

HOUSING AUTHORITY OF TRAVIS COUNTY
REGULAR MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
June 21, 2011
1:30 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 2:10 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin Wrenn, Vice Chairman Richard Moya, Commissioner Sarah Anderson, Commissioner Willie S. Anderson; Commissioner Philip Barnes. 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 Board Committee Reports.

Chairman Melvin Wrenn said the finance committee report could be addressed under Item 4.

Item 2: Executive Director's Report.

Executive Director Craig Alter said the Annual Board meetings are scheduled for August 19th and 20th, 2011.

Mr. Alter said there are two conferences coming up; one is the NAHRO conference that will be held in Louisville, KY, July 28 -30, 2011. He said June 30 is the hotel block deadline.

Mr. Alter said The Texas Housing Association will be holding their conference and tradeshow August 8-11, 2011. He said Monday August 8th there is a Commissioners Basics One on One.

Mr. Alter said there are two individuals that are from HUD that are doing a (VMS) Voucher Management System quality assurance review. He said they are looking at the reporting that is generated from the VMS software versus the financials that get reported.

Mr. Alter said the Housing Authority would be utilizing a new software program starting July 1, 2011 that will do better in tracking income and expenses of voucher management.

Mr. Alter said there are issues that the Housing Authority would face this year; the first one is how the organization is classified, for example high performer, standard, sub-standard, or troubled. He said currently the Housing Authority is troubled. He said the Housing Authority could get out of troubled, if there are some things that are addressed in the public housing program. Mr. Alter said primarily, the entire do to's from the public housing program have to be paid off.

Mr. Alter said HUD has approved to re-classify all of the capital fund grant money into operating fund money. He said the public housing needs to have a high occupancy rate. Mr. Alter said the Authority needs to show that it has enough cash on hand, after the liabilities, to meet at least three months of expenses. He said if the Authority could accomplish all of those things, then the Authority would be rated as sub-standard.

ACTION ITEMS - CONSENT

Item 3: Presentation, deliberation and possible action regarding accepting the Housing Authority of Travis County fiscal year 2010 annual audit report prepared by Leal and Carter.

Commissioner Philip Barnes made a **motion** to accept the Housing Authority fiscal year 2010 annual audit reports as presented by Leal and Carter. Commissioner Sarah Anderson seconded the motion.

Vice Chairman Moya asked if the Commissioners Court would receive a copy of the audit. Mr. Alter said we would send them a copy. Vice Chairman Moya said make sure they get a copy.

Vice Chairman Moya said he would like to amend the **motion** to state that the Commissioners Court receive a copy of the audit. Ms. Anderson seconded the amended motion.

A vote was taken to pass the motion and the amendment which, **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 6: Presentation, deliberation and possible action regarding suggested changes to the Housing Choice Voucher Administrative Plan pertaining to the Housing Assistance Payment and Shelter Plus Care programs that will require an applicant to provide a criminal background history report for the previous ten years from a local or state law enforcement agency that will be provided to the prospective landlord, eliminating the requirement to deny participation in the Housing Choice Voucher program because of a criminal background history and deferring the decision to accept a criminal background history to the landlord, and permitting zero minimum rent in the Shelter Plus Care program.

The report is available.

Vice Chairman Moya made a **motion** to approve the suggested changes to Item 6. Mr. Barnes seconded the motion, which **passed** unanimously.

Vice Chairman Moya made a **motion** to adjourn to Executive Session to discuss Items 4 and 5. Mr. Barnes seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 2:55 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

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

The Board reconvened at 3:35 p.m.

ACTION ITEMS – DISCUSSION

- Item 5: Presentation, deliberation and possible action regarding issuing a Request for Proposals for the appraisal of value of real estate owned by the Housing Authority of Travis County.

Ms. Sarah Anderson made a **motion** to approve the (RFP) Request for Proposal with the following additions adding to the scope of services the Manor Apartments and, land and would like to include within the required information of submittal and submission of certificate of accreditation of the entity, apply and would also like there to be some statement within the RFP, of following universal appraiser guidelines as appropriate. Would also like the scope to include as is, best use and unencumbered. Vice Chairman Moya seconded the motion.

