

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
June 28, 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 2:28 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.

CITIZEN COMMUNICATION

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, deliberation and possible action regarding Public and Affordable Housing Properties, fiscal year-end write-off of uncollectable rent, and Housing Choice Voucher Reports.

Executive Director Craig Alter presented the Public Housing uncollectible rent write-off report.

Commissioner Richard Moya made a **motion** to write-off the uncollectible balance for fiscal year 2013 in the amount of Six Thousand Eight Hundred Sixty Five Dollars and Ninety Cents (\$6,865.90). Vice Chairman Philip Barnes seconded the motion, which **passed** unanimously.

Commissioner Sarah Anderson made a **motion** to write-off uncollectible rent at Manor Town Apartments in the amount of Two Hundred Thirty Four Dollars and Carson Creek Duplexes in the amount of Five Thousand Eight Hundred Ninety Dollars (\$5,890.00). Mr. Moya seconded the motion, which **passed** unanimously.

Mr. Alter presented the Section 8 Report for May 2013.

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

- a. Outstanding matters from previous Board meetings
- b. AmeriCorps VISTA
- c. Foundation Communities Project Based Vouchers for Homeless Housing
- d. Conferences & training schedule
- e. Request for any Commissioner Concerns for future discussion

Mr. Alter presented the reports.

ACTION ITEMS - CONSENT

- Item 3: Review and approval of Housing Authority of Travis County Board of Commissioner Meeting Minutes:
a. April 18, 2013 Board Meeting.

Chairman Melvin Wrenn said Item 3.A. would be tabled until the next Board meeting.

- Item 6: Presentation, deliberation and possible action regarding selecting the consultant for preparation of the Housing Authority of Travis County Five Year Strategic Plan and scheduling a Board meeting to receive and discuss the Strategic Plan.

Mr. Alter presented the report.

Vice Chairman Philip Barnes made a **motion** to authorize the Executive Director to negotiate a contract in the amount of Sixty Two Thousand One Hundred Eighty One Dollars (\$62,181.00) with TAG as recommended which half would be paid by Strategic Housing Finance Corporation. Commissioner Willie Anderson seconded the motion.

Discussion followed.

A vote was taken, 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. April 30, 2013 Housing Authority of Travis County financial statements and budget review, discussion and possible action.

Mr. Alter presented Item 4.B April, 2013 Financial Statements Summary of Measurement Indicators Report and the Bank Account Information Report.

Mr. Alter said HUD is requesting that the Housing Authority of Travis County repay the DHAP - IKE amount of Seventy Thousand Dollars (\$70,000.00). He said he would like to find representation and see if it would be cost effective to fight it.

Mr. Moya suggested asking Lloyd Doggett to write a letter to FEMA regarding the repayment of the DHAP – IKE amount of \$70,000.00.

- Item 5: Presentation, deliberation and possible action regarding Housing Authority of Travis County employee related matters:
a. Personnel Committee report.
b. Presentation of the University of Texas Institute for Organizational Excellence customer satisfaction survey.

Mr. Alter presented Item 5.B.

Chairman Wrenn presented Item 5.A. He said the Personnel Committee and the Finance Committee discussed staff training, retirement plans and Commissioner's travel. Chairman Wrenn said a treasurer position was discussed. Chairman Wrenn said he would get out to all of Commissioners the backup material in regards to the Executive Directors review.

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. April 30, 2013 Housing Authority of Travis County financial statements and budget review, discussion and possible action.

Vice Chairman Barnes presented Item 4.A. Vice Chairman Barnes said there was a request from the Strategic Housing Finance Corporation (SHFC) for a loan in the amount of Five Hundred Thousand Dollars (\$500,000.00) from the

Housing Authority, which would be used to collateralize the letter of credit that might be necessary to assure the closing of the two transactions that SHFC has negotiated. Vice Chairman Barnes said the Finance Committee, consisting of Sarah Anderson and I, voted unanimously to recommend to the Board that the Housing Authority of Travis County (HATC) approve the loan if requested by SHFC.

Chairman Wrenn said if HATC approves, then there would need to be a Special Board meeting with SHFC. Mr. Moya asked if that would be after Craig talks to the HATC attorney.

Mr. Moya made a **motion** to concur with the recommendation of the Finance Committee, and ask Craig to talk to the Housing Authority's Attorney to draw up the proper documentation. Ms. Sarah Anderson seconded the motion, which, **passed** unanimously.

Item 7: 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 8: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

Item 9: Presentation, deliberation and possible action regarding the place and time for future meetings of the Board of Commissioners, including the Annual Board meeting and special meetings at Housing Authority properties.

Vice Chairman Barnes said he would like to discuss the necessity of formatting the minutes. Vice Chairman Barnes said there is an extraordinary burden on Debbie, **and it may not be necessary**. Vice Chairman Barnes said it was a valid point Richard made about the way things are posted on the agenda. Vice Chairman Barnes said he would like to suggest that the minutes be reduced to action taken. Vice Chairman Barnes said in the agenda itself, if you could craft or with the help of the committee, the actual language of the motion that is needed for the Board to consider.

Chairman Wrenn suggested HATC talk to Travis County regarding record retention.

Chairman Wrenn suggested that HATC meet every other month.

Chairman Wrenn suggested holding Board meetings at the properties.

The Regular Board meeting that was scheduled for Wednesday, October 16, 2013 at 6:00 p.m. was changed to Thursday, October 17, 2013 at 12:00 p.m.

ADJOURN

Mr. Moya made a **motion** to adjourn the Board meeting. Ms. Willie Anderson seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Craig Alter, Secretary