

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
October 19, 2010
12:00 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 Chairman Melvin Wrenn called the meeting to order at 1:04 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin Wrenn, Vice Chairman Richard Moya, Commissioner Philip Barnes. Absent: Commissioner 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: 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 September 10, 2010 Board Meeting.

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

Item 3: Presentation, deliberation and possible action regarding proposed revisions to the Housing Authority of Travis County Personnel Policy.

Executive Director Craig Alter said he had some recommended changes regarding the Personnel Policy for the Board to review. Chairman Melvin Wrenn asked Vice Chairman Moya if he was the only member on the Personnel Committee. He said that was correct. Chairman Wrenn asked Vice Chairman Moya to meet with Commissioner Barnes to review the changes and then place the Item on the agenda for the November Board meeting. Chairman Wrenn said he would send his comments to Vice Chairman Moya.

Vice Chairman Moya said, regarding 3.1 A., he thought the positions should be advertised unless there is a very good reason not to advertise. He said all the positions should be advertised because the Housing Authority is a Governmental Entity. Vice Chairman Moya said if the job is not posted, there needed to be a very good reason why it is not posted. Mr. Barnes suggested posting all positions unless approved by the Board of Commissioners. Vice Chairman Moya asked if posted and advertised was two different things. Mr. Alter said that meant the same thing. Chairman Wrenn said something needed to be placed in the personnel policy that refers to internal posting, where the positions would be filled from in house. Vice Chairman Moya said there was one more statement he wanted to make regarding the personnel policy which was on page 19.

He referred to the sentence “An employee will not be paid for accrued compensatory time upon leaving employment of the Housing Authority, for any reason.” Vice Chairman Moya asked Mr. Alter why he put that statement in the policy. Mr. Alter said because the policy states, when a person leaves the employment of the Housing Authority, they get paid for half of their accrued sick time and their accrued vacation time. He said compensatory time is an accrual that the employee does not receive salary for under departure from the Housing Authority. He said this reinforces that practice that is in the policy. Mr. Alter added that he wanted to make it understood that an employee could accrue it, use it, but if an employee loses their employment with the Housing Authority they would not be paid their compensatory time. Vice Chairman Moya said that was not fair. Vice Chairman Moya said there was a case in the past that the Board agreed to pay the employee for accrued compensatory time. Vice Chairman Moya said he thought that Section 4.6 needed to be reviewed by the personnel committee. Chairman Wrenn said he had written down some questions that he needed answered regarding the personnel policy. Chairman Wrenn requested a complete copy of the personnel policy for himself and the other Commissioners.

Item 6: Presentation, deliberation and possible action regarding changing the Housing Authority SEP/IRA retirement program employee benefit eligibility date.

Mr. Alter presented a resolution to the Board in reference to changing the eligibility date for new hires to the Housing Authority employee SEP/IRA Plan. Vice Chairman Moya suggested new hire eligibility to begin after the employee becomes a full time permanent employee. Chairman Wrenn said a new hire should be eligible for the SEP/IRA Plan after their 90 days probation period.

Vice Chairman Moya made a **motion** that new hires to the Housing Authority would become eligible for the SEP/IRA Plan upon completion of their 90 days probation period. Mr. Barnes seconded the motion, which **passed** unanimously.

Vice Chairman Moya stated “we did put everybody in that was eligible effective July 1. “ Mr. Alter said yes. Vice Chairman Moya asked if the employees knew that. Mr. Alter said yes. Mr. Alter handed out some information regarding the SEP Plan. Vice Chairman Moya suggested adding an agenda Item to the next scheduled Board meeting stating cancellation of the employee retirement would have to be reviewed by the Board before taking place. Chairman Wrenn said it was a sore issue regarding the cancellation of the employee retirement. He said especially for Mr. Moya because he has been a trooper fighting 100% for employee benefits and employee rights. Mr. Alter asked the Board if they would like a resolution regarding cancellation of the employee retirement plan stating it would have to be reviewed by the Board before canceling. Mr. Moya agreed.

Item 10: Presentation of Public and Affordable Housing Properties Report.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the report. Chairman Wrenn asked how many staff members were certified to perform inspections. Ms. Riojas said there is only one staff member that is certified. Chairman Wrenn suggested Ms. Riojas becoming certified. Mr. Alter presented a letter from HUD regarding the SEMAP Certification **Final Score of 100%** for fiscal year ending June 30, 2010. Chairman Wrenn said he commended Lupe and her staff for a very good job.

