

**BOARD OF COMMISSIONERS MEETING
HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
August 6, 2009
12:30 p.m.**

MINUTES

The Housing Authority of Travis County, Texas held a Board of Commissioners Meeting at 502 East Highland Mall Blvd. Suite 106-B on the above date. A quorum was established, and Chairman Tommy A. Nobles called the meeting to order at 1:20 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Tommy A. Nobles, Vice Chair Ofelia Elizondo, Commissioner Melvin Wrenn. Absent: Commissioner Tracy Burkhalter, Commissioner Richard Moya, Staff in Attendance: Assistant Executive Director/CFO Bill Friday, Asset Manager Sherri Griffin, 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: Presentation, deliberation and possible action regarding the combined Transition and Finance Committee meeting regarding Executive Director Position and other Personnel Matters

Vice Chair Ofelia Elizondo said the Transition and Finance Committees met earlier today, August 6, 2009 and recommend that the Housing Authority temporarily engage Craig Alter as Executive Director for three to six months with an effective date on or about August 15th, 2009 for a contract amount to be determined and legal documents to be drawn up by the Housing Authority's Attorney.

Commissioner Melvin Wrenn he would make the motion with one correction. He said the motion should read Temporary Executive Director.

Mr. Wrenn made a **motion** for the Housing Authority to temporarily engage Craig Alter as Temporary Executive Director for three to six months with an effective date on or about August 15th, 2009, for a contract amount to be determined and legal documents to be drawn up by the Housing Authority's Attorney.

Vice Chair Elizondo seconded the motion, which **passed** unanimously.

Item 3: Presentation, deliberation and possible action to approve the location, date and time of the Annual Board meeting

Vice Chair Elizondo said a date for the Board meeting has not been determined, but there had been some discussions for on or about August 15, 2009. She said she would not be available on that date. Vice Chair Elizondo said if the Board is not able to meet and have a 2 or 3 day Board meeting, then at least meet or during the next regular Board meeting elect officers. Vice Chair Elizondo said HATC would hold a Board meeting for August 15, 2009 and at the meeting there would be election of officers. Assistant Executive Director/CFO Bill Friday said he would put the 15th on the calendar for the Board meeting and he said there would have to be election meetings for all corporations.

Commissioner Melvin Wrenn said there are various administrative duties that have to be taken care of at the annual meetings, for example the personnel policy. Mr. Wrenn said those things need to be identified and turned over to the Transition Committee so there could be a timetable for approval. Vice Chair Elizondo said what the Board wants for this meeting's purpose is what the Board absolutely has to do in order to continue operating and remain legal with HUD for August 15th, 2009 and thereafter. Then the Board wants to look at other issues that have come up on a 2 or 3 item basis per month at the monthly meetings.

Chairman Nobles asked staff to prepare a list of pertinent immediate items that should be discussed on August 15th, 2009.

Item 4: Presentation and discussion accounting services RFP

Mr. Friday presented the different things that would be included in the RFP and the things that would be in a contract for a fee accountant. Chairman Nobles said we currently do not have a fee accountant under contract at the Housing Authority. Chairman Nobles said based on the procurement regulations by HUD and the amount of funds that are spent on the fee accountant. Chairman Nobles said the Authority needs to get in accordance with the procurement policy. Mr. Friday said staff is preparing an RFP for a fee accountant. Chairman Nobles said the current person that is the Authority's fee accountant could also respond to the RFP.

Mr. Wrenn said he had a conversation with David Pohler and he said in regards to the fee accountant he said there was an association and there were a lot of guidelines and information. Mr. Wrenn said he would get that information to Mr. Friday. Discussion followed.

Chairman Nobles said as far as contracts, he said it would be to a benefit to move into an incentive based contract system. Discussion followed.

Item 5: Executive Session – Pursuant to the Texas Government Code Annotated, the Commissioners may discuss the following subjects as appear on the current agenda. Additionally the Commissioners may also discuss and consider any other item posted on the current 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 at that time

Item 6: Reconvene from Executive Session and take any action deemed necessary

N/A

ADJOURN

There being no further business, Mr. Wrenn made a **motion** to adjourn. Ms. Elizondo seconded the motion, which **passed** unanimously. The Board adjourned at 1:33 p.m.

Respectfully submitted

William Friday
Assistant Executive Director/CFO