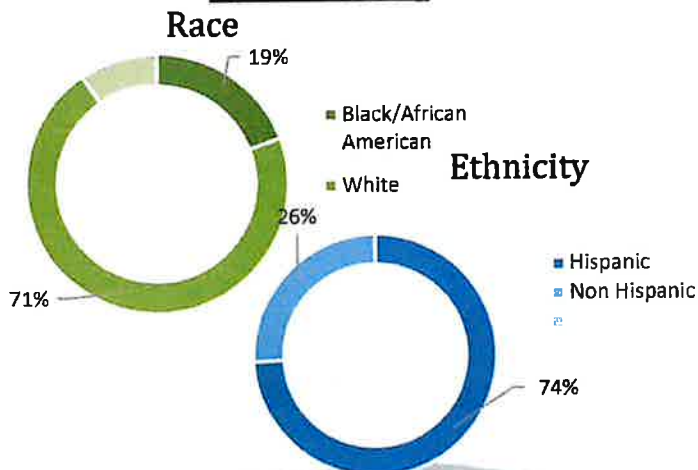
#### SEA OAKS



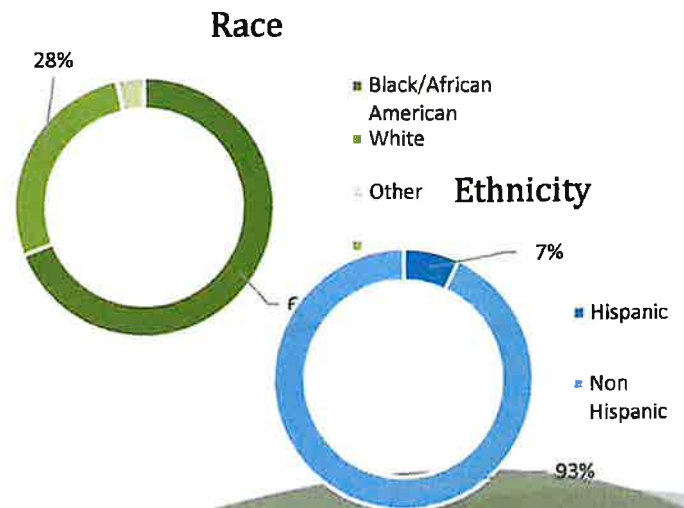
#### SEA RAD



#### Carson Creek



#### Manor Town







## **HATC Discussion Item VII. C**

### **Finance**

**March 5, 2020**

**Subject:** January 2020 Finance Report

#### **Background Information:**

The Monthly Finance Report presented here is for the period ending January 2020.

We are currently in Fiscal Year 2020, which runs from July 1, 2019 to June 30, 2020. We are currently seven months into the new fiscal year.

Comments are added throughout the financial report (usually below each Schedule) to highlight variances.

#### New items on the January 2020 Finance Report

In the December 2019 report, we added the Annualized/Projection column, which shows the anticipated financial standing for the entire fiscal year (based on annualizing the revenues/expenses with some adjustments, where needed). In addition, a Per Unit Month (PUM) column was added to the Eastern Oaks, Manor Town and Carson Creek financial statement schedules.

In the January 2020 report, we added a separate schedule (Schedule 3) which combines Eastern Oaks, Manor Town and Carson Creek together in order to show a combined statement for properties owned by HATC. We also added an Anticipated Budget Revision column and an Increase/Decrease Original Budget column to Schedule 3, 4, 5 & 6 (related to properties owned by HATC). Due to overages in Eastern Oaks and Manor Town, we anticipate a budget revision in either April or May 2020.

We also included an Estimated Leave Accrual expense line on the financial report on each schedule to account for employee leave balances that would need to be accrued as of January 31, 2020 and at June 30, 2020 (in the Annualized column).

#### Schedule 1 – Business Activities

Business Activities is the Central Business Unit of HATC. The newly created business unit was adopted in the Fiscal Year 2020 budget. It uses the concept of being the Central Office Cost Center, whereas the overhead and indirect costs are absorbed by the unit and in turn is supported by the management fees levied on the other business units and programs/projects. A majority of the larger housing authorities utilizes this newly implemented concept. The management fees levied on HATC owned properties, in addition to contributions from SHFC, provide support to the business activities unit at HATC.

Business Activities absorb almost all of the overhead and indirect costs. This would include expenses accrued by supportive functions of HATC that includes the Executive and Finance Departments.

The Business Activities unit is used as a conduit to contribute to other programs as necessary.

## Schedule 2 – Housing Choice Vouchers

HATC was awarded approximately \$5.4M by the U.S. Department of HUD to provide rental assistance (housing assistance payments-HAP) in CY2019 (January 2019-December 2019). This funding supports approximately 617 units/vouchers. The majority are regular housing vouchers (that is used to support low-income individuals/families), but a portion supports special categories, including VASH (assistance to Veterans), NED (non-elderly disabled), FUP (Family Unification) and PBV (project based vouchers). Administrative fees are paid to the housing authority based on the number of vouchers leased. For CY2019, the administrative fees are set at \$83.25 per unit and is tentatively prorated at 79%.

HUD retains all unspent HAP funds for the housing authority to be utilized in subsequent years. However, future funding is based on past HAP expenditures. Therefore, it is in the best interest of HATC to expend all awarded HAP funds if possible.

Since the HUD HCV HAP award is for the calendar year, and does not correspond to HATC fiscal year, HATC tracks the HAP expenditures internally to ensure it does not exceed the award amount. The HAP renewal funding for CY2020 (January – December 2020), is anticipated in April 2020.

Schedule 2 primarily tracks how the administrative fees are spent. Any deficits in this schedule will need to be funded by contributions from a non-federal source. No management fees for Business Activities are currently taken from the HCV program. Also, the program's non-rental assistance expenditures are primarily direct costs.

## Schedule 4 – SEA RAD PBRA – Eastern Oaks

The FY2020 budget was prepared using the FY2018 (July 2017-June 2018) year-end financial statements in the audit report, which is why the budget is in summarized categories. It is anticipated that the budget for next year will have more breakdown in cost categories.

Eastern Oaks was a public housing project (Low Rent Program) that was converted to a RAD PBRA project, which is on a different federal funding platform within the U.S. Department of HUD. An advantage of this conversion is that there is a more stable flow of federal subsidy. HATC now has ownership of the Eastern Oaks property and may take on debt (if needed) to make improvements.

Under the RAD PBRA program, Eastern Oaks receives HAP subsidy for occupied units. In order to have a balanced budget for Eastern Oaks, there is an estimated \$36K worth of contributions from Business Activities.

## Schedule 5 – Manor Town

Manor Town (fully and privately owned by HATC). It was estimated that an \$88K contribution from Business Activities was needed to have a balanced budget for Manor Town.

Manor Town is currently undergoing some capital improvements. These improvements were budgeted in the FY2019 budget, and is financed by contributions from SHFC. For the current fiscal year, \$75K has been spent in capital improvement, and an equal amount in contribution from SHFC is shown on the Schedule.

Manor Town also carries three separate loans.

- 1) TDHCA – no interest loan, balance of \$221K on July 1, 2019; with a January 2045 maturity.
- 2) Wells Fargo – balance of \$708K on July 1, 2019; with a February 2035 maturity
- 3) Federal Home Loan Bank – 15-year loan/grant of \$330K, no payments, anticipated to come off the books in April 2021.

Both interest and principal payments are shown on the Schedule.

# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

Note that certain payments are shown on the Finance Report which includes capital expenditures, loan principal payments, reserve contributions and etc. Though they are not expenditures per se; they are outflows of funds. The Schedule is meant to be a comparison between approved budgets and the actual budget, and meant to show whether the property/program is generating a positive/negative outcome when total revenues are netted with expenditures. It is intended to show whether revenues support the outflow of funds. In order to be more conservative and transparent, these items (capital outlays, loan principal payments and reserve contributions) are reflected on the Schedule, however, they would also be budgeted or be shown with a transfer/contribution from a funding source.

Maintenance Reserve of \$500 per unit was included in the budget per the Board's request.

#### Schedule 6 – Carson Creek

Carson Creek (fully and privately owned by HATC).

Maintenance Reserve of \$500 per unit was included in the budget per the Board's request.

#### Schedule 7 – HATC Foundation

The Board did not approve any funding for HATC Foundation for FY2020. Therefore, all expenditures are currently funded by funds that were carried forward from the prior year, and from external contributions to the Foundation.

#### Schedule 8 - Grant Report

The Continuum of Care Grant was awarded for \$957,303 in order to provide rental assistance to people with special needs. The grant period runs from June 2019 – May 2020.

