

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
May 30, 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 1:40 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. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt. Guest: Mr. LeRoy Minor, Corporation for National and Community Service and Kameron Fowler, Front Steps. 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 16: Presentation, deliberation and possible action regarding the opportunity for VISTA program participants to work at the Housing Authority of Travis County. Mr. LeRoy Minor, Corporation for National and Community Service, will be in attendance to discuss the VISTA program.

Mr. LeRoy Minor, Corporation for National and Community Service presented a summary explaining the Volunteers in Service to America (VISTA) program and answered Board Members questions.

Item 10: Presentation, deliberation and possible action regarding revisions to the Housing Authority of Travis County Administrative Plan to establish preferences for homeless individuals and families with disabled head of household on the housing choice voucher waiting list and thereby producing permanent supportive housing opportunities and an update on the Housing Authority of Travis County's effort to offer up to 40 housing choice vouchers to homeless persons through partnerships with Front Steps, the City of Austin, and Travis County.

Kameron Fowler, Front Steps presented a summary and answered Board Members questions.

Commissioner Philip Barnes made a **motion** to approve the amendments listed in red on pages 96, 97, and 101 of the Administrative Plan. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 16: Presentation, deliberation and possible action regarding the opportunity for VISTA program participants to work at the Housing Authority of Travis County. Mr. LeRoy Minor, Corporation for National and Community Service, will be in attendance to discuss the VISTA program.

Chairman Wrenn said he would appoint a committee that would consist of Commissioner Barnes and Commissioner Willie Anderson.

Commissioner Willie Anderson made a **motion** to allow the Executive Director to work with the appointed two person committee; with the other Commissioners submitting ideas regarding the VISTA program to the Committee and the ideas would be presented to the Board. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

Item 6: Discussion, deliberation and possible action regarding the execution of all closing documents for the May 31, 2012 sale transaction between the Housing Authority of Travis County and Travis County, Texas for the property located at 502 E. Highland Mall Blvd., Austin, Texas 78752.

Mr. Alter said he had five sets of closing documents for the sale of 502 Highland Mall Blvd. that needed to be signed by Chairman Wrenn. Mr. Alter said what needed to be transmitted with the closing documents is a resolution that states that the Housing Authority has agreed to sell the property and Chairman Wrenn has the authority to execute the documents, and if there were any additional documents that the title company needed signed at the last minute, that the Executive Director could sign them on behalf of the Housing Authority.

Mr. Barnes made a **motion** to authorize the Executive Director to sign the resolution. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

Item 7: Discussion, deliberation and possible action regarding the purposes for which the sale proceeds from 502 E. Highland Mall Boulevard shall be authorized.

Mr. Alter presented the Use of 502 Highland Mall building Sale Proceeds & NRA impact on Funding Additional Vouchers report.

Mr. Alter said as stated in the closing statements the Housing Authority would receive \$2,580,744.64 from the sale of 502 East Highland Mall Blvd.

Mr. Barnes made a **motion** to allocate the funds from the sale of 502 Highland Mall as stated in the "Use of 502 Highland Mall building Sale Proceeds & NRA impact on Funding Additional Vouchers report".

Chairman Wrenn suggested drafting a Memorandum of Understanding (MOU) between HATC and SHFC.

Mr. Barnes said there was an issue that was brought up by the auditors which was whether Craig is a proper member of the Board for SHFC.

Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

Item 9: Discussion, deliberation and possible action regarding the Housing Authority of Travis County entering into a service agreement with Leal and Carter, P.C. for preparation of the fiscal year 2012 annual audit report.

Mr. Barnes presented the service agreement between Leal and Carter, P.C. and the Housing Authority.

Mr. Barnes made a **motion** to accept the service agreement between Leal and Carter, P.C. and the Housing Authority of Travis County. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 11: Presentation, deliberation and possible action regarding the Corrective Action Plan for improving the Public Housing Assessment System evaluation score requested by the U.S. Department of Housing and Urban Development.

Mr. Alter presented the Draft Action Plan – Exhibit A to the Recovery Agreement between the Travis County Housing Authority and HUD.

Ms. Sarah Anderson said she knew a consultant that would inspect the properties in order to get the HUD REAC inspection score up.

Mr. Barnes made a **motion** to approve the Draft Action Plan- Exhibit A to the Recovery Agreement between the Travis County Housing Authority and HUD. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

Item 12: Presentation, deliberation and possible action regarding approval of HUD Form 50077-CR, Civil Rights Certification, a prerequisite to receiving Public Housing Capital Fund Program FFY2012 grant proceeds.

Mr. Alter presented the Civil Right Certification that needed to be signed by Chairman Wrenn, then it could be submitted to HUD.

Sarah Anderson made a **motion** to approve Chairman Wrenn to the sign the HUD Form 50077-CR, Civil Rights Certification so it could be submitted to HUD. Willie Anderson seconded the motion, which **passed** unanimously.

Item 19: Presentation, discussion, and possible action regarding any matters brought forth by the Housing Authority of Travis County Board of Commissioners.

REPORTS

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

Item 1 was not discussed.

Item 2: Presentation of Board Committee Reports.

Item 2 was not discussed.

Item 3: Executive Director's Report.

Item 3 was not discussed.

ACTION ITEMS - CONSENT

Item 4: Review and approval of Minutes from the February 16, 2012 Regular Board Meeting.

Item 4 was not discussed.

Item 5: Review and approval of Minutes from the April 5, 2012 Special Board Meeting.

Item 5 was not discussed.

ACTION ITEMS – DISCUSSION

Item 13: Presentation, deliberation and possible action regarding authorizing the Housing Authority of Travis County Executive Director to solicit proposals for producing an employee salary evaluation report.

Item 14: Presentation, deliberation and possible action regarding authorizing the Housing Authority of Travis County Executive Director to solicit proposals for conducting an employee attitude survey.

Item 15: Presentation, deliberation and possible action regarding conducting a performance evaluation of the Housing Authority of Travis County Executive Director for the period from initial date of appointment through June 30, 2012.

Mr. Barnes made a **motion** to have the personnel committee work with the Executive Director in regards to Item 13, 14 and 15. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 8: Presentation, deliberation and possible action regarding the February 29, 2012 Housing Authority of Travis County financial statements and any related impact upon the FY2012 annual operating budget, and the proposed Housing Authority of Travis County FY2013 annual operating budget.

Mr. Barnes said the finance committee did discuss Item 8 and would like to report that the Housing Authority is in good shape.

Item 17: 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 18: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

Item 19: Presentation, discussion, and possible action regarding any matters brought forth by the Housing Authority of Travis County Board of Commissioners.

Chairman Wrenn asked Sarah Anderson to talk to Craig about setting a date for the annual board meeting.

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 3:25 p.m.

Respectfully submitted,

Craig Alter, Secretary