

# BOARD OF COMMISSIONERS MEETING HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS

2200 East Martin Luther King, Jr. Blvd.

Austin, Texas 78702

January 24, 2009

9:30 a.m.

## MINUTES

The Housing Authority of Travis County, Texas held a Board of Commissioners Meeting at 2200 East Martin Luther King, Jr. Blvd. on the above date. A quorum was established, and Chairman Tommy A. Nobles called the meeting to order at 10:55 a.m.

## ROLL CALL

Roll Call of Commissioners: Chairman Tommy A. Nobles, Vice Chair Ofelia Elizondo, Commissioner Richard Moya. Commissioner Melvin Wrenn. Absent: Commissioner Tracy Burkhalter Staff in Attendance: Assistant Executive Director/CFO William Friday, Director of Development & Planning Keith Hoffpauir, PR/Marketing Manager Cindy Noland, Administrative Assistant Debbie Honeycutt. Assistant Executive Director/CFO Bill Friday certified the quorum.

## NEW BUSINESS

Item 1: Citizen Communications

There were no citizen communications.

Item 2: Approval of Minutes from the November 15, 2008 Board Meeting

Commissioner Ofelia Elizondo made a **motion** to approve the minutes as presented. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

Item 3: Presentation and review Board Meeting action items

Mr. Wrenn said to place an item on the agenda in February concerning an FSS grant

Chairman Tommy A. Nobles said to place on the agenda for every month.

Assistant Executive Director/CFO Bill Friday said that staff could go back the prior action items that were listed behind the minutes before and bring this schedule up to date. Chairman Tommy A. Nobles asked if that could be prepared before the next Board meeting. Mr. Friday said yes.

Item 4: Presentation, discussion, deliberation and possible approval of contract for Lawn Care for Housing Authority Properties

Mr. Friday presented the report. Mr. Friday said staff wrote an RFP for lawn care services and received four responses from that RFP. Mr. Friday said there would have to be adjustments made to the current price due to 2200 East MLK being sold and to add 502 Highland Mall Blvd., but with the company with the best score was We Mow it Plus. Discussion followed.

Mr. Friday said staff recommends that the Commissioners award the contract for the mowing of the properties listed in the RFP minus 2200 East MLK Jr. Blvd. to: We Mow It Plus for the amount of \$36,540.00 for a twelve month period. Mr. Friday said he estimated this to take effect beginning March 1, 2009, because staff would have to give notice to the current lawn care company. Mr. Friday said with an extension for twelve months based on the satisfactory completion of the previous twelve months.

Commissioner Melvin Wrenn made a **motion** to approve the recommended company. Mr. Moya seconded the motion.

Mr. Wrenn said staff could include in an RFP to list any debts that a potential contractor owed any government entities. Chairman Nobles said to discuss Mr. Wrenn's recommendation with Procurement and Policy Committee. Discussion followed.

Mr. Wrenn said whenever we get these bids and things like that it would be complementary if we could shoot it to about four spec rooms where all the contractors go anyway. Mr. Wrenn said the City has one, and other entities have one, in other words this situation a person that is doing a building they would send out specs to spec groups. He said he thought there are a couple of minorities groups. Mr. Friday said he did that.

A vote was taken, which **passed** unanimously.

Chairman Nobles thanked Mr. Friday for all of his hard work.

Item 5: Presentation, deliberation and possible approval of the Travis County Housing Authority revised Entity Wide Budget for 06/30/09

Mr. Friday said with all of the audits that have been taking place he did not have a budget revision for year ending. Chairman Nobles said this item could be placed on the agenda for the next Board meeting.

Mr. Moya made a **motion** to table item 5 until the March 21, 2009 Board meeting. Mr. Wrenn seconded the motion, which **passed** unanimously.

Item 6: Presentation of the current status of development initiatives

Mr. Friday said there was a set of plans for 502 Highland Mall that the Board could look at. Mr. Friday said the plans that are here are the ones that are out for bid now. He said the bids are due January 30, 2009. Mr. Wrenn said the thing that he understands he said if he was a minority like the Mexican American Chamber of Commerce they have a plans spec room. Mr. Wrenn said his understanding is they have to pay \$50.00 for a plan verses us supplying with a plan.

