

**HOUSING AUTHORITY OF TRAVIS COUNTY**  
**BOARD MEETING**  
**502 East Highland Mall Blvd.**  
**Suite 106-B**  
**Austin, Texas 78752**  
**September 10, 2010**  
**4:00 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 4:01 p.m.

**ROLL CALL**

Roll Call of Commissioners: Vice Chairman Melvin Wrenn, Commissioner Philip Barnes, Commissioner Richard Moya. Absent: Chairman Tommy A. Nobles, Commissioner Tracy Burkhalter. Guest: President of the Strategic Housing Finance Corporation Ofelia Elizondo. 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: Board of Commissioners' remarks of appreciation to the Housing Authority of Travis County staff.

Vice Chairman Melvin Wrenn, Commissioner Richard Moya, President Ofelia Elizondo, Commissioner Philip Barnes and Executive Director Craig Alter expressed their appreciation to the staff of the Housing Authority for all of their good work.

Vice Chairman Wrenn asked the staff members if they had any comments or questions that they would like to express today, or at a later date.

Accountant Betty Black asked if the retirement program would be reinstated for staff of the Housing Authority. Mr. Alter said that the retirement plan would be reinstated. Mr. Alter said the Board would like to utilize the program that everyone would like to utilize. He said he had received some negative responses regarding the district plan, because of the requirements. Mr. Alter said he would like to look at the alternatives. He said there is the existing program, and then there are other choices that could be looked at. Mr. Alter said it would be his charge to bring those alternatives to the Board. Mr. Alter said the money has been set aside for the full year beginning July 1, 2010.

Mr. Moya said he was convinced that the county district plan would not work for the Housing Authority. Mr. Moya suggested reinstating the old retirement plan. Mr. Alter said the old plan could be reinstituted and continue to search for alternatives that might be beneficial if anyone would be interested. Mr. Alter said for the next Board meeting he would have a survey completed from the staff that would outline what type of retirement program would best benefit them. Mr. Moya suggested that staff sign a petition to reinstate the old retirement plan with Mutual of America. Housing Specialist Renea Frazier said that staff could sign the petition today. The Board members agreed to reinstate the old retirement plan with the Housing Authority contributing 6% of the employee's annual salary.

Mr. Moya said that a Special Board meeting could be called to reinstate the old plan with Mutual of America.

Item 2: 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.*

Derrick Norris, a resident at Alexander Oaks, addressed the Board with some concerns regarding Alexander Oaks. He said that he would not let his son go outside because there were some adult males hanging out at the property and he would find beer cans in his yard. Mr. Norris said he had signed up with bill pay at his bank, and since the paper work was not completed, he was not notified from the Housing Authority that the rent had not been paid. Mr. Norris said he opened his mail box and found a letter with a message on the outside of the envelope, which was very unprofessional. Mr. Norris stated that the new staff was in need of some customer service training. Mr. Norris said he would like to be notified on the 5<sup>th</sup> of the month if his rent has not been received. Mr. Norris said there were big tree limbs that stayed in his yard for about 2 months before they were cut up and removed.

Mr. Alter told Mr. Norris he would look into all the concerns that he had and report back to the Board. Mr. Alter stated that the goal of the Housing Authority was to take care of the property and to take care of the work orders in a timely manner.

Vice Chairman Wrenn said he would like to suspend the Housing Authority Board meeting in order to open the Strategic Housing Finance Corporation Board meeting.

The meeting was suspended at 4:46 p.m. in order to open the Strategic Housing Finance Corporation Board meeting.

The Board reconvened at 5:56 p.m.

Item 3: Review and approval of Minutes from the July 22, 2010 Board Meeting.

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

Item 4: Presentation of Properties Report.

Mr. Alter presented the report.

