

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
Crowne Plaza Hotel
6121 North IH-35
Austin, Texas 78752
August 24, 2012
10:00 a.m.**

MINUTES

The Housing Authority of Travis County, Texas held an Annual Board of Commissioners Meeting at the Crowne Plaza Hotel located at 6121 North IH-35, Austin, Texas 78752 on the above date. A quorum was established, and Chairman Melvin Wrenn called the meeting to order at 11:30 a.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/Secretary Craig Alter, Administrative Assistant Debbie Honeycutt, Section 8 Assisted Housing Supervisor Lupe Riojas, Housing Manager Jose Villanueva; Accountant Betty Black. Guest: Cliff Blount, Naman Howell Smith & Lee, P.L.L.C., Jessica Chen CPA of Brown, Graham & Company, Rayman Mathoda, Managing Director of HausAngeles. Executive Director/Secretary 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: 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.

The Housing Authority Board of Commissioners had an open meeting with the Strategic Housing Finance Corporation to discuss Item 8.

Executive Director/Secretary Craig Alter presented the report regarding the financial relationship between the Housing Authority of Travis County and the Strategic Housing Finance Corporation.

Cliff Blount, Naman Howell Smith & Lee, P.L.L.C. answered questions of the Board of Commissioners.

Vice Chairman Richard Moya made a **motion** to recess the meeting for a lunch break. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

The meeting was recessed at 12:09 p.m.

The Board meeting reconvened at 1:06 p.m. to continue the discussion for Item 8.

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/Secretary Craig Alter, Administrative Assistant Debbie Honeycutt, Section 8 Assisted Housing Supervisor Lupe Riojas, Housing Manager Jose Villanueva; Accountant Betty Black. Guest: Vice President of the Strategic Housing Finance Corporation Ofelia Elizondo, _Cliff Blount, Naman Howell Smith & Lee, P.L.L.C., Jessica Chen CPA of Brown, Graham & Company, Rayman Mathoda Managing Director of HausAngeles. Executive Director/Secretary Craig Alter certified the quorum.

ACTION ITEMS – DISCUSSION

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

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- 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.

Commissioner Philip Barnes made a **motion** to recommend that the Interlocal Agreement terms be finalized and presented to the SHFC Board for adoption. Commissioner Willie S. Anderson seconded the motion.

Chairman Melvin Wrenn said the Housing Authority would be moving forward to take the steps in accordance with Item 8-B. Mr. Barnes said the final Interlocal Agreement would need to be brought back to the Board for final approval.

A vote was taken, which **passed** unanimously.

Executive Director/Secretary Craig Alter said he would send out a draft to all HATC Commissioners and SHFC Directors for comment before the next Board meeting.

Vice Chairman Richard Moya said he needed the draft mailed to him.

Item 8-C was discussed.

Mr. Barnes made a **motion** for the Housing Authority of Travis County Board to encourage the Strategic Housing Finance Corporation Board to create a chief executive staff position that is occupied currently by the HATC Executive Director, and craft an employment agreement for that position. Commissioner Sarah Anderson seconded the motion.

Discussion followed.

Chairman Wrenn suggested that Strategic Housing Finance Corporation look at a position that they would want to create, salary and how to compensate and how to move forward with the goals and objectives.

Mr. Barnes suggested that HATC & SHFC discuss individually and then collectively agree on a defined structure for the roll of the Executive Director of Strategic Housing Finance Corporation and how that staff position is carried out. He said he did not think it was appropriate to have Craig as a member of the Strategic Housing Finance Corporation Board while also in the Executive position of the Housing Authority of Travis County.

Discussion followed.

Mr. Barnes said the Executive Vice President title is a good title for the Strategic Executive person and the Executive Director is a good title for the Housing Authority.

Mr. Barnes made a **motion** that the Housing Authority of Travis County Board encourage the Strategic Housing Finance Corporation Board to examine the role and function of Executive Vice President with regard to its responsibilities, job description, and/or compensation as appropriate.

