

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
January 23, 2010
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 Chairman Tommy A. Nobles called the meeting to order at 9:32

ROLL CALL

Roll Call of Directors: Chairman Tommy A. Nobles (Left the meeting at 12:02), Vice Chairman Melvin Wrenn, Commissioner Philip Barnes, Commissioner Richard Moya. Absent: Commissioner Tracy Burkhalter. Guest: Roberto Carter and Robert Carter Jr. with Leal & Carter. 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 December 12, 2009 Board Meeting

Commissioner Richard Moya made a **motion** to approve the minutes as presented. Vice Chairman Melvin Wrenn seconded the motion which **passed** unanimously.

Item 11: Presentation of the FY 2008 auditor's report

Mr. Carter said there is a letter from attorneys that needed to be updated for any impacts to the balance sheet. Mr. Carter said If not received he would make contact with the attorney. Mr. Cater said notices were sent out in December to three firms that were consulted with the Housing Authority of Travis County and is awaiting responses from two.

Mr. Cater said the fee account was off by \$56, 0000 on the fund balance that needed clarification. Mr. Carter said on page 1 second paragraph is incorrect in accordance with government standards. Mr. Carter said there is a disclosure on page 23 under contingencies that clarifies what report showed. Mr. Carter said that page 24 item 4 and 5 discloses how the Housing Authority of Travis County responded to issues. Chairman Nobles questioned the validity of the figure on page 1 paragraph 3 of the financial statement. Mr. Carter said the correct amount is \$3,205,964. Mr. Carter said he has requested that the fee accountant provides all accounting information.

Mr. Moya made a **motion** to adjourn to Executive Session to discuss Item 3 and 4. Mr. Wrenn seconded the motion, which **passed** unanimously.

The Board adjourned at 10:30 a.m.

Item 14: 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 15: Reconvene from Executive Session and take any action deemed necessary as the result of the Executive Session discussions

The Board reconvened at 11:25 a.m. to discuss Item 3 and 4.

Item 3: Discussion, deliberation and possible action on hiring an Executive Director of Housing Authority of Travis County

Commissioner Phillip Barnes made a **motion** to approve the extension of the contract for services as the Executive Director with Craig Alter through June 30, 2010 subject to approval, effective immediately, subject to review by council. Vice Chairman Wrenn seconded the motion, which **passed** unanimously.

Item 4: Presentation, deliberation and possible action regarding the impact of proposed personnel funding on the Housing Authority of Travis County annual budget

There was no action taken on Item 4.

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

Mr. Alter provided a summary of the pertinent financial information contained in the Memorandum of Agreement. Review of quarterly report followed.

Item 6: Confirmation of agreement regarding receiving funds from the Travis County Housing Finance Corporation

Mr. Alter said that with the assistance of Mr. Davis he has obtained all signatures necessary and approval from the Commissioners Court for entitlement of up to \$60,000 for contract with the Southwest Housing Compliance Corporation for the management assessment and up to \$75,000 for the OIG audit work. Mr. Alter said terms had been adjusted to make sure that the Housing Authority of Travis County would receive the funds when needed.

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 said a letter was received from HUD requesting an update on what the Housing Authority of Travis County planned to do for each of the recommendations presented. Mr. Alter said within 30 days the Authority would report to HUD what plan to do in response to each of the recommendations. Mr. Alter said the first target date is March 16, 2010 in which the Authority would provide responses to the landscape contract, the travel expenses and credit card expenses. Mr. Alter said the second target date is October 10, 2010 in which all responds are due to the OIG.

Mr. Alter said the Southwest Housing Compliance Corporation is prepared to assist in doing an analysis of general ledger, for a period of two weeks.

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 said that the Housing Authority of Travis County had made an office available to the Southwest Housing Compliance Corporation.

Mr. Alter said the Southwest Housing Compliance Corporation went out and conducted onsite inspections on the program and talked to personnel involved in the program and had come up with recommendations for consideration. Mr. Alter said revenues are down and we are not collecting as much as we could from tenants. Additionally the Housing Authority of Travis County could do better in preparing units for occupation. Mr. Alter said it is recommended we assist the current program manager because there is no way one person can handle the program. Mr. Alter said the Southwest Housing Compliance Corporation had made available to us accountants, compliance people, program people and IT people. Chairman Nobles requested clarification as to who made the recommendations found on page one. Mr. Alter said the recommendations came from the project director with assistance.

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 HUD does not have required procedures, therefore; whatever is in the procurement policy is the driver and that is in compliance with HUD's state and federal rules. Mr. Alter said the designated contract officer within the agency would have the authority to execute contracts. Commissioner Moya questioned whether there was a policy on awarding contracts worth a certain amount of money. Mr. Alter said there was none in the procurement policy. Staff would mail Richard Moya a copy of the current Procurement Policy. Discussion followed.

Chairman Nobles left the Board meeting at 12:02 p.m.

Item 10: Board Committee Reports

Commissioner Barnes said the finance committee met on January 21, 2010 and had a discussion about the presentation of financial information. Commissioner Barnes said it is recommended that instead of a consolidated report they would like to see the Strategic and local funds separated so that there is a clear presentation of what the federal assets and liabilities are. Commissioner Barnes said the committee also reviewed the Low Rent Public Housing Project Program and evaluated the losses that are being incurred. Mr. Wrenn said the cash position of the Voucher Program will continue to be monitored due to \$1.6 million dollars that represents inter-fund transfers and borrowing that were not authorized.

Item 12: Presentation of the Authority financial reports

Mr. Alter said that the Chase account had been broken down into a checking and savings in order to obtain a debit card.

Item 13: Presentation of Properties Report

Mr. Alter said REAC did an inspection in December 2009 of the housing units and found three violations, which have all been corrected.

Item 16: Outstanding matters from previous Board meetings

Discussion followed confirming outstanding matters.

Item 17: Discussion and possible action on scheduling future Board meeting dates and time

Commissioner Barnes made a **motion** to move meetings to the third Thursday of every month at 5:30p.m. Vice Chairman Wrenn seconded the motion, which **passed** unanimously.

Item 18: Issues for consideration, discussion and planning

Mr. Alter provided a notice in regards to a Texas NAHRO Conference in April.

Commissioner Barnes addressed that there is an Executive Director training being held at the Housing Authority of Travis County office January 27th, 28th and 29th.

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. Mr. Barnes seconded the motion, which **passed** unanimously. The Board adjourned at 12:24 p.m.

Respectfully submitted,

Craig Alter, Executive Director