

**HOUSING AUTHORITY OF TRAVIS COUNTY**  
**BOARD MEETING**  
**502 East Highland Mall Blvd.**  
**Suite 106-B**  
**Austin, Texas 78752**  
**December 12, 2009**  
**9:30 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 Vice Chairman Melvin Wrenn called the meeting to order at 10:25 a.m.

**ROLL CALL**

Roll Call of Directors: Vice Chairman Melvin Wrenn, Commissioner Philip Barnes, Commissioner Tracy Burkhalter, Commissioner Richard Moya. Absent: Chairman Tommy A. Nobles Staff in Attendance: Executive Director Craig Alter, Assistant Executive Director/CFO William Friday, Administrative Assistant Debbie Honeycutt. Executive Director Craig Alter certified the quorum.

Item 1: Citizen Communications

There were none at that time

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

Commissioner Richard Moya made a **motion** to approve the minutes as presented. Commissioner Tracy Burkhalter seconded the motion, which **passed** unanimously.

Item 3: Approval of Minutes from the October 23, 2009 Board Meeting

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

Mr. Moya made a **motion** to adjourn into Executive Session to discuss Item 4. Mr. Barnes seconded the motion, which **passed** unanimously.

The Board adjourned to executive Session at 10:28 a.m.

Item 13: Executive Session – Pursuant to the Texas Government Code Annotated, the Commissioners may discuss the following agenda items. In addition the Commissioners may also discuss and consider any other item posted on this 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 14: Reconvene from Executive Session and take any action deemed necessary as the result of the Executive Session discussion

The Board reconvened from Executive session at 11:03 a.m. and took the following action regarding Item 4.

Commissioner Philip Barnes left the Board meeting at 11:05.

Item 4: Discussion, deliberation and possible action on hiring an Executive Director of Housing Authority of Travis County

Mr. Moya made a **motion** to table Item 4 until the January Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 5: Presentation of monthly reporting information per Memorandum of Agreement between the U.S. Department of Housing and Urban Development and the Housing Authority of Travis County

Executive Director Craig Alter said he went to the HUD office in San Antonio the first week in December and had a meeting with David Pohler. Mr. Alter said they are supportive of what the Housing Authority is accomplishing.

Mr. Alter said the next quarterly report will be on the financial status, which will be the end of December.

Vice Chairman Melvin Wrenn said the full discussion budget will need to be placed on the agenda for the January Board meeting.

Mr. Alter said he would follow up with Robert Carter of Leal & Carter the auditor for the Housing Authority to see when the audits for 2008 would be complete.

Item 6: Presentation, deliberation and possible approval regarding receiving funds from the Travis County Housing Finance Corporation

Mr. Alter presented the report. Discussion followed.

Mr. Moya made a **motion** to approve the Inter-Local Agreement between the Travis County Housing Finance Corporation and the Housing Authority of Travis County in the amount of \$135,000.00 with all the conditions. Ms. Burkhalter seconded the motion, which **passed** unanimously.

Item 7: 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 presented the report.

Mr. Alter said the Office of the Inspector General (OIG) accepted all of the recommended procedures for addressing their recommendations. He said the Housing Authority would get a final report from the OIG. Mr. Alter said the final target action date would be October 15, 2010 instead of June 2010.

Item 8: Progress report on the Inter-Local Agreement with Housing Authority of the City of Austin to provide Management Assessment Consulting Services

Mr. Alter presented the report. He said the Housing Authority would have the agreement approved with the Travis County Housing Finance Corporation next Tuesday, December 15, 2009. Mr. Alter said there has been a meeting scheduled for Wednesday, December 16, 2009 with the Housing Authority of the City of Austin.

Item 9: Presentation, deliberation and possible approval of the Housing Authority of Travis County Procurement Policy and annual approval of contracts for services

Mr. Alter said staff is required to bring contracts that exceed \$50,000 to the Board. He said the only contract that the Housing Authority has at the time that exceeds \$50,000 is the Strategic Housing Compliance Corporation contract which has been approved by the Board and the Leal & Carter contract is an ongoing three year contract that does not have a stipulated amount.

Vice Chairman Wrenn said he wanted to place Item 9 on the agenda for the January Board meeting.

Item 10: Board Committee Reports

There were none at the time.

Item 11: Presentation of the Authority financial reports

Vice Chairman Wrenn asked about the do to's and the do from's. Mr. Alter said the programs are paying for themselves when they have an expense.

Item 12: Presentation of Properties Report

This Item was tabled until the next scheduled Board meeting.

Item 15: Outstanding questions from previous Board meetings

Mr. Alter asked if an agenda Item for Jeri Houchins from Austin/Travis County Reentry should be placed on the January agenda. Chairman Wrenn suggested for Mr. Alter to discuss with Chairman Nobles about placing the Reentry Program Item on the January agenda.

Item 17: Issues for consideration, discussion and planning

Mr. Moya asked Mr. Alter if Travis County was still interested in the office space the Housing Authority has for lease. Mr. Alter said the architectural planning has begun and now they are looking at the cost for the renovations then that information would be presented to the Travis County Court. Mr. Alter said after final approval from the Court the Housing Authority would be able to enter into an agreement with them.

Mr. Moya asked if there were plans of putting a sign out by the road. Mr. Friday said the sign that states there is office space for lease above the Habitat Suites sign would be replaced with a sign that has our name on it.

Item 16: Discussion and possible action on scheduling future Board meeting dates and time

Vice Chairman Wrenn said all Board members except for Mr. Nobles since he was not here were in agreement that Board meetings could be scheduled for the evening.

## REPORTS

- Executive Director's Report

There was none at that time.

- Issues and concerns of the Board

There was none at that time.

## ADJOURN

There being no further business, Mr. Moya made a **motion** to adjourn. Ms. Burkhalter seconded the motion, which **passed** unanimously. The Board adjourned at 11:45 a.m.

Respectfully submitted,

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Craig Alter, Executive Director