Mr. Wrenn said the City of Austin has a plans spec room and he understands that they have to pay \$50.00. Mr. Friday said the \$50.00 is not a payment. He said if the contractor returns to plans in good condition the check will be returned. Mr. Friday said he set it up that way so he could get more contractors maybe smaller contractors to bid on the job. Mr. Friday said there is no performance bond up front required he said the bonding all comes in at contract award and signing time. Mr. Wrenn said we need to supply one or two entities like City of Austin and Travis County with plans. Mr. Wrenn said they we could request the plans to be returned to the Housing Authority. Mr. Friday said the plans were emailed to Black Contractors and Hispanic Contractors Association and they printed them. Mr. Friday said the entire RFP and plans were put on a CD and the contractors received a CD with the \$50.00. Discussion followed.

Chairman Nobles said statements stated above could be discussed in the February 2009 Board meeting.

Item 7: Presentation, discussion and possible action regarding the Scholarship Program

Mr. Hoffpauir presented the report. Mr. Hoffpauir said the report states that 100% list of donors was completed. Mr. Hoffpauir said that did not mean that the Housing Authority has all the donors that we intend to solicit it just meant that the spread sheet that was created was complete.

Mr. Moya asked if it would be possible to present some scholarships this year. Mr. Hoffpauir we would like to present some this year and if not it would be next year. Mr. Moya said the Board should think about getting organized and not presenting any scholarships this year. Mr. Moya said the money still has to be raised and interview the people while you are raising the money. Mr. Wrenn asked how many scholarships were planned on being presented this year. Mr. Hoffpauir said that is one of the things that will have to be looked at how much money that would be available. Mr. Wrenn said setting a goal in the minimum number of scholarships. Mr. Hoffpauir said the Housing Authority would like to present 10 scholarships at \$1,000.00 each. Mr. Wrenn said we know if we have a goal of \$1,000.00 we could present one scholarship. Mr. Wrenn said if we could at least present one scholarship this year at \$1,000.00. Mr. Wrenn said he thought that is what the Housing Authority needs to look at. Mr. Moya said if there was only one scholarship presented it would not look good for the Housing Authority. Discussion followed. Mr. Wrenn said there should be a minimum of presenting 5 with the goal being 10. Mr. Moya said if the Authority was going to present 5 he wanted a backup so 5 could be presented.

Mr. Moya asked Mr. Friday if there were any funds available to present 5 scholarships. Mr. Friday said it would have to come out of the reserve. Mr. Friday said the other thing that has to be considered would be the cost that would not be covered. Mr. Friday said the employee's time and supplies would have to be charged to the scholarship program. Chairman Nobles said he liked what Mr. Wrenn is saying, but he would have to fall real close to what Mr. Moya is saying. Chairman Nobles said he did not think it was realistic to complete everything on the list in 90 days. Chairman Nobles said we are at a point now if we were to get this implemented he said it could not be done the way it should be. Chairman Nobles said it is already the end of January and if we are looking at awarding scholarships that are generally done at the end of the current school year in May or June 2009. Discussion followed.

Mr. Wrenn said he would volunteer as much time as possible to raise money for the scholarship program. Chairman Nobles asked Mr. Wrenn if he would meet with Jamie Mena to discuss the scholarship program. Mr. Wrenn said that he would. Mr. Moya said he would like to get a commitment from the Board members to raise \$1,000.00 each.

Ms. Elizondo asked what a budget for supplies would cost. Mr. Friday the cost would be time due to the time it would take to review an application. Mr. Moya said the Board could help with reviewing the applications.

Mr. Moya made a **motion** to place item 7 on the agenda for the February 2009 Board meeting. Mr. Wrenn seconded the motion.

Ms. Elizondo asked if staff was going to proceed with trying to raise money for the scholarship program. Chairman Nobles said all actions are on hold at this time. Mr. Wrenn said he would like to schedule a meeting with Mr. Hoffpaur to discuss the scholarship program.

Mr. Moya asked Mr. Hoffpaur if he could find out how many High School Seniors there are in the Housing Authority Developments. Mr. Hoffpaur said he would get that information for the Board. Discussion followed.

