

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
February 21, 2013
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 12:15 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes arrived at 12:24, Commissioner Willie S. Anderson, Commissioner Richard Moya. Absent: Commissioner Sarah Anderson. Guest: Director of Community Resource Development Cheryl Sawyer with the University of Texas. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt, 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.

ACTION ITEMS – DISCUSSION

Item 7: 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.

Director of Community Resource Development Cheryl Sawyer presented information regarding the VISTA Program to the Board of Commissioners.

Ms. Sawyer said if the Housing Authority was interested in a VISTA participant, the first step would be to send an email to her describing the organization, the number of VISTA participants needed, what the VISTA participant would be doing, and how they would be alleviating poverty in the community. Ms. Sawyer said then she would send that request to the Corporation National Community Service. She said once the request has been approved, she would create a Memorandum of Understanding (MOU) between the Housing Authority and the University of Texas. Ms. Sawyer said the MOU would state the Housing Authority would agree to pay (\$13,000) Thirteen Thousand Dollars per VISTA participant. She said payment could be paid in one lump sum or quarterly. Mr. Alter asked when the deadline was for getting a VISTA participant. Ms. Sawyer said she would be posting the July 2013 and August 2013 positions by the end of March 2013.

Vice Chairman Philip Barnes made a **motion** to authorize the Executive Director to work with the Housing Authority Committee to develop a proposal to communicate the interest in the VISTA program before March 8, 2013. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

REPORTS

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

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

Mr. Alter presented the Section 8 Report and it is available.

Item 2: Presentation, deliberation and possible action regarding the Executive Director's Report on:

- a. HUD Recovery Agreement/Corrective Action Plan status
- b. Outstanding matters from previous Board meetings
- c. FY2014 Annual Budget
- d. Public Funds Investment Act Training
- e. Conferences & training schedule
- f. HUD Funding
- g. Family Self-Sufficiency Program
- h. Office building
- i. State of the Housing Authority and Vision for the Future

Mr. Alter presented Item 2-A. it is available.

Mr. Alter presented Item 2-B. it is available.

Mr. Alter Item 2-C. would be discussed at the April 2013 Board meeting.

Commissioner Richard Moya asked when the budget needed to be submitted to HUD. Mr. Alter said April 2013.

Mr. Moya said all he needed to see was any changes to the budget.

Mr. Alter said regarding Item 2-D, he located someone that could come to the office to give training on the Public Funds Investment Act to the Commissioners.

Vice Chairman Barnes suggested having an officer of the Board be designated as a Treasurer.

Mr. Alter said there was a conference and training schedule in the Board book.

Mr. Alter said one of the Housing Specialist was attending training for the Family Self-Sufficiency Program.

Mr. Alter presented a report regarding the State of the Housing Authority and Vision for the Future.

ACTION ITEMS - CONSENT

Item 3: Review and approval of Housing Authority of Travis County Board of Commissioner Meeting Minutes:

- a. December 12, 2012 Board Meeting.
- b. December 20, 2012 Special Board Meeting.

Mr. Moya made a **motion** to approve the December 12, 2012 Minutes as presented. Vice Chairman Barnes seconded the motion, which **passed** unanimously.

Mr. Moya made a **motion** to approve the December 20, 2012 Minutes as presented. Vice Chairman Barnes seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 4: Presentation, deliberation and possible action regarding Housing Authority of Travis County financial matters:

- a. Finance Committee report including possible budget amendments and recommendations.
- b. November 31, 2012 Housing Authority of Travis County financial statements and budget review, discussion and possible action to cover potential budget amendments including, but not limited to: 1) conferences, training and travel budget; and, 2) other budget adjustments to cover expected increases in housing authority operating cost.
- c. Execution of the Interlocal Agreement with Strategic Housing Finance Corporation approved by the Boards of the Housing Authority of Travis County and Strategic Housing Finance Corp.
- d. Proposed additional revisions to the Interlocal Agreement with Strategic Housing Finance Corporation for consideration by the SHFC Board of Directors.

Mr. Alter presented Item 4-A.

Mr. Alter presented Item 4-B.

Mr. Alter presented Item 4-C.

Mr. Moya made a **motion** to approve the amended Interlocal Agreement; Item 4-D. Vice Chairman Barnes seconded the motion, which **passed** unanimously.

