

HOUSING AUTHORITY OF TRAVIS COUNTY
ANNUAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
August 19, 2011
1:00 p.m.

MINUTES

The Housing Authority of Travis County, Texas held an Annual 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 1:15 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin Wrenn, Vice Chairman Richard Moya, Commissioner Sarah Anderson, Commissioner Willie Anderson, Commissioner Philip Barnes. Guest: Joe Schiff, the Schiff Group, Inc., Apolinio ("Nono") Flores, Flores Residential, L.C., and David Pohler, Director of Housing, HUD San Antonio Field Office. 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 the time.

ACTION ITEMS - DISCUSSION

Item 14: Presentation, deliberation and possible action regarding consideration of filing an application with the U.S. Department of Housing and Urban Development for the partial or complete demolition or disposition of the Housing Authority of Travis County Public Housing properties, including considerations of the potential future uses of the Public Housing properties. Invited guests that will participate in discussing these issues are Joe Schiff, the Schiff Group, Inc., Apolinio ("Nono") Flores, Flores Residential, L.C., and David Pohler, Director of Housing, HUD San Antonio Field Office.

Executive Director Craig Alter introduced Joe Schiff, Apolinio Flores and David Pohler to the Board of Commissioners.

Mr. Alter presented the Public Housing Demolition or Disposition report and it is available.

Discussion followed.

REPORTS

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

Housing Manager Jose Villanueva presented the Public Housing report and it is available. Mr. Villanueva said the report dated July 31, 2011 list 10 vacant apartments but, as of August 15, 2011 there have been 5 move- in's with 100% occupancy at all of the apartments expected by the end of August 2011.

REPORTS

Item 2: Presentation, deliberation and possible action regarding the progress in establishing Public Housing Resident Councils at each Public Housing property.

Mr. Villanueva presented the letter that was sent out to all of the residents at Alexander Oaks to determine if there was anyone interested in serving as a resident council. He said there was one person that responded. Mr. Villanueva said he held a party at the property, there were six residents that showed up and three residents that wanted to serve on the residents council. Mr. Villanueva told the three residents that wanted to participate on the resident's council that he was going to talk to Craig about including the other properties (Eastern Oaks and Summit Oaks) for the resident council.

Mr. Villanueva said he was going to set up a meeting for September 8, 2011 for Eastern Oaks and another meeting would be scheduled for September 13, 2011 to be held at Summit Oaks.

Mr. Alter said it should be called a resident advisory board.

Commissioner Sarah Anderson asked if there were going to be Board meetings scheduled at the other two properties (Eastern Oaks and Summit Oaks). Chairman Melvin Wrenn said yes.

Chairman Wrenn said he needed to step out of the Board meeting to place a call and asked Vice Chairman Moya to conduct the meeting.

ACTION ITEMS - CONSENT

Item 6: Review and approval of Minutes from the May 19, 2011 Board Meeting.

Ms. Sarah Anderson made a **motion** to approve the minutes as presented. Commissioner Philip Barnes seconded the motion. A vote was taken which **passed** with 3 yea's and 1 abstained.

Vice Chairman Richard Moya - Yea
Commissioner Sarah Anderson - Yea
Commissioner Willie Anderson - Abstained
Commissioner Philip Barnes - Yea

ACTION ITEMS - CONSENT

Item 7: Review and approval of Minutes from the May 21, 2011 Special Board Meeting.

Mr. Barnes made a **motion** to approve the minutes as presented. Ms. Sarah Anderson seconded the motion. A vote was taken which **passed** with 3 yea's and 1 abstained.

Vice Chairman Richard Moya - Yea
Commissioner Sarah Anderson - Yea
Commissioner Willie Anderson - Abstained
Commissioner Philip Barnes - Yea

ACTION ITEMS - CONSENT

Item 8: Review and approval of Minutes from the June 21, 2011 Board Meeting.

Ms. Sarah Anderson made a **motion** to approve the minutes as presented. Commissioner Willie Anderson seconded the motion, which passed unanimously.

