

**HOUSING AUTHORITY OF TRAVIS COUNTY**  
**BOARD MEETING**  
**502 East Highland Mall Blvd.**  
**Suite 106-B**  
**Austin, Texas 78752**  
**August 15, 2009**  
**9:00 a.m.**

**MINUTES**

The Housing Authority of Travis County, Texas held a Board of Commissioners Meeting at 502 East Highland Mall Blvd., Suite 106-B, Austin, Texas 78752 on the above date. A quorum was established, and Chairman Tommy Nobles called the meeting to order at 11:19 a.m.

**ROLL CALL**

Roll Call of Directors: Chairman Tommy A. Nobles, Vice Chair Ofelia Elizondo, Commissioner Tracy Burkhalter, Commissioner Richard Moya, Absent: Commissioner Melvin Wrenn. Staff in Attendance: Executive Director Craig Alter, Director of Planning and Development Keith Hoffpaur, PR/Marketing Manager Cindy Noland. Executive Director Craig Alter certified the quorum.

Item 1:     Citizen Communications

There were none at that time.

Item 2:     Approval of Minutes from the July 18, 2009 Board Meeting

Commissioner Richard Moya made a **motion** to defer Items 2-4 to the next HATC Board Meeting. Vice Chair Ofelia Elizondo seconded the motion, which **passed** unanimously.

Item 3:     Approval of Minutes from the July 30, 2009 Board Meeting

The Item was deferred to the next HATC Board meeting.

Item 4:     Approval of Minutes from the August 6, 2009 Board Meeting

The Item was deferred to the next HATC Board meeting.

Item 5:     Presentation, deliberation and possible action regarding Executive Director position and other personnel matters

Mr. Moya made a **motion** to adjourn to Executive Session to discuss Personnel Matters. Ms. Elizondo seconded the motion, which **passed** unanimously. The Board adjourned to Executive Session at 11:24.

The Board reconvened at 11:58 a.m. and took the following action. Mr. Moya made a **motion** to execute the service agreement appointing Mr. Craig Alter as temporary Executive Director and perform all duties of that position. Commissioner Melvin Wrenn seconded the motion, which **passed** unanimously. Mr. Moya asked that the document be included in the record with the minutes.

Item 6:     Presentation, deliberation and possible action regarding results of the combined Transition and Finance Committee recommendations, including personnel actions

Mr. Moya said there was no report from the Transition Committee at that time. Mr. Wrenn said there was no report from the Finance Committee at that time. Chairman Nobles said he'd like to commend the Committee Members for all of their experience and support.

Item 7: Presentation and discussion of the Memorandum of Agreement between HUD and the Housing Authority of Travis County

Presentation and discussion of Item 7 occurred during the Executive Session for Item 5.

Item 8: Presentation, discussion and possible action regarding the current status of the Housing and Urban Development Office of the Inspector General and other related audits

Mr. Moya made a **motion** to adjourn to Executive Session to discuss the Item under Government Code Annotated 551.071, Consulting with Attorney. Ms. Elizondo seconded the motion, which **passed** unanimously. The Board adjourned to Executive Session at 12:12 p.m.

The Board reconvened at 12:33 p.m., with no action taken.

Item 9: Presentation, deliberation and possible approval of the Housing Authority Procurement Policy to add the HUD required "Buy American" section to the current Procurement Policy

Mr. Wrenn made a **motion** to defer the item to the next HATC Board meeting. Mr. Moya seconded the motion, which **passed** unanimously.

Item 10: Presentation, discussion and possible action regarding current operations and projected revenues from development initiatives properties

Mr. Wrenn made a **motion** to include in the record the report, which was presented during the SHFC Board Meeting previously. Commissioner Tracy Burkhalter seconded the motion, which **passed** unanimously.

The following discussion occurred on the Item at the SHFC Board meeting that was held on August 15, 2009:

Mr. Hoffpauir made the presentation. Ms. Elizondo asked if there had been any progress on exploring the reissue of the Southpark bonds at a lower rate. Mr. Hoffpauir said it was being looked at, but it appeared that the fees might be more than any savings that could be realized.

Mr. Hoffpauir said that occupancy at CityView was down, due to the continuing discovery that residents who were previously certified turned out at lease renewal to be unqualified financially. He said marketing plans were already in place and employed.

Mr. Nobles asked if previous management had been contacting regarding financially correcting the situation. Mr. Hoffpauir said that developer Sally Gaskin was working on the issue. Mr. Nobles said that the previous management company needed to held responsible because they falsified records.

Mr. Davis asked if Mr. Nobles had said falsified or if he meant that they just didn't do it correctly. Mr. Nobles said that was what he said. President Alter said it may be more of a case of erroneously qualified. Mr. Nobles said intentionally erroneously. Mr. Hoffpauir said that in some cases the applicant didn't provide all of their income. Discussion followed.

