

**HOUSING AUTHORITY OF TRAVIS COUNTY  
STRATEGIC HOUSING FINANCE CORPORATION  
BOARD OF COMMISSIONERS & DIRECTORS  
SPECIAL MEETING  
502 East Highland Mall Blvd.  
Suite 106-B  
Austin, Texas 78752  
May 29, 2014  
6:00 p.m.**

**MINUTES**

**The Strategic Housing Finance Corporation of Travis County, Texas** held a Special Board of Directors meeting at 502 East Highland Mall Blvd., Suite 106-B Austin, Texas 78752 on the above date. A quorum was established, and Vice President Ofelia Elizondo called the meeting to order at \_\_\_\_ p.m.

**ROLL CALL**

Roll Call of Directors: Vice President Ofelia Elizondo, Director Willie S. Anderson, Director Magdalena Blanco, Director Richard Moya, Director Wilmer Roberts, Director Melvin G. Wrenn Absent: President Sarah Anderson, Guest: Cliff Blount with Naman Howell Smith & Lee. Staff in Attendance: Executive Vice President/Secretary Craig Alter. Executive Vice President Craig Alter certified the quorum.

**CITIZEN COMMUNICATION**

*Anyone desiring to discuss or comment on items directly related to the SHFC 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.

**ACTION ITEMS – DISCUSSION**

Item 4: Presentation, deliberation and possible action regarding issues related to the current Executive Vice President's duties and future vacancy in the Strategic Housing Finance Corporation Executive Vice President position.

1. Consider contracting for interim construction inspection services.
2. Discuss status of work in progress.

Cliff Blount with Naman Howell Smith & Lee presented Item 4.2.

Director Magdalena Blanco made a **motion** to have Cliff Blount draft letters to Delphi, Capstone Management and Craig Alter, and asked Vice President Ofelia Elizondo to sign them on behalf of Strategic Housing Finance Corporation. Director Wilmer Roberts seconded the motion, which **passed** unanimously.

Director Willie Anderson made a **motion** to adjourn to Executive Session to discuss Item 3 and 4. Ms. Blanco seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at \_\_\_\_ p.m.

Item 6: Executive Session – Pursuant to the Texas Government Code Annotated, the Strategic Housing Finance Corporation Directors may discuss the following agenda items. In addition the Directors may also discuss and consider any other item posted on this agenda if there are issues that require consideration in Executive Session and the Directors 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 3: Presentation, deliberation and possible action regarding the following Strategic Housing Finance Corporation personnel matters:*

- 1. *Approving the Asset Manager job description.*
- 2. *Approving the Asset Manager position vacancy notice.*
- 3. *Authorizing solicitation of candidates for the Asset Manager position.*

*Item 4: Presentation, deliberation and possible action regarding issues related to the future vacancy in the Strategic Housing Finance Corporation Executive Vice President position.*

- 1. *Consider contracting for interim construction inspection services.*
- 2. *Discuss status of work in progress.*

Item 8: Reconvene from the Strategic Housing Finance Corporation Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board reconvened at \_\_\_\_ p.m.

## ROLL CALL

Roll Call of Directors: Vice President Ofelia Elizondo, Director Willie S. Anderson, Director Magdalena Blanco, Director Richard Moya, Director Wilmer Roberts, Director Melvin G. Wrenn. Absent: President Sarah Anderson, Guest: Cliff Blount with Naman Howell Smith & Lee. Staff in Attendance: Executive Vice President/Secretary Craig Alter. Executive Vice President Craig Alter certified the quorum.

## ACTION ITEMS – DISCUSSION

Item 3: Presentation, deliberation and possible action regarding the following Strategic Housing Finance Corporation personnel matters:

- 1. Approving the Asset Manager job description.
- 2. Approving the Asset Manager position vacancy notice.
- 3. Authorizing solicitation of candidates for the Asset Manager position.

Director Melvin Wrenn made a **motion** to post the position for the Asset Manager, combining the two job descriptions; Asset Manager and Director of Operations, which would be done by the Personnel and/or Transition Committee as appointed by the Chairman, with a ninety day time frame for completion. Director Richard Moya seconded the motion.

Mr. Moya amended the **motion** to state that the posting for the Asset Manager position not include a salary range; salary would be based on experience.

