

HOUSING AUTHORITY OF TRAVIS COUNTY
REGULAR MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
May 19, 2011
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 1:35 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin Wrenn, Vice Chairman Richard Moya, Commissioner Sarah Anderson; Commissioner Philip Barnes Absent: 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 Section 8 Report from April 1-30, 2011 and it is available.

Housing Manager Jose Villanueva presented the Weekly Report and it is available.

Mr. Villanueva said that maintenance has been getting ready for the REAC inspection, which is scheduled for May 24, 2011.

Mr. Alter said HUD just came out with a new program on how they will evaluate Housing Authorities. Mr. Alter said the program will be effective March 30, 2011, which will only affect Public Housing not the Voucher program.

Item 2: Presentation of Board Committee Reports.

Commissioner Philip Barnes said the finance committee consists of Commissioner Sarah Anderson and himself. He said the finance committee met with Craig Alter today, May 19, 2011. Mr. Barnes said the finance committee assignments are to oversee the preparation of the budget for 2012.

Mr. Barnes said Craig had prepared a preliminary draft of the budget. Mr. Alter said the Board would need to schedule a Board meeting in June 2011 to approve the budget.

Mr. Alter handed out a copy of the final audit that was submitted to HUD.

ACTION ITEMS - DISCUSSION

Item 14: Presentation, deliberation and possible action regarding suggested changes to the Housing Choice Voucher Administrative Plan regarding admitting persons with previous criminal background into the Housing Assistance Payment and Shelter Plus Care programs and permitting zero minimum rent in the Shelter Plus Care program.

Mr. Alter presented the report and it is available.

Ms. Riojas said currently the Administrative Plan states that any drug-related criminal activity including, without limitation, the manufacture, sale, distribution, possession, use or possession with the intent to manufacture, sell, distribute, possess, or use controlled substances within twenty (20) years prior to the date of final determination of eligibility or twenty (20) years after the release from incarceration whichever is more restrictive. She asked the Board to remove the (20) twenty years and replace it with a reasonable period of time the crime has been committed. She said also, it should state case by case.

Vice Chairman Richard Moya asked how an individual could interpret a reasonable period.

Mr. Alter asked if the Housing Authority would want to require a criminal history or a reasonable period or let the land lord make that determination.

Ms. Riojas said last week she called some Housing Authority's to ask them what their requirements are. She said she was told the requirements were in the range from 3 – 5 years. Vice Chairman Moya asked Ms. Riojas if she called Housing Authority of the City of Austin. She said she did call them and they never returned her call. She said she tried to call them again today before the meeting and no response.

Mr. Alter said staff would amend the language to state that the Authority would obtain from the (DPS) Department of Public Safety a 10 year criminal back ground history on a potential resident.

Chairman Wrenn said that should be placed on the agenda for the June 2011 meeting.

Ms. Riojas asked if there could be a zero minimum rent for the Shelter Plus clients. Vice Chairman Wrenn said this should be placed on the agenda for the June 2011 Board meeting.

ACTION ITEMS - CONSENT

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

Item 5: Review and approval of Minutes from the March 24, 2011 Board Meeting.

Mr. Barnes made a **motion** to approve Items 4 & 5 as presented. Vice Chairman Moya seconded the motion which, **passed** unanimously.

Item 6: Review and approval of purchasing a network email server for the Authority's office to replace the system that failed to operate using available funds from a cost allocation among federal and non-federal programs.

Mr. Barnes made a **motion** to approve the estimate from A Computer Werks, Inc. for the email server located at 502 East Highland Mall Blvd. Suite 106-B. Vice Chairman Moya seconded the motion, which **passed** unanimously.

Item 8: Presentation, deliberation and possible action regarding establishing an Authority emergency reserve fund for purposes of meeting unexpected operational expenses not included in the annual budget.

Chairman Wrenn said the Housing Authority has an unrestricted savings account of approximately \$129,500.00.

He suggested using the \$29,500.00 for the emergency amount and the \$100,000.00 would be frozen, not to be touched at all. Ms. Anderson asked if there was a way to put the funds in a CD with other funds.

Commissioner Sarah Anderson made a **motion** to approve Item 8 putting funds into an emergency reserve fund for purposes of meeting unexpected operational expenses not included in the annual budget, taking the money from the Housing Authority's saving account of \$129,500.00. She said having \$29,500.00 continue to be liquid and available for immediate use with the remaining balance to be put in a short term (CD) Certificate of Deposit or higher interest bearing account that would be liquid, and available for other emergencies. Mr. Barnes seconded the motion, which **passed** unanimously.

ACTION ITEMS - DISCUSSION

Item 9: Presentation, deliberation and possible action regarding approval of the Housing Authority of Travis County Public Housing Capital Fund Annual Plan and the accompanying U.S. Department of Housing and Urban Development certifications.

Vice Chairman Moya made a **motion** to approve the Housing Authority of Travis County Public Housing Capital Fund Annual Plan and the accompanying U.S. Department of Housing and Urban Development certifications. Mr. Barnes seconded the motion which, **passed** unanimously.

ACTION ITEMS - DISCUSSION

Item 10: Presentation, deliberation and possible action regarding approval of the U.S. Department of Housing and Urban Development certification for the Housing Authority Management Assessment Sub-system report.

Vice Chairman Moya made a **motion** to approve the Resolution to affirm that the Board of Commissioners of the Housing Authority of Travis County had received the management assessment for public housing agencies report completed by the Housing Authority and approves submitting it to the U.S. Department of Housing and Urban Development. Ms. Anderson seconded the motion which **passed** unanimously.