#### Schedule 9 - Strategic Finance Housing Corporation (SHFC)

The FY2020 budget was prepared using the FY2018 (July 2017-June 2018) year-end financial statements in the audited report which explains why the budget is in summarized categories. Additionally, in the prior year, some indirect costs were absorbed by SHFC. In the FY2020 budget, these items were budgeted and are now expended from Business Activities.

Budgeted direct contributions to Manor Town and Business Activities are reflected as expenditures on the Schedule.

#### Schedule 10 – Sea RAD LP

Summit Oaks and Alexander Oaks were converted from public housing to RAD PBRA LIHTC in 2016. Significant rehabilitation and improvements were made in 2018 and 2019. SEA RAD LP is not a part of HATC or SHFC, however, the property is being managed by HATC. Sea RAD LP is also on a different fiscal year ranging from January to December. The schedule in the finance report reflects the expenditures for the calendar year. The Finance staff will be managing the financial reporting for SEA RAD Oaks LP beginning January 1, 2020.

#### Schedule 11 – Investment Register

Listing of investments in Certificate of Deposits as of January 31, 2020. (See attached schedule)

**Recommended Action:**

For discussion / information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

A. HATC Finance Report

**Prepared by:**

Subra Narayanaier, CPA, Director of Finance

**Approval:**

  
Patrick B. Howard, CEO/Executive Director

**Housing Authority of Travis County  
Finance Report**

<b>Schedule No</b>	<b>Report</b>
NA	Finance Report Narrative
1	Business Activities - Operating Statements
2	Housing Choice Voucher Program - Operating Statements
3	Combined Statement - Eastern Oaks, Manor Town & Carson Creek
4	SEA RAD PBRA - Eastern Oaks - Operating Statements
5	Manor Town - Operating Statements
6	Carson Creek - Operating Statement
7	HATC Foundation - Operating Statements
8	Grants Report
9	Strategic Housing Finance Corp - Operating Statements
10	SEA OAKS LP - Operating Statements
11	Investment Register



# Housing Authority of Travis County

## Schedule 1

### Business Activities

#### Operating Revenue & Expenses

Fiscal Year: July 1, 2019 - June 30, 2020

	Approved Budget	Budget To Date	Actual July 2019	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020	Year to Date as of 01/31/2020	Budget Balance	Annualized Projection
<b>Revenues:</b>												
Management Fees from Projects	56,893	33,214	1,998	2,012	1,950	1,880	1,998	2,154	2,220	14,233	42,708	24,398
Transfer from SFHC	1,105,042	845,441	81,820	91,920	91,920	91,920	91,820	91,821	91,819	843,440	458,602	1,103,040
<b>Total Revenues</b>	1,159,881	676,556	83,908	93,932	93,870	93,800	93,808	94,115	94,139	857,673	502,308	1,127,438
<b>Expenses</b>												
Administrative												
Salaries & Benefits - Inured	568,254	331,482	32,378	33,807	35,003	51,466	42,813	42,989	45,285	284,452	283,802	467,832
Estimated Leave Accrual	NB								10,472	10,472		17,852
Sundry Administrative	416,726	243,090	28,168	12,815	34,528	45,339	19,583	31,534	11,085	178,460	238,596	305,417
Insurance	NB					243	243	245	244	875	NA	1,871
Maintenance	8,000	4,887									8,000	
Capital Outlay/Expenses	42,140	24,582	35,052		4,531	2,340		6,775	125	50,823	(8,683)	60,000
Contribution to HATC Properties	124,861	72,838	10,405	10,405	10,405	10,405	10,405	10,405	10,405	72,835	52,028	124,860
<b>Total Expenses</b>	1,159,881	676,556	104,004	57,127	85,385	109,783	88,854	83,658	77,628	587,717	573,711	887,533
<b>Provision for Reserve</b>	-	-	(10,085)	36,805	8,505	(18,883)	24,854	187	16,513	59,956		129,907

A - Office Rent, Accounting Services, supplies, training

NB - Not Budgeted

# Housing Authority of Travis County

## Schedule 2

### Housing Choice Vouchers

#### Operating Revenue & Expenses

Fiscal Year: July 1, 2019 - June 30, 2020

	Approved	Budget	Actual July 2019	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020	Year to Date at 01/31/2020	Budget Balance	Annualized Projection
<b>Revenues</b>												
HUD Rental Subsidy-CY2019 HUD Funding	5,781,753	3,372,888	482,181	471,210	480,408	487,950	499,286	510,999	518,057	3,440,709	2,341,044	5,888,358
Estimated HUD Administrative Fees	429,098	250,832	43,878	37,054	37,054	37,054	37,433	37,433	37,433	287,140	182,858	457,854
Other revenue - Part In Admin Fees, Inspection etc.	80,000	35,000	4,772	4,004	4,172	5,518	3,415	4,510	4,377	30,788	29,233	52,744
<b>Total Revenues</b>	6,271,751	3,658,720	510,842	512,268	521,632	540,522	540,144	552,942	580,467	3,738,617	2,553,135	6,408,057
<b>Expenses</b>												
Administrative												
Administrative salaries and benefits	348,251	201,860	23,868	30,083	29,897	38,886	30,610	31,040	30,081	224,807	121,844	385,041
Estimated Leave Accrual												9,286
Auditing expense	13,805	8,111						13,830		13,830	75	13,830
Travel & Training Expense	2,238	1,305		258	679	(203)	308	1,797	29	2,886	(628)	4,913
Sundry Administrative	111,207	84,929	4,788	10,600	8,316	8,520	8,849	7,880	10,127	58,708	52,599	100,842
Maintenance												
Maintenance material	860	403									860	
Contract costs	1,751	1,021									1,751	
Other												
Insurance	13,656											
Rental Assistance	5,781,753	3,372,888	482,181	471,210	480,408	487,950	499,286	510,999	518,057	3,440,709	2,341,044	5,888,358
<b>Total Expenses</b>	6,271,751	3,650,439	480,825	512,132	520,145	545,518	539,584	568,227	570,847	3,745,276	2,528,475	6,418,831
<b>Provision for Administrative Reserve</b>	-	8,083	18,817	136	1,487	(4,934)	550	(13,285)	(10,381)	(8,850)		(10,774)

# Housing Authority of Travis County

Schedule 3  
Combined Operating Revenue & Expenses - Eastern, Manor Town & Carson Creek  
Combined Units - 79 units  
Fiscal Year: July 1, 2019 - June 30, 2020

