

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
May 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 6:10 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Tommy A. Nobles, Vice Chairman Melvin Wrenn, Commissioner Philip Barnes, Commissioner Richard Moya. Absent: Commissioner Tracy Burkhalter Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt, Section 8 Assisted Housing Supervisor Lupe Riojas, Housing Manager Jose Villanueva. 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 April 22, 2010 Board Meeting

Vice Chairman Melvin Wrenn made a **motion** to table the minutes until the next scheduled Board meeting. Commissioner Philip Barnes seconded the motion, which **passed** unanimously.

Item 3: Presentation of Properties Report

Executive Director Craig Alter handed out a revised Housing Report and presented it to the Board. Mr. Alter introduced to the Board Jose Villanueva, the newly hired Housing Manager for the Housing Authority of Travis County.

Vice Chairman Wrenn asked if clients on the Housing Voucher waiting list with disabilities could be moved to the top of the list. Section 8 Assisted Housing Supervisor Lupe Riojas said the Housing Authority does not take preference. Commissioner Richard Moya said the Commissioners should review the policy at the Annual Board Meeting this year. Commissioner Philip Barnes asked when the Annual meeting was held. Chairman Nobles said it is usually held in September.

Chairman Nobles said the Inspection Statics Report would not need to be placed in the Board book each month.

Item 4: Presentation of the Authority Financial Reports

Mr. Alter handed out a Summary Report to the Commissioners.

Mr. Alter presented the financials.

Vice Chairman Wrenn asked Commissioner Barnes to give an overview of the financials, since the Finance Committee had a meeting.

Commissioner Richard Moya said changes to the budget needed to be prioritized, he said reinstating the retirement for the staff was important to him.

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

Mr. Alter said there had been no communication in regards to the MOA with HUD.

Mr. Alter said in conjunction with the MOA staff had been working with HUD on the OIG issues regarding the credit card expenditures and unsupported travel expenditures. He said out of the \$27,000 questioned by HUD, \$800.00 is subject to repayment.

Mr. Alter said the first submittal that was made regarding the \$107,000 landscaping contract had been completely accepted and the Housing Authority owes zero.

Mr. Moya asked when HUD would let the Housing Authority know the amount that is owed. Mr. Alter said that would be early October 2010. Mr. Alter said Mr. Carter is ready to provide to the Housing Authority a sample list that would need to be investigated.

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 said staff attended software training with the Housing Authority's software provider during the week of May 10th through May 14th which lasted all day.

Mr. Alter said starting July 1st the Housing Authority would have a new budget, new software management, new recording abilities and a new fee accountant.

The Board recessed at 6:55 p.m.

The Board reconvened from recess at 7:00 p.m.

Chairman Nobles said Item 7 and 9 would be deferred until Items 8 and 10 had been presented.

Item 8: Board Committee Reports

Mr. Barnes presented a resolution to the Board in regards to the independent auditor's report for year end June 30th 2009.

Mr. Moya suggested having a lawyer review the resolution.

Vice Chairman Wrenn suggested writing a progress report regarding the independent auditor's report instead of the resolution.

Chairman Nobles asked Vice Chairman Wrenn and Commissioner Barnes to bring back to the Board another draft to be presented at the next scheduled Board meeting.

Item 10: Present for approval the TML Intergovernmental Employee Benefits Pool Inter local Agreement

Mr. Alter presented the report. Mr. Alter said TML offers insurance to members that are considered to be a Governmental Entity. Mr. Alter said each year TML issues new rates for the employees. He said this year TML is considering opening up the benefit program to governmental entities outside of the state of Texas and because of that, there is a new Interlocal Agreement that has to be executed by all participating members. He said it takes a resolution of the Board to actually agree to the Interlocal Agreement. He said if the Interlocal Agreement is not signed, the Housing Authority would have to find another insurer. Mr. Alter asked the Board for approval to sign the form titled Interlocal Agreement (Risk Participating Member).

Chairman Nobles said the verbiage on Item 10 does not make it an action Item. Vice Chairman Wrenn said if all of the Commissioners accept the Interlocal Agreement as presented, then that should allow Mr. Alter to move forward with the document. Vice Chairman Wrenn said at the next scheduled Board meeting Item 10 could be placed back on the agenda.

Mr. Barnes made a motion to approve the TML Intergovernmental Employee Benefits Pool Interlocal Agreement as presented provided there is no member that disapproves of that action. Mr. Moya seconded the motion. Discussion followed. A vote was taken, which passed unanimously.

Mr. Barnes made a **motion** to adjourn into Executive Session to discuss Item 7 and 9. Mr. Moya seconded the motion.

Mr. Alter suggested including under Real Property Matters (551.072) discussion of the sale of the Housing Authority's office building located at 2200 MLK.

Vice Chairman Wrenn suggested discussing only the 2 Items that were posted which are Items 7 and 9.

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

The Board adjourned to Executive Session at 7:40 p.m.

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

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

The Board reconvened from Executive Session at 9:10 p.m. and took the following action regarding Item 9 and 7.

Item 9: Presentation, deliberation and possible action regarding County lease for office space located in Suite 106-A, 502 East Highland Mall Blvd., Austin, Texas

Mr. Moya made a motion to approve the Lease Agreement between the Housing Authority of Travis County, Texas and Travis County, a political subdivision of the State of Texas effective June 15, 2010. Mr. Barnes seconded the motion, which passed unanimously.

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

Mr. Barnes said during Executive Session there was a progress report presented to the Commissioners regarding the search for an Executive Director.

Chairman Nobles said there was no action taken for Item 7.

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

Mr. Alter presented the report.

Item 14: Issues for consideration, discussion, planning, and possible action

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

Chairman Nobles said Item 14 would be tabled until the next scheduled Board meeting.

REPORTS

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

Vice Chairman Wrenn suggested scheduling the Annual Board meeting in July. Mr. Alter said in preparation for the Annual Board meeting later would be better.

ADJOURN

There being no further business, Mr. Moya made a **motion** to adjourn. Melvin Wrenn seconded the motion, which **passed** unanimously. The Board adjourned at 9:20.

Respectfully submitted,

Craig Alter, Executive Director