Item 13: Presentation, deliberation and possible action regarding implementing the HUD OIG inter-fund balance repayment plan, including use of HATC assets for repayment funds, and holding a special meeting for such purposes.

Mr. Alter presented the report and it is available.

Mr. Alter said he talked further with some people while attending a Public Housing Authorities Directors Association conference. He said at the conference he met a gentleman who he would like to introduce to the Board. He said he was the Assistant Secretary of HUD for Mr. Bush; his name is Joe Schiff. He now is a consultant which helps organizations convert their public housing program to a voucher program. Mr. Alter said he would like to have further discussions at the annual board meeting.

Mr. Alter said before that time he would like to put out an (RFP) Request For Proposal for the services to understand what options the Housing Authority has with the Public Housing in turning it into an asset. He said he would like to invite Mr. Schiff to the annual board meeting.

Chairman Wrenn said he had a discussion with David Pohler from HUD in San Antonio. He said Mr. Pohler would send a staff person or be there himself to attend the Housing Authority's Annual Board meeting. Chairman Wrenn said after the Annual Board meeting, and then the Housing Authority could send out an RFP.

Ms. Anderson made a **motion** to direct staff to send out an (RFP) Request For Proposal to begin the bid process for having the three Public Housing properties, Highland Mall Blvd. and Carson Creek appraised and bring back to the Board the proposals. **This motion was never removed from the record.**

Ms. Anderson made a **motion** to direct staff to start the process of getting bids for Appraisers to appraise the three Public Housing properties, Highland Mall Blvd. and Carson Creek. Vice Chairman Moya seconded the motion which, **passed** unanimously.

ACTION ITEMS - DISCUSSION

Item 11: Presentation, deliberation and possible action regarding the Housing Authority of Travis County draft fiscal year 2012 annual operating budget and setting a Board meeting date in June, 2011 to consider budget approval.

Mr. Barnes said that the finance committee met and reviewed a preliminary draft of the fiscal year 2012 annual operating budget. He said at the moment there is a very substantial revenue discrepancy in the amount of \$300,000.00. Mr. Barnes said one of the ways to address the issue, if necessary, would be to adjust the payment standard for the Housing Choice Voucher program.

Mr. Barnes made a **motion** for the Executive Director to evaluate the possible adjustment in the payment standard for the Housing Choice Voucher program as part of the analysis in bringing back a balanced budget to the June Board meeting. Ms. Anderson seconded the motion.

Mr. Alter said, currently the Housing Authority pays a certain dollar amount per voucher, and it is up to the resident to pay the balance. Mr. Alter suggested the Housing Authority lowering the amount, for example, \$25.00 or \$50.00. Mr. Alter said the resident may have to pay the additional amount; it would depend on where they choose to live. Mr. Alter stated a resident is required to pay 30% of their adjusted income and what would be remaining would need to be paid by the Housing Authority. Mr. Alter said the evidence that suggests that this works is, if residents choose to lease a more expensive unit on their own. He said the Authority would provide enough money for a two bedroom, but they want to live in a three bedroom, and if they want to do that, they have to pay a differential.

Vice Chairman Moya asked the amount that would generate. Mr. Alter said potentially that could solve half of the deficit problem. Mr. Alter said the problem becomes when the Authority would implement it. He said it could only be implemented when the Authority would get a new lease. He said the residents that are in the program now have the current payment standard.

Mr. Alter said there is a document that has been produced by a group called The Corporation for Supportive Housing which is a nonprofit national organization. He said they have been assisting the City of Austin in supporting housing for the homeless. Mr. Alter said Carson Creek is on that list.

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

ACTION ITEMS - CONSENT

Item 7: Presentation and discussion of the Authority's March, 2011 Financial Reports and related impact upon the Authority's Annual Budget.

Item 7 was tabled until the Annual Board meeting.

REPORTS

Item 3: Executive Director's Report.

Item 3 was not discussed.

ACTION ITEMS - DISCUSSION

Item 12: Presentation, deliberation and possible action regarding the proposed revisions to the Housing Authority of Travis County Personnel Policy previously presented, reviewed and discussed by the Board.

Chairman Wrenn suggested any Board members that have any changes should submit to Mr. Alter in writing.

Vice Chairman Moya said he had some changes he would like to submit.

Item 12: Was tabled until the Annual Board meeting.

Item 15: Presentation, deliberation and possible action regarding the Housing Authority Executive Director annual performance evaluation and establishing a time line for conducting a staff compensation study for presentation at the annual Board meeting.

Chairman Wrenn said the Board Committee would meet to discuss Item 15 and then bring back for the annual meeting.

Item 16: 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 this time

Item 17: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

Item 18: Review list of outstanding matters from previous Board meetings.

Item 18 was not discussed.

Item 19: Presentation, deliberation and possible action regarding setting the date and location for the Authority's Annual Board meeting, the agenda for which will be determined at a later date.

Chairman Wrenn suggested August 19th and 20th for the Annual Board meeting.

Mr. Barnes suggested, at the June 16, 2011 Board meeting, discussing the budget issues.

Vice Chairman Moya made a **motion** to hold the Annual Board meeting on August 19th and 20th, 2011. Ms. Anderson seconded the motion which, **passed** unanimously.

Item 20: Issues for consideration, discussion, planning, and possible action.

- Issues and concerns of the Board

There were none at the time

- Future Board meeting schedule.

Chairman Wrenn suggested scheduling the next Board meeting for June 20th 2011 at 1:30 p.m.

CONCLUSION

- Chairman's comment

There were none at the time.

ADJOURN

Vice Chairman Moya made a **motion** to adjourn the Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Craig Alter, Executive Director