

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD MEETING  
502 East Highland Mall Blvd.  
Suite 106-B  
Austin, Texas 78752  
January 20, 2011  
11:30 a.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 Commissioner Philip Barnes called the meeting to order at 12:40 p.m.

**ROLL CALL**

Roll Call of Commissioners: Chairman Melvin Wrenn (Via phone), Commissioner Sarah Anderson; Commissioner Philip Barnes Absent: Vice Chairman Richard Moya, 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.

**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.

**REPORTS**

Item 1: Presentation of Public and Affordable Housing Properties Report.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the report.

Housing Manager Jose Villanueva presented the report.

Chairman Melvin Wrenn suggested advertising with the local newspaper and restaurants in Manor, Texas in order to rent the vacant apartments at Manor Town Apartments.

Commissioner Sarah Anderson asked if there was a plan to help residents file their tax returns.

Chairman Wrenn said he would like to discuss the repayment agreement between the Housing Authority and the tenants at Alexander, Eastern and Summit Oaks at the next scheduled Board meeting.

Item 2: Presentation of Board Committee Reports.

Commissioner Philip Barnes said there was a finance committee meeting held January 19<sup>th</sup> in which Sarah Anderson and myself attended.

Executive Director Craig Alter presented the November 2010 Financial statements.

Mr. Alter asked the Board if there was a reason to have Travis County Facilities Corporation (TCFC), or if the corporation could be dissolved.

Mr. Alter said TCFC does not own any properties under that corporate name. He said currently it is an entity in which bank and audit fees are being paid out with no income coming in. Mr. Alter said he would like to have a Special TCFC Board meeting to discuss the need for TCFC.

Mr. Barnes asked Craig to prepare an analysis and speak to the attorney regarding TCFC and report to the Board.

Ms. Anderson asked Craig to recap the discussion she had with him regarding the purpose of Travis County Development Corporation (TDC). Mr. Alter said TCDC was established to receive funds for a scholarship program. Chairman Wrenn said TCDC needs to be looked at along with TCFC. He asked Craig to prepare an analysis regarding TCDC and bring it to the Board for discussions. Ms. Anderson said she would like for the Housing Authority to be more involved with Texas Affiliation of Affordable Housing Providers (TAAHP) and the scholarship program that they are doing.

Chairman Wrenn suggested the finance committee look at the budget projections. He suggested the finance committee take a look at the public housing repayment agreements. Chairman Wrenn said he would obtain Richard Moya's policy point of view regarding the repayment process.

Item 3: Executive Director's Report.

Mr. Alter said the (OIG) Office of the Inspector General's repayment plan has been submitted to (HUD) Housing and Urban Development in final form from the Housing Authority representing the change with the respect to \$39,330.00 that the Housing Authority cannot use from the capital fund. He said the Housing Authority has not heard anything regarding the matter. Mr. Alter said the Housing Authority has not heard anything from HUD about the payroll analysis that was submitted.

Mr. Alter said he had an (RFQ) Request for Qualifications handout for project based vouchers specifically for City View. He said he would like to submit the RFQ to HUD January 21, 2011.

Mr. Alter said he would put together a packet of all the handouts for Chairman Wrenn since he was attending the meeting via phone.

Mr. Alter said concurrent with the project based voucher concept, the Housing Authority may need to make some changes to the Housing Choice Voucher Administrative Plan.

Mr. Alter said it had been requested for him to look into the Housing Authority's retirement plan to determine if limitations can be, or are imposed, or in place limiting employee withdraw from their retirement plan.

Mr. Alter said the annual audit has begun, he said the auditors are in the office this week.

Mr. Alter said the Southwest Housing Consulting has begun doing work for us, which consists of evaluating the Housing Authority's system and the use of the software. He said he was ready to execute their agreement subject to Cliff Blount, Attorney giving his approval on liability.

Mr. Alter said the Housing Authority is still moving forward in disposing Carson Creek to Green Doors Organization.