Budget Line Item (BLI)	Approved Budget	Budget To Date	Actual July 2019	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020	Year to Date at 01/31/2020	P.L.U.M.	Budget Balance	Annualized Projection	Anticipated Budget Revision	Increase/Decrease Org Budget
<b>Revenues</b>															
Dwelling Rental & Other Tenant Income	413,005	240,920	39,485	30,502	31,173	32,858	33,427	32,068	33,077	224,018	405	188,887	384,031	384,031	(28,974)
PERA HUD HAP Subsidy	137,274	99,077	9,179	8,319	7,851	7,134	7,183	9,292	13,809	81,547	111	75,727	105,509	105,509	(31,765)
Collection Losses	(10,349)	(6,037)	-	(6,037)	(6,037)	-	-	(1,865)	-	(3,069)	(6)	(7,909)	(5,281)	(5,281)	5,088
Other revenue	29,573	17,251	340	360	418	244	292	361	157	2,172	4	27,401	3,723	3,723	(25,650)
Minor CIP funded by SHFC	NA	NA	29,510	28,321	-	5,278	14,645	-	8,332	84,987	NA	NA	90,000	90,000	NA
Transfer from Business Activities	124,861	72,938	10,405	10,405	10,405	10,405	10,405	10,405	10,405	72,835	132	52,026	124,860	208,862	82,101
<b>Total Revenues</b>	<b>884,364</b>	<b>485,165</b>	<b>78,919</b>	<b>75,212</b>	<b>48,339</b>	<b>58,320</b>	<b>66,332</b>	<b>59,888</b>	<b>55,580</b>	<b>441,518</b>	<b>645</b>	<b>316,881</b>	<b>782,862</b>	<b>784,864</b>	<b>610</b>
<b>Expenses</b>															
Salaries and Benefits	139,780	81,538	9,864	10,084	10,208	14,276	13,705	10,249	12,484	80,701	148	59,079	138,345	138,345	(1,435)
Estimated Leave Accrual													7,278	7,278	7,278
Auditing expense	9,733	5,878	-	-	-	-	-	9,681	-	9,681	18	52	9,759	9,759	28
Legal expense	877	385	-	-	-	-	-	-	-	128	0	551	216	216	(481)
Travel & Training expense	6,084	3,548	-	154	283	-	-	-	83	520	1	5,564	861	861	(5,193)
Management fee	34,711	20,248	1,980	2,012	1,950	1,860	1,988	2,184	2,220	14,233	26	20,478	24,388	24,388	(10,312)
<b>Other Administrative Expenses</b>	<b>19,552</b>	<b>11,405</b>	<b>212</b>	<b>2,883</b>	<b>1,552</b>	<b>6,116</b>	<b>1,119</b>	<b>908</b>	<b>1,888</b>	<b>14,888</b>	<b>27</b>	<b>8,866</b>	<b>25,519</b>	<b>25,519</b>	<b>5,967</b>
Maintenance salaries and benefits	149,275	87,077	11,293	11,666	11,338	17,058	15,827	11,043	14,711	82,507	187	56,788	158,583	158,583	8,308
Maintenance material	46,559	27,158	848	3,778	2,888	2,788	1,720	858	910	13,879	25	32,880	23,450	23,450	(23,109)
Contract costs	103,488	80,356	34,292	9,294	8,618	7,936	12,052	7,388	7,690	81,278	147	22,240	118,830	118,830	15,182
Insurance	28,883	18,854	490	481	480	1,718	1,718	1,725	1,722	8,325	15	20,568	15,082	15,082	(13,837)
Protective Services	-	NA	-	-	-	-	-	1,875	7,126	8,801	18	NA	NA	10,000	10,000
Tenant services	1,268	740	-	-	-	-	-	-	-	-	-	1,268	-	-	(1,268)
Utilities	55,474	32,380	3,956	4,180	4,316	4,108	3,978	3,697	4,108	28,322	51	27,152	48,552	48,552	(8,922)
Debt service - Interest expense	14,232	8,302	1,023	1,015	975	888	858	884	875	8,828	13	7,303	11,878	11,878	(2,354)
Debt service - Principal	41,358	24,428	6,123	6,131	6,171	6,148	6,197	6,162	6,170	43,082	78	(1,734)	73,872	73,872	32,514
Capital Expenditures-SHFC funded	NA	NA	29,510	28,320	-	5,280	14,645	-	8,332	84,987	NA	NA	90,000	90,000	90,000
Capital Expenditures	NA	NA	-	-	-	-	-	-	4,025	4,025	7	(4,025)	4,025	4,025	4,025
Contribution to Maintenance Reserve	24,500	14,292	2,042	2,042	2,042	2,042	2,042	2,042	2,042	14,294	26	10,208	24,504	24,504	4
Contribution to Replacement Reserve	15,000	8,750	-	-	-	-	-	-	-	-	-	15,000	-	-	(15,000)
<b>Total Expenses</b>	<b>880,584</b>	<b>492,829</b>	<b>101,202</b>	<b>76,131</b>	<b>48,830</b>	<b>76,325</b>	<b>76,041</b>	<b>58,687</b>	<b>74,200</b>	<b>506,438</b>	<b>762</b>	<b>278,015</b>	<b>784,845</b>	<b>784,865</b>	<b>94,401</b>
<b>Provisions for Reserve</b>	<b>3,880.00</b>	<b>2,216.87</b>	<b>(22,283)</b>	<b>(319)</b>	<b>409</b>	<b>(14,405)</b>	<b>(10,108)</b>	<b>(7,819)</b>	<b>(8,620)</b>	<b>(82,548)</b>	<b>(116)</b>		<b>(82,103)</b>		<b>(93,801)</b>



## Fiscal Year: July 1, 2019 - June 30, 2020

A - Revenues lower than expected because of vacancies.  
B - Replacement reserves has not been initiated  
NB - Item was not included in the FY2020 budget

**Tenant AR over 90+ days: \$ 619.00**

# Housing Authority of Travis County

Schedule 5

Manor Town - 33 units

Operating Revenue & Expenses

Fiscal Year: July 1, 2019 - June 30, 2020

Budget Line Item (BLI)	Approved Budget	Budget To Date	Actual Jan 2019	Actual Feb 2019	Actual Mar 2019	Actual Apr 2019	Actual May 2019	Actual Jun 2019	Actual Jul 2019	Actual Aug 2019	Actual Sep 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020	Year to Date as of 01/31/2020	P.U.M.	Budget Balance	Annualized Projection	Anticipated Budget Revision	Inc/Dec CIP Budget
<b>Revenue:</b>																					
Dwelling Rental revenue	200,533	118,978	13,899	14,859	14,859	14,859	15,809	15,809	15,809	14,859	14,859	14,859	15,809	15,809	14,859	104,539	453	95,994	179,210	179,210	(21,329)
Other tenant revenue	6,678	3,896	1,490	-	75	-	-	-	-	-	-	-	-	-	-	330	7	5,058	2,777	2,777	(3,802)
Other revenue	2,437	1,422	340	360	418	244	292	292	292	292	292	292	292	292	292	1,172	9	265	3,723	3,723	1,263
Collection Losses	(3,272)	(1,809)	-	-	(508)	-	-	-	-	-	-	-	-	-	-	(1,741)	(10)	(1,023)	(3,855)	(3,855)	(593)
Manor CIP funded by SHFC	NA	NA	29,510	29,321	-	5,278	14,845	8,332	8,332	8,332	8,332	8,332	8,332	8,332	8,332	84,087	223	NA	90,000	90,000	90,000
Transfer from Business Activities	99,429	51,564	7,369	7,369	7,369	7,369	7,369	7,369	7,369	7,369	7,369	7,369	7,369	7,369	7,369	51,563	223	36,844	88,428	939,928	48,467
<b>Total Revenues</b>	<b>294,809</b>	<b>171,970</b>	<b>52,078</b>	<b>48,708</b>	<b>22,013</b>	<b>28,572</b>	<b>38,270</b>	<b>21,028</b>	<b>31,062</b>	<b>24,175</b>	<b>24,175</b>	<b>24,175</b>	<b>31,062</b>	<b>21,028</b>	<b>31,062</b>	<b>24,175</b>	<b>863</b>	<b>137,141</b>	<b>360,283</b>	<b>408,781</b>	<b>113,875</b>
<b>Expenses</b>																					
Administrative salaries and benefits	57,778	33,703	3,830	4,086	4,138	5,788	5,559	4,155	5,061	32,717	142	25,059	56,085	56,085	56,085	32,717	142	25,059	56,085	56,085	(1,800)
Estimated Leave Accrual	4,171	2,433	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,300	2,300	2,300
Auditing expense	11,119	8,486	89	1,152	893	1,211	372	242	867	4,536	20	8,583	7,778	7,778	7,778	4,149	18	22	4,171	4,171	-
Sundry Expenses	10,482	8,115	798	732	796	771	756	837	837	5,304	23	5,178	9,083	9,083	9,083	5,304	23	5,178	9,083	9,083	(3,343)
Management fee - 5% of Property Revenues	1,843	1,133	-	77	86	-	-	-	-	-	-	-	-	-	-	-	-	-	338	338	(1,389)
Travel & Training	62,187	38,282	4,893	4,893	4,724	7,107	8,636	4,802	5,821	38,545	167	23,852	88,077	88,077	88,077	38,545	167	23,852	88,077	88,077	3,860
Maintenance salaries and benefits	21,311	12,431	55	2,063	1,062	1,528	388	95	282	5,481	24	15,830	9,398	9,398	9,398	5,481	24	15,830	9,398	9,398	(11,815)
Maintenance material	24,716	14,419	1,072	1,867	2,655	2,187	6,364	2,700	2,844	20,286	88	4,449	34,747	34,747	34,747	20,286	88	4,449	34,747	34,747	10,029
Contract costs	7,481	4,384	254	255	254	840	840	843	843	4,127	18	3,354	7,075	7,075	7,075	4,127	18	3,354	7,075	7,075	(406)
Insurance	110	64	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(110)
Tenant services	21,408	12,486	1,718	1,540	1,784	1,692	1,686	1,554	1,595	11,359	49	10,049	19,473	19,473	19,473	11,359	49	10,049	19,473	19,473	(1,825)
Utilities	18,500	9,825	1,375	1,375	1,375	1,375	1,375	1,375	1,375	8,625	42	8,875	16,500	16,500	16,500	8,625	42	8,875	16,500	16,500	-
Contribution Maintenance Reserve - \$500 per unit/year	14,232	8,302	1,023	1,015	975	986	959	984	975	8,929	30	7,303	11,878	11,878	11,878	8,929	30	7,303	11,878	11,878	(2,354)
Debt service - Interest exp/ship	41,358	24,128	8,123	8,131	8,171	8,148	6,187	6,182	6,170	43,092	187	(1,754)	73,872	73,872	73,872	43,092	187	(1,754)	73,872	73,872	32,514
Debt service - Principal	NA	NA	29,510	29,320	-	5,280	14,845	-	8,332	84,087	NA	NA	NA	NA	84,087	NA	NA	NA	90,000	90,000	90,000
Capital Expenditures - SHFC funded Manor CIP	284,808	171,970	50,841	51,477	24,554	35,373	45,764	27,718	34,900	270,417	807	108,478	408,781	408,781	408,781	270,417	807	108,478	408,781	408,781	113,875
<b>Total Expenses</b>	<b>284,808</b>	<b>171,970</b>	<b>50,841</b>	<b>51,477</b>	<b>24,554</b>	<b>35,373</b>	<b>45,764</b>	<b>27,718</b>	<b>34,900</b>	<b>270,417</b>	<b>807</b>	<b>108,478</b>	<b>408,781</b>	<b>408,781</b>	<b>408,781</b>	<b>270,417</b>	<b>807</b>	<b>108,478</b>	<b>408,781</b>	<b>408,781</b>	<b>113,875</b>
<b>Provision for Reserve</b>	<b>-</b>	<b>-</b>	<b>1,437</b>	<b>(2,788)</b>	<b>(2,641)</b>	<b>(6,801)</b>	<b>(7,484)</b>	<b>(8,810)</b>	<b>(3,818)</b>	<b>(28,666)</b>	<b>(124)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(28,666)</b>	<b>(124)</b>	<b>-</b>	<b>(48,458)</b>	<b>-</b>	<b>(0)</b>

