

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
October 18, 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 1:59 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes, Commissioner Sarah Anderson, Commissioner Willie S. Anderson; Commissioner Richard Moya. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt. Guest: Vice President Ofelia Elizondo with the Strategic Housing Finance Corporation. 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 12: 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.

Executive Director Craig Alter presented the Interlocal Agreement between the SHFC & HATC. Discussion followed.

Chairman Wrenn said the Housing Authority Commissioners need to discuss the recommendation of Strategic Housing Finance Corporation distributing funds to HATC.

Mr. Alter asked if the HATC Commissioners would like to make a recommendation how the funds from SHFC would be distributed. Chairman Wrenn said the HATC would project what their cash shortage would be and SHFC could look at that from an advance point of view, then HATC could approach them with a request for funds.

Chairman Wrenn said Executive Salary; administration funded, could be a separate document. Vice President Ofelia Elizondo with SHFC asked how the Executive salary would be addressed. Mr. Alter said it should be a transfer because the HATC would provide all benefits. Vice President Elizondo asked what percentage was proposed. Mr. Alter said 50%.

Vice Chairman Philip Barnes made a **motion** that the Housing Authority of Travis County recommends the general terms of the Interlocal Agreement with the adjustments described to Strategic Housing Finance Corporation and the Housing Authority of Travis County, with the recommendation of the Interlocal Agreement going back to the Attorney, and the recommendation of adding 2. I. Executive and administration salary. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

Mr. Moya made a **motion** to recess the Housing Authority of Travis County meeting and reconvene after the Strategic Housing Finance Corporation meeting. Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

The meeting was recessed at 2:15 p.m.

The meeting was reconvened at 2:45 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes, Commissioner Sarah Anderson, Commissioner Willie S. Anderson; Commissioner Richard Moya. 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.

REPORTS

Item 2: Presentation of Board Committee Reports.

- a. Personnel Committee report including an evaluation of the Housing Authority of Travis County Executive Director and results of the Position Classification and FY2013 Salary Plan prepared by Public Sector Personnel Consultants.
- b. Finance Committee report including possible budget amendments and recommendations.

Commissioner Sarah Anderson said there were discussions on what percentage should the Housing Authority, and what percentage should Strategic Housing Finance Corporation pay the Executive Director. She said after looking at the salary study, it was decided that HATC should pay 50% and SHFC should pay 50%.

REPORTS

Item 1: Presentation of Public and Affordable Housing Properties and Housing Choice Voucher Reports.

Housing Manager Jose Villanueva presented the Public Housing Properties Report.

Chairman Melvin Wrenn asked if the Board could have a summary of the overall population that the Public Housing serves.

Chairman Wrenn suggested holding some Board meetings at the Public Housing Properties starting at the first of the year 2013.

ACTION ITEMS – DISCUSSION

Item 17: Presentation, deliberation and possible action regarding tenant removal policies and procedures.

Mr. Villanueva presented an Eviction Procedure summary to the Commissioners.

Discussion followed.

Commissioner Richard Moya suggested having the Executive Director try to set up a process in order to help residents pay their rent if they have had a hardship of some kind. Commissioner Willie Anderson said she would like to volunteer to set in on those meetings. Chairman Wrenn said he would like to set up a committee and Willie Anderson could be on that committee. Mr. Alter said that process could be incorporated with the strategic planning process.

REPORTS

Item 1: Presentation of Public and Affordable Housing Properties and Housing Choice Voucher Reports.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the Section 8 Report for September, 2012 to the Commissioners.

Commissioner Sarah Anderson suggested adding to the report the number of vouchers the Authority has, the amount that has been issued, and the amount of vouchers that are left. Mr. Alter said there were eighteen vouchers that were held back to help the homeless. He said the Mainstream Vouchers come from referrals or the Authority locates someone that is already in our Housing Choice Voucher Program that is non-elderly, disabled and head of household.

ACTION ITEMS – CONSENT

Item 4: Review and approval of Minutes from the August 24, 2012 Annual Board Meeting.

Mr. Alter handed out the first day of the Annual Board meeting minutes for review, and let the Commissioners know that the minutes were not complete. Item 4 would be tabled until the next scheduled Board meeting.

Item 5: Review and approval of Minutes from the August 24, 2012 Board Election Meeting.

Item 5 would be tabled until the next scheduled Board meeting.

ACTION ITEMS – DISCUSSION

Item 8: Presentation, deliberation and possible action regarding a proposal from the University of Texas, School of Social Work, to conduct an employee and customer attitude survey.

Mr. Alter presented the Employee Engagement and Client Satisfaction Survey proposal to the Commissioners.

Ms. Sarah Anderson made a **motion** for the cost of the two combined surveys not to exceed eight thousand dollars based upon the availability of funds. Mr. Moya seconded the motion, which **passed** unanimously.

Item 10: 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.

Ms. Willie Anderson said Mr. Barnes and I are still collaborating on the project and it is not complete.

Item 11: Presentation, deliberation and possible action regarding establishing a timeline and steps for evaluating future use options of Housing Authority of Travis County public housing properties.

Ms. Sarah Anderson made a **motion** for Mr. Alter with assistance from Mr. Moya, Ms. Willie Anderson and Ms. Sarah Anderson as backup to research the RAD program more extensively. Vice Chairman Philip Barnes seconded the motion, which **passed** unanimously.

