

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING**

Crowne Plaza Hotel

6121 North IH-35

August 24, 2012

10:00 a.m.

AGENDA

The Board of Commissioners of the Housing Authority of Travis County will consider and possibly act on the following:

August 24, 2012

**CALL TO ORDER, ROLL CALL
CERTIFICATION OF QUORUM**

Melvin G. Wrenn
Craig Alter

CITIZEN COMMUNICATION

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.

REPORTS

- Item 1: Presentation, deliberation and possible action regarding the Executive Director's Report of the FY2012 accomplishments, FY2013 challenges, and vision for future operations.
- Item 2: Presentation of Board Committee Reports.

ACTION ITEMS - CONSENT

- Item 3: Review and approval of Minutes from the June 26, 2012 Board Meeting.
- Item 4: Presentation, deliberation and possible action regarding proposed changes to and annual renewal of the Public Housing program Admittance and Continued Occupancy Plan (ACOP).
- Item 5: Presentation, deliberation and possible action regarding proposed changes to and annual renewal of the Housing Choice Voucher program Administrative Plan.
- Item 6: Presentation, deliberation and possible action regarding authorizing the Chairman to execute and submit the Housing Authority of Travis County agency Recovery Agreement promulgated by the U.S. Department of Housing and Urban Development that accompanies the Corrective Action Plan previously approved by the Board of Commissioners.
- Item 7: Presentation, deliberation and possible action regarding the renewal of and proposed revisions to the Housing Authority of Travis County Operating Policies and Procedures.

ACTION ITEMS – DISCUSSION

- Item 8: Conducting a joint annual meeting with the Strategic Housing Finance Corporation of Travis County for the purposes of:

- A. Presentation, deliberation, and possible action regarding requesting a commitment from Strategic Housing Finance Corporation to donate operating funds to HATC.
- B. Presentation, deliberation, and possible action regarding entering into an Interlocal Agreement between Strategic Housing Finance Corporation and the Housing Authority of Travis County for services to be provided by the Housing Authority of Travis County to Strategic Housing Finance Corporation and the fees for such services.
- C. Presentation, deliberation, and possible action regarding sharing and hiring the Housing Authority Executive Director under a separate Employment Agreement as the Strategic Housing Finance Corporation Chief Executive Officer.

Item 9: Presentation, deliberation and possible action regarding creating a five year strategic plan for the Housing Authority of Travis County.

Item 10: Presentation, deliberation and possible action regarding the following fiscal matters:

- A. Presentation of the June 30, 2012 fiscal year-end financial statements, the year-end inter-program due to and from balances, surplus revenue, and policies regarding the reserve fund minimum balance and investments.
- B. Amendments to the FY2013 operating budget, including known increased costs, key performance indicators, acceptable variance, and desired reports for the Board.

Item 11: Presentation, deliberation and possible action regarding the following personnel matters:

- A. FY2012 staff achievement salary adjustments.
- B. Results of the Classification and Compensation Survey conducted by Public Sector Personnel Consultants.
- C. FY2013 staff salary adjustments.
- D. Executive Director evaluation template and date.
- E. Consideration of amendments to the Executive Director Service Agreement.
- F. Consider creating a Chief Operating Officer staff position.

Item 12: Presentation, deliberation and possible action regarding potential alternatives for the Housing Authority of Travis County public housing:

- A. Consider filing a competitive application with the U.S. Department of Housing and Urban Development for inclusion of the Housing Authority of Travis County public housing in the Rental Assistance Demonstration program.
- B. Consider 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.

Item 13: Presentation, deliberation and possible action regarding policies for administering the Housing Authority of Travis County Commissioners travel budget.

Item 14: Presentation, deliberation and possible action regarding the fiscal year 2013 Housing Authority of Travis County regular and annual Board meeting dates.

Item 15: Presentation, deliberation and possible action regarding the assignment of Commissioners by the Chairman to the officers nominating committee.

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.

- A. According to the Texas Government Code Annotated 551.071, Consulting with Attorney.
- B. According to the Texas Government Code Annotated 551.072, Real Property.
- C. According to the Texas Government Code Annotated 551.074, Personnel Matters.

Item 8: Conducting a joint annual meeting with the Strategic Housing Finance Corporation of Travis County for the purposes of:

- C. Presentation, deliberation, and possible action regarding sharing with and permitting the hiring of the Housing Authority Executive Director under a separate Employment Agreement by the Strategic Housing Finance Corporation as its Chief Executive Officer.*

Item 11: Presentation, deliberation and possible action regarding the following personnel matters:

- A. FY2012 staff achievement salary adjustments.*
- B. Results of the Classification and Compensation Survey conducted by Public Sector Personnel Consultants.*
- C. FY2013 staff salary adjustments.*
- D. Executive Director evaluation template and date.*
- E. Consideration of amendments to the Executive Director Service Agreement.*
- F. Consider creating a Chief Operating Officer staff position.*

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

ADJOURN

Please take notice that the Board of Commissioners of the Housing Authority of Travis County, Texas will hold an Annual meeting beginning at 10:00 a.m. on Friday, August 24, 2012. The Housing Authority of Travis County will meet at the Crowne Plaza Hotel located at 6121 North IH-35 Austin, Texas 78752.