Chairman Wrenn made **motion** to amend the motion to state the goal was to have the RFP posted July 1, 2011, and the responses brought to the Annual meeting for review. He said there needed to be a matrix created with the type of experience, and years of experience, and present a time line. Chairman Wrenn said Item 2, under Evaluation Criteria, which we have before us under Evaluation Criteria, may change as staff sees the need to change it; so it's not set in stone. Chairman Wrenn said Item 4, on page 3 which talks about experience, could be rolled into Item 1 under Evaluation Criteria on page 2, which is experience.

A vote was taken to pass the motion and the amendment, which **passed** unanimously.

- Item 4: Presentation, deliberation and possible action regarding the Housing Authority of Travis County fiscal year 2012 annual operating budget and related considerations regarding the Housing Authority's personnel and real estate.

Mr. Alter handed out a revised version of the budget, and it is available. Vice Chairman Moya said it was dated 6/21/2011 with the time 1:24 p.m.

Mr. Alter said the previous budget showed Voucher and Strategic paying interest on a bank loan. He said he had moved \$21,000.00 that Voucher was going to pay for interest to Public Housing. He said Public Housing should be paying the interest instead of Voucher, since they are receiving the funds. Mr. Alter said the Authority has increased the unused non federal fund balance up to \$45,999.00. He said the amount of money that has to be transferred over to the federal program, actually goes down a little. Mr. Alter said if the Authority gets a bank loan it would be booked against the building here at 502 E. Highland Mall and then transferred to Public Housing, and Public Housing would use it to pay off Voucher and Strategic.

Mr. Barnes made a **motion** to approve the budget as presented. Ms. Sarah Anderson seconded the motion.

Chairman Wrenn said, based upon looking at the different categories, the Authority would come up negative. He said the Authority would need to put together a plan at the Annual meeting with different categories in tightening up financially. Chairman Wrenn said the Authority has some projected negatives in maintenance labor contracts, insurance, and zero for employee benefits. Chairman Wrenn said on page two, 45400 Employee Benefits does not have a dollar amount listed. Mr. Alter said Employee Benefits is a header. Mr. Alter said all of the Employee Benefits are listed under the 45400 Employee Benefits header. Chairman Wrenn said the header Employee Benefits needed to be removed. Mr. Alter asked the Board to bring back some direction on how to address anything that is negative at the Annual meeting.

Vice Chairman Moya asked if the 8% Incentive Pay Pool had been discussed. Vice Chairman Moya said there had been a discussion for over a year in adjusting the salaries of some of the employees. Vice Chairman Moya said some may be due a better salary than they are receiving. He said he would not know that until a study could be conducted.

Vice Chairman Moya asked if the money that was set aside from last year was still available. Mr. Alter said the Authority would know at the end of the month the amount that would be available. Vice Chairman Moya said if the salary survey was not going to take place, he would withdraw the motion, and not approve the budget. Chairman Moya said the most important thing is to take care of the employees.

Mr. Alter suggested moving forward with the salary survey, and present the results to the Board in August. He said then the Board could discuss how to utilize that information with the amount of money that would be available for this year. He said the Authority could make an adjustment for the coming year, based on the money that is already in the budget.

Vice Chairman Moya said he would like to change the 8% Employee Incentive Pay Pool to Salary Adjustment. Chairman Wrenn said at the Annual meeting there would be a compensation study. Chairman Wrenn asked the amount that was available. Mr. Alter said it is 8% of the administrative salary totals. Vice Chairman Moya stated \$61,000.00. Chairman Wrenn said he would recommend that change. Vice Chairman Moya said if there was any money left over, he suggested putting in a line item titled unallocated reserve; then it would be up to the Board to take it out as it sees fit during the year.

Mr. Barnes made a **motion** to amend the motion to change the 8% Employee Incentive Pay Pool to Salary Adjustment and add a line Item titled unexpended balance.

A vote was taken to pass the motion and the amendment, which **passed** unanimously

Mr. Barnes said the compensation study should include the Executive Director's compensation.

CONCLUSION

- Chairman's comment

There were none at the time.

ADJOURN

Ms. Sarah Anderson made a **motion** to adjourn the Board meeting. Commissioner Willie Anderson seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 4:19 p.m.

Respectfully submitted,

Craig Alter, Executive Director