Mr. Alter presented the properties report. Mr. Barnes asked if it would be possible and useful to add on the 6 month collections, a column for the percentage, rather than just the actual.

Mr. Alter said the next page of the report is a summary of the follow-up regarding the gentleman that addressed the Board at the Annual Board meeting.

Housing Manager Jose Villanueva said he would have the monthly news letter available for the board books each month.

Item 12: Presentation regarding progress in responding to the U.S. Department of Housing and Urban Development Office of Inspector General report recommendations.

Mr. Alter said he had a hand out, which is a report that was submitted to HUD by Leal & Carter on October 15, 2010.

Chairman Wrenn said the finance committee discussed presenting the information to Judge Sam Biscoe.

Mr. Barnes said there was a request to Mr. Alter to prepare a report that would transmit the Agreed Upon Procedures Report and bring it forward to show the numbers for 2008, 2009 and estimate for 2010.

Item 11: Presentation of Board Committee Reports.

There were none at the time.

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

Item 13 was not discussed.

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

- Discussion of November, 2010 regular Board Meeting date and time.

Mr. Alter said he recommended scheduling the November Board meeting for November 11, 2010.

Chairman Wrenn said the Board would meet on November 11 at 12:00 p.m.

Vice Chairman Moya made a **motion** to schedule the November Board meeting for November 11th at 12:00 p.m. Mr. Barnes seconded the motion, which **passed** unanimously.

- Discuss Housing Authority Board and staff holiday observance.

Mr. Barnes made a **motion** for the Board members to discuss with the Executive Director and place on the agenda for the next scheduled Board meeting. Vice Chairman Moya seconded the motion, which **passed** unanimously.

- Implementation of Southwest Housing Compliance Corp. organization improvement recommendations.
- Review of the Authority By-Laws.
- Issues and concerns of the Board

Vice Chairman Moya made a **motion** to adjourn to Executive Session to discuss Item 4. Mr. Barnes seconded the motion, which **passed** unanimously.

The Board adjourned at 2:32 p.m.

Item 7: 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 8: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board reconvened at 2:56 p.m.

Item 4: Presentation, deliberation and possible action regarding the Housing Authority of Travis County Executive Director performance review criteria.

Mr. Barnes made a **motion** for a formal request for the Board of Commissioners to develop the evaluation criteria for the Executive Director in the context of an overall program for improving the performance evaluation of the entire organization. Vice Chairman Moya seconded the motion.

Mr. Barnes said there is a sense that in accomplishing that goal, as the Housing Authority moves forward, will not be completed all at one time, but the following components would need to be in place. He said the first would be new job descriptions for all of the positions in the organization. He said the Executive Director, working with other supervisors; identify appropriate measures of performance quantifiable to the extent possible metrics that would assist then in determining whether or not any given person has achieved those goals at the end of the reporting period, or at the end of the year. Mr. Barnes said that the overall objective would be to have a system in place in which the Housing Authority had based dollars for bonuses that are paid organization wide upon the successful completion of individual performance objectives provided only that the money is available at the end of the year.

Mr. Barnes said the Housing Authority might want to engage in a survey in order to make sure the Housing Authority staff's base pay is in line.

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

Item 5: Presentation, deliberation and possible action regarding accepting the Southwest Housing Compliance Corporation (SHCC) proposal for fee accountant services and authorizing the Housing Authority Executive Director to enter into an Interlocal Agreement with SHCC for the provision of fee accountant services described in the proposal.

Mr. Barnes made a **motion** to authorize the Executive Director to negotiate the contract or to sign and execute contract subject only to any adjustments that the Chairman and he would like to make in terms of the detailed language in the agreement.

Chairman Wrenn said there are three outstanding issues: the first is the present fee accountant; there has to be a planned transition period, access to the documentation that the fee accountant has in her possession; and, the budget and finance committee is really the entity approving the hiring of the fee accountant.

Vice Chairman Moya seconded the motion, which **passed** unanimously.

Item 9: Presentation and deliberation of the Authority's August and September, 2010 Financial Reports and possible related action regarding the Authority's Annual Budget.

Item 9 was not discussed.

REPORTS

- Executive Director's Report

There were none at the time.

- Chairman's comment

There were none at the time.

ADJOURN

Mr. Barnes made a **motion** to adjourn the Board. Vice Chairman Moya seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 3:16 p.m.

Respectfully submitted,

Craig Alter, Executive Director