Vice Chairman Moya said he would like to amend the motion to have the word compensation removed from the motion. Vice Chairman Moya seconded the motion which **passed** unanimously.

Commissioner Sarah Anderson made a **motion** to recess the Board meeting. Vice Chairman Moya seconded the motion, which **passed** unanimously.

The Board recessed at 1:50 p.m.

The Board reconvened at 2:24 p.m.

ACTION ITEMS – DISCUSSION

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.

Jessica Chen CPA of Brown, Graham & Company presented the June 30, 2012 fiscal year-end financial statements.

Ms. Chen said next week before the deadline of August 31, 2012, the unaudited financial statements would be submitted to HUD.

Chairman Wrenn told Ms. Chen that Brown, Graham & Company should always have the contact numbers of the Chairman of the Board and the finance committee members.

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

Rayman Mathoda, Managing Director of HausAngeles gave a presentation to the Board.

Ms. Mathoda asked the Board members and staff that was at the meeting to describe who we are as individuals, and why we are involved with the Housing Authority.

Discussion followed.

Ms. Mathoda said she would like for the Board members and staff to participate in a visioning exercise. Ms. Mathoda said the year is now 2018 and the agency is at the end of its strategic planning with, and a new agency, and a new set of accomplishments. She said the Austin American Statesman would have a headline that speaks about something the Housing Authority did. She said she would divide the Board members and staff into three groups so each group could tell the others what their headline would be.

Ms. Mathoda asked the groups to share their idea of what would be the headline in the Austin American Statesman.

Group 2 team members were Commissioner Philip Barnes, Commissioner Willie S. Anderson, and Section 8 Assisted Housing Supervisor Lupe Riojas.

Mr. Barnes said their headline would read ***“President Hillary Clinton Honors the Housing Authority of Travis County”*** The agency experienced rapid growth in spite of the decline in Federal Funds. The Agency offers today 2500 units of Affordable Housing, a 500% growth over a five year period. Enhanced the lives of families by reducing the average tenure and subsidized housing by 50% over the same period of time.

Group 3 team members were Chairman Melvin G. Wrenn, Accountant Betty Black, and Housing Manager Jose Villanueva.

Mr. Wrenn said their headline would read ***“Housing Authority of Travis County in partnership with the Strategic Housing Finance Corporation announces the grand opening of the first self sufficient affordable housing development called Golden Crown Family CO-OP”*** The new CO-OP will have schools, day care, and a mini shopping area, with the housing persons and former program participants being employed at the mini domain. The CO-OP has individuals who live on the location that actually have an ownership position; there are ongoing scholarship funds that are funded by tenants’ salary deductions for donations. The CO-OP is a green community with self sustaining gardens. Ms. Mathoda asked for a copy of group 3’s newspaper write up.

Group 1 team members were Vice Chairman Richard Moya, Commissioner Sarah Anderson, Executive Director/Secretary Craig Alter, and Administrative Assistant Debbie Honeycutt.

Mr. Alter said their headline reads ***“Fighting for Veterans”*** The Housing Authority of Travis County announces the grand opening of its new housing development for Veterans on the Highland Mall ACC Campus. ***The first such project in the nation.*** A unique opportunity created by the Housing Authority of Travis County is the community’s way of saying thank you for your service to our country. Extensive services tailored to the Veterans’ needs have been developed in corporation with other community agencies to address special, physical, psychological and educational needs of returning Veterans. Veterans are provided housing at no cost for up to 3 years, and ACC opens its Campus to the Veterans without requiring any tuition or fees. To Hank Stone a new resident living with his wife and two children, “this is the kind of opportunity I needed to improve my skills and take care of my family.”

Discussion followed.

Chairman Wrenn said he would like to discuss Item 9 when the Board meeting reconvenes.

ACTION ITEMS – DISCUSSION

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

Chairman Wrenn said he would appoint Vice Chairman Moya and Commissioner Willie S. Anderson to the officers nominating committee.

Mr. Alter said he would like to thank Ms. Mathoda for attending the Board meeting and he would make sure she was a recipient of the RFP or RFQ whatever would be sent out by the Housing Authority.