A vote was taken to approve the amendment, which **passed** with 4 yeas and 1 abstention.

Vice President Ofelia Elizondo – Yea  
Director Willie S. Anderson – Yea  
Director Magdalena Blanco – Abstained  
Director Richard Moya – Yea  
Director Wilmer Roberts – Yea

A vote was taken to approve the motion, which **passed** with 4 yeas and 1 abstention.

Vice President Ofelia Elizondo – Yea  
Director Willie S. Anderson – Yea  
Director Magdalena Blanco – Abstained  
Director Richard Moya – Yea  
Director Wilmer Roberts – Yea

- Item 4: Presentation, deliberation and possible action regarding issues related to the current Executive Vice President's duties and future vacancy in the Strategic Housing Finance Corporation Executive Vice President position.
1. Consider contracting for interim construction inspection services.
  2. Discuss status of work in progress.

Mr. Wrenn made a **motion** to consider contracting for interim construction inspections services, which would be handled by the Committee as appointed by the President. Mr. Moya seconded the motion, which **passed** unanimously.

## **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 \_\_\_\_ p.m.

Respectfully submitted,

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Melvin G. Wrenn, Interim Executive Vice President/Secretary

**HOUSING AUTHORITY OF TRAVIS COUNTY  
STRATEGIC HOUSING FINANCE CORPORATION  
BOARD OF COMMISSIONERS & DIRECTORS  
SPECIAL MEETING**

**502 East Highland Mall Blvd.**

**Suite 106-B**

**Austin, Texas 78752**

**May 29, 2014**

**6:00 p.m.**

**MINUTES**

The Housing Authority of Travis County, Texas held a Special 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 \_\_\_\_ p.m.

**ROLL CALL**

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes, Commissioner Willie S. Anderson, Commissioner Richard Moya. Absent: Commissioner Sarah Anderson. Guest: Cliff Blount with Naman Howell Smith & Lee. Staff in Attendance: Executive Director Craig Alter. 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 the time.

Commissioner Richard Moya made a **motion** to adjourn to Executive Session to discuss Item 1.1 & 1.2. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at \_\_\_\_ p.m.

**ACTION ITEMS – DISCUSSION**

Item 5: Executive Session – Pursuant to the Texas Government Code Annotated, the Housing Authority of Travis County 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 1: Presentation, deliberation and possible action regarding the following Housing Authority of Travis County personnel matters:*

- 1. *Approving the Executive Director job description.*
- 2. *Approving the Executive Director position vacancy notice.*
- 3. *Authorizing solicitation of candidates for the Executive Director position.*

*Item 2: Presentation, deliberation and possible action regarding issues related to the transition of hiring a new Housing Authority of Travis County Executive Director.*

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

The Board reconvened at \_\_\_\_ p.m.

## ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes, Commissioner Willie S. Anderson, Commissioner Richard Moya. Absent: Commissioner Sarah Anderson. Guest: Cliff Blount with Naman Howell Smith & Lee. Staff in Attendance: Executive Director Craig Alter. Executive Director Craig Alter certified the quorum.

## ACTION ITEMS – DISCUSSION

Item 1: Presentation, deliberation and possible action regarding the following Housing Authority of Travis County personnel matters:

1. Approving the Executive Director job description.
2. Approving the Executive Director position vacancy notice.
3. Authorizing solicitation of candidates for the Executive Director position.

Commissioner Richard Moya made a **motion** to approve the Executive Director job description titled **“Housing Authority of Travis County Texas, Position Description”** and approving the Executive Director position vacancy notice. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Commissioner Philip Barnes made a **motion** to approve authorizing solicitation of candidates for the Executive Director position. Ms. Willie Anderson seconded the motion.

Mr. Moya amended the motion to state that the current Executive Director, Craig Alter, post the position in as many locations as possible including (The Travis County personnel posting)

A vote was taken, which **passed** unanimously.

Item 2: Presentation, deliberation and possible action regarding issues related to the current Executive Director’s ongoing duties and transition of hiring a new Housing Authority of Travis County Executive Director.

Mr. Moya suggested that Craig resubmit his resignation letter with the revised resignation date of July 14, 2014.

## 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 \_\_\_\_ p.m.

Respectfully submitted,

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Melvin G. Wrenn, Interim Executive Director