

HOUSING AUTHORITY OF TRAVIS COUNTY
ANNUAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
September 11, 2010
9:00 a.m.

MINUTES

The Housing Authority of Travis County, Texas held an Annual 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 11:46 a.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. 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 the time.

Vice Chairman Melvin Wrenn suggested addressing Items 2, 3, 4, 5, and 9 first.

Item 2: Presentation, deliberation and possible action regarding adopting the Public Housing Annual and Five Year Plan and approving associated HUD required program certifications.

Executive Director Craig Alter presented the report.

Commissioner Philip Barnes made a **motion** for the Board of Commissioners to adopt the Public Housing Annual Plan; Five Year Plan and the associated HUD required program certification as presented. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

Item 3: Presentation, deliberation and possible action regarding the proposed increase in Public Housing program flat rent rates.

Mr. Alter presented to the Board a 2010 flat rent study comparison chart and a resolution to approve the new flat rent schedule based on current market rates.

Mr. Moya made a **motion** to approve the resolution for the new flat rate rental schedule based on current market rates. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 4: Presentation, deliberation and possible action regarding proposed changes to the Public Housing program Admittance and Continued Occupancy Plan (ACOP).

Vice Chairman Wrenn asked why the summary page had all those removals and corrections listed on it. Mr. Alter said in reviewing the ACOP, there is a lot of information that is in the ACOP that has no business being there, because it does not pertain to those purposes, and that is what is listed on the ACOP summary of corrections. Mr. Moya asked if the ACOP was being updated to the current year, since it hadn't been updated in a few years. Vice Chairman Wrenn asked Mr. Alter to assure the Board that the removals are what you stated they are, and not representing change. Mr. Alter said the removal is information that does not need to be in the ACOP or it has already been covered.

Mr. Barnes made a **motion** to adopt the Admittance and Continued Occupancy Plan (ACOP) with the staff recommended changes. Mr. Moya seconded the motion, which **passed** unanimously.

The Board recessed at 12:15 p.m.

The Board reconvened at 12:20 p.m.

Item 5: Presentation, deliberation and possible action regarding proposed changes in the Housing Choice Voucher program Administrative Plan.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the recommended changes to the Housing Choice Voucher program Administrative Plan.

Mr. Moya made a **motion** to table Item 5 and place on the agenda for the next scheduled Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 9: Presentation, deliberation and possible action regarding the proposal for professional services from Leal and Carter, Public Accountants to conduct an independent audit of the Housing Authority of Travis County fiscal year 2011 financial report.

Mr. Alter presented a proposal and contract to initiate the services of Leal & Carter, P.C. to perform the Housing Authority of Travis County's audit for the year ending June 30, 2010, which is due to HUD by March 31, 2011. He said the current contract was only for the years 2007, 2008 and 2009.

Mr. Barnes made a **motion** to approve a two (2) year contract between Leal & Carter, P.C. and the Housing Authority of Travis County, Texas.

Mr. Moya stated at the rate indicated in the contract.

Vice Chairman Wrenn said the auditor reports to the finance committee chair person.

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

Item 7: Presentation, deliberation and possible action regarding establishing Public Housing and Housing Choice Voucher program wait list selection preferences.

Mr. Alter presented the report. He said the Housing Authority currently does not have any preferences regarding Public Housing and the Housing Choice Voucher program.

Mr. Barnes made a **motion** not to accept preferences for the wait list for Public Housing or the Housing Choice Voucher program and to review in six (6) months. Mr. Moya seconded the motion, which **passed** unanimously.

Item 8: Presentation, deliberation and possible action regarding Housing Authority of Travis County resident services program goals.

Mr. Alter presented the report.

Mr. Alter said Austin Academy is teaming up with Frameworks, which will be offering financial literacy and job readiness training for public housing, section 8 and lease purchase residents. Housing Manager Jose Villanueva said there is a company that will be performing free hearing testing for the elderly. He said the testing would be offered to the elderly first and then to the other residents. Mr. Villanueva said he was checking on GED classes for the residents. He said he was letting the residents know about HIV testing, breast cancer awareness, classes, safety awareness, parenting classes, Big Brothers and Big Sisters programs, and English and Spanish classes.

Mr. Barnes made a **motion** that the Board of Commissioners endorse and encourage the staff to move forward with developing the network of social services contacts that could benefit the Housing Authority of Travis County residents. Mr. Moya seconded the motion, which **passed** unanimously.