ACTION ITEMS - CONSENT

Item 9: Presentation, deliberation and possible action regarding proposed changes to and annual renewal of the Public Housing program Admittance and Continued Occupancy Plan (ACOP).

Mr. Villanueva presented the recommended changes to the Admittance and Continued Occupancy Plan. The document is available.

He said the additions are typed in blue and the deletions are typed in red.

Mr. Villanueva said on page 8-6 he needed to add: \$5.00 would be charged beginning on the 6th day for every day the rent payment is not paid until the 15th day of the month.

Ms. Willie Anderson said on page 8-6A the fifth paragraph in the second sentence the word residents needed an apostrophe.

Mr. Barnes made a **motion** to approve the Admittance and Continued Occupancy Plan (ACOP) with the recommended changes and to authorize the continued annual renewal of the (ACOP). Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS - CONSENT

Item 10: Presentation, deliberation and possible action regarding adopting and utilizing a new Public Housing program lease.

Mr. Villanueva presented the new public housing program lease and the documents are available.

Mr. Barnes made a **motion** to approve adopting and utilizing a new Public Housing program lease. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS - CONSENT

Item 12: Presentation, deliberation and possible action regarding proposed revisions to the Housing Authority of Travis County Personnel Policy.

Vice Chairman Moya said Item 12 would be tabled until August 20, 2011

ACTION ITEMS - CONSENT

Item 13: Presentation, deliberation and possible action regarding renewing the Cooperative Agreement with the Housing Authority of the City of Austin for Joint Jurisdiction in Administering the Housing Choice Voucher (Section 8) Housing Assistance Payment Programs.

Mr. Alter presented the report, resolution for the Housing Authority Chairman to sign, and the original Cooperative Agreement between the Housing Authority and the Housing Authority of the City of Austin dated July 6, 2000.

Ms. Sarah Anderson made a **motion** to approve renewing the Cooperative Agreement with the Housing Authority of the City of Austin for Joint Jurisdiction in Administering the Housing Choice Voucher (Section 8) Housing Assistance Payment Programs. Mr. Barnes seconded the motion, which **passed** unanimously.

REPORTS

Item 3: Presentation of Board Committee Reports.

Mr. Barnes said the Finance Committee held a meeting August 18, 2011. He said the attendants were Sarah Anderson, Melvin Wrenn, Craig Alter and himself.

Mr. Barnes said they discussed the need to dissolve one of the Corporations. He said the recommendation was to authorize the Executive Director to take the necessary steps to dissolve the Travis County Facilities Corporation when the liabilities have been paid.

Chairman Wrenn said there would be a Travis County Facilities Corporation Board Meeting tomorrow August 20, 2011 and those issues could be discussed. Mr. Barnes said there was a \$23, 000 liabilities due from somebody.

Mr. Barnes said the other issue that was discussed at the Finance Meeting was Item 11 that is on the agenda.

ACTION ITEMS - CONSENT

Item 11: Presentation, deliberation and possible action regarding extending the independent annual financial audit report professional services contract with Leal and Carter, Public Accountants for the fiscal year 2012.

Mr. Alter said Leal & Carter were hired in 2007. Mr. Barnes said the finance committee recommended that the Board extend the contract of Leal & Carter until 2012.

Vice Chairman Moya suggested that the auditor should communicate more with the finance committee and the Board.

Mr. Barnes made a **motion** to authorize the Executive Director to negotiate the contract between the Housing Authority and Leal & Carter. Vice Chairman Moya seconded the motion, which **passed** unanimously.

ACTION ITEMS - DISCUSSION

Item 15: Presentation, deliberation and possible action regarding the Request for Proposal for Fee Accountant professional services.

Mr. Barnes said the finance committee discussed Item 15 at the August 18th meeting. Mr. Alter presented the report and it is available.