Mr. Moya said the Board members could send out letters to their contact persons for donations.

A vote was taken, which **passed** unanimously.

Item 8:     Presentation, discussion and possible action regarding the Family Self Sufficiency Program

Mr. Friday said staff was looking for grants at this time. Mr. Friday said some of the grants are coming out 70/30 or 50/50. Mr. Friday said that would mean if we want a grant for \$50,000.00 we would have to \$50,000.00 from some place else of our money in there. Mr. Wrenn said that would need to be considered part of the budget plan. Chairman Nobles said to place item 8 on the February 2009 agenda

Item 9:     Presentation, discussion and possible action of HATC web site

PR/Marketing Manger Cindy Noland presented the report. She said that before a timeline could be set, a vehicle for creating the website had to be determined. She said it might be a software program, a consultant, or a combination. Mr. Wrenn asked Ms. Noland about a timeline with a drop dead date that is out in the future that could be met. Mr. Wrenn suggested September or December 2009. Mr. Wrenn said in the presentation to the Executive Staff would need to include a recommendations from the Board that they would like to see a time line.

Mr. Wrenn made a **motion** that staff brings back to the Board a timeline to be presented at the February 2009 Board meeting. Mr. Moya seconded the motion, which **passed** unanimously.

Ms. Elizondo said to give yourself (Ms. Noland) plenty of time.

Item 10: Discussion and possible action of HATC Procurement Policy

Mr. Friday said that there was a Procurement Committee that was supposed to look at the procurement policy and there has not been a committee meeting. Mr. Friday said the only thing that was in question was the advertising. Mr. Friday said that was brought back to the Commissioners and that was approved and is the list that staff has and currently uses. Mr. Moya said that the Board could add to that list anytime. Mr. Moya asked if there needed to be a motion to approve the procurement policy. Mr. Friday said that the procurement policy had already been approved. Chairman Nobles said item 10 would not need to be on the future agendas.

Item 11: Discussion and possible action of developing an internal quarterly HATC customer service survey

Mr. Wrenn said that HUD does not conduct this type of survey any longer. Mr. Wrenn said that the Housing Authority would attempt to put together a survey. Mr. Wrenn said the question comes whether or not it needs to be semi-annually or annually. Chairman Nobles said this is one of his recommendations. Chairman Nobles said that staff could critique it and see if it could be conducted.

Chairman Nobles said when a resident sends in the customer service survey it would be sent to a separate P.O. Box that will be delivered to the Commissioners. Chairman Nobles said he was looking at it as a one time deal. Chairman Nobles said just four quarters bam it is done, four quarters bam it is done. Chairman Nobles said it is a one time deal where there would be a generated report saying that over these four quarters where we receive the feedback from this is the kind of quality control we have. Chairman Nobles said after those four quarters it is no longer in existence. Mr. Moya said once a year would be enough. Chairman Nobles asked if staff has had time to look at the proposal. Mr. Friday said not on the content more along the lines of what is being said now and who it is for, and who would be getting the survey. Mr. Friday said if it would be public housing then there might be some other ways of conducting it. Mr. Friday said for example on an annual review. Mr. Friday said if the survey was mailed out there would be a cost. Mr. Friday said the Housing Authority would not be able to hand out a free gift to customers who fill out the comment cards unless it came from a donor. Chairman Nobles said that was what was proposed. Chairman Nobles said once the information is received back from the customers it does not mean that someone is not doing their job. Chairman Nobles said once the information is received back from customers and if there is a reoccurring thing that would be something as Commissioners it could be addressed at meetings or does it really need to be discussed because we received 100% approval level. Chairman Nobles said or we could say this is a recurring problem and this is something we may want to address some more resources to. Discussion followed. Mr. Friday said he believed that the survey would be anonymous. Mr. Friday asked who would know the ones that are being evicted. Chairman Nobles said it is not staffs intention to know. Discussion followed. Mr. Wrenn suggested going to a third party such as University of Texas to assist with the survey. Chairman Nobles said he would have to agree with Commissioner Moya conducting the survey quarterly would be too frequent and it should be conducted annually. Chairman Nobles said Commissioner Wrenn brought up some good points regarding the UT grad survey and possibly proposing this as a project. Discussion followed.

