

HOUSING AUTHORITY OF TRAVIS COUNTY
SPECIAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
October 5, 2010
12:00 noon

MINUTES

The Housing Authority of Travis County, Texas held a Special 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 Melvin Wrenn called the meeting to order at 12:03 p.m.

ROLL CALL

Roll Call of Directors: Chairman Melvin Wrenn, Vice Chairman Richard Moya, Commissioner Philip Barnes. Absent: Commissioner Tracy Burkhalter and Commissioner Tommy A. Nobles. Staff in Attendance: Executive Director Craig Alter, 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: Discussion, deliberation and action regarding reinstating retirement for staff members of the Housing Authority of Travis County, Texas.

Executive Director Craig Alter said he spoke to Mutual of America which requested the Housing Authority Board of Commissioners to pass a resolution stating the Housing Authority as employer, desires to contribute 6% into an employee SEP Plan. Chairman Melvin Wrenn said sometimes in retirement plans employers will wait until after the employee's probationary period. Commissioner Philip Barnes asked how long the probationary period for new hires at the Housing Authority was. Mr. Alter said 90 days. Mr. Barnes suggested a new employee would be eligible to receive retirement benefits after their 90 days probationary period.

Mr. Barnes made a **motion** to approve Item 2, which is, reinstating retirement contributions of 6% for staff members of the Housing Authority of Travis County, Texas. Mr. Moya seconded the motion.

Mr. Barnes stated the effective date for the retirement would be July 1, 2010.

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

Mr. Alter asked the Board if they would like to consider the other resolution whereby the effective date changes for new hires.

Mr. Moya said he did not think making a decision on the resolution regarding the effective date for new hires was properly posted. Mr. Barnes said the effective date for new hires will remain unchanged with a January 1st effective date.

Item 3: Discussion and possible action, evaluation of Executive Director's Performance.

Chairman Wrenn said Item 3 was placed on the agenda in order for the Commissioners to consider things that they would like to add. Chairman Wrenn suggested tabling Item 3 until the next scheduled Board meeting. Chairman Wrenn asked Mr. Moya if he was the Chairman of the personnel committee. Mr. Moya said yes he was.

Chairman Wrenn suggested the personnel committee meeting to discuss the evaluation of the Executive Director and then present at the next scheduled Board meeting. Mr. Barnes said he was leaving for vacation on October 21st and would not be back until November 10th.

Item 4: Presentation, deliberation and possible action regarding proposed revisions to the Housing Authority of Travis County Personnel Policy and Travel Policy.

Chairman Wrenn said he, Mr. Moya and Mr. Barnes needed a complete copy of the latest version of the personnel policy. Mr. Moya suggested that the personnel committee review the personnel and travel policy.

Item 5: Discussion and possible action regarding regular Board Meeting dates and time through December 31, 2010.

Mr. Alter suggested scheduling the October Board meeting for October 19, 2010 at 12:00 noon. He asked when he should schedule the November Board meeting. Chairman Wrenn suggested November 18th at 12:00 noon. Mr. Barnes said there could be a chance he would only be available by phone in the evening for the November Board meeting. Chairman Wrenn suggested scheduling the November Board meeting for November 18th at 5:30 p.m. The Board agreed. Mr. Alter suggested December 16th for the December Board meeting. Mr. Barnes suggested at 12:00 noon for the December Board meeting. The Board agreed.

Chairman Wrenn said he would speak to the potential new Board member to see if all the dates and times would work for them.

Mr. Moya made a **motion** to schedule the October, November and December 2010 Board meeting as follows: October 19th at 12:00 noon, November 18th at 5:30 p.m. and December 16th at 12:00 noon. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 6: 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 was none at the time.

Item 7: Reconvene from Executive Session and take any action deemed necessary as the result of the Executive Session discussions

N/A

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 12:27 p.m.

Respectfully submitted,

Craig Alter, Executive Director