Vice Chairman Moya made a **motion** that the Executive Director could execute the mutual release and termination agreement between the Housing Authority of Travis County and the Housing Authority of the City of Austin. Mr. Barnes seconded the motion, which **passed** unanimously.

ACTION ITEMS - DISCUSSION

Item 20: Presentation, deliberation and possible action regarding the proposal to create a new staff position for the Housing Authority of Travis County.

Mr. Barnes said Item 20 was discussed at the August 18th finance committee meeting. Mr. Barnes said the Director has confirmed that he has a job description and a salary estimate prepared. Mr. Barnes said the issue is that the Authority does not have the funds. He said the finance committee recommends to the Board to authorize the Executive Director to add a new senior staff position when the funds are available.

Mr. Barnes made a **motion** to authorize the Executive Director to add a new senior staff position when the funds are available. Vice Chairman Moya seconded the motion for purpose of discussion.

Vice Chairman Moya asked what the salary amount would be. Chairman Wrenn said that was not discussed at the time and there would need to be a budget amendment for the salary. Vice Chairman Moya said if someone would like to apply for the position there should be a salary range.

Vice Chairman Moya said there was no need for the motion if the Item had to be returned to the Board. He said the position would not be posted until the authority had the funds.

Mr. Barnes said he would withdraw the motion.

ACTION ITEMS - DISCUSSION

Item 19: Presentation, deliberation and possible action regarding the presentation of the June 30, 2011 financial statements and any impact upon the FY2012 annual operating budget.

Mr. Alter presented the report and it is available.
Discussion followed.

ACTION ITEMS - DISCUSSION

Item 18: Presentation, deliberation and possible action regarding proposed changes to and annual renewal of the Housing Choice Voucher program Administrative Plan.

Ms. Riojas presented the report and it is available.

Vice Chairman Moya made a **motion** to approve the Housing Choice Voucher Administrative Plan with the recommended changes. Mr. Barnes seconded the motion, which **passed** unanimously.

Chairman Wrenn said the Board meeting would be recessed until August 20, 2011 at 9:00 a.m.
The meeting was recessed at 5:50 p.m.

**HOUSING AUTHORITY OF TRAVIS COUNTY
ANNUAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
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August 19, 2011
1:00 p.m.**

The Board meeting was reconvened at 9:10 a.m. on August 20, 2011.

MINUTES

The Housing Authority of Travis County, Texas held an Annual 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 9:10 a.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin Wrenn, Vice Chairman Richard Moya, Commissioner Sarah Anderson, Commissioner Willie Anderson, Commissioner Philip Barnes. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt. 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 the time.

ACTION ITEMS - DISCUSSION

Item 21: Presentation, deliberation and possible action regarding a request for an annual financial contribution from the Strategic Housing Finance Corporation for FY2011.

Executive Director Craig Alter presented the report and it is available.

Vice Chairman Richard Moya suggested when the Strategic Housing Finance Corporation (SHFC) has their Annual Board meeting later this morning, there would need to be some notes included in the Minutes that SHFC plan to donate to the Housing Authority of Travis County for whatever the need would be. He suggested being specific with the money that would be donated. Vice Chairman Moya said any donated money from SHFC should be used in areas that federal funds would not cover.

Executive Director Craig Alter said that intent could be stated, and in the budget, list the amount of revenue the SHFC would provide to the Housing Authority. Mr. Alter said Item 21 would be discussed during the Strategic Housing Finance Corporation Annual Board meeting today.

Item 22: Presentation, deliberation and possible action regarding the current status of the U.S. Department of Housing and Urban Development Office of Inspector General acceptance of the repayment plan offered by the Housing Authority of Travis County.

Mr. Alter said he spoke to David Pohler on August 19, 2011 and there was no news. David Pohler conveyed to Mr. Alter that he would have his staff contact the Office of the Inspector General for an update.

Discussion followed.

Item 24: Presentation, deliberation and possible action regarding amending the Housing Authority of Travis County travel budget to permit increased training for staff and Commissioners.