Item 5: Presentation, deliberation and possible action regarding Housing Authority of Travis County employee related matters:

- a. Personnel Committee report including the University of Texas Institute for Organizational Excellence Housing Authority employee survey results.
- b. The University of Texas Institute for Organizational Excellence employee attitude survey summary and report.
- c. The University of Texas Institute for Organizational Excellence customer satisfaction survey.
- d. The Housing Authority of Travis County employee retirement plan, including consideration of re-enrolling in the Mutual of America pre-tax 457 Savings Plan.
- e. Organizational chart and staff responsibility change proposals for Personnel Committee consideration.

Chairman Wrenn presented Item 5-B. Chairman Wrenn said there were some issues and concerns that needed to be addressed from the employee survey.

Mr. Alter said Noel Landuyt, the person that performed the survey is available to help and guide going through the survey. Mr. Alter said he would invite Mr. Landuyt to the next scheduled Board meeting.

Mr. Alter handed out an executed agreement, which is similar to the one that is in the Board book.

Mr. Alter said in regards to Item 5-C the University of Texas (UT) would mail out the surveys to all Voucher & Public Housing tenants. Mr. Alter said there would be a written notice drafted by UT that would be delivered by HATC staff prior to the survey being sent out. Mr. Moya suggested adding a statement to the notice that would let the tenants know that the Board members are conducting the survey.

Item 8: Presentation, deliberation and possible action regarding the Housing Authority of Travis County draft RFP for strategic planning consulting services.

Chairman Wrenn suggested that the Board members review the draft RFP and get their comments to the Committee, schedule a Committee meeting with Craig, Sarah Anderson and myself, send out the information from the meeting to the other Board members, schedule a Special Board meeting via conference call. Chairman Wrenn said the Committee meeting with Craig, Sarah and I could be scheduled for the first week in March 2013, and then after that, there could be a Special Board meeting via conference call to get the RFP put out by the middle of March 2013.

Mr. Moya made a **motion** to approve the above statement by Chairman Wrenn. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 5: Presentation, deliberation and possible action regarding Housing Authority of Travis County employee related matters:

- d. The Housing Authority of Travis County employee retirement plan, including consideration of reenrolling in the Mutual of America pre-tax 457 Savings Plan.

Mr. Alter said currently the Housing Authority contributes to staff's (SEP) Simplified Employee Pension. Coupled with that, the Housing Authority could have a 457 Plan that the employee would contribute pre-tax money.

Mr. Moya made a **motion** to approve the Housing Authority staff to re-enroll in the Mutual of America pre-tax 457 Savings Plan. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Chairman Wrenn said that the Board needed to look at re-establishing the percentage amount for the SEP Plan for staff.

Mr. Moya made a **motion** to adjourn to Executive Session to discuss Items 5-E, 6 and 9. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 2:35 p.m.

Item 10: 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 11: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board reconvened at 3:47 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, Housing Manager Jose Villanueva. Executive Director Craig Alter certified the quorum.

Item 5: Presentation, deliberation and possible action regarding Housing Authority of Travis County employee related matters:

e. Organizational chart and staff responsibility change proposals for Personnel Committee consideration.

Commissioner Willie Anderson made a **motion** for the Personnel Committee to meet with the Executive Director to further discuss the proposed organizational chart staffing adjustments. Vice Chairman Philip Barnes seconded the motion, which **passed** unanimously.

Item 9: Discussion, deliberation and possible action regarding Housing Authority of Travis County legal matters:

- a. Professional legal services provided to the Housing Authority of Travis County.
- b. Eviction policy and procedures for properties managed by the Housing Authority.

Commissioner Richard Moya made a **motion** to place Item 9 on the agenda for the Annual Board Meeting that is scheduled for August 2013 and continue the services that the Housing Authority currently has. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 6: 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 including the Public Sector Personnel Consultants' salary and compensation recommendations in the Executive Director's Employment Agreement.

Vice Chairman Barnes made a **motion** to establish a procedure where by the Executive Director is invited to establish goals for himself for the subsequent years and then the goals would be discussed with the Board, and when agreed to, that would be the basis for his evaluation for that year. Mr. Moya seconded the motion, which **passed** unanimously.

Item 12: Presentation, deliberation and possible action regarding the next meeting of the Board of Commissioners.

Item 12 was not discussed.

ADJOURN

Ms. Willie Anderson made a **motion** to adjourn the Board meeting. Vice Chairman Barnes seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Craig Alter, Secretary