

**HOUSING AUTHORITY OF TRAVIS COUNTY**  
**BOARD MEETING**  
**502 East Highland Mall Blvd.**  
**Suite 106-B**  
**Austin, Texas 78752**  
**April 22, 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 6:47 p.m.

**ROLL CALL**

Roll Call of Commissioners: Chairman Tommy A. Nobles, Vice Chairman Melvin Wrenn, Commissioner Philip Barnes, Commissioner Tracy Burkhalter, Commissioner Richard Moya. 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 1: Citizen Communications *Anyone desiring to discuss or comment on items directly related to the HATC is always welcome; sign-in must be completed prior to the opening of the meeting. Please limit all presentations to 3 minutes or less. If the item is deemed related to an agenda item at the current meeting, the presiding officer will inform the citizen that pending action(s) remain.*

There were none at that time.

Item 2: Review and approval of Minutes from the March 25, 2010 Board Meeting

Commissioner Richard Moya made a **motion** to approve the minutes as presented. Commissioner Tracy Burkhalter seconded the motion, which **passed** with 4 Yea's and 1 Abstained.

Chairman Tommy A. Nobles - Yea  
Vice Chairman Melvin Wrenn -Abstained  
Commissioner Philip Barnes - Yea  
Commissioner Tracy Burkhalter - Yea  
Commissioner Richard Moya - Yea

Item 3: Presentation of the FY 2009 annual auditor's report

Robert Carter with Leal & Carter, CPA's presented the Travis County Housing Authority's Audited Financial Statements for the year ended June 30, 2009.

Chairman Tommy A. Nobles said every time the Housing Authority has an external audit there should be some type of medial action recorded to be prepared to fix the problem.

Chairman Nobles said when the Housing Authority's finance committee meets with the Auditor then the Board members should put an action item on the agenda, vote on it and put it in place.

Chairman Nobles asked Vice Chairman Melvin Wrenn and Commissioner Philip Barnes to write a resolution for the next Board meeting.

Vice Chairman Wrenn said he wanted to make sure that the issues on pages 46 and 47 of the audit had been addressed.

Chairman Nobles said the Commissioners might need to call a special Board meeting to discuss the 2009 audit. Vice Chairman Wrenn said after the finance committee meets, then they could make a recommendation in calling a special Board meeting.

Mr. Carter said that the audit is final and has to be submitted to HUD by April 30, 2010, with the exception of making the revisions to the submittal statement.

Mr. Carter said after submitting the financials statements and the findings to HUD by April 30<sup>th</sup> then the next step would be the issues, and a plan to address them. He said in conjunction with that would be the last outstanding item which is agreed upon procedures on the special audit that the OIG requires.

Item 4: Presentation of Memorandum of Agreement quarterly report between the U.S. Department of Housing and Urban Development and the Housing Authority of Travis County

Mr. Alter handed out a revised Memorandum of Agreement Quarterly Report to the Board of Commissioners.

Mr. Alter said the Housing Authority is required on a quarterly basis to report the financial information, as well as respond to certain processes that the Housing Authority was taking to improve management and financial control. Mr. Alter said staff drafted the report for the period ending March 31st and it was due April 15<sup>th</sup>, 2010. He said the Housing Authority submitted the information and report on time to HUD.

Chairman Nobles left the Board meeting at 8:15 p.m.

Vice Chairman Melvin Wrenn conducted the Board meeting.

Item 5: 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 that the Housing Authority of the City of Austin dba SHCC Consulting staff would be at the Housing Authority office Monday April 26<sup>th</sup> at 11:00 a.m. to present their final report on Section 8 and Public Housing.

Commissioners Tracy Burkhalter said if she could not attend, she would like to get a copy of the report.

Vice Chairman Melvin Wrenn asked the Commissioners if they would be able to attend the meeting on April 26<sup>th</sup>. Commissioner Barnes said he would be able to attend the meeting.

Vice Chairman Wrenn said there would be two Commissioners attending the meeting on April 26th.

Mr. Alter said in the Board book is the summary of recommendations that was compiled by SHCC. Mr. Alter handed out a restatement of the suggestions and what is being done to address the suggestions.

Item 6: Presentation, deliberation and possible approval of the Housing Authority of Travis County Procurement Policy

Mr. Alter presented the report.

Commissioner Philip Barnes made a **motion** to approve the language presented to be inserted in the Procurement Policy on page 10 and with the correction of the last word in the last sentence from Directors to Commissioners. Commissioner Richard Moya seconded the motion. Discussion followed. A vote was taken, which **passed** unanimously.

Item 7: Presentation, deliberation and possible action regarding hiring an Executive Director of the Housing Authority of Travis County

Vice Chairman Wrenn said the applicant information received would be handed out to the Board members at the end of the Board meeting. He said a Special Board meeting needed to be scheduled to discuss the resumes that have been received.

Mr. Barnes said he had all of the resumes that had been received with him for the Executive Director position. Mr. Barnes said he also had a copy of the announcement that was published in the papers to solicit the position.

Item 8: Board Committee Reports

Mr. Barnes said the Finance Committee held a meeting which consisted of Mr. Wrenn and himself. Mr. Barnes said they spent most of the time at that meeting reviewing the Memorandum of Agreement Quarterly Report. He said the recommendation was to sign the report and forward to HUD.

Item 9: Presentation of Properties Report

Mr. Alter presented the report.

He said that the Housing Authority had hired a Public Housing Specialist and she is doing an amazing job.

Item 10: Presentation of the Authority Financial Reports

Mr. Alter presented the report.

Item 11: 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 were none at the time.

Item 12: Reconvene from Executive Session and take any action deemed necessary as the result of the Executive Session discussions

N/A

Item 13: Review list of outstanding matters from previous Board meetings

Mr. Alter presented the report.

Item 14: Resolution granting authority to Executive Director to act on behalf of the Housing Authority of Travis County

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

Item 15: Issues for consideration, discussion, planning, and possible action

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

Vice Chairman Wrenn said Item 15 would be tabled until the next scheduled Board meeting.

Item 16: Present for approval the TML Intergovernmental Employee Benefits Pool Inter local Agreement

Mr. Alter presented the report. Vice Chairman Wrenn said Item 16 would be tabled until the next scheduled Board meeting.

Vice Chairman Wrenn said that the Finance Committee would need to meet more than once a month.

## REPORTS

- Executive Director's Report

There were none at the time.

- Chairman's comment

There were none at the time.

- Issues and concerns of the Board

Mr. Moya said he wanted to make sure the budget would include retirement for staff.

Mr. Alter said the next scheduled Board meeting would be the third Thursday in May.

## 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 9:00 p.m.

Respectfully submitted,

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Craig Alter, Executive Director