Chairman Wrenn said the Housing Authority would be able to increase the travel budget when funds become available.

Discussion followed.

Item 25: Presentation, deliberation and possible action regarding the progress of implementing the suggested procedural and operational changes by the Southwest Housing Compliance Corporation.

Mr. Alter presented the report and it is available.

Commissioner Philip Barnes made a **motion** for the Executive Director to put together a letter and send to the Travis County Commissioners Court regarding the progress of implementing the suggested procedural and operational changes by Southwest Housing Compliance Corporation. Vice Chairman Wrenn asked if the stated letter should have the Executive Director's and the Chairman's signature. Mr. Barnes said he thought the letter should have both signatures. A vote was taken, which **passed** unanimously.

Item 16: Presentation, deliberation and possible action regarding executing a professional services contract with a contractor for real estate appraisal services selected through the Request for Proposal process.

Mr. Alter presented the report and it is available. Mr. Alter said there were three local companies to bid on the appraisal services that the Housing Authority needs.

Mr. Alter said the appraisal would include 502 Highland Mall Blvd., Alexander, Eastern and Summit Oaks, Manor Town Apartments, the 10 lots in Manor, and Carson Creek.

Vice Chairman Moya asked if 502 E. Highland Mall Blvd. could be appraised first.

Chairman Wrenn said to have the appraisal conducted for 502 E. Highland Mall Blvd. as soon as possible.

Mr. Barnes made a **motion** for the Housing Authority to hire The Aegis Group to conduct the appraisals for 502 Highland Mall Blvd., Alexander, Eastern and Summit Oaks, Manor Town Apartments, the 10 lots in Manor, and Carson Creek. He said with the understanding that the appraiser would appraise 502 E. Highland Mall Blvd. first, and expedite the appraisal of the building. Commissioner Sarah Anderson seconded the motion.

Vice Chairman Moya asked if anyone had heard of The Aegis Group. Mr. Alter said he had heard of them; they have been around for a about 30 years. He said they are very well qualified. Mr. Barnes said he had heard of Aegis Group as well.

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

Item 17: Presentation, deliberation and possible action regarding possible future disposition of Housing Authority of Travis County real estate assets.

Mr. Alter presented the report and it is available.

Discussion followed.

Chairman Wrenn said the Housing Authority Annual Board meeting would be suspended in order to open the Strategic Housing Finance Corporation Annual Board meeting.

The meeting was suspended at 10:40 a.m.

HOUSING AUTHORITY OF TRAVIS COUNTY
ANNUAL BOARD MEETING
502 East Highland Mall Blvd.
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August 19, 2011
1:00 p.m.

The Board meeting was reconvened at 1:37 p.m. on August 20, 2011.

MINUTES

The Housing Authority of Travis County, Texas held an Annual 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 1:37 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin Wrenn, Vice Chairman Richard Moya, Commissioner Sarah Anderson, Commissioner Willie Anderson, Commissioner Philip Barnes. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt. 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 the time.

The Board adjourned to Executive Session at 1:38 p.m.

ACTION ITEMS - DISCUSSION

Item 26: 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

ACTION ITEMS - DISCUSSION

Item 27: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board reconvened at 2:28 p.m.

ACTION ITEMS - CONSENT

Item 12: Presentation, deliberation and possible action regarding proposed revisions to the Housing Authority of Travis County Personnel Policy.

Commissioner Philip Barnes made a **motion** to approve the policy changes as presented to the Personnel Policy with the understanding the Chairman may have some additional amendments that may need to be added once the ones that are included in the Annual Board books are approved. Commissioner Sarah Anderson seconded the motion.

