

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
December 12, 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 2:05 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes, Commissioner Willie S. Anderson, Commissioner Richard Moya. Absent: Commissioner Sarah Anderson. 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 development of a project and hosting AmeriCorps VISTA personnel through an agreement for services with the Corporation for National and Community Service.

Chairman Melvin Wrenn said he would get Commissioner Willie Anderson a sample concept paper.

Vice Chairman Philip Barnes asked Chairman Melvin Wrenn to share a sample concept paper.

Item 13: Presentation, deliberation, and possible action regarding the call by the Travis County Commissioners Court for applicants to fill future vacant Board of Commissioners positions.

Executive Director Craig Alter presented the report. Mr. Alter said he had not seen a report based on what happened yesterday, December 11, 2012, regarding the applicants for the Board of Commissioners positions. Commissioner Richard Moya said he and Mr. Wrenn were re-appointed to the Housing Authority Board. He said Travis County has selected 3 people to interview, and then 2 would be selected to serve as Directors for the Strategic Housing Finance Corporation.

Mr. Moya said the Strategic by-laws are currently in conflict with the Housing Authority by-laws. He said the Strategic by-laws state there are 5 members and there are actually 7 members. Mr. Moya said the Housing Authority appointments are for 2 years and the Strategic Housing Finance Corporation appointments for 6 years.

Chairman Wrenn suggested discussing the by-laws at the next scheduled HATC and SHFC Board meetings.

Item 10: Presentation, deliberation and possible action regarding results from the University of Texas Institute for Organizational Excellence employee attitude survey.

Item 10 would be tabled until the next scheduled Board meeting.

Item 15: Presentation, deliberation and possible action regarding the University of Texas Institute for Organizational Excellence customer satisfaction survey.

Mr. Alter said the tenant survey would be conducted February 2013.

Vice Chairman Barnes made a **motion** to approve the amended budget to provide the \$7,500.00 to proceed with the client satisfaction survey as proposed. Commissioner Willie Anderson seconded the motion.

Mr. Moya asked where the money was going to come from. Mr. Alter said we would want to allocate the expense from all the programs and any programs that could not afford it based on the cash flow, Strategic would contribute.

Mr. Alter said every single program would need to be amended to include the expense for the survey.

Mr. Moya asked what the difference would be. Mr. Alter said we would not know until the end of the year.

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

The meeting was recessed at 2:23 p.m.

The Board meeting reconvened at 3:05 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 - CONSENT

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

Commissioner Richard Moya made a **motion** to approve the minutes as presented. Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

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

Mr. Moya made a **motion** to approve the minutes as presented. Ms. Sarah Anderson seconded the motion, which **passed** with 4 yea's and 1 abstention.

Chairman Melvin G Wrenn – Yea
Vice Chairman Philip Barnes – Yea
Commissioner – Sarah Anderson – Yea
Commissioner Willie S. Anderson – Abstained
Director Richard Moya – Yea

Item 6: Review and approval of Minutes from the October 16, 2012 Joint Housing Authority of Travis County and Strategic Housing Finance Corporation Finance and Personnel Committees Meeting.

Ms. Sarah Anderson made a **motion** to approve the minutes as presented. Vice Chairman Philip Barnes seconded the motion, which **passed** unanimously.

Item 7: Review and approval of Minutes from the October 18, 2012 Board Meeting.

Ms. Sarah Anderson made a **motion** to approve the minutes as presented. Vice Chairman Barnes seconded the motion, which **passed** unanimously.

REPORTS

Item 2: Presentation of Board Committee Reports.

- a. Finance Committee report including possible budget amendments and recommendations.
- b. Personnel Committee report including the University of Texas Institute for Organizational Excellence Housing Authority employee survey results and proposed client satisfaction survey.

Vice Chairman Barnes said there was no action by the Housing Authority Board regarding Item 2.

Mr. Alter said the Authority was wrapping up a study that HUD imposed upon us to evaluate the Disaster Housing Assistance Program (DHAP Katrina), (DHAP IKE) and the original one Disaster Housing Voucher Program that goes back to 2006. Mr. Alter said HUD let the Authority know that they were owed about \$63,000.00. Accounting has gathered information and determined that the Authority owes about \$11,000.00. Mr. Alter said the Authority has completed IKE, but still needs to work on Katrina and DVP.

