

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
April 18, 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 12:28 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes arrived at 12:40 p.m., Commissioner Sarah Anderson, Commissioner Willie S. Anderson; Commissioner Richard Moya. Guest: Robert Carter with Leal & Carter. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt. Executive Director Craig Alter certified the quorum.

The Housing Authority of Travis County opened this Board meeting with the Strategic Housing Finance Corporation in order to discuss Board Item 4.A.

ACTION ITEMS – DISCUSSION

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

- a. Presentation of the Fiscal Year 2012 single audit report by Leal & Carter.
- b. Finance Committee report including possible budget amendments and recommendations.
- c. January 31, 2013 Housing Authority of Travis County financial statements and budget review, discussion and possible action.
- d. Presentation of the proposed Fiscal Year 2014 Housing Authority of Travis County annual operating budget.
- e. Proposed amendments by the Housing Authority of Travis County to the previously accepted Interlocal Agreement with Strategic Housing Finance Corporation revising the stated fee for services and providing an enhanced declaration of agency singular identity.

Mr. Robert Carter presented the report and the Audited Financials for year ended June 30, 2012 for Item 4.A.

Commissioner Richard Moya made a **motion** to suspend the Housing Authority Board meeting in order to reconvene the Strategic Housing Finance Corporation Board meeting. Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

The Board meeting was suspended at 12:54 p.m.

The Board meeting reconvened at 2:02 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn (via phone at 2:06 p.m.), Vice Chairman Philip Barnes, Commissioner Sarah Anderson, Commissioner Willie S. Anderson; Commissioner Richard Moya. Guest: Noel Landyut with the University of Texas Institute for Organizational Excellence. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt, Section 8 Assisted Housing Supervisor Lupe Riojas and Housing Specialist Christina Diaz. Executive Director Craig Alter certified the quorum.

Vice Chairman Philip Barnes said Item 5.B. would be discussed.

ACTION ITEMS – DISCUSSION

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

- a. Personnel Committee report.
- b. Presentation and analysis by Noel Landyut, The University of Texas Institute for Organizational Excellence, of the HATC employee engagement survey results.
- c. Update on The University of Texas Institute for Organizational Excellence customer satisfaction survey.

Executive Director Craig Alter said the Board had asked to have Noel Landyut come and present the Survey of Employee Engagement Overview and Results.

Mr. Landyut said The University of Texas is in the process of conducting a client survey and that data collection should be complete this month and would have the results in May 2013.

The Board meeting was suspended at 2:22 p.m.

The Board meeting reconvened at 2:37 p.m.

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.

REPORTS

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

Mr. Alter presented the Public and Affordable Housing Properties reports.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the Section 8 Report for March 2013.

Ms. Riojas presented a Fair Market Rents Payment Standards report. Housing Specialist Christina Diaz presented an analysis for the fair housing market rents for the Austin area.

Mr. Moya said that the requested changes to the housing payment standard could not be made until it was posted as an action item on the agenda. Vice Chairman Barnes said the request for the changes to the payment standard would be placed on the agenda for a Special Board meeting that would be scheduled for May 7, 2013 at 6:00 p.m.

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. Strategic Planning RFP
- d. Conferences & training schedule
- e. Status of re-enrollment into Mutual of America 457 Retirement Plan
- f. Request for any Commissioner Concerns for future discussion
- g. DHAP-IKE program funding reconciliation

Mr. Alter presented the reports regarding the Executive Director's report.

Vice Chairman Barnes said that Chairman Wrenn could call a special meeting at any time.

Commissioner Sarah Anderson made a **motion** to release the RFP for Strategic Planning with the understanding that a special board meeting would be scheduled for September 27th & 28th to discuss the results, responses and anticipating that the Chairman would call a special meeting of the Board to consider the RFP and to engage a contractor. Chairman Wrenn seconded the motion, which **passed** unanimously

ACTION ITEMS - CONSENT

- Item 3: Review and approval of Housing Authority of Travis County Board of Commissioner Meeting Minutes:
a. February 21, 2012 Board Meeting.

