

**STRATEGIC HOUSING FINANCE CORPORATION
BOARD OF DIRECTORS
SPECIAL MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
June 18, 2015
11:00 a.m.**

MINUTES

The Strategic Housing Finance Corporation of Travis County, Texas held a Special Board of Directors meeting at 502 East Highland Mall Blvd., Suite 106-B Austin, Texas 78752 on the above date. A quorum was established, and Vice President Wilmer Roberts called the meeting to order at 11:09 a.m.

ROLL CALL

Roll Call of Directors: President Willie S. Anderson (via phone), Vice President Wilmer Roberts, Director Richard Moya, Director Melvin G. Wrenn. Guest: Sherri Fleming, County Executive Health and Human Services & Veterans Services, Cliff Blount with Naman Howell Smith & Lee, and Veronica Macon and Michael Cummings with SHCC Consulting. Staff in Attendance: Interim Executive Director Patrick Howard, Executive Administrative Assistant Debbie Honeycutt, Robert Onion Asset Manager, Betty Black Finance Manager. Interim Executive Director Patrick Howard certified the quorum.

CITIZEN COMMUNICATION

Anyone desiring to discuss or comment on items directly related to the SHFC 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.

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
June 18, 2015
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 Chairman Melvin Wrenn called the meeting to order at 11:10 a.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Commissioner Willie S. Anderson (via phone), Commissioner Richard Moya. Guest: Sherri Fleming, County Executive Health and Human Services & Veterans Services, Cliff Blount with Naman Howell Smith & Lee, and Veronica Macon and Michael Cummings with SHCC Consulting. Staff in Attendance: Interim Executive Director Patrick Howard, Executive Administrative Assistant Debbie Honeycutt, Robert Onion Asset Manager, Betty Black Finance Manager. Interim Executive Director Patrick Howard 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.

SHFC Agenda Item

ACTION ITEMS – DISCUSSION

Item 1: 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.

Director Melvin Wrenn made a **motion** to adopt the Resolution as part of the transition. Mr. Richard Moya seconded the motion, which **passed** unanimously.

SHFC Agenda Item

Item 10: Discussion, deliberation and possible action regarding changes to the Strategic Housing Finance Corporation Bylaws.

Mr. Wrenn made a **motion** to approve the Resolution regarding the Strategic Housing Finance Corporation (SHFC) bylaws to change the term limit from six years to **four years** for the SHFC Board of Directors. Director Richard Moya seconded the motion, which **passed** unanimously.

The Strategic Housing Finance Corporation meeting was suspended in order to take up Item 3, 6, and 2 on the Housing Authority of Travis County Agenda.

HATC Agenda Item

ACTION ITEMS – DISCUSSION

Item 1: 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.

HATC Agenda Item

Item 3: Discussion, deliberation of outgoing and incoming Interim Executive Director.

Commissioner Richard Moya made a **motion** to approve the Resolution to appoint Patrick Howard to perform the duties of Executive Director of the Housing Authority of Travis County until such time the board determines to hire someone. Chairman Melvin Wrenn seconded the motion, which **passed** unanimously.

HATC Agenda Item

Item 6: Presentation of Housing Authority City of Austin, Consulting Group Maintenance Management Plan. Time is reserved for representatives of Housing Authority City of Austin

Veronica Macon with SHCC Consulting presented the Item. No action taken.

HATC Agenda Item

Item 2: Presentation, discussion, deliberation and possible action of Travis County Commissioner's Court action plan and the Travis County Auditor's review. Time is reserved for representatives of Travis County.

No Action taken.

SHFC Agenda Item

Item 2: Presentation, discussion, deliberation and possible action of Travis County Commissioner's Court action plan and the Travis County Auditor's review. Time is reserved for representatives of Travis County.

No Action taken.

Housing Authority of Travis County meeting was suspended at 11:42 a.m. in order to take up Items 5 & 7 on the Strategic Housing Finance Corporation Agenda.

Strategic Housing Finance Corporation reconvened at 11:42 a.m.

SHFC Agenda Item

Item 5: Presentation of properties and a report of property status.

No action taken.

Chairman Wrenn made a **motion** with the understanding that Strategic Housing Finance Corporation (SHFC) will look at a third party who will review all leases for all four (SHFC) properties that are managed by Capstone and bring the report back to the Board within 90 days. Mr. Moya seconded the motion, which **passed** unanimously.

SHFC Agenda Item

Item 7: Financial forecast for 2015 & 2016:

- A. Discussion, deliberation and preliminary approval of the 2015-2016 budget.
- B. Housing Authority of Travis County fleet financial proposal discussion and other future financial arrangements.

Betty Black Finance Manager presented Item 7.A.

Chairman Wrenn made a **motion** for the Board to accept the budget as the draft preliminary report, and authorize staff to continue with the process in submitting the budget to HUD. Before the budget is submitted to HUD it needs to be reviewed by the Board members. Mr. Moya seconded the motion, which **passed** unanimously.

