

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
March 25, 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 5:36 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Tommy A. Nobles, Commissioner Philip Barnes, Commissioner Richard Moya. Absent: Vice Chairman Melvin Wrenn, Commissioner Tracy Burkhalter, Guests: Robert Carter with Leal & Carter, CPA's. 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 5: Presentation of the FY 2008 annual auditor's report

Mr. Robert Carter with Leal & Carter said three weeks ago when the report was initially presented there was missing information. Mr. Carter said the fund balance was off which had been reconciled and corrected.

Discussion of the 2008 fund balance sheet followed. Mr. Carter addressed the Schedule of findings and Questioned Costs found on pg. 42 and said there should be a person that keeps the books and a person that collects the monies. Executive Director Craig Alter said the Authority is aware of the situation and had made changes.

Mr. Carter said the 2009 Audit Report should be complete by the end of the week and the next phase would be the receivables. Mr. Carter said they would be looking at the original documentation for sample items to find out how some of these came about, were they distributed to the correct program, and were they properly authorized?

Chairman Tommy A. Nobles requested that Mr. Carter include Mr. Barnes in all proceedings. Discussion followed.

Commissioner Richard Moya made a **motion** to go into recess until completion of the Strategic Housing Finance Corporation meeting. Commissioner Philip Barnes seconded the motion, which **passed** unanimously.

Mr. Moya made a **motion** to suspend the Housing Authority of Travis County Board meeting in order to convene the Strategic Housing Finance Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously. The meeting was suspended at 6:24 p.m.

The Board reconvened at 7:34 p.m.

Item 1: Citizen Communications

There were none at that time.

Administrative Assistant Debbie Honeycutt said on Item 1 of the agenda there is a sentence that states "Please limit all presentations to 5 minutes or less". She said that the Board had agreed to change that to 3 minutes. Chairman Nobles said to change it to 3 minutes.

Item 2: Review and approval of Minutes from the February 18, 2010 Board Meeting

Chairman Nobles said under Item 2 refer to Mr. Moya and Mr. Barnes as Directors and it should be corrected to Commissioner.

Mr. Moya made a **motion** to approve the minutes with the corrections. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 3: Review and approval of Minutes from the March 2, 2010 Special Board Meeting

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

Item 4: Review and approval of Minutes from the March 15, 2010 Special Board Meeting

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

Item 6: 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

Mr. Alter presented the report. Mr. Alter said the Authority would be doing the report officially and presenting figures to HUD by April 15, 2010.

Mr. Alter said there are funds available to be drawn down in both the Capital Fund and the Public Housing operating fund. Mr. Alter said assets would be utilized as the year goes on and if the Authority were able to have excess cash we would generate a reserve, so we will strive to increase administrative fees.

Mr. Alter said an increase in make ready expenses contributed to a spike in the operating expenses for the Capital Fund. Mr. Alter said the Housing Choice Voucher operating expenses are based on 2006.

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 the Authority has a letter from United/Unity Contractors stating they were the beneficiary of a procurement procedure and that they had bid on it and had been awarded a contract. Mr. Alter said the Authority does not have a copy of the contract. Mr. Moya asked if the Authority had voted to award the contract years ago. Ms. Honeycutt said staff had not been able to locate in the minutes or on an agenda in the year span of 1999 through 2001 where a contract had been awarded to United/Unity Contractors.

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. Mr. Alter said Housing Authority City of Austin would be doing some training, at the beginning of April, on the proper procedures for rent register, maintenance, and posting of records. Mr. Alter said a final report of findings from HACA would be issued in April. Discussion followed.

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 presented the report. Review of the procurement policy followed.

Mr. Moya said he wanted to add language to the Procurement Policy that states "when a bid goes over a certain amount it must be approved by the Board". He said informally staff was presenting contracts over \$15,000 to the Board for review.

Mr. Barnes made a **motion** to add a paragraph on page 12 that reads Board of Commissioner approval required for contracts exceeding \$25,000.

The previous motion was withdrawn.

Mr. Barnes made a **motion** that the intent of our proposal be made clear and that the Executive Director would bring to the Board the exact language to be approved at the next Board meeting. Mr. Moya seconded the motion, which **passed** unanimously.

Item 10: Presentation, deliberation and possible action regarding hiring an Executive Director of the Housing Authority of Travis County

Mr. Barnes said there have been received, to date, expressions of interest from three people, all from out of state. Mr. Barnes said the Commissioners would have a discussion at the next Board meeting on how to gather, distribute and review the resumes.

Item 11: Board Committee Reports

Mr. Barnes said he had a meeting with Craig and they had reviewed the draft audit and spent time reviewing the new summary presentation prepared by Mr. Alter.

Item 12: Presentation of Properties Report

Mr. Alter presented the report. Discussion of properties reports followed.

Item 13: Presentation of the Authority Financial Reports

Mr. Alter presented the report. Review of financial reports followed.

Item 14: Presentation on the availability and possible use of Neighborhood Stabilization Program funds

Mr. Alter said Item 14 had been covered during the Properties Report.

Item 15: 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

There was none at the time.

Item 16: Reconvene from Executive Session and take any action deemed necessary as the result of the Executive Session discussions

N/A

Item 17: Review list of outstanding matters from previous Board meetings

Mr. Alter said the first item had been covered and could be removed from the list. Mr. Alter confirmed that all other items were ongoing.

Item 18: Issues for consideration, discussion, planning, and possible action:

- Consideration of creating an **HATC Technology Initiative** (Tommy A. Nobles)

Chairman Nobles said to place “Consideration of creating an HATC Technology Initiative on the “HATC Outstanding Matters From Previous Meeting” list.

- Discussion of regular Board Meeting dates and locations (Tommy A. Nobles)

Chairman Nobles said to place “Discussion of regular Board Meeting dates and locations” on the next scheduled Board meeting agenda.

Item 19: Presentation, deliberation and possible approval of the Housing Authority of Travis County updated Public Housing utility allowance and the rental rate schedule

Mr. Alter presented the report. Mr. Alter said difference column was incorrect. Mr. Alter said the revised report had been provided. Discussion followed.

Mr. Barnes made a **motion** to approve the utilities schedule. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

Mr. Alter said one more issue with item 12, associated with properties report is that Frameworks has another proposal providing financial literacy for our clients in the Choice Voucher program. Discussion followed.

REPORTS

- Executive Director’s Report
- Chairman’s comment
- Issues and concerns of the Board

Mr. Alter said Texas NAHRO would be having a conference April 18-22 in South Padre on Commissioners classes that may be of interest. Mr. Alter requested he be granted approval to attend.

Mr. Alter asked if the Board wanted to bring back Dr. Seremitis. Chairman Nobles said no.

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 9:14 p.m.

Respectfully submitted,

Craig Alter, Executive Director