Housing Manager Jose Villanueva said there is a recertification party planned at Summit Oaks September 15, 2010, Eastern Oaks September the 22<sup>nd</sup>, and Alexander Oaks recertification is scheduled for September 29<sup>th</sup> and 30<sup>th</sup>. Mr. Villanueva said staff would be meeting with all of the residents at Alexander Oaks, Eastern Oaks and Summit Oaks October 6, 7 and 8 to form a resident committee.

Mr. Alter said the repayment agreements for the low rent properties, Carson Creek and Manor Town Apartments will be placed on the agenda for the next regular scheduled Board meeting.

Discussion followed.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the report. Ms. Riojas said next week there would be a HUD representative come to the office to conduct PIC training for the Section 8 and Public Housing staff.

Mr. Alter said there was a process started in June 2010 to hand out 60 new vouchers and have those all leased up by October 2010.

Mr. Moya made a **motion** to adjourn the Board meeting until 9:00 a.m. September 11, 2010. Mr. Barnes seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 7:00 p.m.

Respectfully submitted,

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Craig Alter, Executive Director

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**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 10:13 a.m.

**The Board reconvened at 10:13 a.m. Saturday, September 11, 2010.**

**ROLL CALL**

Roll Call of Commissioners: Vice Chairman Melvin Wrenn, Commissioner Philip Barnes, Commissioner Richard Moya. Absent: Chairman Tommy A. Nobles, 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 5: Presentation of the Authority Financial Reports.

Executive Director Craig Alter presented the financials.

Mr. Alter said he gave the Commissioners the bank balance sheets as of September 8, 2010.

Commissioner Richard Moya asked when the Housing Authority would start collecting rent from Travis County for the space at 502-A, and what bank account would that money be placed. Mr. Alter said the Housing Authority would be receiving rent starting October 1, 2010, and the money would be placed in the 502 Highland Mall account.

Item 6: Presentation of Board Committee Reports.

There were none at the time.

Item 7: Presentation, deliberation and possible action regarding progress in responding to the U.S. Department of Housing and Urban Development Office of Inspector General report recommendations.

Mr. Alter presented the report. Mr. Alter said all of the Items of the OIG report have been addressed.

Mr. Alter said he had talked to the Housing Authority City of Austin (HACA), which has created their own fee accountant services. He said he had posed the question to HUD on whether there could be an Interlocal Agreement with HACA to use them on a trial basis for a year. He said he had discussed a fee with HACA of around \$3,000.00 per month, where as currently the Housing Authority of Travis County is paying \$5,000.00 per month for a fee accountant. Mr. Alter said HACA has 3 CPA's on staff for and the program. Mr. Alter said if the Housing Authority of Travis County needed to put out an RFP, he had names of firms that service Housing Authority's.

Mr. Alter said he needed to determine within the next week if the Interlocal Agreement with HACA would be appropriate, allowable and if not, get the RFP finished and get it out. He said, then make a determination and bring it back to the Board. Vice Chairman Wrenn said, you would need authorization to send the RFP out. There would need to be a Special Board meeting scheduled. Vice Chairman Wrenn said, if an Interlocal Agreement is approved by HUD, then it would be just be a matter of putting it together and bringing it to the Board. Commissioner Philip Barnes asked what the reasons would be that the Interlocal Agreement with HACA might not be appropriate. Mr. Alter said David Pohler with HUD wanted to be extremely careful. Mr. Moya said HUD would need to sign off on the Interlocal Agreement with HACA. Mr. Alter said not really. Mr. Moya said it would be better if they did; he said he would not want to have to explain it to them. Vice Chairman Wrenn suggested having HUD sign off on it with some formal indication that the Housing Authority could move forward.

Vice Chairman Wrenn asked if the OIG would issue the final findings in October 2010. Mr. Alter said the Housing Authority's information is due to them mid October. He said he did not know when the Housing Authority would receive the OIG's final report.

Vice Chairman Wrenn said Items 8 and 9 would need to be discussed during Executive Session.

