

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
February 16, 2012
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 1:20 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Commissioner Sarah Anderson, Commissioner Willie S. Anderson; Commissioner Philip Barnes. Absent: Vice Chairman Richard Moya. Guest: Dianna Lewis-Grey Corporation for Supportive Housing. 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.

ACTION ITEMS - DISCUSSION

Item 8: Presentation, deliberation and possible action regarding establishing a preference for and the number of units available to homeless individuals on the public housing and housing choice voucher wait lists in response to the Austin/Travis County Leadership Committee on Permanent Supportive Housing Finance plan and ECHO's (End Chronic Homelessness) efforts to produce permanent supportive housing.

Ms. Dianna Lewis-Grey said the Corporation for Supportive Housing is a national non-profit organization with about 100 staff members throughout the United States. She said the organization works with local communities, non-profit organizations and governmental entities to help produce permanent supportive housing.

Ms. Lewis-Gray said the Corporation for Supportive Housing began working in Texas in 2006 and she joined the organization in 2008.

Ms. Lewis-Grey said there would be a need to revise the Housing Authority's Administrative Plan in order to project base or change the preferences.

Discussion followed.

Commissioner Philip Barnes made a **motion** for the Housing Authority of Travis County to support the concept of supportive housing and to set a goal of 40 units if financially feasible starting in 2012 with the goal being met by the end of 2014. Commissioner Sarah Anderson seconded the motion which, **passed** unanimously.

REPORTS

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

Housing Manager Jose Villanueva presented the Affordable Housing report, it is available.

Chairman Melvin G. Wrenn asked about the turn-over at the properties. Chairman Wrenn suggested adding a column with the turnover ratio to the report. Mr. Villanueva said the turn-over has been actually 2 to 3 units per month, which is due to skips and nonpayment of rent which lead to evictions.

Chairman Wrenn asked what types of situations are occurring where the tenant is not paying their portion of the rent. Mr. Villanueva said that the tenant would have spent their rent money on repairs for their vehicle or something else. Mr. Villanueva said he would get the correct number of turnovers per property.

Chairman Wrenn asked if there is a tenant in nonpayment, is there information that is given to them on where they can go to receive help? Mr. Villanueva said any tenant that calls to let us know that they would be delinquent on their rent is given a list of places that they can go to receive help. He said as long as we receive something in writing from the agency that would be assisting the tenant, the Housing Authority would not start eviction proceedings. Chairman Wrenn asked if there were any steps taken to help the tenants refocus on their priorities. Mr. Villanueva said he didn't know, but would find out.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the Section 8 report, it is available and attached. Mr. Alter asked what it would take for the Housing Authority to increase the Mainstream Voucher Program. Ms. Riojas said we would have to go through the waiting list to see who is eligible for the program, which would mean the head of household would have to be disabled. Ms. Riojas said a year and a half ago we sent out 15 letters regarding the Mainstream Program and there were only 2 that qualified.

Chairman Wrenn said he did not think people knew where to go to be declared disabled. Ms. Riojas said they would need to go to the Social Security office, but would need verification from a doctor. Ms. Riojas said people on the wait list were starting the process for disability. She said also there were family members that were disabled, but not the head of household. Mr. Alter suggested setting up a preference for Mainstream.

Commissioner Sarah Anderson asked if there was information at the public housing properties and in our office for the residents regarding filing their income taxes. Mr. Alter said staff could call Foundation Communities to get that information to put in our lobby and at the properties. Mr. Villanueva said he would put the information in the newsletter.

Item 2: Presentation of Board Committee Reports.

Chairman Wrenn said the Personnel Committee, which is myself and Mr. Moya have communicated and the next agenda item might be attached to a work session. Chairman Wrenn said to start looking at the Executive Director's evaluation, employee's survey and a compensation study.

Mr. Barnes said Craig and himself had met with Jessica Chen from Brown, Graham & Company twice yesterday, February 15, 2012 through conference calls. He said there is a memorandum from Jessica Chen that was a hand out at the Board meeting today, February 16, 2012 that summarizes the conference calls.

Mr. Barnes said there was a second meeting held with the auditors, Sarah Anderson, Craig, Betty and I to discuss the status of the audit. He said the auditors identified certain sections that needed to be cleared up before they could present their draft report. Mr. Barnes said he had a list of those and thought there was an email that was sent out to the other Directors that did not attend that meeting with the auditors.

He said nothing on that list is unusual, the only continuing outstanding concern the auditors had was the resolution of 1.8 million dollar inter-fund debt that is owed that would clear up after the County buys the building located at 502 E. Highland Mall Blvd.

Mr. Barnes said the auditors should have the draft report delivered to the Housing Authority by March 10, 2012 for the Board's consideration for a meeting on March 12, 2012 with the anticipation of a Board meeting on March 15, 2012. Mr. Alter said he would be out of the office March 12 – 16, 2012. Mr. Alter suggested reviewing the audit on March 19, 2012 with the Board. Mr. Barnes said the auditors are obligated to file the audit by March 31, 2012.

