

**BOARD OF COMMISSIONERS MEETING
HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
August 27, 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 12:37 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Tommy A. Nobles, Vice Chair Ofelia Elizondo, Commissioner Tracy Burkhalter Arrived at 12:39 p.m., Commissioner Melvin Wrenn. Absent: Commissioner Richard Moya. Staff in Attendance: Executive Director Craig Alter, Assistant Executive Director/CFO Bill Friday, Director of Development & Planning Keith Hoffpauir, Administrative Assistant Debbie Honeycutt. Executive Director Craig Alter certified the quorum.

NEW BUSINESS

Item 1: Citizen Communications

There were no citizen communications.

Commissioner Tracy Burkhalter arrived at 12:39 p.m.

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

Vice Chair Ofelia Elizondo made a **motion** to approve the minutes as presented. Commissioner Melvin Wrenn seconded the motion.

Discussion followed.

Mr. Wrenn said when he left the Board meeting early on July 18, 2009 it was not mentioned in the minutes. Administrative Assistant Debbie Honeycutt said it was noted on page 3 that Mr. Wrenn had left the meeting at 1:55 p.m.

Mr. Wrenn said Item 7 page 5 does not show Chairman Tommy A. Nobles had voted on the Item. Ms. Honeycutt said she did not hear Chairman Nobles' vote on the tape. Chairman Nobles said for the record it needed to be noted that he did support that vote on Item 7 and that correction needed to be made on the minutes.

A vote was taken to approve the minutes with the corrections, which **passed** unanimously.

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

Vice Chair Elizondo made a **motion** to approve the minutes as presented. Mr. Wrenn seconded the motion.

Discussion followed.

Commissioner Burkhalter said on Item 2 it stated that the Transition Committee had met earlier that day on July 30th she asked what day that was. Vice Chair Elizondo said July 30th was a Thursday. Chairman Nobles said on page 1 Item 2 the first paragraph stated that the Transition Committee had met earlier in the day on July 30th Chairman Nobles said when there is a Committee meeting there is no requirement to record the minutes. Chairman Nobles said Mr. Moya did mention during the Housing Authority meeting that the Transition Committee had met earlier that day. Chairman Nobles asked if that was correct. Ms. Honeycutt said that the Transition Committee had met before the Housing Authority meeting on July 30th, 2009.

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

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

Mr. Wrenn made a **motion** to approve the minutes as presented. Vice Chair Elizondo seconded the motion, which **passed** with 3 yea's and 1 abstained

Chairman Tommy A. Nobles – Yea
Vice Chair Ofelia Elizondo – Yea
Commissioner Tracy Burkhalter – Abstained
Commissioner Melvin Wrenn – Yea

Item 5: Presentation, deliberation and possible action regarding the selection of a real estate firm to conduct activities associated with the commercial lease space at 502 East Highland Mall Boulevard, Austin, Texas

Mr. Hoffpauir said he had discussed Item 5 with Craig Alter the Executive Director and it had been decided to postpone for one additional week until further scoring discrepancy could be cleared up and further discussion with staff.

Executive Director Craig Alter said that he had received news from Mr. Harvey Davis that there were a couple of people at the County that would need to be contacted to discuss possibly renting the space. Chairman Nobles asked if that could be a discussion for next Thursday, September 3, 2009 Board meeting.

Chairman Nobles said that Item 5 would be deferred until the September 3, 2009 Board meeting.

Item 6: Discussion and possible action regarding the establishment of the location, date and time of the HATC Annual Meeting

Mr. Alter said the requirement of electing officers had taken place at the August 18th, 2009 Board meeting. He said the discussion of issues that would ordinarily be brought up at an Annual Meeting had been ongoing and the issues that would be of interest to the Board could be brought up at any future Board meeting.

Mr. Alter said it would be unnecessary to proclaim any specific meeting an Annual Meeting from having the type of discussion that is ordinarily covered at an Annual Meeting. He said the obligations of the Annual Meeting have been satisfied.