Mr. Wrenn asked if all the possible residents with incorrect records had been contacted at that time. Mr. Hoffpauir said he couldn't say for sure, but he thought they only had one month of renewals to go, and then the occupancy should improve. Mr. Wrenn asked if this interfered with stabilization, where you had to maintain 90% occupancy for 90 days. Mr. Hoffpauir said the property had already reached conversion to a permanent loan, and that to receive any developer fees the property had to be at 90% for 90 days. Mr. Wrenn asked what the cost to SHFC would be if it took longer than 90 days. Mr. Wrenn said it needs to be taken into account for this fiscal year and the next that the fees may not be realized, and to adjust finances accordingly. He said the Board should not include any monies from CityView for this fiscal year and perhaps the next.

Mr. Nobles asked Mr. Davis if the County had any type of experience with this type of situation. Mr. Davis said that it had happened one time, and the employee responsible was fired and prosecuted. Mr. Nobles asked if there were any other legal actions that were pursued. Mr. Davis said no, that the THFC was not financially at risk because they were the bond issuers.

Ms. Elizondo asked in Alpha-Barnes was bonded. Mr. Hoffpauir said he was sure they were insured, but didn't know if they were bonded.

Mr. Hoffpauir said there had been one respondent to the real estate agent RFP, and there was more scoring to be done on it due to absences from the office.

Mr. Davis asked if anything was happening with the County possibly leasing the space next door. Mr. Moya said they had been dealing with Alicia, and that she's now gone. He said he needed to talk to Bill to see how that's going. Mr. Davis said he would follow up also. He said he had told Mr. Rodney Rhodes of the County that the deal made a lot of sense. He said that Ms. Sherri Fleming is the Executive Manager for the weatherization project and she needs to be contacted. President Alter asked Mr. Davis if he would contact the Board this week. Mr. Davis said yes.

Mr. Hoffpauir said that the Veteran's Administration (VA) had selected land for their new center. He said it might be close to some development sites. He said it was a good time to approach them again and he would do so.

Mr. Hoffpauir said there were three possible projects that he was exploring with Financial Advisor Marnie Miller. He said they included possible acquisitions. He said he was in conversation with Vincare, a nonprofit that primarily provides housing for battered women and their children. He said they wanted to expand their capacity, but weren't sure if they wanted to be the owners and managers. He said he had already assisted them with information.

Item 11: Presentation, discussion and possible action regarding the report from the PR/Marketing Manager

Mr. Wrenn made a **motion** to include in the record the report, which was presented during the SHFC Board Meeting previously. Mr. Moya seconded the motion, which **passed** unanimously.

The following discussion occurred on the Item at the SHFC Board meeting that was held on August 15, 2009:

PR/Marketing Manager Cindy Noland presented the report. She said there was a coalition group of 108 community organizations that were working together on a grant for housing and services for the homeless, particularly prisoners re-entering society after incarceration. Mr. Alter said it was something the SHFC should be involved in, and to join with the group.

Mr. Nobles asked if any progress had been made toward getting answers to the questions Board members had for One Economy. Ms. Noland said she planned on speaking with Board Member Tracy Burkhalter on Monday, then approaching One Economy with the questions.

Ms. Noland said there would be a delay in beginning the new website with ACC, because the class that would be involved was cancelled. She said they were looking for other classes to involve. She said they should still be on the timeline with the site up and operational by September.

Ms. Noland said that staff recommended there be no Annual Report for 2008-2009, instead recommending a quarterly newsletter for Section 8 residents, to communicate support services available. She asked if the item could be placed on the next regularly scheduled meeting's agenda.

Item 12: Presentation, discussion and possible action regarding Management Reports

Mr. Moya made a **motion** to adjourn to Executive Session to discuss the Item under Government Code Annotated 551.071, Consulting with Attorney. Ms. Elizondo seconded the motion, which **passed** unanimously. The Board adjourned to Executive Session at 11:24.

The Board reconvened at 12:33 p.m., with no action taken.

Item 13: Presentation, discussion and possible action regarding reports and recommendations from Board Committees

There were none at that time.

Item 14: Appointments to Committees

Chairman Nobles appointed Ms. Burkhalter as the Chair of the Nominations Committee, and Mr. Wrenn as Vice Chair.

Item 15: 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

Item 16: Reconvene from Executive Session and take any action deemed necessary

Item 5: Presentation, deliberation and possible action regarding Executive Director position and other personnel matters

The Board reconvened at 11:58 a.m. and took the following action. Mr. Moya made a **motion** to execute the service agreement appointing Mr. Craig Alter as temporary Executive Director and perform all duties of that position. Commissioner Melvin Wrenn seconded the motion, which **passed** unanimously. Mr. Moya asked that the document be included in the record with the minutes.

Item 8: Presentation, discussion and possible action regarding the current status of the Housing and Urban Development Office of the Inspector General and other related audits

Item 12: Presentation, discussion and possible action regarding Management Reports

The Board reconvened at 12:33 p.m., with no action taken on either item.

The Board then went into recess for Nominating Committee deliberations at 12:35 p.m. The Board reconvened at 12:34 p.m.

## REPORTS

- Executive Director's Report

There was none at that time.

- Issues and concerns of the Board

There were none at that time.

## ADJOURN

There being no further business, Mr. Moya made a **motion** to adjourn. Commissioner Ofelia Elizondo seconded the motion, which **passed** unanimously. The Board adjourned at 12:44 p.m.

Respectfully submitted,

---

Craig Alter, Executive Director