Item 6: Presentation, deliberation and possible action regarding the proposed conversion of the Housing Authority of Travis County's Housing Choice Voucher program tenant based vouchers to project based vouchers for the Manor Town Apartments and City View at the Park properties.

Mr. Alter presented the report. Mr. Alter said the Housing Authority has unutilized Housing Choice Vouchers that we are trying to utilize. He said the Housing Authority has vouchers available that could be considered for converting to project based vouchers. Mr. Alter said regarding Manor Town Apartments the Housing Authority has discovered through the process of recertification the residents cannot afford to pay any more money than they currently pay. He said the Manor Town residents would benefit from having vouchers that could be utilized. Mr. Alter said there is a process to follow with HUD, involving advertising to the public that there are vouchers available. He said there are two ways the Housing Authority could address the issue; one is the Authority could confine the area (Manor) in the Request for Proposal (RFP) within which the vouchers would be available or ask HUD to waive the requirement for issuing a RFP in order to directly apply the vouchers to the Manor Town Apartments.

Mr. Alter said at City View, there is less of a need, but it would be an opportunity to create some stability. He suggested considering 5 to 8 vouchers for City View.

Mr. Alter said there are currently 19 project based vouchers at Cambridge Villas Apartments.

Mr. Barnes made a **motion** for the Board to recommend that staff continue to develop a program for conversion of Authority's Housing Choice Voucher program tenant based vouchers to project based vouchers for the Manor Town Apartments and City View at the Park properties. Mr. Moya seconded the motion, which **passed** unanimously.

Item 10: Presentation, deliberation and possible action regarding proposed revisions to the Housing Authority of Travis County Personnel Policy and Travel Policy.

Vice Chairman Wrenn suggested deferring Item 10 until a Special Board meeting is scheduled.

Mr. Barnes made a **motion** to table Item 10 until the Personnel and Travel Policy has been reviewed by the Personnel Committee and then place Item 10 on an agenda for a Special Board meeting. Mr. Moya seconded the motion, which **passed** unanimously.

Item 11: Presentation, deliberation and possible action regarding formal relationship agreements between the Housing Authority of Travis County and the Strategic Housing Finance Corporation.

Mr. Moya made a **motion** to discuss Item 11 at a finance committee meeting and then present at the next scheduled Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 12: Presentation, deliberation and possible action regarding proposed amendments to the Housing Authority of Travis County Bylaws.

Mr. Alter said Item 12 was placed on the agenda for the Board to make any necessary changes. Vice Chairman Wrenn suggested placing Item 12 on the agenda for the next scheduled Board meeting.

Item 13: 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 14: Reconvene from Executive Session and take any action deemed necessary as the result of the Executive Session discussions

N/A

Item 15: 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 1:20 p.m.

Respectfully submitted,

Craig Alter, Executive Director

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
ANNUAL ELECTION MEETING
502 Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
September 11, 2010
9:00 a.m.

MINUTES

The Housing Authority of Travis County, Texas held a Board of Directors Annual Election 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 1:34 p.m.

ROLL CALL

Roll Call of Directors: Vice Chairman Melvin Wrenn, Commissioner Richard Moya, Commissioner Philip Barnes. Absent: Chairman Tommy A. Nobles and Commissioner Tracy Burkhalter. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt. Executive Director Craig Alter certified the quorum.

Item 1: Citizen Communications

There were none at that time.

Item 2: Report from the Nominating Committee

Commissioner Philip Barnes stated that the nominating committee, made up of himself and Commissioner Richard Moya, recommended Vice Chairman Melvin Wrenn for Chairman, Commissioner Richard Moya for Vice Chairman. Vice Chairman Wrenn called for nominations from the floor three times. There being no further nominations, Vice Chairman Wrenn closed the nominations.

Item 3: Election of Officers

Mr. Moya made a **motion** to elect the nominated officers by acclamation. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 4: Committee Assignments

Mr. Moya was assigned Chairman of the personnel committee. Mr. Barnes was assigned Chairman of the finance committee.

ADJOURN

Mr. Moya made a **motion** to adjourn. Mr. Barnes seconded the motion, which **passed** unanimously. There being no further business, the Board adjourned at 1:36 p.m.

Respectfully submitted,

Craig Alter, Executive Director