

**HOUSING AUTHORITY OF TRAVIS COUNTY**  
**BOARD OF COMMISSIONERS**  
**SPECIAL BOARD MEETING**  
**502 East Highland Mall Blvd.**  
**Suite 106-B**  
**Austin, Texas 78752**  
**December 17 - 19, 2014**  
**11:00 a.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 Interim Executive Director/Chairman Melvin G. Wrenn called the meeting to order at 11:13 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: Cliff Blount with Naman Howell Smith & Lee. Staff in Attendance: Interim Executive Director Melvin G. Wrenn, Executive Administrative Assistant Debbie Honeycutt. Public Housing Manager Jose Villanueva, Housing Manager Christina Diaz. Interim Executive Director 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
- B. Public and Affordable Housing Report
- C. Housing Choice Voucher Report
- D. Financial Department Report

Jose Villanueva presented the report for Item 1.B.

Christina Diaz presented Item 1.C.

Finance Manager Betty Black presented Item 1.D.

Vice Chairman Phil Barnes made a **motion** to adjourn to Executive Session to discuss Items 5 & 8. Commissioner Richard Moya seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 12:14 p.m.

**ACTION ITEMS – DISCUSSION**

Item 14: 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 15: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board reconvened at 12:58 p.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. Staff in Attendance: Interim Executive Director Melvin G. Wrenn, Executive 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. September 12, 2014 Annual Board Meeting
- B. September 12, 2014 Annual Election Board Meeting
- C. October 23, 2014 Special Board Meeting
- D. November 18, 2014 Special Board Meeting

Vice Chairman Phil Barnes made a **motion** to approve Items 2.A. – 2.D. Commissioner Richard Moya seconded the motion which, **passed** unanimously.

### **ACTION ITEMS – DISCUSSION**

Item 3: 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: Discussion, deliberation and possible action on temporary assignment of Housing Authority staff to perform duties, functions and responsibilities related to SHFC and subsequent staff restructuring roles and responsibilities.

Vice Chairman Philip Barnes made a **motion** to direct the Housing Authority Attorney to prepare an Interlocal Agreement for the temporary assignment of one staff person to Strategic on the bases of 60 Strategic/40 Housing Authority allocation of time, that the contract would provide for the payment of his salary and total compensation plus an allocation of overhead on the bases of that percentage. Mr. Moya seconded the motion, which **passed** unanimously.

Item 6: Discussion, deliberation and possible action on Intergovernmental/Interlocal Agreements between Housing Authority City of Austin and the Housing Authority of Travis County.

Item 6 was tabled until the next scheduled Board meeting.

Item 7: Authorization, solicitation of bids to select and secure services:

- A. Trash, Dumpster Pickup
- B. Landscaping
- C. Pest Controls
- D. Make Ready/Cleanup

Vice Chairman Barnes made a **motion** to authorize the solicitation of the Housing Authority of Travis County to talk to Housing Authority City Austin regarding Request For Proposals for Items 7.A - 7.D. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 8: Discussion, deliberation and possible action regarding structural partnership with Strategic Housing Finance Corporation

No action taken.

Item 9: Discussion, deliberation and possible action regarding budget finance and January – June 2015 fiscal projections

No action taken.

Item 11: Presentation, deliberation and possible action regarding outstanding matters of the Housing Authority Board of Commissioners

No action taken.

Item 12: Presentation, deliberation and possible action regarding the calendar year 2015 Housing Authority of Travis County regular, annual and special meeting dates

No action taken.

Item 13: Presentation, discussion regarding sending an appreciation letter to Judge Samuel Biscoe

Vice Chairman Philip Barnes made a **motion** that a letter of appreciation be prepared and executed on behalf of the Housing Authority Board by the Chairman and be prevailed upon to deliver it to Judge Biscoe. Mr. Moya suggested including Strategic Housing Finance in the letter. Mr. Moya seconded the motion, which **passed** unanimously.

Ms. Willie Anderson made a **motion** to adjourn to Executive Session to discuss Items 4 & 10. Mr. Moya seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 1:20 p.m.

Item 14: 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 15: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board reconvened at 1:59 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: Interim Executive Director Melvin G. Wrenn, Executive Administrative Assistant Debbie Honeycutt. Interim Executive Director Melvin G. Wrenn certified the quorum.

Item 4: Presentation, deliberation, discussion and possible action on selection of the top candidates for Executive Director of Housing Authority of Travis County (HATC) and Executive Secretary of Strategic Housing Finance Corporation (SHFC).

Commissioner Sarah Anderson made a **motion** to table Item 4 until the next scheduled Board meeting. Mr. Moya seconded the motion, which **passed** unanimously.

Item 10: Presentation, deliberation, discussion and possible action regarding the following personnel and fiscal matters:

- A. Authorization to issue special appreciation payment to the Housing Authority staff

Mr. Moya made a **motion** that the Housing Authority staff be given a bonus in the amount as the previous year.

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 2:04 p.m.

Respectfully submitted,

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Melvin G. Wrenn, Interim Secretary  
Housing Authority Board Chairman

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