HATC Agenda Item

Item 5: Discussion, deliberation and approval of the Budget for 2015-2016 along with year-to-day savings.

Chairman Wrenn made a **motion** for the Board to accept the budget as the draft preliminary report and give the authority to allow staff to continue with the process in submitting the budget to HUD. Before the budget is submitted to HUD it needs to be reviewed by the Board members. Mr. Moya seconded the motion, which **passed** unanimously.

SHFC Agenda Item

Item 9: Discussion, deliberation of property tours.

No action taken.

SHFC Agenda Item

Item 11: Discussion, deliberation of issues and concerns of the Board of Directors.

No action taken.

SHFC Agenda Item

Item 7: Financial forecast for 2015 & 2016:

- A. Discussion, deliberation and preliminary approval of the 2015-2016 budget.
- B. Housing Authority of Travis County fleet financial proposal discussion and other future financial arrangements.

Asset Manager Robert Onion presented the Financial forecast for 2015 & 2016.

HATC Agenda Item

Item 11: Discussion, deliberation of meeting schedule including time, location and preliminary agenda for the Annual Board Retreat.

Mr. Moya made a **motion** that gives staff the flexibility to start looking for a location to host the Annual Board Retreat that will be scheduled for September 11 – 12, 2015. Chairman Wrenn seconded the motion which, **passed** unanimously

SHFC Agenda item

Item 3: Discussion, deliberation of incoming and outgoing Interim Executive Vice President.

No action taken.

SHFC Agenda item

Item 4: Discussion of salaries, organizational structure and personnel issues for both Housing Authority of Travis County and Strategic Housing Finance Corporation. This will include, but is not limited to review of past Compensation Study and Employee Survey.

No action taken.

SHFC Agenda item

Item 6: Plans, goals and outline of a six month, which will include but is not limited to:
A. Asset Management Plan Outline
B. Portfolio Management Plan Outline

No action taken.

SHFC Agenda item

Item 8: Review and discussion of the Interlocal Agreement
A. Discussion and proposal for the annual allocation of the funds transfer to Housing Authority of Travis County

No action taken.

SHFC Agenda item

Item 12: Executive Session – Pursuant to the Texas Government Code Annotated, the Directors may discuss the following agenda items. In addition the Directors may also discuss and consider any other item posted on this agenda if there are issues that require consideration in Executive Session and the Directors announce that the item will be considered during the Executive Session.

According to the Texas Government Code Annotated 551.071, Consulting with Attorney.
According to the Texas Government Code Annotated 551.072, Real Property.
According to the Texas Government Code Annotated 551.074, Personnel Matters.

There were none at that time.

SHFC Agenda item

Item 13: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

N/A

Mr. Moya made a **motion** to adjourn the board meeting. Vice President Roberts seconded the motion, which **passed** unanimously.

The Board meeting was adjourned at 1:33 p.m.

Respectfully submitted,

Patrick Howard, Interim Executive Director

After the Strategic Housing Finance Corporation Board meeting was adjourned the Housing Authority Board meeting was reconvened.

HATC Agenda Item

Item 4: Discussion, deliberation of Property Status Report

No action taken.

Item 7: Presentation, discussion and deliberation of Financial Management Plan proposal from Fort Worth Housing Authority.

No action taken.

Item 8: Authorization to visit the Fort Worth Housing Authority to include; Patrick Howard, Robert Onion, Betty Black and Melvin G. Wrenn for next week.

Mr. Moya made a **motion** to approve Item 8. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

Item 9: Discussion, deliberation for a fleet management plan.

No action taken.

Item 10: Discussion, deliberation request for policies and procedure review schedule.

Policies and procedures will be discussed at the September 2015 Annual meeting.

Item 12: Discussion of salaries, organizational structure and personnel issues for both Housing Authority of Travis County and Strategic Housing Finance Corporation. This will include and is not limited to review of past Compensation Study and Employee Survey.

No action taken.

Item 13: Discussion, deliberation of issues and concerns of the Board of Commissioners.

No action taken.

Item 3: Discussion, deliberation of outgoing and incoming Interim Executive Vice President

No action taken.

Ms. Anderson made a **motion** to adjourn to Executive Session to discuss Personnel Matters. Mr. Moya seconded the motion which **passed** unanimously. The Board adjourned at 2:11 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 2:35 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Commissioner Willie S. Anderson, Commissioner Richard Moya. Guest: Staff in Attendance: Interim Executive Director Patrick Howard, Executive Administrative Assistant Debbie Honeycutt. Interim Executive Director Patrick Howard certified the quorum.

ADJOURN

Mr. Moya made a **motion** to adjourn the Board meeting. Ms. Anderson seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 2:36 p.m.

Respectfully submitted,

Patrick Howard
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.