

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
December 19, 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 1:22 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn (via phone), 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 Choice Voucher Manager Christina Diaz. 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
 - B. Public and Affordable Housing Report
 - C. Housing Choice Voucher Report

Executive Director Craig Alter presented Item 1. A.

Mr. Alter presented Item 1.B.

Mr. Alter presented Item 1.C.

Commissioner Sarah Anderson left the meeting at 1:36 p.m.

- Item 2: Presentation of Board Committee Reports.

Vice Chairman Philip Barnes said there were none at that time.

ACTION ITEMS - CONSENT

- Item 3: Presentation, deliberation, and possible action regarding minutes from:
- A. August 23, 2013 Annual Board Meeting
 - B. August 23, 2013 Annual Election Meeting
 - C. September 11, 2013 Special Planning Session
 - D. September 27, 2013 Special Board Meeting
 - E. October 16, 2013 Board Meeting
 - F. November 8, 2013 Special Planning Meeting

Chairman Melvin Wrenn said he would prepare a statement for the Board to consider in regards to the way the Minutes are recorded.

Commissioner Richard Moya made a **motion** to table Item 3. A. – F. until the next Board meeting. Commissioner Willie Anderson seconded the motion.

Item 3. A. – F. was tabled until the next Board meeting.

ACTION ITEMS – DISCUSSION

Item 4: Presentation, deliberation and possible action regarding the following fiscal matters:

- A. Presentation of the October 31, 2013 financial statements.
- B. Public Funds Investment Policy and associated implementation documents
- C. Authorization to issue a special appreciation payment to the Housing Authority staff.

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 authorization to issue a special appreciation net payment of one thousand dollars (\$1,000.00) to the Housing Authority staff. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 5: Presentation, deliberation and possible action regarding an update on the five year strategic plan consulting services provided by TAG Associates, Inc.

Mr. Alter presented Item 5.

Item 6: Presentation, deliberation and possible action regarding authorizing TAG Associates, Inc. to submit a Rental Assistance Demonstration program application to the U.S. Department of Housing and Urban Development by December 31, 2013.

Chairman Wrenn made a **motion** to move forward in submitting the RAD application with TAG Associates assistance and authorize Craig Alter to be the person to sign off on it in the course of the resolution. Mr. Moya seconded the motion, which **passed** unanimously.

Item 7: Presentation, deliberation and possible action regarding the following personnel matters:

- A. Executive Director Employment Agreement renewal.

Mr. Moya made a **motion** to table Item 7 to a future date. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 8: Presentation, deliberation and possible action regarding the calendar year 2014 Housing Authority of Travis County regular, annual, and special Board meeting dates.

Mr. Moya made a **motion** to approve the calendar year 2014 Housing Authority of Travis County regular, annual, and special Board meeting dates. Ms. Willie Anderson seconded the motion.

Discussion followed.

Mr. Moya amended the **motion** to include a Board meeting to be held at Alexander Oaks the third Thursday in July 2014. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 9: Presentation, deliberation and possible action regarding amending the Housing Authority of Travis County Bylaws to create the Board officer position of Treasurer.

Mr. Moya made a **motion** to table Item 9. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Ms. Willie Anderson left the meeting at 2:24 p.m. and joined the meeting by phone at 2:24 p.m.

Item 10: Presentation, deliberation and possible action regarding the following Housing Choice Voucher program matters:

- A. Suggested revisions to the housing assistance payment standards.
- B. Revise the wait list preferences.

Mr. Alter presented Item 10.A.

Mr. Moya made a **motion** to approve the Payment Standard Proposal at 100% FMR for 2014 effective January 1, 2014. Chairman Wrenn seconded the motion, which **passed** unanimously.

Christina Diaz presented Item 10. B.

Mr. Moya made a **motion** to approve the Admin Policy Changes as presented which is titled "Board Meeting December 19, 2013 HCV Admin Policy Changes." Vice Chairman Philip Barnes seconded the motion, which **passed** unanimously.

Item 11: Presentation, deliberation and possible action regarding outstanding matters of the Housing Authority Board of Commissioners

Discussion followed.

Item 12: 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.

Item 7: Presentation, deliberation and possible action regarding the following personnel matters:

A. Executive Director Employment Agreement renewal.

There were none at that time.

Item 13: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

ADJOURN

Mr. Moya made a **motion** to adjourn the Board meeting. Vice Chairman Barnes seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Craig Alter, Secretary