C - Partial renovation at Manor was paid in July 2019. The renovations were funded from SHFC contributions budgeted in FY2019  
D - The approved budget for the principal is under-budgeted by \$35K. The budget for this line should be about \$75K

Tenant AR over 90+ days \$

# Housing Authority of Travis County

Schedule 6

Carson Creek - 16 units

Operating Revenue & Expenses

Fiscal Year: July 1, 2019 - June 30, 2020

Budget Line Item (BLI)	Approved Budget	Budget To Date	Month July 2019	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020	Year to Date at 01/31/2020	P.U.M.	Budget Balance	Annualized Projection	Anticipated Budget Revision	Incorporate Orig Budget
<b>Revenues</b>															
Dwelling Rental revenue	132,000	77,400	11,357	11,357	11,757	12,155	12,159	12,157	12,157	83,069	742	49,567	142,455	142,455	9,769
Other tenant revenue	3,398	1,982	185	-	265	315	240	190	225	1,380	12	2,038	2,331	2,331	(1,067)
Bldg debts	(7,077)	(4,120)	-	-	-	-	-	(125)	-	(125)	(1)	(6,952)	(214)	(214)	6,063
Other revenue	4,304	2,511	-	-	-	-	-	-	-	-	-	4,304	-	-	(4,304)
<b>Transfer from Business Activities</b>															
<b>Total Revenues</b>	<b>133,311</b>	<b>77,765</b>	<b>11,542</b>	<b>11,357</b>	<b>12,022</b>	<b>12,470</b>	<b>12,399</b>	<b>12,162</b>	<b>12,382</b>	<b>84,334</b>	<b>753</b>	<b>48,577</b>	<b>144,573</b>	<b>152,855</b>	<b>19,844</b>
<b>Expenses</b>															
Administrative salaries and benefits - DIRECT	29,820	17,395	2,098	2,180	2,207	3,087	2,803	2,216	2,648	17,448	156	12,372	29,811	29,811	91
Paid Leave Accrual															
Auditing expense	1,854	1,082		-	-	-	-	1,844	-	1,844	16	10	1,800	1,800	46
Management fee - 5% of Revenues	7,018	4,094	577	640	601	551	620	614	613	4,216	38	2,803	7,227	7,227	208
Travel & Training expense	1,842	783		77	41	-	-	-	18	138	1	1,206	233	233	(1,109)
Supplies Expenses	1,067	1,185		958	289	551	91	233	303	2,425	22	(428)	4,157	4,157	2,160
Maintenance salaries and benefits	31,099	18,141	2,348	2,431	2,383	3,553	3,318	2,300	2,861	19,272	172	11,827	33,038	33,038	1,839
Maintenance materials	13,878	8,094	593	1,233	1,248	160	12	-	18	3,282	28	10,814	5,592	5,592	(8,284)
Maintenance Contract costs	28,718	17,338	30,730	1,284	1,821	4,167	1,020	1,600	1,920	43,222	388	(13,504)	53,477	53,477	23,759
Utilities	1,196	898	73	85	135	25	-	-	-	318	3	878	545	545	(651)
Insurance	3,580	2,094	-	-	-	288	284	290	287	1,147	10	2,443	1,986	1,986	(1,624)
Capital Expenditures	NB								4,025	4,025	30	(4,025)	4,025	4,025	4,025
Contribution Maintenance Reserve - \$500 unit/year	8,000	4,867	887	887	887	887	887	887	887	4,869	42	3,331	8,004	8,004	4
<b>Total All Expenses</b>	<b>129,511</b>	<b>75,548</b>	<b>37,082</b>	<b>8,535</b>	<b>8,170</b>	<b>13,047</b>	<b>9,875</b>	<b>9,764</b>	<b>13,511</b>	<b>101,964</b>	<b>911</b>	<b>27,527</b>	<b>152,855</b>	<b>152,855</b>	<b>23,444</b>
<b>Provision for Reserve</b>	<b>3,880</b>	<b>2,217</b>	<b>(26,640)</b>	<b>1,823</b>	<b>2,852</b>	<b>(677)</b>	<b>2,824</b>	<b>2,398</b>	<b>(1,129)</b>	<b>(17,869)</b>	<b>(158)</b>		<b>(8,382)</b>		<b>(3,800)</b>

Tenant AR over 60+ days \$

B - In anticipation of inspections, services for extended tree trimming and removal costing \$28655 was included in July 2019.

C - Fencing

# Housing Authority of Travis County

Schedule 7  
HATC Foundation  
Operating Revenue & Expenses  
Fiscal Year: July 1, 2019 - June 30, 2020

	Approved Budget	Budget To Date	Month July 2018	Actual Aug 2018	Actual Sept 2018	Actual Oct 2018	Actual Nov 2018	Actual Dec 2018	Actual Jan 2019	Year to Date at 01/31/2020	Budget Balance	Annualized Projection
Reserves Opening Balance - 07/01/19	242,551	242,551	NA	NA	NA	NA	NA	NA	NA	242,551	NA	242,551
Contribution Income-HATC Foundation	18,707	10,812	*	*	*	*	5,000	2,500	3,669	11,168	7,538	19,147
<b>Total Estimated Reserves</b>	<b>261,357</b>	<b>253,363</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>5,000</b>	<b>2,500</b>	<b>3,669</b>	<b>253,720</b>	<b>7,538</b>	<b>261,799</b>
Expenses												
Administrative												
Salaries and Benefits	143,787	83,954	8,993	8,321	10,318	14,380	12,844	10,315	12,608	76,777	84,990	135,048
Estimated Leave Accrual	NB			*	*	*	*	*	13,312	13,312	(5,513)	18,825
Legal expense	8,123	5,322		*	*	*	*	*	*	*	8,123	*
Supplies Administrative	28,837	18,022	8	528	2,329	4,480	42	837	1,925	10,245	18,592	17,563
Tenant Services	335	188		8,993	10,020	*	*	2,848	1,198	20,847	(20,512)	35,736
Insurance	NB	*				41	41	44	41	167	NA	268
<b>Total Expenses</b>	<b>182,053</b>	<b>108,203</b>	<b>8,998</b>	<b>18,540</b>	<b>22,667</b>	<b>18,901</b>	<b>12,927</b>	<b>14,244</b>	<b>29,070</b>	<b>123,348</b>	<b>66,881</b>	<b>207,458</b>
<b>Provision for Reserve</b>	<b>79,296</b>	<b>147,360</b>	<b>(8,998)</b>	<b>(18,540)</b>	<b>(22,667)</b>	<b>(18,901)</b>	<b>(12,927)</b>	<b>(14,244)</b>	<b>(29,070)</b>	<b>(130,472)</b>	<b>66,881</b>	<b>54,340</b>

A - Austin Sanitation Camp services \$10000 + \$10967 accruals  
B - reflecting leave accrual in Jan 2020