ACTION ITEMS – DISCUSSION

Item 9: Presentation, deliberation and possible action regarding the September 30, 2012 Housing Authority of Travis County financial statements; budget review, discussion and possible action to cover potential budget amendments, including, but not limited to: 1) cost of implementing the FY2013 Salary Plan prepared by Public Sector Personnel Consultants; 2) conferences, training and travel budget; and, 3) other budget adjustments to cover expected increases in housing authority operational cost.

Executive Director Craig Alter said there was a question regarding the cost of implementing the salary study. Mr. Alter said that would be \$19,202.00 through June 30, 2013.

Mr. Alter handed out a copy of the Authority's cash sheet to the Commissioners.

Mr. Alter presented the Housing Authority Budget that is provided in the Board book.

Vice Chairman Barnes made a **motion** to adopt the "Housing Authority Budget, Revision 2 that is dated December 6, 2012." Mr. Moya seconded the motion, which **passed** unanimously

REPORTS

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

- a. HUD Recovery Agreement/Corrective Action Plan status
- b. Housing Authority of Travis County public funds investment act training
- c. Board travel budget remaining
- d. Conferences & training schedule

Mr. Alter presented the report that is provided in the Board book.

ACTION ITEMS – DISCUSSION

Item 14: 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, the fees for such services, and any related impact upon the FY2013 annual operating budget.

Vice Chairman Barnes made a **motion** to approve the Interlocal Agreement between SHFC and HATC with a correction in paragraph 2, sentence 3 from **\$41,000.00** to **\$50,000.00**. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 16: Presentation, deliberation and possible action regarding the Housing Authority of Travis County draft RFP for strategic planning consulting services.

Chairman Wrenn said he would like to work with Sarah Anderson on a Strategic Plan, and then send it out to all Commissioners for comments. He said after that was completed then an RFP could go out.

Vice Chairman Barnes made a **motion** to have Chairman Wrenn and Sarah Anderson work with Craig to finalize the RFP and send it to all Commissioners before it goes out. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 17: Presentation, deliberation and possible action regarding re-enrolling in the Mutual of America pre-tax 457 Savings Plan.

Chairman Wrenn suggested tabling Item 17 until the next scheduled Board meeting.

Item 22: Presentation, deliberation and possible action regarding the next meeting of the Board of Commissioners.

Ms. Sarah Anderson made a **motion** to accept the FY2013 Board Meeting Schedule as presented. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 20: Discussion, deliberation and possible action regarding legal services provided to the Housing Authority of Travis County.

Mr. Alter presented the report that is provided in the book.

Chairman Wrenn said the Commissioners need to pre-approve anyone for professional services.

Chairman Wrenn suggested placing Item 20 back on the agenda for the next scheduled Board meeting.

The Board adjourned to Executive Session at 3:35 p.m.

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

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

The Board reconvened from Executive Session at 3:54 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.

Chairman Wrenn asked if there was any action that needed to be taken regarding Personnel Matters.

Mr. Moya made a **motion** that the Housing Authority of Travis County authorizes the Executive Director to issue a check to every employee in the amount of \$500.00 as a Christmas bonus including the Executive Director. Vice Chairman Barnes seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 11: 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 December 31, 2012 and considering the Public Sector Personnel Consultants' Executive Director salary and compensation recommendation.

Vice Chairman Barnes made a **motion** for a special committee composed of the President of SHFC, Chairman of HATC and Chairman of the Personnel Committee meet at an appropriate time to do a form of evaluation of the Executive Director and based upon the results of the evaluation make the recommendation, if appropriate, for an appropriate bonus.

Mr. Moya amended the motion to schedule the meeting for Thursday, December 20th, 2012 at 10:00 a.m.
Mr. Moya seconded the motion, which **passed** unanimously.

REPORTS

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

Ms. Willie Anderson made a **motion** to accept the report as presented. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 21: Discussion, deliberation and possible action regarding the Housing Authority of Travis County managed housing eviction policy and procedure.

Item 21 was not discussed.

ADJOURN

Ms. Willie Anderson made a **motion** to adjourn the Board meeting. Ms. Sarah Anderson seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Craig Alter, Secretary