Mr. Alter said he was handing out a letter the Housing Authority had received from HUD that clears the Authority from some recent audit findings.

**ACTION ITEMS - CONSENT**

Item 4: Review and approval of Minutes from the December 13, 2010 Board Meeting.

Chairman Wrenn made a **motion** to approve the minutes a presented. Ms. Anderson seconded the motion, which passed unanimously.

Item 5: Review and approval of Minutes from the December 29, 2010 Special Board Meeting.

Chairman Wrenn made a **motion** to approve the minutes as presented. Ms. Anderson seconded the motion, which **passed** unanimously.

Item 6: Presentation and deliberation of the Authority's October, 2010 Financial Reports and possible related action regarding the Authority's Annual Budget.

Mr. Barnes said the Commissioners had reviewed the consolidated financial reports and asked Craig if there were any issues regarding the annual budget. Mr. Alter said not at this time.

#### **ACTION ITEMS - DISCUSSION**

Item 7: Presentation, deliberation and possible action regarding proposed revisions to the Housing Authority of Travis County Personnel Policy?

Chairman Wrenn suggested deferring Item 7 until Richard Moya was present.

Mr. Alter asked the Commissioners to look at the document regarding the Personnel Policy that is in the board book and identify any issues with it. He said he knew of one issue which was, if an employee is terminated for a negative cause would they or would they not receive pay for their comp. time.

Item 8: 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 9: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

Item 10: Review list of outstanding matters from previous Board meetings.

Mr. Alter presented the report. Mr. Alter said he would like to have the employee compensation study completed by March 31, 2011 in order to utilize the information in the budgeting process going forward. Mr. Alter said the Housing Authority would put out an (RFP) Request for Proposal for the study.

Ms. Anderson asked if there was a personnel committee that would conduct the evaluation of the Executive Director. Chairman Wrenn said he would address that under Item 11.

Mr. Alter said regarding the sign for the Housing Authority, there had been a bid obtained that was under \$2,000.00.

Mr. Alter said Chairman Wrenn had asked for the items that Southwest Housing Compliance Corporation had suggested the new policies and procedures that the Housing Authority put into place and create a long term matrix. Chairman Wrenn suggested creating a spreadsheet.

Item 11: Issues for consideration, discussion, planning, and possible action.

- Issues and concerns of the Board

Mr. Alter said he liked the idea of holding the Board meetings every other month. He said the February meeting could be a conference call meeting if necessary. Mr. Barnes suggested scheduling the Board meeting for March, May, July, and September, 2011. Chairman Wrenn said the Housing Authority could hold the annual meeting in July. Mr. Barnes said the March Board meeting will be scheduled for March 24, 2011 at 5:30 p.m., May board meeting will be scheduled for May 19, 2011, July Board meeting will be scheduled for July 21, 2011, September Board meeting will be scheduled for September 15, 2011 and the November Board meeting will be scheduled for November 17, 2011. Mr. Barnes asked if all the meetings that were mentioned could be scheduled for 5:30. Chairman Wrenn suggested notifying the Commissioners that were not present at the current meeting to see if the dates and times would work for them. Chairman Wrenn suggested Craig notifying Commissioner Tracy Burkhalter and Vice Chairman Richard Moya to see if those dates and times would work for them. Mr. Barnes said he would ask Craig to send out a notice regarding the meeting schedule for the year. He said Craig could send out the recommended schedule to all Commissioners listing the dates and times of the Board meetings for the year, which would be as follows: February Board meeting could be a called (telephone) meeting, March 24<sup>th</sup> in the evening, May at noon, July would be scheduled as the annual meeting in the evening, September and November at noon. Mr. Barnes said President Elizondo, Strategic Housing Finance Corporation had mentioned that every other month would work for her.

#### CONCLUSION

- Chairman's comment

There were none at the time.

#### ADJOURN

Ms. Anderson made a **motion** to adjourn the Board meeting. Chairman Wrenn seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 2:05 p.m.

Respectfully submitted,

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Craig Alter, Executive Director