	Actual	Actual	Actual
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Description	Approved Budget	Budget To Date	Period: June 1, 2019 - May 31, 2020										YTD as of 1/31/2020	Budget Balance	Grant End Projection Expenditures
			Actual JUNE 2019	Actual JULY 2019	Actual AUG 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020					
Rental Assistance															
Housing Allowance	NA	NA	69,871	65,218	81,549	61,422	90,270	81,812	82,770	55,437		491,449	NA		
Housing Assistance Direct Salaries	NA		1,740	3,688	4,423	2,741	3,087	3,444	3,092	5,374		27,449	NA		
Housing Assistance & Direct Salaries	208,636	804,624	84,911	88,766	85,972	64,163	93,337	85,356	85,862	80,811		518,698	386,036	778,347.50	
Administrative Costs	50,387	33,578	2,240	3,987	6,104	2,547	2,788	2,340	3,074	4,298		27,436	22,931	41,153	
	967,303	638,202	94,851	72,773	72,196	94,710	66,105	67,696	88,936	65,097		548,334	418,969	815,601	
														137,802	

# Strategic Housing Finance Corp

## Schedule 9

### Operating Revenues and Expenses

Period: July 1, 2019 - June 30, 2020

	Approved Budget	Budget To Date	Actual July 2019	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020	Year to Date 9/30/2020	Budget Balance	Annualized Rev/Exp
<b>Revenues:</b>												
Rental revenue	6,120	3,575	-	163,723	-	-	28,299	878,738	38,003	2,195,816	1,374,349	3,570,165
Other revenue	3,570,165	2,082,586	750,438	163,723	-	335,659	28,299	878,738	38,003	2,195,816	1,380,478	3,570,165
<b>Expenses:</b>												
Administrative salaries/benefits	476,519	278,005	31,721	32,541	34,084	48,431	36,850	34,520	42,359	261,308	215,273	447,853
Estimated Lease Account	NB								24,146	24,146	NB	34,000
Legal expenses	11,114	6,483			608	806	606	608	22	2,446	8,646	4,193
Travel expense	3,104	1,811		81	1,660	1,366	-	-	93	3,263	(156)	5,594
Auditing Expense	16,069	9,734						12,608	-	12,608	3,176	13,000
Sundry Administrative	48,514	28,200	3,589	5,386	16,025	4,459	5,592	3,179	7,210	45,590	3,124	77,811
Other												
Insurance	8,588	5,010	791	791	791	214	214	219	218	3,236	5,352	5,647
Capital Expenditures	NB								3,885	3,885	NB	6,660
Transfer to Manor for renovations	NB		26,510	26,321	-	5,280	14,645	-	8,331	84,087	NA	90,000
Transfer to Business Activities	1,103,042	843,441	91,920	91,920	91,920	91,621	91,920	91,921	91,920	843,442	459,800	1,103,043
<b>Total Expenses</b>	<b>1,867,827</b>	<b>972,763</b>	<b>157,511</b>	<b>157,080</b>	<b>145,116</b>	<b>153,300</b>	<b>149,587</b>	<b>143,355</b>	<b>178,182</b>	<b>1,094,108</b>	<b>695,636</b>	<b>1,787,802</b>
<b>Provision for Reserve</b>	<b>1,308,668</b>	<b>1,113,308</b>	<b>592,925</b>	<b>6,963</b>	<b>(146,116)</b>	<b>182,359</b>	<b>(121,246)</b>	<b>735,383</b>	<b>(139,219)</b>	<b>1,111,707</b>		<b>1,782,353</b>

B - Office rent, accounting & IT fees, etc

**SEA RAD LP**  
CY 2020 Monthly Trailing Operating Statement  
Schedule 10  
75 units

	CY2020 Budget	Budget To Date	Jan 2020	YTD-01/2020	PUM	Budget Balance
<b>REVENUES</b>						
Owner's Share of Rent Paid in Full (Revenue)	427,500	427,500	28,500	38,500	473	448,380
Tenant Rental Revenue	170,201	14,933	17,000	17,000	239	181,301
Operating Subsidies	280,094	23,341	18,000	18,000	240	262,094
Vacancy Loss	(22,965)	(1,914)	-	-	-	(22,953)
Other Tenant Revenue	3,132	3,132	4,560	4,560	61	(1,428)
Other Revenue	NB	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>438,452</b>	<b>39,493</b>	<b>40,460</b>	<b>40,460</b>	<b>539</b>	<b>398,002</b>
<b>Operating Expenses</b>						
General and Administrative						
Auditing	11,000	917	-	-	-	11,000
Consulting	14,000	1,167	1,842	1,842	22	12,358
Legal Fees	7,613	634	647	647	9	6,966
Compliance Fees	4,000	333	-	-	-	4,000
Leased Equipment/Telephone	NB	NB	277	277	4	(277)
Postage and Office Supplies	275	23	182	182	2	93
Dues and Subscriptions	280	23	282	282	-	280
Bank Fees, Training, Other	12,000	1,000	1,842	1,842	4	11,178
Management Fee	21,973	1,831	1,842	1,842	25	19,943
Payroll and Benefits						
Manager	35,624	2,869	2,856	2,856	38	32,668
Maintenance, part-time	40,444	3,370	4,147	4,147	55	36,297
Taxes and Insurance	19,448	1,621	1,938	1,938	25	17,510
Repairs and Maintenance						
Extermination	3,135	261	180	180	3	2,945
Grounds	35,541	2,892	5,895	5,895	80	29,556
Make Ready	2,500	208	-	-	-	2,300
Repairs	17,970	1,493	1,292	1,292	17	16,637
Other	12,000	1,000	1,201	1,201	16	10,779
Utilities						
Electricity	8,281	690	508	508	7	7,715
Gas	2,250	210	258	258	3	2,127
Water & Sewer	15,448	1,287	1,357	1,357	18	14,091
Trash	27,148	2,262	2,868	2,868	38	24,280
Annual Property Insurance	37,534	3,128	2,719	2,719	37	34,755
Contribution to Rep Reserve	22,500	1,875	-	-	-	22,500
<b>Total Operating Expenses</b>	<b>351,347</b>	<b>29,278</b>	<b>30,481</b>	<b>30,481</b>	<b>406</b>	<b>320,866</b>
<b>Net Operating Income/(Loss)</b>	<b>88,416</b>	<b>10,214</b>	<b>9,979</b>	<b>9,979</b>	<b>133</b>	<b>78,136</b>
Interest Income	205	17	-	-	-	205
Debt Service - Principal	(70,633)	(6,366)	-	-	-	(76,633)
Interest - Construction Loan	-	-	(35,327)	(35,327)	-	(35,327)
Asset Management Fee	(6,816)	(563)	(563)	(563)	-	(6,248)
Amortization Expense	NA	NA	-	-	-	NA
Depreciation Expense	NA	NA	-	-	-	NA
Net non-operating Expense	(63,244)	(8,837)	(35,865)	(35,865)	-	(47,348)
<b>Net Loss</b>	<b>4,871</b>	<b>3,277</b>	<b>(25,886)</b>	<b>(25,886)</b>	<b>(126,816)</b>	<b>30,787</b>

Debt Service Coverage Ratio 1.15  
A - Expense is for 2 months  
Tenant AM over 60+ days: 8,771 accounted for in allowance for bad debt

**Housing Authority of Travis County**  
**Schedule 11**  
**Investment Register**

Investment Type	Maturity Date	Rate	Amount	Funding Source
Certificate of Deposit (CD)	Aug 7, 2020	1.50%	\$ 1,018,072	Investment under TCC using funds from SHFC- \$100% HATC Business Activities - \$700% guarantee to HATC for completion of RAD rehab
Certificate of Deposit (CD)	May 4, 2020	1%	\$ 56,252	HATC Business Activities - HFC Bank
Certificate of Deposit (CD)	July 29, 2021	1%	\$ 400,000	CD at Texas Star National Bank as Pledge Deposit for Line of Credit for Eastern Oaks rehabilitation- funding source SHFC





## HATC Discussion Item VII.D

### Real Estate Development

March 5, 2020

**Subject:** Tech Ridge Apartments (Embrey Development)- proposed 311 unit Apartment Complex located at Tech Ridge Blvd. and IH-35 in Austin, Texas.

