

HOUSING AUTHORITY OF TRAVIS COUNTY

Workshop

502 East Highland Mall Blvd.

Suite 106-B

Austin, Texas 78752

March 24, 2011

5:30 p.m.

MINUTES

The Housing Authority of Travis County, Texas held a Workshop 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 5:40 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin Wrenn, Commissioner Sarah Anderson; Commissioner Philip Barnes Absent: Vice Chairman Richard Moya, Commissioner Tracy Burkhalter. Guest: Robert Carter with Leal & Carter, P.C. and Alex Carter with Leal & Carter, P.C. 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.

WORKSHOP DISCUSSION ITEMS – NO ACTION

Item 7: Presentation and discussion of the Leal and Carter draft fiscal year 2010 annual audit report.

Robert Carter with Leal & Carter, P.C. presented the Reports titled “Report on Conduct of Audit”, a report titled “Draft Housing Authority of Travis County (Housing Authority and Blended Component Units) Combined Summary Balance Sheet & Revenues and Expenses Year Ended June 30, 2010,” and the final report titled “Housing Authority of Travis County, Texas Austin, Texas Financial Statements For the Year Ended June 30, 2010 (With independent auditor’s report thereon) Draft.”

Chairman Melvin Wrenn asked what the due date was for the final audit report to be submitted to HUD. Robert Carter with Leal & Carter said the statements have to be submitted to HUD by March 31, 2011.

Chairman Wrenn suggested that Commissioner Philip Barnes, as the Finance Committee Chairman, make the observation that the committee had met with Mr. Carter, and the report had been accepted and the adjustments are being made.

Mr. Barnes said he would like to acknowledge the good work of Leal & Carter and the staff of the Housing Authority of Travis County.

Mr. Carter suggested starting parts of the audit in the middle of the year rather than starting it all at the end of the year.

Commissioner Sarah Anderson made a **motion** to suspend the Housing Authority of Travis County Board meeting in order to convene the Strategic Housing Finance Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously. The meeting was suspended at 6:23 p.m.

The meeting reconvened at 7:49 p.m.

Roll Call of Commissioners: Chairman Melvin Wrenn, Commissioner Sarah Anderson; Commissioner Philip Barnes. Absent: Vice Chairman Richard Moya, Commissioner Tracy Burkhalter. Executive Director Craig Alter certified the quorum.

REPORTS

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

Housing Manager Jose Villanueva presented the report and it is available.

Mr. Villanueva said the **PIH** Information Center (PIC) score is now at 96.59%.

Mr. Villanueva said the Housing Authority purchased a 2011 Ford F-150 truck for \$18,102.00. Chairman Wrenn said in the presentation report it is Item 6 in terms of the agenda.

Ms. Anderson asked if the Housing Authority acquired a loan for the truck or paid cash. Executive Director Craig Alter said the Housing Authority is going to outright buy it, but it was financed so the Authority could walk away without having to pay anything. He said by financing the truck there was an additional \$1,000.00 discount.

Mr. Villanueva said he is going to check on using the Texas Housing Association lease (THA). He said it would be posted at all the properties for 45 days. He said the THA lease is better written than the one the Housing Authority is currently using.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the report and it is available.

Item 2: Presentation of Board Committee Reports.

Item 2 was not discussed

Item 3: Executive Director's Report.

Mr. Alter said there had been some discrepancies between the Voucher Managing System (VMS) and the Financial Reporting System, so that has been taking some time to understand those discrepancies.

Mr. Alter said regarding the 2007 – 2009 audit findings responses, staff has been working on getting all those cleared. He said HUD has cleared the Housing Authority of all those findings.

Mr. Alter said HUD required a new analysis for the Housing Choice Voucher net restricted asset to reconcile that number, so there would be a firm number to move forward with.

Mr. Alter said there had been four audits taking place, the internal, the three tax credit audits and the tax returns.

Mr. Alter said he had been working with the new fee accountant who is poised to offer services in earnest after action this evening, if that is the direction of the Board.

Mr. Alter said the Authority has completed a renewal process for Health Insurance.

Mr. Alter said there has been expense and inventory, depreciation and general ledger reconciliation exercise that has been ongoing.

Mr. Alter said the IRS stopped by the Housing Authority for a compliance friendly visit, to make sure the reporting's were being done correctly regarding employees. Mr. Alter said the Authority received a letter from the IRS stating that everything was fine.

Mr. Alter said he had been talking to other banks to get banking services; one that would be less expensive for the programs.

