

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
June 28, 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 Vice Chairman Melvin Wrenn called the meeting to order at 6:25 p.m.

ROLL CALL

Roll Call of Commissioners: Vice Chairman Melvin Wrenn, Commissioner Philip Barnes, Commissioner Tracy Burkhalter, Commissioner Richard Moya. Absent: Chairman Tommy A. Nobles 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.

Vice Chairman Wrenn said Items 7, 10, 11, 12 would be discussed during Executive Session.

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.

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

Item 3: Review and approval of Minutes from the May 25, 2010 Board Meeting.

Commissioner Richard Moya made a **motion** to approve the minutes as presented. Commissioner Tracy Burkhalter seconded the motion, which **passed** unanimously.

Item 4: Presentation of Properties Report.

Housing Manager Jose Villanueva presented the Housing Report.

Vice Chairman Wrenn suggested putting a one page report together that brings you up to sequence and then also have an action plan in terms of where you are going from here. Mr. Alter asked if that should be for each property. Vice Chairman Wrenn said it would be a briefing on each property.

Mr. Villanueva said the Housing Authority would be opening the Public Housing waiting list July 15th. Mr. Alter said the notice would be advertised in newspapers. Mr. Alter said the Authority would be accepting applications for one week.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the Section 8 Report.

Item 5: Presentation of the Authority Financial Reports.

Mr. Alter said (HUD) Housing and Urban Development issued some comments about Mr. Carter's 2009 Audit Report. Mr. Alter said that Mr. Carter had responded and submitted it timely. No May financial reports were presented.

Item 6: Presentation of Board Committee Reports.

Commissioner Philip Barnes said the Progress Report was originally prepared as a Resolution and there were some concerns expressed the way it was presented. Vice Chairman Wrenn asked if the Housing Authority was going to put together a letter and give to the Travis County Commissioner's Court. Mr. Barnes said if it was the will of the Board, then all that would be required would be to make any adjustments that could be completed tonight as a Board, if not, then simply remove "Tentative and Preliminary Draft for Review Purposes Only" from the top of the first page and adopt it. Vice Chairman Wrenn said it could not be adopted tonight; it needed to be put in a report form.

Vice Chairman Wrenn said to place Item 6 regarding the report on an agenda as an action Item. Mr. Moya said the report needed a signature page. Vice Chairman Wrenn said the report could then be brought back to the Board at the next scheduled Board meeting for approval.

Item 8: Presentation, deliberation and possible action regarding the Housing Authority of Travis County 2011 fiscal year annual operating budget.

Mr. Alter handed out a revised budget to the Commissioners. Mr. Alter said he did not want to go through the Housing Choice Voucher Utilization Model too much. He said the way it works is by tracking the number of vouchers that are issued on any given month, how many have been added, how many have been lost, what does it cost to service those vouchers, and what is the Housing Authority receiving in the way of revenue reimbursement from HUD. Mr. Alter said any operating deficit created would need to be covered with the Housing Authority's savings. Mr. Alter said there is \$289,000.00 in a restricted voucher saving account, which is called the net restricted assets. Mr. Alter said the Housing Authority would like to utilize all of that money. He said the Housing Authority would like to start utilizing some on the non-federal money to increase the number of vouchers that could be offered. Mr. Alter said the reason that the Housing Authority would like to offer non-federal money is because our non-federal programs appear to owe some of the federal programs, so the Housing Authority should start that repayment process through this funding. Mr. Alter said HUD's federal fiscal year is October 1st through September 30th. He said that period would determine the amount received from HUD for the following calendar year.

Mr. Alter said for Commissioner travel there is \$2,000.00 per Commissioner. Vice Chairman Wrenn said there was more than that last year. Mr. Alter asked if it was \$2,500.00. Vice Chairman Wrenn said that was correct. Vice Chairman Wrenn said the Commissioners did not travel, but the amount needed to stay the same as last year.

Mr. Moya said if the Board was going to amend the budget, it needed to be voted on. Vice Chairman Wrenn said the budget that is being presented is a proposed budget.

Mr. Alter said the Housing Authority would be contracting for new accounting services. Mr. Alter said the City of Austin would offer fee accounting work. Mr. Alter said the Housing Authority would be putting out a Request for Proposal, which would include the City of Austin to respond.

Mr. Alter said what was discussed during the finance committee meeting, was the cushion for the Housing Authority. Mr. Alter said the balance of \$20,911.00 that is unused non-federal funds plus the employee incentive pool, which is available if the Housing Authority can't maintain the budget.

Mr. Moya said the Board could not approve the budget without an organization chart of the staff.

Mr. Moya asked Mr. Alter to explain the incentive pay pool, and he stated that the budget did not have a cost of living raise for the employees. Vice Chairman Wrenn said he thought it was a part of the incentive pool. Mr. Moya said he did not know that, so that was the reason he was asking. Mr. Alter said that is correct. Mr. Alter said that would be the means of creating the raise. Mr. Moya said there should be two line items; one for cost of living increase and one for incentive. Mr. Moya said the Board needed to decide on the cost of living raise. Mr. Moya said it sounded like the incentive pay would come at the end of the fiscal year. He said incentive pay should correspond with anniversary dates. Mr. Moya said for staff to wait a year for incentive pay, without receiving a cost of living raise in the past couple of years, is asking a lot. Mr. Moya said he wanted to set the cost of living raise the same for each employee. He said if the cost of living raise is set at 4%, then there would be 6% for incentive pay.