Mr. Moya made a **motion** to approve the minutes as presented. Commissioner Sarah Anderson 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. Presentation of the Fiscal Year 2012 single audit report by Leal & Carter.
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- c. January 31, 2013 Housing Authority of Travis County financial statements and budget review, discussion and possible action.
- d. Presentation of the proposed Fiscal Year 2014 Housing Authority of Travis County annual operating budget.
- e. Proposed amendments by the Housing Authority of Travis County to the previously accepted Interlocal Agreement with Strategic Housing Finance Corporation revising the stated fee for services and providing an enhanced declaration of agency singular identity.

Mr. Alter presented the reports for Item 4.

Vice Chairman Barnes said Item 4.B., 4.D and 4.E. would be discussed at the Special Board meeting that is scheduled for May 7, 2013.

Ms. Willie Anderson made a **motion** to place Item 4.B., 4.D. and 4.E. on an agenda for a special board meeting that would be held May 7, 2013 at 6:00 p.m. Ms. Sarah Anderson 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.
- b. Presentation and analysis by Noel Landyut, The University of Texas Institute for Organizational Excellence, of the HATC employee engagement survey results.
- c. Update on The University of Texas Institute for Organizational Excellence customer satisfaction survey.

Mr. Moya said there was not a report for Item 5.A.

Vice Chairman Barnes said Item 5.B and 5.C. had already been discussed.

Vice Chairman Barnes said Item 6 was an Executive Session Item.

- Item 6: Presentation, deliberation and possible action regarding the Texas Public Information Request received from Ewbanks and Harris.

- Item 7: Presentation, deliberation and possible action regarding entering into a Memorandum of Understanding with the University of Texas to sponsor AmeriCorps VISTA personnel at the Housing Authority of Travis County.

Ms. Willie Anderson said she had recommended that the Housing Authority request two AmeriCorp Vista Staff. Ms. Sarah Anderson asked if there was a need for two Vistas.

Mr. Moya made a **motion** to approve the Memorandum of Understanding (Cooperative Agreement) between the Housing Authority and the University of Texas for the provision of two Vista volunteers, subject to the availability of funding. Chairman Wrenn seconded the motion.

Mr. Alter said the method of payment needs to be determined for example, paid in a lump sum, or quarterly payments.

Mr. Moya said he would amend the motion to state that the payment method would be quarterly. A vote was taken, which **passed** unanimously.

Vice Chairman Barnes said the Board would like to express its appreciation to Willie Anderson for the work on the project.

Item 8: Presentation, deliberation and possible action regarding adopting the Housing Authority of Travis County FY2013 amended and FY2014 PHA Annual Plans.

Mr. Alter presented the report.

Mr. Moya made a **motion** to approve the FY2013 amended and the FY2014 PHA Annual Plan. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

Mr. Alter said he would need some forms signed by Chairman Wrenn.

Item 9: Discussion, deliberation and possible action regarding entering into a Housing Assistance Payment contract with Foundation Communities for twenty-two project base voucher units to house the homeless.

Mr. Alter presented the report.

Mr. Moya made a **motion** to approve entering into a Housing Assistance Payment contract with Foundation Communities for twenty-two project base voucher units to house the homeless. Vice Chairman Wrenn seconded the motion.

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

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

There were none at the time.

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

N/A

Item 12: Presentation, deliberation and possible action regarding the place and time for future meetings of the Board of Commissioners.

Mr. Alter said the Board has requested a Special Board meeting to be scheduled for May 7, 2013 at 6:00 p.m.

Ms. Sarah Anderson said the Board met at Alexander Oaks last year, she said she did not see a reason to go to Alexander Oaks for the first property meeting.

Ms. Sarah Anderson suggested scheduling the Board meeting on Wednesdays instead of Thursdays.

Mr. Alter said he would amend the schedule.

ADJOURN

Mr. Moya 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