

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
June 23, 2014
6:15 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 6:31p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes, Commissioner Sarah Anderson, Commissioner Willie S. Anderson (via phone), Commissioner Richard Moya. Guest: Michael Cummings, Vice President of Southwest Housing Compliance Corporation/Housing Authority of the City of Austin, Pilar Sanchez, Vice President of Public Housing with Housing Authority of the City of Austin/Southwest Housing Compliance Corporation, and Annecia Durr, Operations Coordinator with Southwest Housing Compliance Corporation/Housing Authority of the City of Austin, Jessica Chen, CPA with Brown, Graham & Company. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt, Housing Choice Voucher Manager Christina Diaz, Affordable Housing Manager Jose Villanueva. 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 2: Presentation, deliberation and possible action regarding the Housing Authority Finance/Budget, Personnel, and Transition Committees' reports, roles, authority, and access during the Executive Director search period.

Commissioner Philip Barnes made a **motion** to authorize the Transition Committee to work with Brown, Graham & Company to establish rolls that they could provide, and in context of a proposal that could be brought back to the Board for action. Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 5: Presentation, deliberation and possible action regarding entering into an Interlocal Agreement with the Housing Authority of the City of Austin or its subsidiary Southwest Housing Compliance Corporation.

Michael Cummings presented the services that could be offered by Southwest Housing Compliance Corporation, and answered questions from the Board members.

Commissioner Willie Anderson was not available on the phone.

Mr. Barnes made a **motion** that the Transition Committee of the Housing Authority of Travis County would work with Southwest Housing Compliance Corporation to enter into an Interlocal Agreement and it would be finalized at a Special Board meeting prior to the July 14, 2014 Board meeting. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

REPORTS

Item 1: Presentation, deliberation and possible action regarding:

- A. The Executive Director's Report
 - a. SPC HUD program review.
 - b. Discrimination case filed with HUD by resident.
 - c. Fox News story on Alexander Oaks.
 - d. Strategic Plan status.
 - e. RAD update and status.
- B. Public and Affordable Housing Report
 - a. Write off uncollectible Public Housing tenant accounts receivable.
- C. Housing Choice Voucher Report
- D. Status of Housing Authority Programs

Jose Villanueva presented Item 1.B. & 1.B.a.

Mr. Moya made a **motion** to write-off \$11,822.83 regarding the Public Housing. Sarah Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 9: Presentation, deliberation and possible action regarding current contracts for services procured by the Housing Authority.

Jose Villanueva presented the report.

Sarah Anderson made a **motion** to put out Request for Proposals (Sealed Bids) for a waste management-recycle company, and a landscaping company that would serve the low rent properties. Mr. Moya seconded the motion, which **passed** unanimously.

REPORTS

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Craig Alter presented Item 1.A.a.

Christina Diaz presented Item 1.D.

Craig Alter presented Item 1.A.b.

Craig Alter presented Item 1.A.c.

Craig Alter presented Item 1.A.d.

Craig Alter presented Item 1.A.e.

ACTION ITEMS - CONSENT

Item 3: Presentation, deliberation, and possible action regarding minutes from:

- A. May 1, 2014 Board Meeting

Mr. Barnes made a motion to approve the May 1, 2014 minutes as presented. Mr. Moya seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

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

- A. Executive Director resignation.
- B. Executive Director position search.
- C. Staff evaluations and issues.

Craig Alter presented his revised resignation letter to the Board.

Mr. Moya made a **motion** to accept the Executive Director, Craig Alter's resignation effective July 14, 2014. Chairman Wrenn seconded the motion, which **passed** unanimously.

Craig Alter presented Item 4.B.

Chairman Wrenn said he had some change of appointments in regards to the personnel committee, which would be, Sarah Anderson and Willie Anderson serving on that committee.

Craig Alter presented Item 4.C.

Item 6: Presentation, deliberation and possible action regarding the following fiscal matters:

- A. Presentation of the April 30, 2014 financial statements.
- B. Board acknowledgment of HATC inability to repay inter-program balances due from federal programs to Strategic Housing Finance Corporation and requesting forgiveness thereof.
- C. Revisions to the FY2015 Annual Operating Budget for potential expenses incurred during the Executive Director search transition period.

Craig Alter presented Item 6.B. & 6.C.

Item 7: 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.

Chairman Wrenn said he would like to defer Item 7 to the Transition Committee.

Craig Alter said the current lease at 502 E. Highland Mall expires May 30, 2015.

Item 8: Presentation, deliberation and possible action regarding use of Travis County owned properties by the Housing Authority.

Chairman Wrenn said he would like to defer Item 8 to the Transition Committee.

Item 10: Presentation, deliberation and possible action regarding outstanding matters of the Housing Authority Board of Commissioners.

Chairman Wrenn suggested posting all public notices at the county office.

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

Chairman Wrenn suggested scheduling the next Board meeting on July 14, 2014.

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 4B: Presentation, deliberation and possible action regarding the following personnel matters:
Executive Director position search.*

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. Mr. Barnes seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Melvin G. Wrenn, Interim Secretary
Housing Authority Board Chairman

- A copy of these Minutes can be found on the web site (www.hatctx.com)
- An audio recording is available upon request. 512-480-8245.