Mr. Moya said the retirement contributions obviously are based on 6% of staff's salary. Mr. Moya asked if we are assuming that employees would vote for this. Mr. Alter said no we are not. Mr. Alter said, what was put in the budget is a level of contributions that the Housing Authority would consider appropriate, regardless of the program. Mr. Alter said the Housing Authority had been approved for the County Retirement Program. He said the next step is to submit the financial information on all employees to the County. Mr. Moya said staff should have already been notified if they are interested in contributing. Mr. Moya said he thought it had to be 100 percent employee participation regarding the County Retirement Program. Mr. Barnes said that is correct. Mr. Barnes said if the Board made that commitment to participate in the County Retirement Program, then every employee would participate, if they work here. Mr. Moya said that can't be done to employees that have been here for years that 6% would be taken out of their pay. Mr. Barnes said the Board may elect, and may choose for good reason, if any one employee opts out then we're not going to do it. Vice Chairman Wrenn said if the Housing Authority could cover it, it would not be a financial impact on the employees.

Vice Chairman Wrenn said regarding to employee benefits the Housing Authority puts up a certain amount of money; an employee needs it in health benefits, an employee has a spouse or a child that needs to be covered. Vice Chairman Wrenn said, he thought that when you start looking at the way things were being done, for example; putting so much in retirement, covering the health benefits of the employee, we were not covering health benefits of families. He said the Authority needed to look at the best plan that really meets the needs of the employees. Mr. Barnes said if the decision is to give staff a cost of living increase effective July 1, 2010, we could take money that had been allocated for that purpose; the budget could be, amended later. Mr. Moya said the budget could be amended now. Mr. Alter said a suggestion would be, since the maximum potential employee contribution requirement under the district program would be 7% we should keep that 7% available and use the other 3% as a cost of living raise, or 4% cost of living and 6% employee contribution. Vice Chairman Wrenn said, recognizing that we would be conservative, why don't we say 12% for the employee incentive pool. He said employees salaries may have to be adjusted to cover certain costs. Mr. Wrenn said that way no employees would be affected from a salary point of view. Mr. Alter said salaries would be increased 4% effective July 1st, 2010 and the administrative incentive pool would be 8%.

Mr. Moya asked staff for a copy of the Organizational Chart for the Housing Authority.

Mr. Barnes made a **motion** to approve the budget as amended. Mr. Moya seconded the motion.

Commissioner Tracy Burkhalter asked if the Board was going to approve the budget based on; that we still do not have the financial reports. Vice Chairman Wrenn said there is a requirement to submit the budget to HUD. Ms. Burkhalter said we don't know what the financial report states.

Mr. Alter said the Authority tried desperately not to utilize the financials to any great degree, recognizing that they did not represent the organization, or the program changes that were taking place.

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

Mr. Alter said the budget would be brought to the Board quarterly.

Mr. Moya asked if the print on the budget could be larger.

Item 9: Presentation, deliberation and possible action regarding adopting the Affirmatively Furthering Fair Housing Plan to accompany the application to HUD for additional housing choice vouchers for non-elderly but disabled persons.

Item 13 was discussed in place of Item 9 and Item 9 was not discussed at all.

Item 13: Presentation, deliberation and possible action regarding Board Resolution 2009-2 whereby the Board grants its approval to submit the Management Assessment For Public Housing Agencies (MASS) report to HUD for fiscal year ending June 30, 2009.

Mr. Moya made a **motion** to approve the Resolution that would allow the Executive Director to submit the Management Assessment Report to the U.S. Department of Housing and Urban Development. Mr. Barnes seconded the motion, which **passed** unanimously.

Mr. Moya made a **motion** to adjourn into Executive Session to discuss Items 7, 10, 11 and 12. Ms. Burkhalter seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 7:54 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

Commissioner Tracy Burkhalter left the Board meeting at 8:15 p.m.

The Board reconvened from Executive Session at 9:00 p.m. and took the following action regarding Items 7, 10, 11 and 12.

Item 7: Presentation, deliberation and possible action regarding investigating alternative ownership options for the Carson Creek duplexes.

Mr. Moya made a **motion** to allow the Executive Director to investigate alternative ownership options for Carson Creek duplexes and report back to the Board. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 10: Presentation, deliberation and possible action regarding a request from the Texas State Affordable Housing Corporation for reimbursement of its cost to repair the gutter and downspout system for the building located at 2200 MLK Boulevard, Austin, TX.

Mr. Moya made a **motion** to table Item 10 until the next scheduled Board meeting. Mr. Barnes seconded the motion.

Vice Chairman Wrenn said the discussion would be that the Executive Director would pull together all records in order for the Board to take action.

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

Item 12: Presentation, deliberation and possible action regarding requests for consideration from terminated employees.

Mr. Moya made a **motion** to table Item 12 until the next scheduled Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 11: Presentation, deliberation and possible action regarding hiring an Executive Director of the Housing Authority of Travis County.

Mr. Moya made a **motion** to call a Special Board meeting Wednesday, July 7th at 12:00 noon to be held at 502 East Highland Mall Blvd. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 16: Review list of outstanding matters from previous Board meetings

There were none at that time.

Item 17: Issues for consideration, discussion, planning, and possible action

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

There were none at that time.

Mr. Alter said the next regular Board meeting is scheduled for the third Thursday in July, which would be July 15th. Mr. Barnes said since there would be a Special Board meeting July 7th would it make since to move the regular Board meeting to July 22nd.

Mr. Alter said the only other issue is scheduling the Annual Board meeting. Mr. Alter suggested late August or early September. Vice Chairman Wrenn said to place an Item on the July agenda to discuss the date and time of the Annual meeting.

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
There were none at the 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 9:09 p.m.

Respectfully submitted,

Craig Alter, Executive Director