ACTION ITEMS - CONSENT

Item 5: Presentation, discussion and possible action to approve the Interlocal Cooperation Contract Between Southwest Housing Compliance Corporation and the Housing Authority of Travis County for fee accountant services.

Mr. Alter presented the contract with the change and it is available.

Commissioner Philip Barnes made a **motion** to approve the Interlocal Cooperation Contract between Housing Authority of the City of Austin dba SHCC and the Housing Authority of Travis County. Ms. Anderson seconded the motion.

Chairman Wrenn asked what the arrangement would be regarding an hourly rate for having to contact the former fee accountant. Mr. Alter said there is no formal agreement at this time, the Housing Authority could have one drafted up and then present it to the fee accountant. Mr. Alter said she has been verbally very cooperative, and in touch with the City of Austin personnel.

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

Item 6: Presentation, discussion and possible action to approve the emergency purchase of a maintenance truck for the Housing Authority's Public Housing Program.

Chairman Wrenn said the Housing Authority had already purchased a new vehicle.

Ms. Anderson made a **motion** to approve the purchase of a maintenance truck for the Housing Authority's Public Housing Program. Mr. Barnes seconded the motion, which **passed** unanimously.

ACTION ITEMS - DISCUSSION

Item 17: Presentation, discussion and possible action regarding scheduling a Board Member Carson Creek duplexes site visit.

Ms. Anderson made a **motion** to approve scheduling a Board Member Carson Creek duplexes site visit. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 18: Presentation, discussion and possible action regarding holding on-site abbreviated Board Meetings at the public housing communities and Manor Town Senior Apartments to meet with residents.

Ms. Anderson made a **motion** to approve holding on-site abbreviated Board Meetings at the public housing communities and Manor Town Senior Apartments to meet with residents. Mr. Barnes seconded the motion, which **passed** unanimously.

Mr. Alter asked if he needed to work with Chairman Wrenn regarding a schedule. Chairman Wrenn said it would be a joint mutual schedule working with him and the other Board members. Chairman Wrenn said he thought it would help in getting to know the properties.

WORKSHOP DISCUSSION ITEMS – NO ACTION

Item 8: Presentation and discussion of the Authority's December, 2010 Financial Reports and related impact upon the Authority's Annual Budget.

The financial reports are available.

Mr. Alter said the Housing Authority would be using its entire Voucher savings this year.

Chairman Wrenn said as soon as the Housing Authority hears from the OIG then the Authority would be able to determine the 2011 – 2012 budget.

Mr. Alter said he would like to have a budget ready by the May 2011 Board meeting.

Item 10: Presentation and discussion of the HUD OIG inter-fund balance repayment plan, including use of HATC assets for repayment funds.

Mr. Alter presented the report and it is available.

ACTION ITEMS - CONSENT

Item 4: Review and approval of Minutes from the January 20, 2011 Board Meeting.

WORKSHOP DISCUSSION ITEMS – NO ACTION

Item 9: Presentation and discussion of the proposed revisions to the Housing Authority of Travis County Personnel Policy.

Chairman Wrenn called for a motion to table Items 4 and 9.

Mr. Barnes made a **motion** to table Items 4 and 9 until the next scheduled Board meeting. Ms. Anderson seconded the motion, which **passed** unanimously.

Item 11: Discussion to establish the terms and timeline for selling Carson Creek duplexes.

Mr. Alter presented the report and it is available.

Item 12: Discussion of suggested changes to the Housing Choice Voucher Administrative Plan regarding admitting persons with previous criminal background into the program.

Ms. Anderson made a **motion** to table Item 12 until the next scheduled Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously.

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 a result of the Executive Session discussions.

N/A

Item 15: Review list of outstanding matters from previous Board meetings.

Chairman Wrenn asked the Board members to review Item 15 outstanding matters from previous Board meetings, and if there are any concerns, email Craig and send me a courtesy copy.

Item 16: Issues for consideration, discussion, planning, and possible action.

- Issues and concerns of the Board
- Annual Board meeting preparation and schedule.

Mr. Alter said the annual Board meeting would be scheduled between July 15th and September 15th. Chairman Wrenn suggested scheduling the annual board meeting closet to the end of the fiscal year. Chairman Wrenn suggested scheduling the annual board for the first of August.

CONCLUSION

- Chairman's comment

There were none at the time

ADJOURN

Ms. Anderson made a **motion** to adjourn the Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Craig Alter, Executive Director