

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
CityView at the Park Apartments
2000 Woodward Street
Austin, TX 78741
August 23, 2013
12:00 p.m.

MINUTES

The Housing Authority of Travis County, Texas held an Annual Board of Commissioners Meeting at CityView at the Park Apartments located at 2000 Woodward Street Austin, Texas 78741 on the above date. A quorum was established, and Chairman Melvin Wrenn called the meeting to order at 12:30 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, Housing Manager Jose Villanueva, Section 8 Assisted Housing Supervisor Lupe Riojas, Accountant Betty Black. 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:
- A. The Executive Director's Report of the FY2013 accomplishments and FY2014 challenges.
 - B. Public and Affordable Housing Report
 - C. Housing Choice Voucher Report

Housing Manager Jose Villanueva presented Item 1.B., the Public Housing reports.

ACTION ITEMS - CONSENT

- Item 4: Presentation, deliberation and possible action regarding proposed changes to and annual renewal of the Public Housing program Admittance and Continued Occupancy Plan (ACOP)

Commissioner Richard Moya made a **motion** for staff to bring back to the Board a PHA policy on preferences that would include only Veterans and people with disabilities and an estimate to convert a unit to a disability acceptable unit.

Discussion followed.

Vice Chairman Philip Barnes seconded the motion, which **passed** unanimously.

REPORTS

- Item 1: Presentation, deliberation and possible action regarding:
- A. The Executive Director's Report of the FY2013 accomplishments and FY2014 challenges.
 - B. Public and Affordable Housing Report

C. Housing Choice Voucher Report

Section 8 Assisted Housing Supervisor Lupe Riojas presented Item 1.C., the Section 8 report for July 2013.

ACTION ITEMS - CONSENT

Item 5: Presentation, deliberation and possible action regarding proposed changes to and annual renewal of the Housing Choice Voucher program Administrative Plan.

Commissioner Sarah Anderson made a **motion** to change the Section 8 Administrative Plan to where if an owner (landlord) requests a stop payment on a check, they would be responsible for paying the bank fee related to that stop payment transaction, and the request must be in writing. Mr. Moya seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 9: Presentation, deliberation and possible action regarding the following fiscal matters:

- A. Presentation of the June 30, 2013 fiscal year-end financial statements and HUD Financial Data Schedule.
- B. Amendments to the FY2014 operating budget, including known increased costs; recommended changes for financial statements or key performance indicators; and desired reports for the Board.
- C. DHAP-Ike program reconciliation payment made to HUD.
- D. Consideration of revising the Housing Authority of Travis County Board of Commissioners fiscal year 2014 travel and training budget.
- E. Schedule overview presentation by Linda Patterson, Patterson & Associates, of the Public Funds Investment Act requirements upon the Housing Authority of Travis County for October 17, 2013.
- F. Potential future amendments to the Interlocal Agreement between the Housing Authority of Travis County and Strategic Housing Finance Corporation related to increasing staff positions.

Executive Director Craig Alter handed out copies of the June 30, 2013 financial statements for Item 9.A

Accountant Betty Black presented a synopsis of the accounting department.

The Board meeting recessed at 2:35 p.m.

The Board meeting reconvened at 2:51 p.m.

Mr. Alter presented Item 9.B.

Vice Chairman Barnes made a **motion** to approve the revised Housing Authority of Travis County's operating budget dated August 13, 2013. Mr. Moya seconded the motion, which **passed** unanimously.

Mr. Alter presented Item 9.C.

Vice Chairman Barnes made a **motion** to approve the expenditure retroactive as a Board, and to affirm it with the understanding that it was due to circumstance that the decision was made outside the review procedures, and that the Board reaffirmed the commitment, and the staff concurs that the Housing Authority policy for spending unbudgeted funds should require five votes Mr. Moya seconded the motion, which **passed** unanimously.

The Board discussed Item 9.D.

Mr. Alter presented Item 9.E.

Mr. Alter presented Item 9.F.

REPORTS

Item 1: Presentation, deliberation and possible action regarding:

- A. The Executive Director's Report of the FY2013 accomplishments and FY2014 challenges.
- B. Public and Affordable Housing Report
- C. Housing Choice Voucher Report

Mr. Alter presented Item 1.A.

Item 2: Presentation of Board Committee Reports.

There were none at the time.

ACTION ITEMS - CONSENT

Item 6: Presentation, deliberation and possible action regarding the renewal of and proposed revisions to the Housing Authority of Travis County Operating Policies and Procedures.

No action taken.