Vice Chairman Moya made a **motion** to recess the Board meeting until 6:00 p.m. August 24, 2012, and go to dinner where no business would be conducted and reassemble at 9:00 a.m. on August 25, 2012. Mr. Barnes seconded the motion, which **passed** unanimously.

The meeting was recessed at 5:30 p.m.

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
Crowne Plaza Hotel
6121 North IH-35
Austin, Texas 78752
August 24, 2012
10:00 a.m.**

The Board meeting was reconvened at 9:10 a.m. on August 25, 2012.

MINUTES

The Housing Authority of Travis County, Texas held an Annual Board of Commissioners Meeting at the Crowne Plaza Hotel located at 6121 North IH-35, Austin, Texas 78752 on the above date. A quorum was established, and Chairman Melvin Wrenn called the meeting to order at 9:10 a.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/Secretary Craig Alter, Administrative Assistant Debbie Honeycutt and Housing Manager Jose Villanueva. Executive Director/Secretary Craig Alter certified the quorum.

CITIZEN COMMUNICATIONS

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There were none at that time.

ACTION ITEMS – DISCUSSION

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

Commissioner Philip Barnes said he would draft a first copy of the concept paper.

Mr. Barnes made a **motion** to request that staff bring back to the Board, a road map for developing a five year strategic plan that would include the draft of the RFQ the identification of possible financial resources, and the identification of possible community resources that might be part of that process, to be completed by the next Board meeting. Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

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.

Mr. Alter said he would like to discuss Item 10 – A.

He said at the Board meeting yesterday, it was discussed that the money from the sale of 502 E. Highland Mall was being used for payment of the do to's and what was left over. Mr. Alter said at the top of the second page titled "Agenda Item 10 Fiscal Matters" it should read:
Therefore the Housing Authority will receive a total of approximately **\$869,000.00 (instead of \$802,000.00)** of the 502 sale proceeds, of which **\$499,000.00 (instead of \$433,000.00)** has no assigned use.

Mr. Alter suggested any policies that the Board would like to put in place regarding the Housing Authority's reserves, or setting up a minimum reserve fund, and how to, and where to, invest our surplus. Commissioner Sarah Anderson asked if the Authority had an investment policy. Mr. Alter said the Authority has a Fiscal Policy that describes investments, responsibilities, and it states that the Director is responsible for the investment of the funds. Chairman Wrenn said the Commissioners roll is to follow the investment policy guidelines. Chairman Wrenn suggested having that as an action agenda Item at the next Board meeting. Mr. Barnes suggested assigning this to a committee, new committee or to the finance committee, in order to bring to the Board a formal recommendation.

Vice Chairman Moya said the County might want us out of the building at 502 E. Highland Mall Blvd. after 2 years. He said the Housing Authority might want to move before the 2 years if we have the money to move to a building that might become available. Vice Chairman Moya said we should have a rainy day fund or a little reserve, whatever we call it, when the opportunity presents itself. Mr. Alter said the Housing Authority signed a 2 year lease and we have the option to renew for a third year, but we can get out of the lease with a 30 day notice. Commissioner Sarah Anderson suggested finding a site on, or near a development that the Housing Authority is involved with.

Chairman Wrenn suggested that the Board members attend a Texas Association of Local Housing Finance Agencies (TALHFA) training.

Mr. Alter asked if there would be a need for any committee work between now and the next Board meeting. Chairman Wrenn said yes, there would be.

- B. Amendments to the FY2013 operating budget, including known increased costs, key performance indicators, acceptable variance, and desired reports for the Board.

Mr. Alter presented Item B.

Discussion followed.

Mr. Barnes made a **motion** for the Board to approve the inclusion of the budget amendment as presented and request that the additional funding be transferred from the Strategic Housing Finance Corporation subject to their approval.

Commissioner Sarah Anderson asked if the Housing Authority needs the money at this point. Vice Chairman Moya asked what the amount was that was needed. Mr. Alter said \$45,000.00.

Ms. Sarah Anderson said the font on the budget was very small and asked if the font could be larger in the future.