Vice Chairman Richard Moya asked if the changes regarding the compensatory time were listed in the report. Executive Director Craig Alter said they were. Vice Chairman Moya asked if every employee's compensatory time (comp. time) was accumulated at one and a half times their hourly rate. Executive Director Craig Alter said some employees get paid overtime, but if you are exempt you are accumulating comp. time based on one and a half times an employee's hourly rate. Vice Chairman Moya asked which employees would get paid. Mr. Alter said all of the non-exempt employees. Mr. Alter said there are two classifications: exempt which includes me and managers. He said in general, a manager is exempt. Mr. Alter said the exempt employees only receive comp. time if you work more than 40 hours. He said if you are non-exempt and work more than 40 hours the employee would receive overtime, which is time and a half. Vice Chairman Moya said he thought the only exempt employee was the Executive Director. Vice Chairman Moya asked who the managers were. Mr. Alter said Jose, Lupe and Betty. Vice Chairman Moya asked if they work comp. time, do they receive straight time. Mr. Alter said they would receive time and a half comp. time.

Commissioner Sarah Anderson said the difference is whether an employee is exempt or not; determines whether an employee would receive overtime or comp time. Ms. Sarah Anderson said if you are exempt you would receive comp. time, and if you are non-exempt, you would receive overtime. Vice Chairman Moya said Craig is listed under exempt and he does not receive anything. Ms. Sarah Anderson said that is a separate exemption.

Commissioner Philip Barnes said any executive positions are not eligible for either. Vice Chairman Moya said he did not understand why they are exempt. Mr. Alter said that is State Law and there are IRS rules defining exempt and non-exempt. Vice Chairman Moya said whether an employee receives straight time or time and a half is not in that law. Mr. Alter said he would check into that. Vice Chairman Moya said if it isn't, then it could be changed back to every employee receives the same thing for overtime except the Executive Director.

Mr. Barnes said if the two executive positions were removed, every employee is treated the same. He said, because if you are salary and you follow that category, you are going to get paid at time and a half. He said every hour you work overtime you would get paid one and a half times your hourly rate. Mr. Barnes said for the three managers' positions that do not fall under the Department of Labor salary classifications they would not be paid time and a half, but it is comp time instead of salary.

Vice Chairman Moya said on page 18 of the report, the definition for exempt employees is different from the definition on page 13.

Chairman Wrenn asked to pull the motion and have Craig, Mr. Moya and himself review the Agenda Item 12 report.

Mr. Barnes said he would withdraw the motion and the Personnel Committee and Craig would bring back to the Board what would be agreed to.

ACTION ITEMS - DISCUSSION

Item 23: Presentation, deliberation and possible action regarding the Executive Director performance evaluation and other personnel matters, such as the results of the staff salary survey and staff compensation.

Chairman Wrenn said Item 23 would be tabled and reviewed by the Personnel Committee.

REPORTS

Item 5: Presentation, deliberation and possible action regarding issues, visions, goals, and concerns of the Housing Authority of Travis County Board of Commissioners.

Mr. Barnes said he thought there was a need to have a Strategic Plan. He said maybe a couple of pages that sets out measurable targets and objectives. Mr. Barnes said we should ask staff to prepare a vision statement for the board to start looking at for the next Board meeting. Vice Chairman Moya said different, from the Mission Statement. Mr. Barnes asked if it was just for the Housing Authority or both. Vice Chairman Moya said we could change it, but we have one. Vice Chairman Moya said Craig could get us a copy.

Chairman Wrenn said all organizations need to revisit themselves.

Mr. Barnes said the Board has three duties; one is to have a plan that sets down the policies, where the agency is going, where the objectives are, where the agency is focusing the resources and adopt a budget and hire the Executive Director. Mr. Barnes said those are the key responsibilities of the Board.

Commissioner Willie Anderson said she wanted to focus on the vision that the Housing Authority may have for the residents and why there is a Housing Authority of Travis County.

REPORTS

Item 4: Executive Director's Report.

Item 4 was not discussed.

ADJOURN

There being no further business, Mr. Barnes made a **motion** to adjourn. Vice Chairman Moya seconded the motion, which **passed** unanimously. The Board adjourned at 2:45 p.m.

Respectfully submitted,

Craig Alter, Executive Director