Item 13: Presentation, deliberation and possible action regarding the Housing Authority of Travis County draft RFP for strategic planning consulting services.

Mr. Alter presented the draft RFP to the Commissioners.

Chairman Wrenn said he would like for Sarah Anderson and himself to work with Mr. Alter to put together a strategic plan.

Vice Chairman Philip Barnes made a **motion** for Sarah Anderson and Chairman Wrenn to work with Mr. Alter to put together a strategic plan. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 16: Presentation, discussion and possible action regarding the next meeting of the Board of Commissioners.

Sarah Anderson made a **motion** to schedule the next Board meeting the same day as the Strategic Housing Finance Corporation, which is December 12, 2012 at 12 noon. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 18: Presentation, deliberation and possible action regarding legal contracted services provided to the Housing Authority of Travis County.

Chairman Wrenn asked who handles legal contracts. Mr. Alter said the only group that provides direct services to the Housing Authority and Strategic is Naman, Howell, Smith & Lee, LLP. He said they provide general and bond representation. Mr. Alter said there is one other attorney that is on an as needed bases that specializes in tenant/ landlord issues. Chairman Wrenn asked if the Commissioners could see the contracts and the amount of money that the Housing Authority has been charged for services from the attorneys for the past year.

Chairman Wrenn suggested reviewing all professional service contracts at the annual meeting.

Mr. Moya made a **motion** to adjourn to Executive Session to discuss Items 2, 7 and 9. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 4:23 p.m.

Item 14: 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

Item 15: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board reconvened at 5:40 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes, Commissioner Sarah Anderson, Commissioner Willie S. Anderson; Commissioner Richard Moya. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt. Executive Director Craig Alter certified the quorum

ACTION ITEMS – DISCUSSION

Item 7: Presentation, deliberation and possible action regarding the Position Classification and FY2013 Salary Plan prepared by Public Sector Personnel Consultants and any related FY2013 staff salary adjustments.

Vice Chairman Philip Barnes said there would be five parts to the motion.

Vice Chairman Philip Barnes made a **motion** to **First:** adopt the class of pay plan that was recommended by the consultant; **Second:** move each Housing Authority employee to the minimum range or the next level range effective at the next pay period; **Third:** the Executive Director's grade would be 37, step 3; **Fourth:** each employee would be evaluated in writing on his or her anniversary date beginning immediately; **Fifth:** the Executive Director regularly would report to the Commissioners at each Board meeting all the results of any performance evaluation and salary adjustments recommended in the interim between that meeting and the previous meeting. Mr. Barnes said, when the calculation for the total is determined, then there would need to be a budget adjustment immediately. Commissioner Richard Moya seconded the motion.

Vice Chairman Barnes said the salary adjustments should begin immediately, so staff could see the benefit of the survey. Vice Chairman Barnes said with the information that was provided to the Commissioners by the Executive Director, there would likely be additional merit increases, which should occur at the employee's evaluation date. He said then adding the process; the information would be brought to the Commissioners, which would make sure that there is accountability. Commissioner Sarah Anderson said in the event that there is an employee that the Executive Director believes is due an increase, their evaluation date is not within six months. She said she thought the Executive Director should have the ability to make the decision to give that increase prior to that evaluation date. Vice Chairman Barnes suggested that would be an interim evaluation. Ms. Sarah Anderson said she would like Craig to have the ability to do an interim evaluation to accelerate an employee's increase. Mr. Moya said that was not in the motion. Mr. Moya said he would withdraw the second and the Authority might as well not have a pay plan or anniversary date. Chairman Wrenn said the Executive Director could bring any interim evaluations to the Board for pre-approval.

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

Mr. Barnes said he would like to say that Mr. Moya has been campaigning for a class and pay plan for a long time. Mr. Barnes said that Mr. Moya should be congratulated for making the pay plan happen.

Item 9: 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.

No action taken.

REPORTS

Item 2: Presentation of Board Committee Reports.

- a. Personnel Committee report including an evaluation of the Housing Authority of Travis County Executive Director and results of the Position Classification and FY2013 Salary Plan prepared by Public Sector Personnel Consultants.
- b. Finance Committee report including possible budget amendments and recommendations.

Motion was included in Item 7.

REPORTS

Item 3: Presentation, discussion and possible action regarding the Executive Director's Report on:

- a. HUD Recovery Agreement/Corrective Action Plan status
- b. Travis County CDBG funds available for housing development or planning
- c. Outstanding matters from previous Board of Commissioners meetings
- d. Annual meeting strategic planning discussion notes summary
- e. Housing Authority of Travis County public funds investment policy, rules, training
- f. Board travel budget remaining
- g. Conferences & training schedule

Mr. Alter said that he and Mr. Wrenn met with Judge Biscoe to present the HUD Recovery Agreement.

ACTION ITEMS – DISCUSSION

Item 6: Presentation, deliberation and possible action regarding the August 31, 2012 Housing Authority of Travis County financial statements and any related impact upon the FY2013 annual operating budget, and policies regarding the reserve fund minimum balance and investments.

No action taken.

ADJOURN

Ms. Sarah Anderson made a **motion** to adjourn the Board meeting. Mr. Moya seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Craig Alter, Secretary