Mr. Wrenn said it is a formality to call it an Annual Meeting before September 15th. He said there would need to be an Annual Meeting September 12th, which would be called the Annual Meeting. He said that would be in accordance with the By-Laws. Mr. Wrenn said there would need to be a list of items that would be covered at the meeting for September 12th, 2009.

Vice Chair Elizondo said there was something that was supposed to be approved that dealt with HUD. Mr. Alter said that was the PHA Plan. Assistant Executive Director/CFO Bill Friday said that was the 5 Year Plan, which was changed to put in roofs and air conditioners.

Vice Chair Elizondo asked if that needed to be approved before September 15th. Mr. Friday said he was not sure of the date. Mr. Alter said staff had told HUD that there would be a Board meeting on September 19th and the 5 Year Plan would be addressed at that time. Mr. Alter said we told HUD we would address this issue on September 19, 2009, but agreed we could address this at any Board meeting.

Chairman Nobles said he believed that according to the By-Laws it is required that there is an Annual Meeting. He said the only reason to have an Annual Meeting in accordance to the By-Laws this year is due to the two Corporations. Chairman Nobles said that the Strategic Housing Finance Corporation could meet at anytime. Chairman Nobles said with the Facilities and the Development Corporation there is only one meeting a year, so by the By-Laws it is mandated to meet once a year. He said as far as the Housing Authority the Board can meet at anytime.

Mr. Wrenn said the Board could met at anytime, but you have in the By-Laws an Annual Board Meeting, which is once a year prior to September 15th, so therefore the next September meeting on the 12th would be an Annual Meeting. Discussion followed.

Chairman Nobles said based upon what has been discussed the Annual Meeting would be held on September 12th, 2009. He said there would be an Annual Meeting to be held on September 12th, 2009 and agendas for Housing Authority, Strategic Finance, Travis County Facilities Corporation and Travis County Development Corporation would be prepared.

Ms. Elizondo said she would not be present for the Annual Meeting on the 12th of September.

Mr. Alter asked staff if there were any concerns or issues that the Board need to be aware of.

Mr. Friday said he did not know the status of the 5 Year Plan in terms of being completed.

Ms. Burkhalter asked what the time frame would be for the annual meeting.

Mr. Wrenn suggested 9:00 a.m. to 2:00 p.m.

Mr. Alter said staff would put together a proposed agenda and forward it to Chairman Nobles. Chairman Nobles said to forward it to all the Board Members for review.

Mr. Wrenn made a **motion** to set the time of 9:00 a.m. to 2:00 p.m. for the Annual Board Meeting to be held on September 12, 2009. Ms. Burkhalter seconded this motion, which **passed** unanimously.

Item 7: Presentation, deliberation and possible action of the combined Transition and Finance Committee meeting regarding Executive Director Position

Vice Chair Elizondo said that the Transition Committee has not met for at least two weeks. She said there is no news to report at this time.

Mr. Wrenn said the Finance Committee will meet next week as soon as a date can be established with Mr. Alter.

Chairman Nobles said that the Board would proceed with the posting of the Executive Director position. He said any feedback should be given to Mr. Moya.

Ms. Elizondo asked how much longer the Board would meet on a weekly basis. Chairman Nobles said he would like to suggest a biweekly.

Mr. Alter said the Transition Committee does not need to meet on a weekly basis, but there may be a need for the Finance Committee to meet as needed.

Mr. Wrenn suggested the Finance Committee should meet next week to discuss the financial position and then meet as necessary.

Chairman Nobles said next Thursday, September 3, 2009 should be the last weekly Board meeting. He said if there are any OIG or audit issues that need to be addressed a meeting could be called. Chairman Nobles said the Committees may meet at any time necessary.

Item 8: 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. Friday said Item 8 is a recommendation by HUD and attempt to interpret section 1605 of the Recovery Act for purchasing an item that is 75% made in the USA. He said HATC will add this to the Procurement Policy.

Mr. Alter said it is a requirement of HUD to add this to HATC Procurement Policy.

Mr. Wrenn made a **motion** to include the "Buy American" section to the Procurement Policy. Ms. Elizondo seconded this motion, which **passed** unanimously

Item 9: 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 10: 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 1:15p.m.

Respectfully submitted

Craig Alter
Executive Director