#### Background Information:

On September 24, 2019, staff presented an opportunity to enter into a partnership relationship with Embrey Development to develop 311 units using the 51% at 80% affordable structure or Chapter 303 of the Texas Local Government Code. This structure requires a Public Facilities Corporation to participate in a Ground Lease in order to provide a property tax exemption; the Housing Authorities legislation requires the approval of both the Housing Authority of the City of Austin and the City of Austin. Both of these approvals have been obtained and staff is awaiting a resolution from the City of Austin. Staff is currently negotiating the terms under which the agency will participate. Due to the new structure, it is difficult to calculate the anticipated cash flow of the property. This is due in large part to the unknown return necessary to attract conventional equity to the project. Also, important is the exit strategy and the anticipated sales proceeds/cash flow which make up our return. Further explanation will be provided at time of presentation.

#### Recommended Action:

For discussion/ information only. No action needed.

#### Alternate Option:

N/A

#### Fiscal Impact:

N/A

#### Attachment:

N/A

#### Prepared by:

Robert Onion, *Director of Real Estate Development*

#### Approval:

  
Patrick B. Howard, CEO/Executive Director

## **HATC Discussion Item VII.D**

### **Real Estate Development**

**March 5, 2020**

**Subject: SEA RAD Oaks**

#### **Background Information:**

SEA RAD Oaks is comprised of two communities (Alexander Oaks and Summit Oaks) totaling 75 units of affordable housing. These properties underwent major rehabilitation utilizing the Texas Department of Housing and Community Affairs Low Income Tax Credit Program. This rehabilitation project was completed on 11/1/19. Staff is now in the process of gathering the documentation and meeting the stabilization requirements necessary to convert the financing to the permanent loan.

#### Conversion to Permanent Financing

All required project documentation is in place with the exception of the final Title Endorsement. F&H Construction did not secure a lien waiver from one of its sub-contractors after making the final payment. F&H Construction, Cliff Blount, and staff have coordinated with the title company on the matter and has provided the title company with copies of all cleared checks issued to, and deposited by the sub-contractor totaling the full amount of the contract including the retainage amount due. We recently received a response from the title company accepting the documentation in place of the executed waiver. The property must still meet the stabilized occupancy and debt service requirements in order to convert to permanent financing.

#### Certification of Tenant Files

All tenant files, with the exception of two, have been certified and distributed to 42 Equity's reviewing agent. The two files not submitted currently have past due information awaiting submission.

#### Receipt of HAP Subsidy Payments

The HAP payments for January 2020 were received and Property Management staff will be applying for the 2020 OCAF subsidy increase.

#### **Recommended Action:**

For discussion/ information only. No action needed.

#### **Alternate Option:**

N/A

#### **Fiscal Impact:**

N/A

#### **Attachment:**

N/A

# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

**Prepared by:**  
Keith Hoffpaur, *Asset Manager*

**Approval:**

  
Patrick B. Howard, *CEO/Executive Director*

## HATC Discussion Item VII.D

### Real Estate Development

March 5, 2020

**Subject:** Manor Town Apartments Phase II

#### **Background Information:**

Manor Town Apartments is a 33 unit Seniors community located in Manor, Texas. It is the first multifamily property to be developed within the city limits of Manor. The HATC is currently in the early planning and design stages of attempting to develop an additional 24 units of Senior housing on the property.

#### Re-platting of Lots

The drawings for the re-platting were completed by the engineer and staff have asked that they be modified to reflect a request that the City vacate the alley running through the property. HATC will grant whatever Right-of-Way easement required by the City. Having ownership of the property addressed would provide some development advantages should fencing and gating of the entire property be needed once Phase II is completed.

#### Architecture

The engineer has provided the architect with the site drawings needed to begin preliminary drawings and that process is underway per the architect.

#### **Recommended Action:**

For discussion/ information only. No action needed.

#### **Alternate Option:**

N/A

#### **Fiscal Impact:**

N/A

#### **Attachment:**

N/A

#### **Prepared by:**

Keith Hoffpauir, *Asset Manager*

#### **Approval:**



Patrick B. Howard, CEO/Executive Director





HOUSING AUTHORITY OF TRAVIS COUNTY

## **HATC Discussion Item VII.D**

### **Real Estate Development**

**March 5, 2020**

**Subject: Eastern Oaks**

#### **Background Information:**

Eastern Oaks Apartments is a 30 unit duplex community owned by the HATC. The property is preparing to undergo significant rehabilitation utilizing funding from the City of Austin, the Texas Department of Housing and Community Affairs, and a \$400,000 bank loan that will be secured by a matching Certificate of Deposit.

#### Relocation Units

With cooperation from the Housing Authority of the City of Austin (HACA), all but two of the needed temporary units have been identified. Staff has executed almost all required documentation, deposits, required rents and utility payments. Two Eastern Oaks residents were relocated to vacant units at Summit Oaks. Those tenants will continue paying their rent as usual so only the relocation expenses had to be absorbed.

#### Relocation

Resident relocation is underway with 14 relocations completed and the remaining 8 in progress. All relocations will be complete prior to construction commencing. As part of this relocation, all furniture belonging to the tenants will be relocated with them. This creates a more comfortable setting for the residents and provides a significant savings compared to purchasing temporary furnishings and paying storage on the resident's personal furnishings.

#### Fair Housing Review

The independent Fair Housing review was completed. All required changes were integrated into the plans.

#### Construction Estimate

The independent construction estimate has been completed and the project bid from F&H Construction has been received. Negotiations are currently underway to establish a final contract cost.

#### Construction Contract

A draft of the contract documents was provided to F&H Construction and the City of Austin for review. We are awaiting legal comments from the city.

#### Financing

Activities are underway with TDHCA and the City of Austin in preparation for closing on project financing.



HOUSING AUTHORITY OF TRAVIS COUNTY

**Pre-Construction**

Communication and cooperation between the project team members is consistent, constructive and continuous. Plans are being reviewed weekly. Opportunities for additional cost savings are on-going. Property Management staff have made empty units available to potential subs for inspection and staff's responsiveness is greatly appreciated. Upon completion of the relocation stage, another complete walk-through of the project by the project team will be conducted to confirm the staging process and clarify any outstanding issues. HATC is currently coordinating with the City of Austin to determine ownership of the cul-de-sac that serves the property. There has been no record of it found at the City nor in any title work associated with the property. It is possible that it may have never been dedicated.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

N/A

**Prepared by:**

Keith Hoffpauir, *Asset Manager*

**Approval:**

A handwritten signature in black ink that reads 'Patrick B. Howard'.

Patrick B. Howard, CEO/*Executive Director*





## HATC Discussion Item VII. E

### The HATC Foundation

March 5, 2020

**Subject:** HATC Foundation Programs & Initiatives Update

**Background Information:**

The Advisory Committee of the HATC Foundation met, as scheduled, on the morning of March 5, 2020, prior HATC Board meeting. The primary focus of the meeting was to further define expectations of the Committee, which involved establishing an organizational framework, organizing participants into sub-committees, and development of a work plan with an effective date of 1 July 2020.

As shown on Attachment A, a proposed framework has been developed to provide some structure, focus, and context for the on-going work of the HATC Foundation and its Advisory Committee.

A proposed history, mission, vision, core focus areas, and (current/proposed) partnership/programming services are included, and were discussed. The hope is that the establishment of sub-committees will better inform the work of the *Foundation*, and subsequently lead to the leveraging of additional resources for programming, and the cultivating of new community partnerships.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

A. HATC Foundation Proposed Framework

**Prepared by:**

Nancy Rojas, *Project Coordinator*

**Approval:**

  
Patrick B. Howard, CEO/Executive Director



502 E. Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
T: (512) 854-8245 | F: (512) 854-1899  
[www.thehatcfoundation.org](http://www.thehatcfoundation.org)

## A. HATC Foundation Proposed Framework

### **PROPOSED FRAMEWORK**

#### **OUR HISTORY**

In December 2017, The Housing Authority of Travis County (HATC) established The HATC Foundation, a 501(c)(3) non-profit subsidiary, to connect HATC families with opportunities that will help them become more self-sufficient, self-reliant, and independent. The HATC Foundation invests in and connects families to learning opportunities that promote Family Enrichment, Youth Development, and Self-Sufficiency.

#### **OUR MISSION**

To create a pathway to connect HATC families to experiential and life-long learning, job training, and higher education opportunities.

#### **OUR VISION**

Through the efforts of the HATC Foundation, every HATC family will have the opportunity to achieve their highest potential and enhance their quality of life.

#### **OUR CORE AREAS OF FOCUS**

To date, our efforts have been concentrated in three core areas of focus: Family Enrichment, Youth Development, and Self-Sufficiency.

The following illustrations represent the current and proposed programming opportunities that are offered to HATC families, categorized as per its respective focus area. The illustrations have also been designed to include a blank section where additional partnerships and programs can be proposed by advisory committee members. Additionally, it is the understanding that resources will be needed to ensure that current and proposed partnerships/programs will be initiated and/or sustained.

