

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
October 23, 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, Austin, Texas 78752 on the above date. A quorum was established, and Chairman Tommy A. Nobles called the meeting to order at 12:34 p.m.

ROLL CALL

Roll Call of Directors: Chairman Tommy A. Nobles, Commissioner Philip Barnes, Commissioner Tracy Burkhalter, Commissioner Richard Moya, Commissioner Melvin Wrenn.(Arrived at 12:45 p.m.) Staff in Attendance: Executive Director Craig Alter, Assistant Executive Director/CFO William Friday, Administrative Assistant Debbie Honeycutt. Executive Director Craig Alter certified the quorum.

Chairman Tommy A. Nobles called the Board's attention to Item 4.

Item 4: Presentation by Jeri Houchins, Administrative Director, Austin Travis County Round Table on special needs of reentry populations

Ms. Jeri Houchins presented the report titled "Community Action Network Frequently Asked Questions about Reentry from Incarceration." Ms. Houchins said reentry is the process by which incarcerated persons return to the community.

Ms. Houchins said she would like to return to a Board meeting in January or February 2010 with some staff members with Aids Services of Austin, Caritas and Austin Travis County Mental Health Mental Retardation (MHMR)

Chairman Nobles called for a motion to suspend the Housing Authority Board meeting until no later than 3:00 p.m.

Commissioner Richard Moya made a **motion** to go into recess in order to convene the Strategic Housing Finance Corporation Board meeting. Commissioner Melvin Wrenn seconded the motion, which **passed** unanimously. The Board recessed at 1:04 p.m.

The Board reconvened at 2:17 p.m.

Item 1: Citizen Communications

There were none at that time.

Item 2: Approval of Minutes from the September 12, 2009 Annual Board Meeting

Chairman Nobles said that Item 2 would be tabled until the next scheduled Board meeting.

Item 3: Approval of Minutes from the September 24, 2009 Board Meeting

Mr. Wrenn said he wanted a follow-up sheet to be attached to the minutes.

Mr. Wrenn made a **motion** to approve the minutes as presented. Commissioner Philip Barnes seconded the motion, which **passed** unanimously.

Item 5: Election to fill vacant Board Vice Chairperson position

Chairman Nobles asked for nominations from the floor for Vice Chair position.

Mr. Barnes nominated Commissioner Melvin Wrenn for Vice Chairman. Chairman Nobles called for nominations from the floor three times. There being no further nominations, Chairman Nobles closed the nominations.

Mr. Barnes made a **motion** to elect the nominated officer. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

Item 6: Presentation and discussion of HUD Memorandum of Agreement first quarterly progress report

Mr. Alter presented the report. Mr. Alter said the Memorandum of Agreement that was implemented between the Housing Authority and HUD effective July 1, 2009 requires that on a quarterly basis the Authority would provide a report on progress for achieving targets and goals that has been established by HUD. Mr. Alter said that the first area that had to be addressed was the Governance, which is on page 2 of 18. Mr. Alter said the Housing Authority has satisfied the Governance requirements. Mr. Alter said that the Authority had not received any comments from HUD as of October 2, 2009.

Mr. Alter said on page 6; Voucher Program Operating Expenses should be at \$344,028.00 and the Housing Authority is at \$414,462.00. Mr. Alter said the Authority has to look at more ways to cut expenses. Discussion followed.

Item 7: Update on requesting operating funds from the Travis County Housing Finance Corporation

Mr. Alter said to follow up on what had been discussed before we are going to go to the Travis County Commissioners Court as Directors' of the Travis County Housing Finance Corporation and ask them to grant funds to be utilized for paying for outside auditor review that is required by Office of Inspector General (OIG) and also the funds that would be necessary to contract with Housing Authority of the City of Austin to perform the internal management and operational assessment. Discussion followed.

Mr. Moya suggested that a letter to request the funds should go to Judge Biscoe first and then send a copy to each County Commissioner. Discussion followed. Mr. Moya said each Housing Authority Commissioner should follow up with the County Commissioner that appointed them. Mr. Moya said that the letters should be hand delivered.

Item 8: Presentation on the status of the Housing Authority of Travis County's response to the HUD Office of the Inspector General's report recommendations

Mr. Alter said there is nothing to report on Item 8 at that time.