Discussion followed.

Mr. Alter said the finance committee would need to think about the key financial performance indicators that it would like to achieve. Chairman Wrenn said he would like to suggest putting that in a memo and getting that to the finance committee.

ACTION ITEMS – DISCUSSION

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.

Mr. Alter presented the Public Housing Program Alternatives report.

Commissioner Sarah Anderson made a **motion** to instruct staff to put together a timeline and options related to the existing public housing of the Housing Authority of Travis County. Vice Chairman Moya seconded the motion, which **passed** unanimously.

Mr. Barnes suggested that the Housing Authority talk to an Urban Planning Group, Architectural Department at the University of Texas to see if they would have a class that would prepare an alternative design of Alexander Oaks.

Discussion followed.

ACTION ITEMS - CONSENT

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.

Mr. Barnes made a **motion** to approve Items 4, 5, 6 and 7 as presented. Vice Chairman Moya seconded the motion, which **passed** unanimously.

ACTION ITEMS - CONSENT

Item 3: Review and approval of Minutes from the June 26, 2012 Board Meeting.

Chairman Wrenn asked if staff would do an action item list. Mr. Barnes said the last item on the agenda was an action item list.

Chairman Wrenn asked Craig to add an action item list to the agenda for the next Board meeting.

Vice Chairman Moya made a **motion** to approve the minutes as presented. Mr. Barnes seconded the motion, which **passed** unanimously.

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.

Mr. Alter presented the Executive Director's Report.

ACTION ITEMS – DISCUSSION

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

Commissioner Sarah Anderson made a **motion** to accept the FY2013 Board meeting Schedule as presented. Mr. Barnes seconded the motion, which **passed** unanimously.

Vice Chairman Moya made a **motion** to adjourn into Executive Session to discuss Item 11. Ms. Sarah Anderson seconded the motion, which **passed** unanimously

The Board adjourned to Executive Session at 11:24 p.m.

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

Ms. Willie Anderson left the Board meeting at 12:20 p.m.

The Board reconvened from Executive Session at 1:04 p.m. and took the following action regarding Item 11 - A-F.

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.

Chairman Wrenn said there was an update provided regarding **Item 11 – B**. He said that the Consultant would have the survey completed by the end of September 2012. Chairman Wrenn said the Compensation Survey could be discussed during the October Board meeting.

Chairman Wrenn said the Board members would give input to the personnel committee in order to initiate agenda **Item 11 – D** by the October board meeting.

Discussion followed.

Chairman Wrenn said the employee attitude survey should be put in place and completed by October 2012.

Ms. Sarah Anderson made a **motion** to give staff, which would include the executive director, a onetime bonus of 3% of their current salary in recognition of the outstanding work done in the last year to meet the issues with HUD. Vice Chairman Moya seconded the motion, which **passed** unanimously.

Chairman Wrenn said that the Board knew there would be some salary adjustments, maybe not every employee, based upon the compensation study. Mr. Wrenn said the Board would be looking at another bonus for staff as it relates to Christmas. Chairman Wrenn said the Board wanted to make sure that every employee was receiving their evaluation on an annual basis, which should be their hire date. Chairman Wrenn said there should be a job description and a pay grade for an employee to get where they want to be.

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

Ms. Sarah Anderson suggested discussing the travel budget as a group. Ms. Sarah Anderson asked if there could be a quarterly update presented to the Board on the amount of money that has been spent on travel.

Mr. Alter said the next National NAHRO Conference is in Nashville, Tennessee October 28 – 30, 2012. Ms. Anderson asked for a schedule of all the upcoming conferences. Mr. Alter said in October there is a Texas Association Local Housing Finance Agency; Novogradic has a Tax Credit Housing Finance Conference November 29 – 30, 2012.

REPORTS

Item 2: Presentation of Board Committee Reports.

There were none at the time.

ADJOURN

Vice Chairman Moya made a **motion** to adjourn the Board meeting. Ms. Sarah Anderson seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 1:42 p.m.

Respectfully submitted,

Craig Alter, Secretary