Item 3: Executive Director's Report.

Chairman Wrenn asked Craig to include in the Executive Director's report with agenda Item 6.

ACTION ITEMS - DISCUSSION

Item 6: Presentation, deliberation and possible action regarding Travis County's interest in purchasing the property located at 502 E. Highland Mall Blvd., Austin.

Mr. Alter said Travis County's Facilities management personnel have been here combing through the building checking the heating system, electrical and water. He said he suggested to Sherri Fleming with Travis County Health and Human Services that the Housing Authority of Travis County have a contract for the sale of 502 East Highland Mall by March 15, 2012 and close by June 25, 2012.

Item 3: Executive Director's Report.

Mr. Alter presented the Executive Director's report, it is available.

Mr. Alter handed out two letters from U.S. Department of Housing and Urban Development one dated December 2, 2011 and the other dated February 16, 2012 to the Board members.

Discussion followed.

Mr. Alter said the Housing Authority of Travis County has one issue only to resolve the troubled PHA status, which is to pay off the public housing liabilities. He said the Authority would be classified as sub-standard, which is not troubled based on last year's June 30, 2011 data. Mr. Alter said this year he would be shocked if the Authority was not a high performer.

Mr. Alter said the audit has three items to address. Reconciling the Voucher Management System (VMS) data to the general ledger. He said the lease purchase has some reconciliations based on the number of homes that were sold, the remaining inventory value, and how the mortgage balances have been affected. The inter-fund balance resolution is the final item.

Mr. Alter said he attended a meeting with HUD and there was a special presentation by the Special Application Center, they are the ones that accept the demolition disposition applications. Mr. Alter said they are in the process of changing their rules for applying and reasons for permitting demolition disposition.

Mr. Alter said the upcoming conferences are National Association of Housing and Redevelopment Officials (NAHRO) scheduled for March in Washington, DC, NAHRO scheduled for July in San Francisco, and then NAHRO scheduled for October in Nashville. He said the Public Housing Authorities Directors Association (PHADA) annual conference is scheduled for May in Seattle. He said that is the one he would like to attend. Mr. Alter said the annual conference for Texas Housing Association (THA) is scheduled for August in Dallas. Chairman Wrenn asked if he would send those dates out to all Board members. Commissioner Sarah Anderson said the National Association of Local Housing Finance Agencies (NALHFA) conference would be held in Austin, but did not know the dates.

Mr. Alter said a board meeting would need to be scheduled for March to receive and accept the audit, after the finance committee has reviewed it. Mr. Alter said the audit would not be out until March 10 or 12, 2012. It was suggested that the finance committee schedule a meeting at 10:00 a.m. on March 20th with the board meeting following at 12:00.

Mr. Alter said regarding the sale of 502 East Highland Mall, the Authority would relinquish some of the office space and share the cost of the board room.

ACTION ITEMS - CONSENT

Item 4: Review and approval of Minutes from the December 15, 2011 Regular Board Meeting.

Mr. Barnes said Item 12 on page 5 needed to be corrected reflecting a motion which was not reflected in the minutes.

Mr. Barnes made a **motion** to approve the minutes with the correction to item 12 on page 5. Commissioner Willie Anderson seconded the motion, which **passed** with 3 yea's and 1 abstention.

Chairman Melvin Wrenn - Yea
Commissioner Sarah Anderson - Abstained
Commissioner Willie Anderson - Yea
Commissioner Philip Barnes - Yea

ACTION ITEMS - DISCUSSION

Item 7: Presentation, deliberation and possible action regarding scheduling a future Housing Authority of Travis County Board of Commissioners work session to consider filing an application with the U.S. Department of Housing and Urban Development to allow the redevelopment of or 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 and necessary amendments to the Housing Authority of Travis County public housing program PHA Plan.

Chairman Wrenn suggested scheduling the finance committee meeting, work session and then the board meeting for March 20th.

Ms. Willie Anderson made a **motion** to have Item 7 be included as part of the special meeting, work session and times would be determined at a later date. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS - CONSENT

Item 5: Presentation, deliberation and possible action regarding the October 31, 2011 Housing Authority of Travis County financial statements and any impact upon the FY2012 annual operating budget.

Mr. Alter said since there were no financials and in their absence he wanted to hand out the Housing Authority's bank account information with all the bank accounts that is dated 2/16/2012.

ACTION ITEMS - DISCUSSION

Item 9: 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 the time.

Item 10: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

Item 11: Presentation, discussion, and possible action regarding any matters brought forth by the Housing Authority of Travis County Board of Commissioners.

There were none at the time.

ADJOURN

Ms. Sarah Anderson made a **motion** to adjourn the Board meeting. Ms. Willie Anderson seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Craig Alter, Secretary