Item 3: Presentation, deliberation, and possible action regarding minutes from:

- A. April 18, 2013 Board Meeting.
- B. May 7, 2013 Special Board Meeting.
- C. May 24, 2013 Special Board Meeting.
- D. June 28, 2013 Board Meeting.
- E. July 16, 2013 Board Meeting.

Mr. Moya made a **motion** to approve Item 3. A – E. Vice Chairman Barnes seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 10: Presentation, deliberation and possible action regarding the following personnel and policy review matters:

- A. Executive Director performance evaluation.
- B. Executive Director Employment Agreement renewal.
- C. Consideration of revisions to the Housing Authority of Travis County employee retirement plan.
- D. Organizational chart and currently filled staff positions.

Commissioner Willie S. Anderson made a **motion** to table Item 10 as written until September 19, 2013 at 12:00 p.m. Ms. Sarah Anderson seconded the motion, which **passed** unanimously.

Item 7: Presentation, deliberation and possible action regarding annual professional contracts for services:

- a. Legal services provided by Naman Howell Smith and Lee.
- b. Legal services provided by Warren Law Firm.
- c. Fee accounting services provided by Brown Graham and Company, PC.
- d. Independent audit services provided by Leal and Carter, PC.

Ms. Sarah Anderson made a **motion** to approve the service agreement with Naman Howell Smith & Lee for legal services subject to review at a future date. Mr. Moya seconded the motion, which **passed** unanimously.

Ms. Sarah Anderson made a **motion** to approve the service agreement with Warren Law Firm for legal services subject to review at a future date. Mr. Moya seconded the motion, which **passed** unanimously.

No action taken for Items 7.C and 7.D.

Item 8: Presentation, deliberation and possible action regarding the five year strategic plan consulting services provided by TAG Associates, Inc.

Mr. Alter presented the report. No action taken.

Item 11: Presentation, deliberation and possible action regarding the fiscal year 2014 Housing Authority of Travis County regular and annual Board meeting dates.

Ms. Willie Anderson made a **motion** to approve the proposed fiscal year 2014 Housing Authority regular and annual Board meeting dates. Mr. Moya seconded the motion, which **passed** unanimously.

- Item 12: Presentation, deliberation and possible action regarding amending the Housing Authority of Travis County Bylaws to:
- A. Establish the Board officer position of Treasurer.
 - B. Allow or require Board members to also serve on the Strategic Housing Finance Corporation Board of Directors if so requested by Strategic Housing Finance Corporation.
 - C.

Chairman Wrenn said Item 12 would be tabled until the next scheduled Board meeting.

- Item 13: Presentation, deliberation and possible action regarding the officers nominating committee report.

Chairman Wrenn said he would appoint Commissioner Richard Moya and Vice Chairman Philip Barnes to the officers nominating committee.

- Item 14: 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.
- A. According to the Texas Government Code Annotated 551.071, Consulting with Attorney.
 - B. According to the Texas Government Code Annotated 551.072, Real Property.
 - C. According to the Texas Government Code Annotated 551.074, Personnel Matters.

There were none at the time.

- Item 15: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

ADJOURN

Ms. Willie Anderson made a **motion** to adjourn the Board meeting. Mr. Moya seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 5:27 p.m.

Respectfully submitted,



Craig Alter, Secretary

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
ANNUAL ELECTION MEETING
CityView at the Park Apartments
2000 Woodward Street
Austin, Texas 78741
August 23, 2013
12:00 p.m.

MINUTES

The Housing Authority of Travis County, Texas held a Board of Commissioners Annual Election Meeting at CityView at the Park Apartments located at 2000 Woodward Street Austin, Texas 78741 on the above date. A quorum was established, and Chairman Melvin Wrenn called the meeting to order at 5:28 p.m.

ROLL CALL

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

Item 1: Citizen Communications

There were none at that time.

Item 2: Report from the Nominating Committee

Chairman Wrenn said he would appoint Commissioner Richard Moya and Vice Chairman Philip Barnes to the officers nominating committee.

Commissioner Richard Moya stated that the nominating committee, made up of himself and Vice Chairman Philip Barnes, recommended Chairman Melvin Wrenn for Chairman, Vice Chairman Barnes for Vice Chairman and Craig Alter for Secretary. Chairman Wrenn called for nominations from the floor three times. There being no further nominations, Chairman Wrenn closed the nominations.

Item 3: Election of Officers

Mr. Moya made a **motion** to elect the nominated officers by acclamation. Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

Item 4: Committee Assignments

There were none at that time.

ADJOURN

Mr. Moya made a **motion** to adjourn. Ms. Sarah Anderson seconded the motion, which **passed** unanimously. There being no further business, the Board adjourned at 5:30 p.m.

Respectfully submitted,

Craig Alter, Secretary