

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
Paddock at Norwood
1044 Norwood Park Blvd.
Austin, Texas 78753
September 12, 2014
10:00 a.m.

MINUTES

The Housing Authority of Travis County, Texas held an Annual Board of Commissioners Meeting at Paddock at Norwood located at 1044 Norwood Park Blvd., Austin, Texas 78753 on the above date. A quorum was established, and Chairman Melvin G. Wrenn called the meeting to order at 10:48 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. Guest: Michael Gerber, President of the Housing Authority City of Austin/Southwest Housing Compliance Corporation, Michael Cummings with Housing Authority City of Austin/Southwest Housing Compliance Corporation, Brad Kothmann with Housing Authority City of Austin/Southwest Housing Compliance Corporation, Alejanoro Dominguez with Housing Authority City of Austin/Southwest Housing Compliance Corporation and Veronica Macon with Housing Authority City of Austin/Southwest Housing Compliance Corporation. Staff in Attendance: Interim Executive Director Melvin G. Wrenn, Administrative Assistant Debbie Honeycutt, Housing Manager Christina Diaz, Finance Manager Betty Black and Public Housing Manager Jose Villanueva. Interim Executive Director/Board Chairman Melvin G. Wrenn 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 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

A summary for Item 1.C. was presented by Housing Authority City of Austin staff.

Public Housing Manager Jose Villanueva presented Item 1. B.

Housing Manager Christina Diaz presented Item 1.D.

Finance Manager Betty Black presented a report regarding the Shelter Plus Care Grants for Item 1.E.

The Board meeting was suspended at 12:17 p.m.

The Board meeting was reconvened at 12:55 p.m.

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: Interim Executive Director Melvin G. Wrenn, Administrative Assistant Debbie Honeycutt. Interim Executive Director Melvin G. Wrenn certified the quorum.

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

Vice Chairman Philip Barnes made a **motion** to approve Item 2. A. – G. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

- 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 3 was deferred until the next scheduled Board meeting.

- Item 4: Presentation, deliberation and possible action regarding proposed changes and annual renewal of the Housing Choice Voucher Program Administrative Plan.

Item 4 was deferred until the next scheduled Board meeting.

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
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Item 1.A. was discussed.

ACTION ITEMS – CONSENT

- Item 5: Presentation, deliberation and possible action on HUD Policies, Guidelines, Reports and Agency Regional Comparison.

Vice Chairman Barnes presented a report.

- Item 6: Presentation, deliberation and possible action on Records Retention Policy.

Vice Chairman Barnes made a **motion** for staff to move forward in putting together a Records Retention Policy. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

- 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.

Item 7 was deferred until the next scheduled Board meeting.

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 8. A. – F. was discussed by the Board members.

Commissioner Sarah Anderson asked when contracts were signed between contractors and the Housing Authority.

Item 11: Presentation, deliberation and possible action regarding the five year strategic plan provided by TAG Associates, Inc.

Item 11 was deferred until the next scheduled Board meeting.

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.

Vice Chairman Barnes made a **motion** to establish policies from the Public Funds Investment Act that requires the Housing Authority of Travis County to establish investment policies and procedures, and to bring back to the Board recommendations and amendment to the Bylaws, to establish the Board officer position of Treasurer. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

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.

Vice Chairman Barnes made a **motion** to establish policies from the Public Funds Investment Act that requires the Housing Authority of Travis County to establish investment policies and procedures, and to bring back to the Board recommendations and amendment to the Bylaws, to establish the Board officer position of Treasurer. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 15: Presentation, deliberation and possible action regarding the fiscal year 2014 - 2015 Housing Authority of Travis County regular and annual Board meeting dates.

Mr. Moya made a **motion** to approve Item 15. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Mr. Moya made a **motion** to adjourn to Executive Session to discuss Item 10 & 14. Vice Chairman Barnes seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 2:13 p.m.

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.

The Board reconvened at 3:49 p.m.

