

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
ANNUAL BOARD MEETING**

**Paddock at Norwood  
1044 Norwood Park Blvd.**

**Austin, TX 78753**

**September 12, 2014**

**10:00 a.m.**

**AGENDA**

The Board of Commissioners of the Housing Authority of Travis County will consider and possibly act on the following:

September 12, 2014

**CALL TO ORDER, ROLL CALL  
CERTIFICATION OF QUORUM**

Melvin G. Wrenn

**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.*

**REPORTS**

- Item 1: Presentation, deliberation and possible action regarding:
- A. The Interim Executive Director's Report of the FY2013 accomplishments and FY2014 challenges.
  - B. Public and Affordable Housing Report
  - C. REAC Inspection Report
  - D. Housing Choice Voucher Report
  - E. Other Voucher Programs

**ACTION ITEMS – CONSENT**

- Item 2: Presentation, deliberation, and possible action regarding minutes from:
- A. May 29, 2014 HATC Special Board Meeting
  - B. June 23, 2014 Board Meeting
  - C. July 3, 2014 HATC Transition Committee Meeting
  - D. July 3, 2014 Special Board Meeting
  - E. July 14, 2014 HATC Transition Committee Meeting
  - F. July 14, 2014 Special Board Meeting
  - G. August 4, 2014 Special Board Meeting
- Item 3: Presentation, deliberation and possible action regarding proposed changes to and annual renewal of the Public Housing program Admittance and Continued Occupancy Plan (ACOP).
- Item 4: Presentation, deliberation and possible action regarding proposed changes and annual renewal of the Housing Choice Voucher Program Administrative Plan.

- Item 5: Presentation, deliberation and possible action on HUD Policies, Guidelines, Reports and Agency Regional Comparison.
- Item 6: Presentation, deliberation and possible action on Records Retention Policy.
- Item 7: Presentation, deliberation and possible action regarding the renewal of and proposed revisions to the Housing Authority of Travis County Operating Policies and Procedures.

#### **ACTION ITEMS – DISCUSSION**

- Item 8: 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.
  - E. Public Housing Contractors
  - F. Housing Authority Contractors
- Item 9: Presentation, deliberation, and possible action regarding:
- A. Transition, Budget & Finance Committee Reports
  - B. Personnel Committee Reports.
- Item 10: Presentation, deliberation and possible action regarding Southwest Housing Compliance Corporation Intergovernmental/Interlocal Proposals and Agreement
- Item 11: Presentation, deliberation and possible action regarding the five year strategic plan provided by TAG Associates, Inc.
- Item 12: Presentation, deliberation and possible action regarding entering into a new or extended lease with Travis County for office space at 502 E. Highland Mall Blvd., Austin, Texas.
- Item 13: Presentation, deliberation and possible action regarding the following fiscal matters:
- A. Presentation of the June 30, 2014 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. Consideration of revising the Housing Authority of Travis County Board of Commissioners fiscal year 2014 travel and training budget.
  - D. Establishing policies from the Public Funds Investment Act that requires the Housing Authority of Travis County to establish investment policies and procedures.
  - E. Potential future amendments to the Interlocal Agreement between the Housing Authority of Travis County and Strategic Housing Finance Corporation.
- Item 14: Presentation, deliberation and possible action regarding the following personnel and policy review matters:
- A. Consideration of revisions to the Housing Authority of Travis County employee retirement plan.
  - B. Organizational chart and currently filled staff positions to include years of employment.
  - C. Review of staff needs, requirements and staffing level

- Item 15: Presentation, deliberation and possible action regarding the fiscal year 2014 - 2015 Housing Authority of Travis County regular and annual Board meeting dates.
- Item 16: Presentation, deliberation and possible action regarding amending the Housing Authority of Travis County Bylaws to:
- A. Establish the Board officer position of Treasurer.
- Item 17: Presentation, deliberation and possible action regarding the officers nominating committee report.
- Item 18: 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 19: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

**ADJOURN**

Please take notice that the Board of Commissioners of the Housing Authority of Travis County, Texas will hold an Annual meeting beginning at 10:00 a.m. on Friday, September 12, 2014. The Housing Authority of Travis County will meet at Paddock at Norwood located at 1044 Norwood Park Blvd., Austin, Texas 78753.

The Housing Authority of Travis County offers accommodations for persons accessing its facilities, as required by the Americans with Disabilities Act. If you require special accommodations, please contact the Housing Authority of Travis County office at 512-480-8245 for assistance. Hearing impaired may contact Relay Texas 1-800-735-2989 or TDD.

The Board of Commissioners will consider and may take action on the following items:

September 12, 2014

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Melvin Wrenn

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**ADJOURN**

**Seal**

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**Melvin G. Wrenn, Interim Secretary**  
**Housing Authority of Travis County**