

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
December 20, 2012
10:00 a.m.

MINUTES

The Housing Authority of Travis County, Texas held a Special 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 12:06 p.m.

ROLL CALL

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

Commissioner Sarah Anderson made a **motion** to adjourn to Executive Session. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 12:09 p.m.

Item 2: 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 3: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board reconvened at 12:22 p.m.

ROLL CALL

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

Vice Chairman Philip Barnes was not on the phone after the Executive Session.

ACTION ITEMS – DISCUSSION

Item 1: 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.

Ms. Sarah Anderson made a **motion** in recognition of the Executive Director's work over the last 3 years in dealing with a troubled agency and pulling it out of trouble. Ms. Sarah Anderson said the Board would like to recommend a onetime bonus of \$10,000.00, in addition, the Board would seek the personnel committee to distribute a review form to be filled out by each Commissioner and returned to the personnel committee with regards to the Executive Director's performance, and at the next meeting any salary adjustments would be proposed, based on the Executive Director's review. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Ms. Sarah Anderson amended the **motion** for the bonus to be given to the Executive Director immediately. Ms. Willie Anderson seconded the motion, which passed unanimously.

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 12:25p.m.

Respectfully submitted,

Craig Alter, Secretary