

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
February 18, 2010
5:30 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 5:35 p.m.

ROLL CALL

Roll Call of Directors: Chairman Tommy A. Nobles, Vice Chairman Melvin Wrenn, Commissioner Philip Barnes, Commissioner Tracy Burkhalter, Commissioner Richard Moya. Guests: Jeri Houchins, Administrative Director, Austin/Travis County Round Table, Mathilde Hyams-Flores with AIDS Services of Austin, Abraham Minjarez with Austin/Travis County Integral Care, Fred Fuchs With Texas Rio Grande Legal Aid, Darla Gay with Austin/Travis County Reentry Roundtable Planning Council. 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 January 23, 2010 Board Meeting

Commissioner Richard Moya made a **motion** to approve the minutes as presented. Commissioner Philip Barnes seconded the motion.

Vice Chairman Melvin Wrenn said his name was misspelled on page 3, Item 10, last sentence. Administrative Assistant Debbie Honeycutt said she would correct the error.

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

Item 3: Presentation by Jeri Houchins, Administrative Director, Austin/Travis County Round Table on special needs of reentry population

Ms. Jeri Houchins presented the report. Ms. Mathilde Hymas-Flores, with AIDS Services of Austin, said 40-45% of the AID's population has felony convictions from 7-20 years prior. Ms. Hymas-Flores said it is recommended to revise eligibility criteria to look back no longer than four years, excluding sex offenders and those convicted of murder. Mr. Wrenn questioned what statistical data should be considered when making a determination to allow offenders into affordable housing. Ms. Hymas-Flores said time is not a factor; stability and health is what is a determining factor. Commissioner Phillip Barnes questioned the number of people needing help from the Housing Authority. Ms. Hymas-Flores said approximately 400-450 including the HIV group in Travis County. Discussion followed. Chairman Tommy A. Nobles requested Ms. Hymas-Flores submit her requests to Executive Director Craig Alter and Director Richard Moya for review. Commissioner Richard Moya suggested placing policy changes on the agenda for the March Board meeting. Discussion followed.

Mr. Wrenn made a **motion** to suspend the Housing Authority of Travis County Board meeting in order to reconvene the Strategic Housing Finance Corporation Board meeting. Mr. Moya seconded the motion, which **passed** unanimously. The meeting was suspended at 6:44 p.m.

The Board reconvened at 7:30 p.m.

Item 4: 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 Alter presented the report. Mr. Alter said the Authority received a letter from HUD acknowledging receipt of the quarterly progress report. Mr. Alter said the public housing information center reporting results indicated good reporting rates. Mr. Alter stated the Authority had set up training with HAB Inc, the producer of HMS Software, in order to have effective reports and results. Chairman Nobles asked Mr. Alter to contact Mr. David Pohler in reference to why he did not receive the progress report. Mr. Alter said he would contact Mr. Pohler to let him know to cc all correspondence to Mr. Nobles.

Item 5: Presentation on the status of the Housing Authority of Travis County's response to the HUD Office of the Inspector General's report recommendations

Executive Director Alter said a letter was sent to David Pohler with HUD addressing the status of our actions and efforts to address each of the recommendations contained in the OIG report. Mr. Alter said he would provide the information to the Board by email.

Mr. Wrenn made a motion to defer Item 5 until the March Board meeting. Mr. Moya seconded the motion, which passed unanimously.

Item 6: 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. Mr. Alter said the report reflected rent collections below stated budget. Mr. Alter said issues of concerns are that there are units that are not ready, there are people listed on the rent roll that are not there and there are vacancies with people in them. Mr. Alter said support needed to be provided in order to turn the program around. Mr. Alter said the Housing Authority of the City of Austin had created an action plan where there would be target dates, target occupancies and target activities and staff would be evaluated based on the deadlines and action items. Discussion followed.

Item 7: Presentation, deliberation and possible approval of the Housing Authority of Travis County Procurement Policy and annual approval of contracts for services

There were none at the time. Leave on agenda for the March Board meeting.

Item 8: Presentation, deliberation and possible approval of the Housing Authority of Travis County Public Housing utility allowance and rental rate schedule

Mr. Alter requested to defer item 8 until the March Board meeting.

Item 9: Board Committee Reports

There were none at that time.

Item 10: Presentation of the FY 2008 auditor's report

Mr. Alter presented the report. Mr. Alter said Mr. Carter was waiting on the final management decision and analysis component, and that it would be delivered today. Mr. Alter requested to defer item 10 until the March Board meeting.

Item 11: Presentation of the Authority financial reports

Mr. Alter presented the report. Mr. Alter suggested the finance committee meet before the next Board meeting to discuss the financial reports. Item 11 deferred until the March Board meeting.

Item 12: Presentation of Properties Report

Mr. Alter presented the report. Mr. Alter said all three public housing programs are at 87% occupancy.

Item 13: Presentation, deliberation and possible approval of separate contracts to provide HVAC equipment and roof replacement services for Alexander Oaks, Summit Oaks, and Eastern Oaks

Mr. Alter presented the report. Mr. Alter said an invitation for bid had been put together containing standardized language on how to bid and timelines and it had been submitted to HUD for approval. Mr. Alter said the Authority had received four bids. Mr. Alter said the criteria by which a contract is awarded is primarily by cost. Mr. Alter recommended the Authority go with Airco Mechanical because they had a superior warranty, superior insurance and an identified work plan and references. Mr. Alter said there is \$163,000 available for this expense.

Mr. Moya made a **motion** to award the HVAC contract to Airco Mechanical. Commissioner Phillip Barnes seconded the motion, which **passed** unanimously.

Mr. Alter said the priority for a new roof is Summit Oaks. Mr. Alter recommended Yuras. Mr. Alter said there is \$100,000 in the capital fund program for repairs this year. Mr. Alter said the money from the capital fund needed to be allocated toward what is most needed.

Mr. Moya made a motion to award the roofing contract to Yuras for the roofing of Summit Oaks in the amount of \$45,390. Mr. Barnes seconded the motion.

The previous motion was withdrawn.

Mr. Wrenn made a **motion** to award the roofing contract to Yuras for the roofing of Summit Oaks, Alexander Oaks and Eastern Oaks. Mr. Barnes seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 8:24 p.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 8:58 p.m. No action taken.

Item 16: Outstanding matters from previous Board meetings

There was none at the time.

Item 17: Issues for consideration, discussion and planning

There was none at the time.

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 9:00 p.m.

Respectfully submitted,

Craig Alter, Executive Director