Item 9: Presentation, discussion and possible approval of Inter-Local Agreement with Housing Authority of the City of Austin to provide Management Assessment Consulting Services

Mr. Alter presented the report.

Mr. Moya asked what if the Housing Authority does not get the money from the County to pay for the assessment consulting services. Mr. Alter said if the Housing Authority does not get the money from the County then the Authority would have to look at the reserve that the Authority currently has.

Mr. Alter said if the Board preferred he would wait to see if the county would allocate funds before proceeding with the Inter-Local Agreement.

Mr. Wrenn asked if Southwest Housing Compliance Corporation (SHCC) would present a progress report to Mr. Alter after the first 45 days. Mr. Alter said he would ask SHCC to give him a progress report. Mr. Wrenn made a **motion** to approve to enter into an Inter-Local Agreement contract between Housing Authority City of Austin, by and through its wholly owned subsidiary Southwest Housing Compliance Corporation d/b/a SHCC Consulting and Housing Authority of Travis County. Mr. Moya seconded the motion, which **passed** unanimously.

Item 10: Board Committee Reports

There were none at that time.

Chairman Nobles said he would like to add “*Committee Appointments*” to the agenda for the next scheduled Board meeting.

Commissioner Tracy Burkhalter left the meeting at 3:20 p.m.

Item 11: Presentation of the Authority financial reports

Mr. Alter said asked if the Commissioners had any questions regarding the financials. There were none

Item 12: Presentation, discussion and possible approval of the HATC revised annual operating budget

Mr. Alter handed out a proposed and a revised budget to the Commissioners. Discussion followed.

Mr. Wrenn made a **motion** to recognize the revised budget dated October 23, 2009 as an incremental step toward achieving a balanced budget. He said it may be further affected by results of the Housing Authority City of Austin Management and Operations Assessment study as well as staffs’ continued examination of each program for cost reduction or increased revenue opportunities. He said the objective is to present a fully balance budget to the Board for approval in March 2010 through the control and management by the Executive Director, Craig Alter, in maintaining a cash balance in Washington Mutual savings account equal to the projected budget deficit. He said based on monthly financial statements and the present and revised budget deficiencies to the Board at each subsequent Board meeting, I move approval of the revised budget. Mr. Moya seconded the motion.

Mr. Moya made an amendment to raise the reserve account an additional \$55,000, which would include the \$29,000 with a total rounded up to \$85,000. He said the reserve account should never drop below \$85,000. A vote was taken, which **passed** unanimously.

Mr. Barnes left the meeting at 3:35 p.m.

Item 13: Presentation of Properties Report

Mr. Alter presented the report. Mr. Alter said the occupancy rate for the properties is down, due to tenants getting Section 8 vouchers from the City of Austin. He said the property manager is working on getting the vacancies filled.

Item 14: 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 15: Reconvene from Executive Session and take any action deemed necessary

N/A

Item 16: Issues for consideration, discussion and planning

Mr. Alter said the Housing Authority has been approached by Texas Housing Association to use the board room for training sessions. He said in exchange for use of the board room Texas Housing Association would allow Housing Authority staff to attend the training sessions.

Mr. Alter said there had been discussions about changing the date and time of the Board meetings. Mr. Moya said the majority of the Board would need to vote on changing the meeting date and time. Mr. Moya said changing the date and time would need to be put on the agenda for the next scheduled board meeting.

Chairman Nobles said the next meeting would be November 21st.

Mr. Alter said Travis County is serious about leasing space at 502 E. Highland Mall. Mr. Alter said they are going back to the Travis County Commissioners' Court to let them know that the business terms have been agreed to and then the County will come up with a cost assessment and take that information to the Travis County Commissioners' Court for approval.

Mr. Alter said it would be a 5 year lease with the ability to extend the lease 3 years.

Mr. Alter said the week of October 26th the agreement of the business terms will be decided and then that information will be presented to the Travis County Commissioners' Court.

Mr. Wrenn said the Board members need to get notes from the Annual Board meetings to Debbie. He said due to the fact there was an issue with the recorder.

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. Mr. Wrenn seconded the motion, which **passed** unanimously. The Board adjourned at 3:55 p.m.

Respectfully submitted,

Craig Alter, Executive Director