

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
April 5, 2012
12:30 p.m.**

MINUTES

The Housing Authority of Travis County, Texas held a Special 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 12:38 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Richard Moya, Commissioner Sarah Anderson, Commissioner Willie S. Anderson, Commissioner Philip Barnes. Guest: Robert Carter with Leal & Carter, P.C. and Alex Carter with Leal & Carter, P.C. 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 that time.

Item 1: Discussion, deliberation and possible action regarding the Housing Authority of Travis County annual audit report prepared by Leal and Carter, P.C.

Robert Carter, Leal & Carter, P.C. presented the annual audit report to the Board members.

Commissioner Philip Barnes said he would like to acknowledge and thank Mr. Carter and his firm for the diligence and the good work on the audit. Mr. Barnes said the finance committee had a 2 hour meeting with Mr. Carter before the Board meeting today, April 5, 2012.

Mr. Barnes made a **motion** to accept the annual audit report as presented by Leal & Carter, P.C. Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

Item 8: Discussion, and deliberation of the Authority's Financial Reports and present financial condition.

Mr. Alter said he had a December financial statement that does not include the budget input that would be a hand out to the Board.

Chairman Wrenn asked when the next Board meeting would be held. Mr. Alter suggested meeting in May.

Mr. Barnes said he would not be available May 10 – 26, 2012.

Ms. Sarah Anderson said she would not be available April 30 – May 3, 2012

Ms. Sarah Anderson suggested scheduling the Board meeting for May 30, 2012.

Chairman Wrenn said tentatively schedule the next board meeting for May 30 or May 31, 2012.

Item 2: Discussion, deliberation and possible action regarding the Purchase Contract presented to the Housing Authority of Travis County by Travis County for the property located at 502 E. Highland Mall Blvd., Austin, Texas 78752.

Mr. Alter presented the contract for the sale of 502 East Highland Mall Blvd. between the Housing Authority of Travis County and Travis County. It is available.

Mr. Alter presented the lease between the Housing Authority of Travis County and Travis County for the property located at 502 East Highland Mall Blvd. It is available.

Mr. Alter presented a diagram of 502 East Highland Mall Blvd. He said the space that is blue would be the county's and what is in green would be the Housing Authority's and what is in yellow would be shared space. It is available and attached.

Mr. Alter said on Page 2 Section 3.2 there are questions regarding maintenance and expenses for the shared space.

Ms. Sarah Anderson made a **motion** to accept the contract as presented for the purchase and sale of 502 East Highland Mall Blvd. and approving the Executive Director to continue the negotiations of the lease contract that was presented based upon the suggested changes to Page 2 Section 3.2. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 3: Discussion, deliberation and possible action regarding the future role of the Housing Authority of Travis County public housing program in the development of alternative or additional housing units.

Chairman Wrenn said he would like to set up a committee to look at the issues of the future roll for the public housing program.

Mr. Alter presented the report. It is available.

Discussion followed.

Chairman Wrenn suggested appointing Richard Moya and Sarah Anderson as the committee to look at the issues for the public housing program.

Mr. Barnes said he thought there were two questions that needed to be answered. He said the first question was finding at least 105 places in the community where the current public housing residents, with what they are currently paying, could live if there were vouchers available for them today.

Mr. Barnes said the second question is going forward with a policy in place as the Housing Authority acquires units what would be the feasibility of having a 50% income threshold for 10 % or 15% of the units?

Mr. Barnes said after the two above stated questions are answered, then it would be easier disposing of the public housing properties.

Chairman Wrenn said Item 3 would be tabled until the next board meeting.

Item 4: Discussion, deliberation and possible action on amendments to the current personnel policy.

Chairman Wrenn said the personnel committee that consists of Mr. Moya and me would submit some changes to Craig regarding the personnel policy.

Item 5: Discussion, deliberation and possible approval of the Executive Director conducting a HATC Employee Compensation Study through the RFP/RFO process.

Mr. Alter said it might not be necessary to send out an RFP/RFO because the dollar amount might be sufficiently low. He said he would find out who would be available to reform the study and get proposals from them.

Mr. Alter said staff has job descriptions that would need to be scrubbed one last time in preparation of the study.

Vice Chairman Moya said for example employee A has been with the agency 10 years and employee B has been with the agency 6 months so there needs to be entry level positions and increment increases.

Mr. Barnes said for example position A would have a value and that range of that value would be based on experience and time. He said at some time that position would reach maximum dollar amount, except for adjusting for inflation and cost of living increases.

Mr. Barnes made a **motion** to approve the Executive Director to conduct an employee classification pay plan study when funds are available, to include adjustments to the job descriptions to make sure they are current. Vice Chairman Moya seconded the motion, which **passed** unanimously.

Item 6: Discussion, deliberation and possible approval of the Executive Director conducting a HATC Employee Attitude Survey.

Chairman Wrenn made a **motion** to pursue the University of Texas Department of social work to help coordinate the employee attitude survey. Vice Chairman Moya seconded the motion, which **passed** unanimously.

Item 7: Discussion, deliberation and possible action of the Executive Director's Evaluation for the period from initial date of appointment through June 1, 2012.

Chairman Wrenn said the Executive Director's evaluation needed to be completed by the annual board meeting.

Chairman Wrenn said he would like to assign Mr. Barnes as an alternate to the personnel committee.

Vice Chairman Moya said the committee meetings could be posted, and then three or more Board members could attend.

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 this time

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

N/A

ADJOURN

Vice Chairman Moya made a **motion** to adjourn the Board meeting. Mr. Barnes seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Craig Alter, Secretary