

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
SPECIAL MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
October 10, 2011
5:00 p.m.**

MINUTES

The Housing Authority of Travis County, Texas held a Special 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 5:13 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.

Item 1: Discussion, deliberation and possible action regarding renewing the Employment Agreement between the Executive Director and the Housing Authority of Travis County.

Executive Director Craig Alter handed out a revised copy of the first page of the Employment Agreement with the following changes: Item 2.b. dates changed to July 1, 2011 through June 30, 2012.

Commissioner Sarah Anderson asked if using the word resignation should be used in Item 2.b. instead of the word termination.

Ms. Sarah Anderson made a **motion** to adopt the Employment Agreement (contract) as presented with the stated changes. Chairman Wrenn said salary would remain the same. Vice Chairman Richard Moya asked if the amount could be included in the contract. Vice Chairman Moya seconded the motion, which **passed** unanimously.

Ms. Sarah Anderson made a **motion** that the base salary amount for the Executive Director remains the same, which is \$132,409.00 annually. Vice Chairman Moya seconded the motion, which **passed** unanimously.

Item 2: Presentation, deliberation and possible action regarding proposed revisions to the Housing Authority of Travis County Personnel Policy.

Mr. Alter said he had a meeting with Chairman Wrenn and Vice Chairman Moya to review the Personnel Policy; at that time several recommendations were made, with those recommendations included in the Personnel Policy. Mr. Alter said all employees are receiving time and a half under the policy revisions. He said exempt employees were receiving straight time.

Vice Chairman Moya made a **motion** to approve the revised Personnel Policy. Commissioner Philip Barnes seconded the motion.

Chairman Melvin Wrenn said if there were things that were not covered in the frame work of the policy that the Executive Director could confer with the Chair and if the Chair person would say yes, the Housing Authority could go ahead and do that. Chairman Wrenn said he called that a situation of discretion.

Commissioner Philip Barnes suggested adopting the changes, with the understanding the changes Chairman Wrenn suggested be brought back to the Board.

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

Vice Chairman Moya made a **motion** to adjourn to Executive Session to discuss Item 3. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 5:33 p.m.

Item 5: 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

Item 6: Reconvene from Executive Session and take any action deemed necessary as the result of the Executive Session discussions.

The Board reconvened at 6:12 p.m.

Item 3: Presentation, deliberation and possible action regarding the 502 E. Highland Mall Blvd., Austin, TX 78752 real estate appraisal report prepared by the Aegis Group, LLC and possible future disposition of Housing Authority of Travis County real estate assets.

Mr. Barnes made a **motion** that the Board authorizes the Chairman, Vice Chairman and the Executive Director to meet with the Travis County Judge regarding real estate assets held by the Authority. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

Item 4: Presentation, deliberation and possible action regarding entering into a contract with Brown Graham and Company, P.C. for fee accountant services.

Mr. Alter presented the report and it is available.

Ms. Sarah Anderson made a **motion** to engage Brown, Graham & Company for fee accounting services. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

ADJOURN

Mr. Barnes made a **motion** to adjourn the Board meeting. Vice Chairman Moya seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Craig Alter, Executive Director