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: Interim Executive Director Melvin G. Wrenn, Administrative Assistant Debbie Honeycutt. Interim Executive Director Melvin G. Wrenn certified the quorum.

Item 10: Presentation, deliberation and possible action regarding Southwest Housing Compliance Corporation Intergovernmental/Interlocal Proposals and Agreement

No action taken.

Item 9: Presentation, deliberation, and possible action regarding:
A. Transition, Budget & Finance Committee Reports
B. Personnel Committee Reports.

Vice Chairman Barnes made a **motion** to amend the budget that would reflect what would be adjustments in planned expenditures; one would be to reduce the personnel expense line item to reflect the Executive Director's position is vacant and also to adjust the budget to reflect the actual expenditures incurred for the REAC inspection. Mr. Moya seconded the motion, which **passed** unanimously.

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 14 was deferred until the next scheduled Board meeting.

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 12 was deferred until the next scheduled Board meeting.

Item 9: Presentation, deliberation, and possible action regarding:
A. Transition, Budget & Finance Committee Reports
B. Personnel Committee Reports.

Ms. Willie Anderson said regarding Item 9.B. they were still reviewing applications for the Executive Director position. Ms. Sarah Anderson said they were deferring indefinitely the decision.

Item 17: Presentation, deliberation and possible action regarding the officers nominating committee report.

Chairman Wrenn said he would appoint Mr. Moya and Ms. Willie Anderson to the officers nominating committee.

Mr. Moya stated that the nominating committee, made up of himself and Ms. Willie Anderson, recommended Chairman Melvin Wrenn for Chairman, Vice Chairman Barnes for Vice Chairman. Chairman Wrenn called from the floor three times. There being no further nominations, Chairman Wrenn closed the nominations.

Ms. Sarah Anderson made a motion to elect the nominated officers by acclamation. Ms. Willie Anderson seconded the motion, which passed unanimously.

ADJOURN

Ms. Willie Anderson made a **motion** to adjourn the Board meeting. Ms. Sarah Anderson seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 4:01 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.

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
ANNUAL ELECTION MEETING
Paddock at Norwood
1044 Norwood Park Blvd.
Austin, Texas 78753
September 12, 2014
10:00 a.m.

MINUTES

The Housing Authority of Travis County, Texas held a Board of Commissioners Annual Election Meeting at Paddock at Norwood located at 1044 Norwood Park Blvd. Austin, Texas 78753 on the above date. A quorum was established, and Chairman Melvin Wrenn called the meeting to order at 4:02 p.m.

ROLL CALL

Roll Call of Directors: Chairman Melvin Wrenn, Vice Chairman Philip Barnes, Commissioner Sarah Anderson, Commissioner Willie Anderson, Commissioner Richard Moya. Staff in Attendance: Administrative Assistant Debbie Honeycutt. Interim Executive Director/Board Chairman Melvin G. Wrenn certified the quorum.

Item 1: Citizen Communications

There were none at that time.

Item 2: Report from the Nominating Committee

Chairman Wrenn said he would appoint Commissioner Richard Moya and Commissioner Willie Anderson to the officers nominating committee.

Commissioner Richard Moya stated that the nominating committee, made up of himself and Commissioner Willie Anderson, recommended Chairman Melvin Wrenn for Chairman, Vice Chairman Barnes for Vice Chairman. Chairman Wrenn called for nominations from the floor three times. There being no further nominations, Chairman Wrenn closed the nominations.

Item 3: Election of Officers

Mr. Moya made a **motion** to elect the nominated officers by acclamation. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 4: Committee Assignments

There were none at that time.

ADJOURN

Ms. Willie Anderson made a **motion** to adjourn. Ms. Sarah Anderson seconded the motion, which **passed** unanimously. There being no further business, the Board adjourned at 4:04 p.m.

Respectfully submitted,

Melvin G. Wrenn, Interim Secretary
Housing Authority Board Chairman