Item 10: Presentation, deliberation and possible action regarding the Progress Report prepared in response to the fiscal year 2009 Independent Auditor's Report.

Vice Chairman Wrenn said he would table Item 10 until after the Annual Board Meeting Elections.

Mr. Moya made a **motion** to discuss Item 10 during the Annual meeting 2010. Mr. Barnes seconded the motion, which **passed** unanimously.

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

Mr. Alter presented the report.

He said Item 2 on the list would be discussed at the Annual Board meeting.

Mr. Alter said regarding Item 5, he had not heard back from Austin/Travis County Round Table. Mr. Alter said Item 6 was added to the list at the request of Chairman Nobles. Vice Chairman Wrenn said he would discuss it with Chairman Nobles to see what it is.

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

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

Vice Chairman Wrenn called for a motion to discuss Item 14 at the Annual Board meeting.

Mr. Moya made a **motion** to discuss Item 14 during the Annual Board meeting 2010. Mr. Barnes seconded the motion, which **passed** unanimously.

## REPORTS

- Executive Director's Report

Mr. Alter said he had a letter from HUD regarding the Memorandum of Agreement that he would hand out to the Board members. Mr. Moya said the bottom of the letter did not show where it was sent to the County Judge. He asked Craig to send the letter to the Judge. Vice Chairman Wrenn suggested sending a copy of the letter to the County Judge along with the Progress Report prepared in response to the fiscal year 2009 Independent Auditor's Report

Mr. Alter asked the Board if they wanted to schedule a Special Board meeting to discuss the retirement program. Vice Chairman Wrenn said that could be discussed during the Annual Board meeting 2010.

Mr. Alter said the Housing Authority was recognized for the use of the office by the Texas Housing Association which had a conference 3 weeks ago in Houston, Texas.

Mr. Alter said Travis County's original move in date was October 1<sup>st</sup>, it might be a later date now, but they would start paying rent October 1, 2010. He said they have been obligated to pay utilities since June 1, 2010.

Mr. Alter said the Board members had received some information on the National NAHRO conference that is scheduled for October 31 through November 2. He asked if any of the Board members would be interested, and if so there is a form to fill out. Mr. Alter said the Housing Authority could only make arrangements for staff and Board members. He said the Authority would need every receipt from the trip.

Mr. Alter said the form he was speaking of was a pre-travel request that he would like to be considered to be added to the personnel policy.

Mr. Barnes asked for information regarding future conferences.

- Chairman's comment  
There were none at the time.

- Issues and concerns of the Board  
There were none at the time.

Mr. Moya made a **motion** to adjourn to Executive Session to discuss Items 8 and 9. Mr. Barnes seconded the motion, which **passed** unanimously.

The Board adjourned at 10:44 a.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 at 11:37 a.m.

Item 8: Presentation, deliberation and possible action regarding the status of the 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. Barnes made a **motion** to approve the settlement of the request from Texas State Affordable Housing Corporation for the reimbursement of its cost to repair the gutter and downspout system for the building located at 2200 MLK Blvd. Austin, Texas at an amount of \$10,282.00 equal to 50% of the claim.

Mr. Moya asked for the exact amount. Mr. Alter said \$10,282.00.

Mr. Moya seconded the motion, which **passed** unanimously.

Item 9: Presentation, deliberation and possible action regarding hiring an Executive Director of the Housing Authority of Travis County.

Mr. Moya made a **motion** for the Housing Authority of Travis County to hire Craig Alter as the Executive Director of the Housing Authority of Travis County with an annual salary not to exceed \$132,409.00 effective September 15, 2010, and the new contract to be signed today, September 11, 2010 by the Chairman. Mr. Barnes seconded the motion, which **passed** unanimously.

## **ADJOURN**

There being no further business, Mr. Barnes made a **motion** to adjourn. Mr. Moya seconded the motion, which **passed** unanimously. The Board adjourned at 11:44 a.m.

Respectfully submitted,

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Craig Alter, Executive Director