The Housing Authority of Travis County offers accommodations for persons accessing its facilities, as required by the Americans with Disabilities Act. If you require special accommodations, please contact the Housing Authority of Travis County office at 512-480-8245 for assistance. Hearing impaired may contact Relay Texas 1-800-735-2989 or TDD.

The Board of Commissioners will consider and may take action on the following items:

August 24, 2012

**CALL TO ORDER, ROLL CALL
CERTIFICATION OF QUORUM**

Melvin Wrenn
Craig Alter

CITIZEN COMMUNICATION

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.

REPORTS

- Item 1: Presentation, deliberation and possible action regarding the Executive Director's Report of the FY2012 accomplishments, FY2013 challenges, and vision for future operations.
- Item 2: Presentation of Board Committee Reports.

ACTION ITEMS - CONSENT

- Item 3: Review and approval of Minutes from the June 26, 2012 Board Meeting.
- Item 4: Presentation, deliberation and possible action regarding proposed changes to and annual renewal of the Public Housing program Admittance and Continued Occupancy Plan (ACOP).
- Item 5: Presentation, deliberation and possible action regarding proposed changes to and annual renewal of the Housing Choice Voucher program Administrative Plan.
- Item 6: Presentation, deliberation and possible action regarding authorizing the Chairman to execute and submit the Housing Authority of Travis County agency Recovery Agreement promulgated by the U.S. Department of Housing and Urban Development that accompanies the Corrective Action Plan previously approved by the Board of Commissioners.
- Item 7: Presentation, deliberation and possible action regarding the renewal of and proposed revisions to the Housing Authority of Travis County Operating Policies and Procedures.

ACTION ITEMS – DISCUSSION

- Item 8: Conducting a joint annual meeting with the Strategic Housing Finance Corporation of Travis County for the purposes of:
- A. Presentation, deliberation, and possible action regarding requesting a commitment from Strategic Housing Finance Corporation to donate operating funds to HATC.

- B. Presentation, deliberation, and possible action regarding entering into an Interlocal Agreement between Strategic Housing Finance Corporation and the Housing Authority of Travis County for services to be provided by the Housing Authority of Travis County to Strategic Housing Finance Corporation and the fees for such services.
- C. Presentation, deliberation, and possible action regarding sharing and hiring the Housing Authority Executive Director under a separate Employment Agreement as the Strategic Housing Finance Corporation Chief Executive Officer.

Item 9: Presentation, deliberation and possible action regarding creating a five year strategic plan for the Housing Authority of Travis County.

Item 10: Presentation, deliberation and possible action regarding the following fiscal matters:

- A. Presentation of the June 30, 2012 fiscal year-end financial statements, the year-end inter-program due to and from balances, surplus revenue, and policies regarding the reserve fund minimum balance and investments.
- B. Amendments to the FY2013 operating budget, including known increased costs, key performance indicators, acceptable variance, and desired reports for the Board.

Item 11: Presentation, deliberation and possible action regarding the following personnel matters:

- A. FY2012 staff achievement salary adjustments.
- B. Results of the Classification and Compensation Survey conducted by Public Sector Personnel Consultants.
- C. FY2013 staff salary adjustments.
- D. Executive Director evaluation template and date.
- E. Consideration of amendments to the Executive Director Service Agreement.
- F. Consider creating a Chief Operating Officer staff position.

Item 12: Presentation, deliberation and possible action regarding potential alternatives for the Housing Authority of Travis County public housing:

- A. Consider filing a competitive application with the U.S. Department of Housing and Urban Development for inclusion of the Housing Authority of Travis County public housing in the Rental Assistance Demonstration program.
- B. Consider 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.

Item 13: Presentation, deliberation and possible action regarding policies for administering the Housing Authority of Travis County Commissioners travel budget.

Item 14: Presentation, deliberation and possible action regarding the fiscal year 2013 Housing Authority of Travis County regular and annual Board meeting dates.

Item 15: Presentation, deliberation and possible action regarding the assignment of Commissioners by the Chairman to the officers nominating committee.

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.

- A. According to the Texas Government Code Annotated 551.071, Consulting with Attorney.
- B. According to the Texas Government Code Annotated 551.072, Real Property.
- C. According to the Texas Government Code Annotated 551.074, Personnel Matters.

Item 8: Conducting a joint annual meeting with the Strategic Housing Finance Corporation of Travis County for the purposes of:

- C. Presentation, deliberation, and possible action regarding sharing with and permitting the hiring of the Housing Authority Executive Director under a separate Employment Agreement by the Strategic Housing Finance Corporation as its Chief Executive Officer.*

Item 11: Presentation, deliberation and possible action regarding the following personnel matters:

- A. FY2012 staff achievement salary adjustments.*
- B. Results of the Classification and Compensation Survey conducted by Public Sector Personnel Consultants.*
- C. FY2013 staff salary adjustments.*
- D. Executive Director evaluation template and date.*
- E. Consideration of amendments to the Executive Director Service Agreement.*
- F. Consider creating a Chief Operating Officer staff position.*

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

ADJOURN

Seal

Craig Alter, Secretary
Housing Authority of Travis County