

**BOARD OF COMMISSIONERS MEETING
HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
September 24, 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 12:38 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Tommy A. Nobles, Commissioner Philip Barnes, Commissioner Richard Moya, Commissioner Melvin Wrenn (Arrived at 12:40 p.m.). Absent: Commissioner Tracy Burkhalter. Staff in Attendance: Executive Director Craig Alter, Assistant Executive Director/CFO William Friday, Administrative Assistant Debbie Honeycutt. Chairman Tommy A. Nobles certified the quorum.

NEW BUSINESS

Item 1: Citizen Communications

There were no citizen communications.

Item 2: Discussion, consideration and possible approval of the HUD required PHA annual and five year plan

Executive Director Craig Alter said that Mr. Friday and Ms. Tracy Rico have been preparing the PHA annual and the five year plan. He said that HUD requires an annual plan and a five year plan to include the capital improvement projects that have been proposed over that time frame, which then is a record of how the funds would be utilized that is received on a yearly basis. Discussion followed.

Chairman Tommy A. Nobles asked what the total was of the Needs Assessment Report for all properties and he said he wanted to see a list of how much could be saved.

Commissioner Richard Moya asked if any of the properties were gas. Mr. Friday said he would find out and let him know.

Chairman Nobles said energy savings for the properties needed to be looked at any way possible in order to conserve resources and money for the Housing Authority. Discussion followed.

Mr. Moya made a **motion** to approve Item 2. Commissioner Philip Barnes seconded the motion, which **passed** unanimously.

Item 3: Discussion, consideration and possible approval of the Southwest Housing Compliance Corporation Contract to provide an assessment of the HATC financial management and procurement systems, asset management of non-federal properties, and management and occupancy review of federally subsidized programs

Mr. Alter said he had visited with Jim Hargrove and his staff at the Housing Authority of the City of Austin and explained to him what some of the challenges and issues are regarding the HUD OIG and the HUD MOA. Mr. Alter said Mr. Hargrove's staff of the Southwest Housing Compliance Corporation had initiated a service through SHCC Consulting that would provide review of organizations that want to improve their management, financial systems, property management systems and standard operating procedures. Mr. Alter said SHCC provided a scope of services that could be provided to HATC. Mr. Alter said he approached HUD about utilizing a sole source procurement method which is permitted in the HATC's Procurement Policy when there is a need for an unusually specific service. Mr. Alter said David Pohler with HUD in San Antonio said that would be fine for the Housing Authority to go sole source. Mr. Alter said a couple of days ago when he called HUD in San Antonio for a confirmation he was told then that the Housing Authority would need to send out a Request for Proposal for that scope of work. Discussion followed. Mr. Alter said the Housing Authority would send out an RFP and follow the current procurement policy.

Mr. Alter said in terms of funding there are several alternatives one being the insurance company paying for roofs, which would free up funds that would have been utilized from the ARRA funds, which is about \$46,000.00. Mr. Alter said there is about \$155,000.00 in what is called a savings account or even better Harvey Davis with Travis County Housing Finance Corporation had suggested that HATC should request funds from the Housing Finance Corporation, which has about a million dollars. Mr. Alter said that one of the County Commissioners would need to sponsor the request. Mr. Alter asked Chairman Nobles to speak to Commissioner Sarah Eckhardt with that request.

Chairman Nobles asked Mr. Alter to forward him what he would need to speak to Commissioner Eckhardt regarding the funds that needed to be requested. Mr. Alter said he would forward that information to Chairman Nobles.

Mr. Moya suggested that all HATC Board of Commissioner's speak to the County Commissioner that appointed them.

Commissioner Melvin Wrenn made a **motion** to direct the Housing Authority's Executive Director to start the process to advertise a Request for Proposal for a consulting firm and to notify the Southwest Housing Compliance Corporation to let them know the process that the Housing Authority will utilize.

Chairman Nobles said for the record that Mr. Moya had stepped out of the room.

Mr. Barnes seconded the motion, which **passed** unanimously.

Chairman Nobles said the Board would give the Executive Director approval to proceed with everything that has been discussed today.

Item 4: 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 5: 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. Mr. Moya seconded the motion, which **passed** unanimously. The Board adjourned at 1:50 p.m.

Respectfully submitted

Craig Alter
Executive Director