Ms. Elizondo said the bottom line is that someone is going to contact UT and try to get their social work person. Mr. Wrenn said he would start that tomorrow morning with his Church member who is over the statistical department. Ms. Elizondo said staff is not going to have anything to do with this survey for example do any work or make any contacts. Chairman Nobles said that was correct no staff time. Mr. Wrenn said no staff time except putting the questions together. Ms. Elizondo said so there would be one staff person that would have to meet with the person conducting the survey to let them know what the questions are, what type of information needed to be gather and what the goal is for the survey.

Mr. Moya made a **motion** to place item 11 on the agenda for the February 2009 Board meeting. Mr. Moya seconded the motion, which **passed** unanimously.

Item 12: Presentation of Properties Report

Mr. Friday presented the report. Mr. Wrenn said the December newsletter did not mention Board meeting date and time. Mr. Friday said he would let staff know that it needed to be included in every newsletter.

Mr. Moya asked about scheduling some Board meetings at the developments Alexander, Summit and Eastern. Mr. Wrenn said it was set up to hold one Board meeting a quarter at the developments. Mr. Friday said the schedule would be on the 2009 calendar that staff would prepare.

Item 13: Presentation of Financial Statements, discussion and possible action on OIG audit and other related audits

Mr. Friday said there was not a prepared report. Mr. Friday said the auditors will be here at the office Tuesday, January 26, 2009 through Thursday 29, 2009. Ms. Elizondo said the Finance Committee would be able to meet with the auditors on Wednesday, January 28 at noon.

Ms. Elizondo said she admits the Board needs to know exactly where the Housing Authority stands and exactly what the programs are costing and she said that the reserves would be carrying the Housing Authority through. Discussion followed.

Mr. Wrenn said the Board would need a report on the sale of this property because, there is a line item that the Board was unaware of at least he was that took place on that. Mr. Wrenn said the closing document needs to go out to the Board just that one sheet. Discussion followed.

Chairman Nobles said to place item 13 on the agenda for the February 2009 Board meeting.

Item 14: Presentation, discussion, deliberation and possible approval of the Reserve Budget

Chairman Nobles said to place item 14 on the agenda for the February 2009 Board meeting. Needs to say Item 14

Item 15: Appointments to Committees

Chairman Nobles asked the Commissioners if they felt it would be necessary to create a subcommittee. Chairman Nobles said appointments to the Scholarship Committee would be Commissioner Moya and Commissioner Wrenn to both serve as Co-Chairs.

Chairman Nobles said the Scholarship Committee with Commissioner Moya and Commissioner Wrenn serving as Co-Chairs and the remainder of the Board of Commissioners serving as members.

Item 16: Board Committee Reports

Chairman Nobles asked Mr. Moya if there were any Board Committee reports. Mr. Moya said no there were no reports. Chairman Nobles asked Mr. Wrenn if there were any reports from the Finance Committee. Mr. Wrenn said there were no reports.

Item 17: Executive Session – Pursuant to the Texas Government Code Annotated, the Commissioners may discuss the following agenda items. In addition the Commissioners may also discuss and consider any other item posted on this agenda if there are issues that require consideration in Executive Session and the Commissioners announce that the item will be considered during the Executive Session.

According to the Texas Government Code Annotated 551.071, Consulting with Attorney

According to the Texas Government Code Annotated 551.072, Real Property

According to the Texas Government Code Annotated 551.074, Personnel Matters

There was no executive session held.

Item 18: Reconvene from Executive Session and take any action deemed necessary as the result of Executive Session discussions

N/A

## **REPORTS**

- Executive Director's Report

Mr. Friday said everything had been discussed.

- Issues and concerns of the Board

There were none at this time.

## ADJOURN

There being no further business, Mr. Wrenn made a **motion** to adjourn. Mr. Moya seconded the motion, which **passed** unanimously. The Board adjourned at 12:55 p.m.

Respectfully submitted,

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Wiley J. Hopkins, Executive Director/Secretary