

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
BOARD MEETING  
502 East Highland Mall Blvd.  
Suite 106-B  
Austin, Texas 78752  
February 20, 2014  
10:00 a.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 10:15 a.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 Choice Voucher Manager Christina Diaz, Affordable Housing Manager Jose Villanueva, Public Housing Specialist Joanne Serrano, Lead Maintenance Carlos Lara, Assistant Housing Maintenance Alfred Galvan. 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.

Vice Chairman Philip Barnes made a **motion** to keep the current employee retirement plan in place for the balance of the year with the understanding that staff will continue to look and talk with the advisor for alternative plans and whatever that decision was it would take effect in coordination with the budget year for 2015. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

Chairman Melvin Wrenn suggested that one person from the Finance Committee along with Mr. Moya from the Personnel Committee work together on the issues of the retirement plan and budget. It was suggested that Vice Chairman Barnes from the Finance Committee and Commissioner Richard Moya from the Personnel Committee work together on the retirement review.

Affordable Housing Manager Jose Villanueva presented Item 1.B.

Housing Choice Voucher Manager Christina Diaz presented Item 1.C.

Mr. Moya made a **motion** to adjourn to Executive Session to discuss Item 4.A. B. C. & D. Vice Chairman seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 10:35 a.m.

## **ACTION ITEMS – DISCUSSION**

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 4A: Presentation, deliberation, and possible action regarding the following personnel matters: Executive Director report on the status of his investigation of and response to alleged improper staff behavior.*

*Item 4B: Presentation, deliberation and possible action regarding the following personnel matters: Executive Director Employment Agreement renewal.*

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

The Board reconvened at 11:55 a.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 Choice Voucher Manager Christina Diaz, Affordable Housing Manager Jose Villanueva, Public Housing Specialist Joanne Serrano, Lead Maintenance Carlos Lara, Assistant Housing Maintenance Alfred Galvan. Executive Director Craig Alter certified the quorum.

Chairman Melvin Wrenn asked if there was any action after reconvening from Executive Session.

## **ACTION ITEMS – DISCUSSION**

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

- A. Executive Director report on the status of his investigation of and response to alleged improper staff behavior.
- B. Executive Director Employment Agreement renewal.
- C. Consideration of adding the staff position of Chief Financial Officer, Controller, or Chief Operating Officer.
- D. Suggested Personnel Policy revisions.

Vice Chairman Barnes presented Item 4.A. Vice Chairman Barnes said on behalf of the Board he would like to make a report on the Board deliberations. Vice Chairman Barnes said that the Board does not believe in rumors. He said that the Board supports the Executive Director and the staff. Vice Chairman Barnes said that the Board would be looking at certain policies as part of the routine of what the Board does.

Vice Chairman Barnes said the Chairman of the Board and the Executive Director would be drafting a letter to send to all of the residents at Alexander Oaks.

Commissioner Sarah Anderson left the meeting at 12:00 p.m.

Item 5: Presentation, deliberation and possible action regarding the following fiscal matters:

- A. Presentation of the December 31, 2013 financial statements.
- B. Public Funds Investment Policy and associated implementation documents.
- C. FY2013 audit report status.

Vice Chairman Barnes presented Item 5.A., 5.B.

Vice Chairman Barnes made a **motion** to approve the Resolution Adopting Investment Policy and Strategy. Commissioners Richard Moya seconded the motion, which **passed** unanimously.

Vice Chairman Barnes made **motion** to approve the Resolution Designating Investment Officers, naming the Executive Director and the Chairman of the Board to serve as the Investment Officers. Mr. Moya seconded the motion, which **passed** unanimously.

Executive Director Craig Alter presented Item 5.C.

Item 7: Presentation, deliberation and possible action regarding the following Housing Choice Voucher program matters:

- A. Suggested revisions to the Administrative Plan.
- B. Request from Foundation Communities to issue thirty-four project based vouchers for Capital Studios, 309 E. 11<sup>th</sup> Street, Austin, TX 78701.

Housing Choice Voucher Manager Christina Diaz presented Item 7.A.

Mr. Moya made a **motion** to approve the suggested revisions to the Administrative Plan titled ***“Board Meeting February 2014 HCV Admin Policy Changes.”*** Vice Chairman Barnes seconded the motion, which **passed** unanimously.

Ms. Diaz presented Item 7.B.

Mr. Moya made a **motion** to table Item 7.B. until the next scheduled Board meeting. Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

Item 10: Presentation, deliberation and possible action regarding a public housing resident literacy initiative suggested by Commissioner Willie Anderson.

Ms. Willie Anderson presented Item 10.

Mr. Moya asked the Public Housing staff to get the number of Elementary school children at all of the developments.

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

Mr. Alter presented Item 11.

## **REPORTS**

Item 2: Presentation of Board Committee Reports.

- A. Finance Committee
- B. Personnel Committee

Item 2 was not discussed.

## **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
- G. December 19, 2013 Board Meeting

There was a discussion that the Minutes would be placed on the Housing Authority’s web site and an audio of the minutes would be available upon request.

## **ACTION ITEMS – DISCUSSION**

Item 6: Presentation, deliberation and possible action regarding an update on the five year strategic plan consulting services provided by TAG Associates, Inc.

Item 6 was not discussed.

Item 8: Presentation, deliberation and possible action regarding the following Public Housing program matters:

- A. Resident issues.
- B. Rent collection and eviction policies.

Item 8 was not discussed

Item 9: Presentation, deliberation and possible action regarding outstanding matters of the Housing Authority Board of Commissioners.

Item 9 was not discussed.

## **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 12:46 p.m.

Respectfully submitted,

---

Craig Alter, Secretary

An audio of the Minutes are available upon request.