

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
June 26, 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, Vice Chairman Richard Moya, Commissioner Sarah Anderson, Commissioner Willie S. Anderson; Commissioner Philip Barnes. 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.

REPORTS

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

Housing Manager Jose Villanueva presented the report and it is available.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the report and it is available.

Item 2: Presentation of Board Committee Reports.

Commissioner Philip Barnes said that the Finance Committee met today, June 26, 2012 prior to the Board meeting to review the financial statements for the month.

Commissioner Sarah Anderson suggested someone contacting the Austin American Statesman to let them know that the Housing Authority is no longer a troubled agency.

Executive Director Craig Alter asked Commissioner Willie S. Anderson to draft a press release at the appropriate time.

Item 3: Executive Director's Report.

There were none at this time.

ACTION ITEMS - CONSENT

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

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

Item 6: Review and approval of Minutes from the May 30, 2012 Board Meeting.

Vice Chairman Richard Moya made a ***motion*** to approve Items 4, 5 and 6 as presented. Mr. Barnes seconded the motion, which ***passed*** unanimously.

ACTION ITEMS – DISCUSSION

Item 7: Presentation, deliberation and possible action regarding the April 30, 2012 Housing Authority of Travis County financial statements and any related impact upon the FY2012 annual operating budget.

Chairman Wrenn asked who provided the Accountants Compilation Report. Mr. Alter said Brown, Graham & Company provide that report. Chairman Wrenn suggested having Brown, Graham & Company put their name on the report.

Mr. Alter presented the April 2012 Financial Statements and they are available.

Item 8: Presentation, deliberation and possible action regarding the Housing Authority of Travis County FY2013 annual operating budget.

Mr. Alter presented the Notes to FY 2013 HATC Annual Budget and the Income and Expense Budget and they are available.

Mr. Barnes made a ***motion*** to approve the FY 2013 HATC Annual Budget as presented. Ms. Sarah Anderson seconded the motion, which ***passed*** unanimously. Vice Chairman Moya was not available to vote on Item 8.

Item 9: Presentation, deliberation and possible action regarding the Corrective Action Plan submitted to the U.S. Department of Housing and Urban Development for improving the Public Housing Assessment System evaluation score.

Ms. Sarah Anderson made a ***motion*** to approve the Property Maintenance Program as presented and write off the uncollected tenant rent in the amount of \$16,802.80. Chairman Wrenn asked who would perform the quarterly inspections. Mr. Alter said he would do some random walks with the maintenance staff. Ms. Willie Anderson seconded the motion, which ***passed*** unanimously.

Item 10: Presentation, deliberation and possible action regarding authorizing the Housing Authority of Travis County Executive Director to execute a proposal for services from Public Sector Consultants in the amount of \$7,500.00 for producing an employee classification and compensation study.

Vice Chairman Moya made a ***motion*** to authorize the Executive Director to negotiate a contract with Public Sector Personnel Consultants for a job that was advertised, and not to exceed \$7500.00 to perform a personnel classification study. Ms. Willie Anderson seconded the motion, which ***passed*** unanimously.

Item 11: Presentation, deliberation and possible action regarding authorizing the Housing Authority of Travis County Executive Director to request a proposal from the University of Texas, School of Social Work to conduct an employee attitude survey.

Vice Chairman Moya made a ***motion*** to approve the Executive Director to request a proposal from the University of Texas, school of Social Work to conduct an employee attitude survey. Mr. Barnes seconded the motion, which ***passed*** unanimously.

Item 14: Presentation, deliberation and possible action regarding development of a project and hosting AmeriCorps VISTA personnel through an agreement for services with the Corporation for National and Community Service.

Mr. Barnes said that Commissioner Willie Anderson and I have been communicating regarding the VISTA program and Ms. Anderson has had some contact with some people that are associated with VISTA at University of Texas and are planning on getting an application formalized for the Executive Director to consider before the next Board meeting.

Ms. Willie Anderson made a ***motion*** to move forward in establishing a relationship with the AmeriCorps VISTA personnel to work on a service project with the Housing Authority of Travis County. Mr. Barnes seconded the motion, which ***passed*** unanimously.

Item 15: Presentation, deliberation and possible action regarding seeking consultation to determine the feasibility of HUD approving various public housing property redevelopment scenarios.

Chairman Wrenn made a ***motion*** to allow the Executive Director and the Committee which consists of Commissioner Sarah Anderson and Vice Chairman Richard Moya to engage a consultant, and if there are issues that need to be presented to the Board, a Board meeting could be held via phone. Vice Chairman Richard Moya seconded the motion, which ***passed*** unanimously.

Item 16: Presentation, deliberation and possible action regarding cooperatively pursuing increasing affordable housing opportunities throughout Travis County with the Community Development Block Grant Office of the Travis County Health and Human Services Division.

Ms. Sarah Anderson made a ***motion*** that the sub-committee would pursue a relationship with Travis County Community Development Block Grant Office of the Travis County Health and Human Services Division to see about using CDBG funds for some sort of further Housing Activities to be named at a later date; and, that the Committee talks to the County about their property disposition. Ms. Willie Anderson seconded the motion, which ***passed*** unanimously.

Item 17: Presentation, deliberation and possible action regarding Housing Authority of Travis County strategic planning including considerations for the fiscal year 2013 annual Board meeting.

Chairman Wrenn suggested scheduling the annual board meeting on August 24th and the 25th.

Chairman Wrenn made a ***motion*** to work with the Executive Director to establish a date and location for the annual board meeting. Vice Chairman Moya seconded the motion, which ***passed*** unanimously.

Item 21: Presentation, discussion and possible action regarding participation of the National Association of Housing and Redevelopment Officials in a suit against the U.S. Department of Housing and Urban Development.

Chairman Wrenn said HUD is dictating salaries for Executive Directors.

Mr. Alter said there has been a law suit filed regarding the HUD action to recoup public housing operating funds from Housing Authorities that have accumulated excessive amounts.

Item 12: Presentation, deliberation and possible action regarding Housing Authority of Travis County end of fiscal year 2012 personnel issues.

Chairman Wrenn said Item 12 would be tabled until the next scheduled Board meeting.

Mr. Alter asked if the personnel committee would meet as needed.

Item 13: 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.

Chairman Wrenn said Item 13 would be tabled until the next scheduled Board meeting.

Item 18: 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 19: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

Item 20: Presentation, discussion, and possible action regarding any matters brought forth by the Housing Authority of Travis County Board of Commissioners.

There was a discussion regarding when to schedule the next Board meeting.

Chairman Wrenn said there could be a special call Board meeting scheduled if needed.

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 3:03 p.m.

Respectfully submitted,

Craig Alter, Secretary