*Current Partners: Literacy Coalition of Central Texas; Austin Public Library; Skillpoint Alliance; Austin Career Institute; Capital IDEA; Austin Community College; BCL of Texas; American YouthWorks; Goodwill Excel Center; Goodwill Central Texas; Workforce Solutions Capital Area; Foundation Communities – College Hub; Central Texas Food Bank; Austin Sunshine Cam; Dress for Success Austin; Austin Public Health; Texas A&M – Cooperative Extension Program;*

FOCUS AREA	CURRENT AND <b>PROPOSED</b> PARTNERSHIPS / PROGRAMMING	<b>ADDITIONAL PROPOSED</b> PARTNERSHIPS / PROGRAMMING
<p><b>FAMILY ENRICHMENT</b> Build strong families by facilitating food access, wellness, family interactions, child care, parenting, and resources to help families achieve their long-term goals.</p> <p><b>Correlation to Proposed Mission:</b> <i>Life-long Learning</i></p>	<p><b>Literacy Coalition of Central Texas</b> PALS Parenting Program</p> <p><b>Austin Public Health</b> Shots for Tots (Children) Big Shots (Adults)</p> <p><i>Farm Share Austin</i> <i>Mobile Farm Market</i></p> <p><i>Central Texas Food Bank</i> <i>Social Services Outreach</i> <i>Fresh Food for Families</i> <i>Healthy Options Program for the Elderly (HOPE)</i></p> <p><i>Texas A&amp;M Cooperative Extension Program</i> <i>Housekeeping and Parenting Classes</i></p>	

*Illustration 1: Partnerships/Programming for Family Enrichment Focus Area*

FOCUS AREA	CURRENT AND <b>PROPOSED</b> PARTNERSHIPS / PROGRAMMING	<b>ADDITIONAL PROPOSED</b> PARTNERSHIPS / PROGRAMMING
<p><b>YOUTH DEVELOPMENT</b> Opportunities for youth that allow for esteem building, leadership, character development, social responsibility, and exploration of interests and talents.</p> <p><b>Correlation to Proposed Mission:</b> <i>Experiential Learning and Higher Education</i></p>	<p><b>Empowerment Centers at HATC Developments *</b> Homework Assistance, Tutoring, and Mentoring</p> <p><b>Resident Scholarship Program Graduating HS Senior *</b> Associate's Degree (tuition and fees) Bachelor's Degree (one-time \$2,500)</p> <p><b>Texas and Southwest NAHRO Scholarships Graduating HS Senior</b> One-time (1) \$2,500, (8) \$1,000, \$4,000, \$1,000, \$500</p> <p><b>Central Texas Food Bank</b> Summer Food Service Program Back-Pack Program</p> <p><b>Texas A&amp;M Cooperative Extension Program</b> 4-H</p> <p><b>Boy Scouts of America Capital Area Council</b> STEM Scouts Lab Explorer Club/Post</p> <p><b>Austin Sunshine Camps</b> Summer Camps</p> <p><b>Foundation Communities College Hub</b> College Workshops College and Scholarship Assistance</p> <p><b>American YouthWorks</b> YouthBuild Austin Texas Conservation Corps</p> <p><b>Austin Public Library</b> Mobile Library</p>	

*Illustration 2: Partnerships/Programming for Youth Development Focus Area*

*HACT Foundation Program \**

FOCUS AREA	CURRENT AND <b>PROPOSED</b> PARTNERSHIPS / PROGRAMMING	<b>ADDITIONAL PROPOSED</b> PARTNERSHIPS / PROGRAMMING
<p><b>SELF-SUFFICIENCY</b> Guide and assist families and individuals on their path towards financial independence and self-sufficiency through assistance and training in obtaining employability and facilitating the access to resources.</p> <p><b>Correlation to Proposed Mission:</b> <i>Job Training</i></p>	<p><b>BCL of Texas</b> Financial Capabilities Workshops</p> <p><b>Southwest NAHRO Scholarship</b> Head of Household One-time \$750, \$500</p> <p><b>Austin Career Institute</b> HVAC Certifications Medical Assistant Certification</p> <p><b>Skillpoint Alliance</b> Nurse Aide HVAC Technician Pre-Apprentice Plumbing Pre-Apprentice Electrical Advanced Manufacturing</p> <p><b>Capital IDEA</b> ACC Career Expressway College Prep Academy Union Partner Programs</p> <p><b>Literacy Coalition of Central Texas</b> Job Readiness Trainings The Learning Center</p> <p><b>Dress for Success Austin</b></p> <p><b>Workforce Solutions Capital Area</b></p> <p><b>Goodwill Central Texas</b> Excel Center</p> <p><i>Austin Community College</i> <i>ACC Community Pathways</i></p>	

*Illustration 3: Partnerships/Programming for Self-Sufficiency Focus Area*

## **NEXT STEPS**

### **ADVISORY COMMITTEE**

Provide structure to the Advisory Committee by organizing sub-committees to allow for new partnership and programming ideas to be conceptualized with the assistance from community service providers. Sub-committees will also work on providing a structure as to how their initiatives will be implemented and offered to HATC families through the Resident/Client Navigator [Transit Empowerment Fund (TEF) Pilot Program]. Refer to the following pages for TEF Pilot Program overview and Client/Resident Navigator job description.

Advisory Committee members may serve in several of the four (4) sub-committees that will be created which will focus on the following areas:

1. Family Enrichment
2. Youth Development
3. Self-Sufficiency/Asset Building
4. Development/Fundraising

Once the sub-committees are organized, they will develop a work plan to be implemented on July 1<sup>st</sup>. Click [here](#) to see good elements of a work plan.

### **TIMELINE TO WORK PLAN IMPLEMENTATION**

**April:** Develop individual sub-committee work plans

**May:** Consolidate individual sub-committee work plans

**June:** Finalize work plan as whole

**July 1<sup>st</sup>:** Implement work plan

## **Transit Empowerment Fund (TEF) Demonstration Grant**

### **Movin' On Up Pilot Program**

#### **Key Elements**

The pilot program consists of three key programmatic elements and an evaluation of the entire effort. The programmatic elements will all be managed by the new position created to lead the program, though they may be engaging external support to complete the work. HATC leadership will determine the lead to manage the evaluation of the pilot

#### **Case Management**

Personal connection, encouragement, and trouble-shooting will be critical to the successful enrollment in and completion of workforce development programs for most HATC residents. Accordingly, a case management approach is critical to client success.

The Client Navigator case manager will check in with each resident or resident family in person at least twice per year, and possibly more, as the program's rhythms are better understood. Each contact will include minimal information gathering but will include asking questions to learn whether workforce development is of interest to the client.

If the client indicates an interest, readiness, or receptiveness in workforce development, the Client Navigator will launch a deeper case management and support project (ie, beyond the cursory check-in). This will include one-on-one support in selecting classes, enrolling, and determining barriers for regular attendance. If there are barriers, the Client Navigator will be able to provide just-in-time support in both tangible and intangible ways through the Resource Tool Box.

#### **Resource Tool Box**

Depending on each client's particular situation, they will have different support needs. Some tools in the Client Navigator's Resource Tool Box may include:

- Identifying a class that works for their schedule and personal goals
- Scholarship funds to pay for a course
- Funds to defray the cost of childcare or replace income lost while attending class
- Technology to support online or distance learning
- Transportation support, detailed further here:

Funding through the TEF put a particular focus on the role of transportation to facilitate participation in workforce development and continuing education. Our interviews and surveys found that while transportation is not the greatest barrier to participation, it can be a significant challenge to consistent on-time attendance in classes.



Currently issues with transportation are dealt with on a case-by-case basis by training providers. Broadly, training providers offer bus passes. However, with the availability of public transportation in Central Texas, busses may not meet the time requirements of students' lives because of multi-hour commutes or childcare timing.

Further, many HATC residents and clients have their own cars and experience the transportation barrier as the cost of gas. In our survey of HATC residents and clients, those who are already participating in workforce development and cited transportation as a major barrier all indicated that money for gas would solve the problem. The Workforce Innovation and Opportunity Act (WIOA) allows gas money as a reimbursable support, though we found that few workforce development providers were offering it as a support to clients

Thus, we recommend that this pilot approaches transportation as a dynamic solution tailored to meet the specific needs of the individual resident or client. We also recommend that HATC track the use and effectiveness of each of these options for future planning and to share with the workforce development community.

