

**HOUSING AUTHORITY OF TRAVIS COUNTY**  
**BOARD OF COMMISSIONERS**  
**SPECIAL BOARD MEETING**  
**Alexander Oaks**  
**Community Room**  
**6119 Valiant Circle**  
**Austin, Texas 78749**  
**March 20, 2014**  
**6:30 p.m.**

**MINUTES**

The Housing Authority of Travis County, Texas held a Board of Commissioners Meeting at 6119 Valiant Circle Austin, Texas 78749 on the above date. A quorum was established, and Chairman Melvin Wrenn called the meeting to order at 6:48 p.m.

**ROLL CALL**

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Commissioner Sarah Anderson, Commissioner Willie S. Anderson, Commissioner Richard Moya. Absent: Vice Chairman Philip Barnes. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt, 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.*

Tenants that signed the Citizen Comment sheet were: Fabeolia Johnson, Ebony Fuller, Gwendolyn Willians, Daiasha Savoy, Clara Shields and Emily Luna

**ACTION ITEMS – DISCUSSION**

Item 1: Presentation, deliberation, and possible action regarding the status of the application submitted to the U.S. Department of Housing and Urban Development for approval to rehabilitate the public housing properties of the Housing Authority of Travis County under the Rental Assistance Demonstration (RAD) program.

Executive Director Craig Alter presented Item 1, and answered questions from the tenants.

Item 2: Presentation on the roles and responsibilities of the Housing Authority of Travis County Board of Commissioners, Executive Director, staff, and residents associated with public housing.

Chairman Melvin Wrenn and Mr. Alter presented Item 2, and answered questions from the tenants.

Item 3: Presentation, deliberation and possible action regarding property leasing, which will cover lease terms and admission and occupancy management policies.

Affordable Housing Manager Jose Villanueva presented Item 3, and answered questions from the tenants.

Item 4: Presentation, deliberation, and possible action regarding housekeeping standards, inspections, violation procedures, remedies, corrective action and REAC and/or other inspections.

Chairman Melvin Wrenn and Mr. Alter presented Item 4.

Item 5: Presentation, deliberation, and possible action regarding issues of resident interest:

1. Property work order procedures, notifications and response times.
2. YMCA membership opportunity.
3. On-site management office hours.
4. Property security improvements.
5. Maintenance issues identified during the RAD application process.
6. Creating a Resident Council.

Chairman Wrenn and Mr. Alter presented Item 5.1-6.

Item 6: 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 that time.

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

N/A

**ADJOURN**

Commissioner Richard Moya made a **motion** to adjourn the Board meeting. Commissioner Willie Anderson seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 8:14 p.m.

Respectfully submitted,

---

Craig Alter, Secretary

An audio of the Minutes are available upon request.