

HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
October 23, 2014
6:00 p.m.

MINUTES

The Housing Authority of Travis County, Texas held a Board of Commissioners Special 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 6:23 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. Guest: Cliff Blount with Naman, Howell, Smith & Lee. Staff in Attendance: Interim Executive Director/Board Chairman Melvin G. Wrenn, Administrative Assistant Debbie Honeycutt, Housing Manager Christina Diaz, 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 of Board Committee reports:

- A. Transition Committee
- B. Finance Committee
- C. Personnel Committee
- D. The Interim Executive Director's Report on challenges, accomplishments and pending issues.
- E. Public and Affordable Housing Report
- F. Housing Choice Voucher and other Voucher Programs

There were no reports for Items 1.A, 1.B and 1.C.

ACTION ITEMS—CONSENT

Item 3: Presentation, deliberation, discussion and possible action on HUD related matters; REAC Inspection Report and appeal process; and agency action plan moving forward to maintain compliance.

Public Housing Manager Jose Villanueva presented a report for Item 3.

REPORTS

Item 1: Presentation of Board Committee reports:

- A. Transition Committee
- B. Finance Committee
- C. Personnel Committee
- D. The Interim Executive Director's Report on challenges, accomplishments and pending issues.
- E. Public and Affordable Housing Report
- F. Housing Choice Voucher and other Voucher Programs

Interim Executive Director/Board Chairman Melvin G. Wrenn presented a report for Item 1.D.

ACTION ITEMS – DISCUSSION

Item 7: Presentation, deliberation, discussion and possible action on agency insurance coverage, including employee health insurance coverage.

Interim Executive Director Wrenn presented a report for Item 7 and suggested that the Item be placed on the agenda for the next scheduled Board meeting.

REPORTS

Item 1: Presentation of Board Committee reports:

- A. Transition Committee
- B. Finance Committee
- C. Personnel Committee
- D. The Interim Executive Director's Report on challenges, accomplishments and pending issues.
- E. Public and Affordable Housing Report
- F. Housing Choice Voucher and other Voucher Programs

Mr. Villanueva presented Item 1.E.

Housing Manager Christina Diaz presented Item 1.F.

ACTION ITEMS – CONSENT

Item 2: Presentation, discussion and possible action regarding the recognition of public housing tenant participation at:

- A. Summit Oaks
- B. Eastern Oaks
- C. Alexander Oaks

Interim Executive Director Wrenn presented Item 2.

Commissioner Richard Moya made a **motion** to adjourn to Executive Session to discuss Items 4, 5 & 6. Commissioner Sarah Anderson seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 6:50 p.m.

ACTION ITEMS – DISCUSSION

Item 10: 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 11: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board reconvened at 7:35 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. Guest: Cliff Blount with Naman, Howell, Smith & Lee. Staff in Attendance: Interim Executive Director/Board Chairman Melvin G. Wrenn, Administrative Assistant Debbie Honeycutt. Interim Executive Director/Board Chairman Melvin G. Wrenn certified the quorum.

Commissioner Richard Moya made a **motion** to table Items 4, 5 & 6 until the next Board meeting, which is scheduled for November 5, 2014 at 10:00 a.m. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 4: Presentation, deliberation and possible action regarding transition management, organizational and operational processes and program implementation procedures regarding the departure of the Executive Director of the Housing Authority of Travis County (HATC) and Executive Secretary of Strategic Housing Finance Corporation (SHFC). The discussion will cover impact on daily operations, budget, finance and progress reporting during the interim phase while both HATC and SHFC are seeking personnel replacements.

No action taken.

Item 5: Presentation, deliberation, discussion and possible action on selection of the top five candidates for Executive Director of Housing Authority of Travis County (HATC) and Executive Secretary of Strategic Housing Finance Corporation (SHFC).

No action taken.

Item 6: Presentation, deliberation, discussion and possible action on establishing the employment practices and process; schedule and timeline to complete all reviews of applicants; and, interviews and interview process leading to hiring the Executive Director of HATC and the Executive Secretary of SHFC.

No action taken.

Item 8: Presentation, deliberation and possible action regarding signing a renewal lease with Travis County for office space located at 502 E. Highland Mall Blvd. Suite 106-B, Austin, TX.

Mr. Moya made a **motion** to table Item 8 until the next Board meeting, which is scheduled for November 5, 2014 at 10:00 a.m. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

Item 9: Presentation, deliberation, discussion and possible action on budget revisions and agency financial plan for 2014/15 fiscal budget year.

Mr. Moya made a **motion** to table Item 9 until the next Board meeting, which is scheduled for November 5, 2014 at 10:00 a.m. Ms. Willie Anderson seconded the motion, which **passed** unanimously.

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 7:41 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.