*Option 1: Gas Cards*

This option is best for residents who already have a vehicle in their household but need financial support to afford travel to and from their classes. It will be of greatest importance when classes are located a significant distance from the participant's home. The amount of the funds do not need to cover the full cost of the mileage driven to attend classes, but rather supplement the availability of gas funds to incentivize participation. Continued gas support should be based on the length of the course and require regular attendance. If the car being used to take the student to and from classes is not within their household, it will be up to the Client Navigator to determine how to create accountability for the funds.

*Option 2: No Transfers*

This approach is based on a successful support provided by JUMA in Seattle. It supplements the provision of a bus pass with a ride-share credit to get to and from a bus stop on the same line as the class location. This will cut down on the overall time required to commute to and from classes. It will also remove the risk of missing a transfer, though participants will still be at risk of missing their bus if they don't allow enough travel time in the ride-share car. The Client Navigator should develop a transit plan with each participant and base their ride-share allowance on the distance they will need to travel to and from the agreed-upon bus stop. And again, continued provision of this support should be based on consistent attendance in classes.

*Option 3: Carpool*

This approach is based on the Housing Authority of the City of Austin (HACA) Jobs Plus program, in which a case manager helps to identify a fellow resident to provide transportation support to a neighbor attending classes. The person providing rides can be compensated for their time and vehicle use through a combination of gas cards and rent credits or other incentives at the discretion of the case manager/available budget

for the program. This will be particularly helpful to HATC residents, though likely less helpful to clients who are dispersed around the county.

By leveraging the time and talent of the Client Navigator, the transportation toolkit can be used to meet the specific needs of each individual student through means that are intended to meet the time and money barriers not currently alleviated by support provided by workforce development providers.

There is an additional transportation opportunity available that is focused on the collective vs. the individual - to partner with ACC and other providers to bring courses onsite. These programs do not incur the same kind of costs when they are provided at no cost by the trainers, such as programs through ACC. However, they do incur the cost of time taken to organize and problem-solve with participants by the Client Navigator, as well as potential costs for child care, refreshments, etc.

### **Make it Work Marketing Campaign**

For the case management and transportation support to be effective, clients and residents have to choose to pursue workforce development or continued education. Our research found that while there is no shortage of training courses available to low-income adults at no charge, there is a disconnect between those providers and potential students.

Developing a link not only to the availability of training, but the impact it could have on a resident's or client's life can increase the likelihood that a client or resident would choose to pursue career advancement. Helping clients and residents feel like they belong in programs that are preparing people to thrive as part of our city's growth can overcome resistance to investing in big life changes and be open to messages about how to participate. While HATC has some tools for regular communication with residents, it does not have a compelling approach to getting residents or clients into the workforce development pipeline.

The goal of this marketing campaign is to get 75 residents/clients to pursue a conversation about investing in their careers with the Client Navigator. The objectives of the marketing campaign will be to:

- Develop effective messaging that speaks to the clients' and residents' interests to pursue workforce development training
- Create the right packaging of the messages in mediums that are accessible to clients and residents (i.e., fliers, website, social media graphics, etc.)
- Leverage the benefits of the full pilot, which includes a case manager to support their process and transportation solutions to meet their needs
- Test the impact of the campaign for potential use at a larger scale with community engagement

The Client Navigator will use the funds budgeted for this project to engage either a firm or independent consultants to develop the messages and creative elements of the campaign. The Client Navigator will also track the impact of the campaign to determine whether or not the goal was met and gain additional insight into what was most effective in practice.

The process will begin with the development of an RFP for the campaign, which will include:

- The goals and objectives of the campaign
- Insights about residents and clients gained through this project and other data available to HATC
- Desired timeline and budget restraints

The network HATC established during the pilot development phase can help to distribute the RFP and identify the right firm or set of consultants to develop the campaign.

## **Evaluation**

The goal of the evaluation project is to understand the impact of the pilot and determine how and if it should be continued or expanded. Like the marketing campaign, this portion of the pilot will begin by developing and distributing an RFP for bids on the project. The RFP should include the timeline, summary of the pilot, and goal of the evaluation. We recommend engaging consultants early in the process to ensure tracking mechanisms are place based on the questions the evaluation will answer. There may be some interim conversations, but the majority of the work will be completed at the end of the 12-month pilot to assess and make recommendations for the future of the program. The evaluation should not be managed internally by the Client Navigator, as their role is being evaluated. HATC can determine the right staff role to work with the evaluation consultant(s) based on capacity and who is overseeing the Client Navigator.

## **Case Manager Job Description**

**Position Title:** Client Navigator

**Starting salary:** \$46,000

**Benefits:** through HATC or Foundation?

### **Position Overview**

HATC not only provides affordable housing, we also invest in each resident as part of our commitment to helping them improve their lives. The Client Navigator connects HATC residents to continuing education, professional development, and job training. Throughout the year, the Client Navigator meets with each resident multiple times for a brief assessment of needs and priorities. In addition to case management skills, the Client Navigator will have a “resource toolbox” to support residents’ transportation, registration, technology, and logistics challenges in participating in and completing coursework. This new position is part of the Movin’ On Up Pilot Program, which includes funding to evaluate the effort and may lead to changes in the role.

### **Primary Roles & Responsibilities**

#### **Client Connection and Assessment**

- Ongoing client communication through in-person individual and group interaction
- Regular assessment of client priorities, goals, and growth

#### **Client Resource**

- Support residents in selecting, registering, and attending career development programs
- Create and maintain “resource toolbox” to fill gaps in residents’ abilities to participate and complete programs
- Provide case management and tools to support client participation

#### **Community Engagement**

- Build and maintain productive relationships with education, workforce, and transportation providers
- Acquire and maintain relevant and current knowledge of available programs and resources
- Strengthen HATC’s connection with education, workforce, and transportation providers

#### **Community Outreach**

- Develop and manage contracting process to engage team to create Make It (to) Work marketing campaign
- Coordinate and collaborate with contracted team to create successful campaign aligned with project priorities
- Support launch of campaign among HATC clients and greater community

#### **Program Development**

- Create timeline for client assessment and share with residents
- Create assessment tool for ongoing assessments
- Communicate with clients and providers for ongoing feedback and make iterative adjustments to improve the program
- Collaborate with evaluation lead to develop, implement, and gather data

### **Qualifications & Requirements**

#### **Required**

- Two or more years of experience with public agencies, social services agency, and/or nonprofit organization
- Two or more years of experience working in education, workforce development, and/or housing sector
- Ability to interact with people from diverse backgrounds, including public housing residents and representatives from local agencies and organizations which provide services to public housing residents
- Experience managing data and projects
- Enthusiasm for launching new ventures
- Ability to address the public and present information in a clear and concise manner.
- Experience managing and/or delivering social service programs

#### **Preferred**

- Bachelor’s degree in social work, human services, or public administration



## HATC Discussion Item VIII.A

March 5, 2020

**Subject:** Updates & Notices

**Background:**

The state-sanctioned homeless encampment in South Austin looks to be under the control of *ATX Helps* in the near future, the homeless shelter effort of the Austin Chamber of Commerce and Downtown Austin Alliance, subsequent to the Texas Transportation Commission tentative approval of a lease agreement. The decision was made at the Texas Transportation Commission's meeting February 27, 2020.

The Texas Transportation Commission has decided to lease the 5-acre encampment at 780 S. US 183 to the *ATX Helps* organization at the rate of \$1 per month. *ATX Helps* is the Austin Chamber of Commerce and Downtown Austin Alliance's effort to provide emergency shelter space for the community's homeless population.

Following displeasure with how Austin was handling its homelessness challenges, Governor Abbott opened the camp on November 7, 2019. Although the idea of sanctioned encampments was against the recommendations of the National Alliance to End Homelessness—the group consulting the city of Austin on homeless solutions—the camp has slowly gained a population of more than 100 people, and residents of the camp have built their own governing structure.

On the same day Abbott announced the opening of the camp, the Austin Chamber of Commerce, Downtown Austin Alliance and faith-based community announced the start of *ATX Helps*, a \$14 million campaign to provide 300 shelter beds for the homeless population. The goal was to build a sprung shelter, which is a canvas-walled structure intended to provide immediate, temporary and safe space for those experiencing homelessness to stay. The shelter would also provide a navigation center that aims to connect people to case management, health care, housing and employment opportunities.

The initial aim was to build this shelter near downtown. However, pending final execution of the lease, *ATX Helps* will build a shelter on the South Austin tract. The shelter would serve 150 people with wraparound services, according to Rollins.

**Recommended Action:**

For discussion / information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

N/A

**Prepared and Approved by:**

  
Patrick B. Howard, CEO/Executive Director