

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
March 23, 2015
10:00 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 Chairman Melvin Wrenn called the meeting to order at 10:09 a.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Vice Chairman Philip Barnes, Commissioner Willie S. Anderson. Absent: Commissioner Sarah Anderson, Commissioner Richard Moya. Staff in Attendance: Interim Executive Director/Secretary Melvin G. Wrenn, Executive Administrative Assistant Debbie Honeycutt, Finance Manager Betty Black. 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

A. The Interim Executive Director's Report

No action taken.

Item 10: Discussion, deliberation and possible action regarding the financial condition and budget of the Housing Authority.

No action taken.

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 to daily operations, budget, finance and progress reporting during the interim phase while both HATC and SHFC are seeking personnel replacements.

No action taken.

ACTION ITEMS – DISCUSSION

Item 4: Presentation of Travis County Commissioner's Court action plan on the pro's and con's of transferring the HCV Program to the Housing Authority of the City of Austin. Time is reserved for a representative of Travis County.

No action taken.

Item 5: Discussion, deliberation and possible action regarding Maintenance Management Plan Intergovernmental Agreement with Southwest Housing Compliance Corporation (SHCC).

Vice Chairman Philip Barnes made a **motion** to accept the (SHCC) proposal as set forward with the understanding that they are fixed prices except where indicates ongoing cost, and that they are reflected in the amended budget for the balance of the year. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS – CONSENT

Item 2: Discussion and possible action to approve the emergency repair and/or purchase of a maintenance truck for the Housing Authority's Public Housing Program.

Vice Chairman Barnes made a **motion** to authorize the Interim Executive Director and the Chairman of the Finance Committee to do what is appropriate, and what is in the best interest of the Housing Authority, with the expectation to spend as little money as possible. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 6: Discussion, deliberation and possible action regarding a long-term plan for office equipment replacement.

No action taken.

Item 7: Discussion, deliberation and possible action regarding a Fleet Management Plan.

No action taken.

Item 8: Discussion, deliberation and possible action regarding authorization to put out for Request for proposals for the following:

- A. Landscaping
- B. Pest Control
- C. Make Ready/Clean Up of Public Housing and Parking Lot Striping
- D. Trash Hauling

Commissioner Willie Anderson made a **motion** to authorize the Interim Executive Director to send out the Request For Proposals for Landscaping, Pest Control, Make Ready/Clean Up of Public Housing and Parking Lot Striping and Trash Hauling. Vice Chairman Barnes seconded the motion, which passed unanimously.

Item 9: Discussion, consideration and deliberation regarding Board of Commissioners concerns.

No action taken.

Item 11: 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.

There were none at that time.

Item 12: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

ADJOURN

Willie Anderson made a **motion** to adjourn the Board meeting. Vice Chairman Barnes seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Melvin G. Wrenn
Interim Executive Director/Secretary

- 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.