

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
December 13, 2010
11:30 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 11:43a.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin Wrenn, Vice Chairman Richard Moya, Commissioner Sarah Anderson, Commissioner Philip Barnes; Commissioner Tracy Burkhalter (Left the meeting at 12:20 p.m.). Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt, Section 8 Assisted Housing Supervisor Lupe Riojas, Housing Manager Jose Villanueva. Executive Director Craig Alter certified the quorum.

CITIZEN COMMUNICATIONS

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.

Item 4: Review and approval of Minutes from the October 19, 2010 Board Meeting.

Vice Chairman Richard Moya made a **motion** to approve the minutes as presented. Commissioner Philip Barnes seconded the motion, which **passed** with 3 yea's and 2 abstained.

Chairman Melvin Wrenn – Yea
Vice Chairman Richard Moya – Yea
Commissioner Sarah Anderson - Abstained
Commissioner Philip Barnes - Yea
Commissioner Tracy Burkhalter - Abstained

Item 5: Review and approval of Minutes from the November 12, 2010 Board Meeting.

Mr. Barnes made a **motion** to approve the minutes as presented. Commissioner Sarah Anderson seconded the motion, which **passed** with 4 Yea's and 1 Abstained.

Chairman Melvin Wrenn – Yea
Vice Chairman Richard Moya – Yea
Commissioner Sarah Anderson - Yea
Commissioner Philip Barnes - Yea
Commissioner Tracy Burkhalter - Abstained

Chairman Wrenn said Item 7 would be discussed in Executive Session.

Item 6: Summary presentation regarding progress in implementing Southwest Housing Compliance Corporation organization improvement recommendations.

Executive Director presented the report. Chairman Wrenn suggested staff creating a spread sheet with all the items listed from the report “Implementing Southwest Housing Compliance Corporation organization recommendations”.

Item 8: Presentation and deliberation of the Authority’s October, 2010 Financial Reports and possible related action regarding the Authority’s Annual Budget.

Mr. Alter presented the report.

Vice Chairman Wrenn said when the budget was put in place the Board had agreed to review it in January 2011.

Vice Chairman Moya said the print on the Summary Report was still small.

Item 9: Presentation, deliberation and possible action regarding formulating an inter-fund balance repayment agreement in response to the U.S. Department of Housing and Urban Development Office of Inspector General audit report recommendations.

Chairman Wrenn said he and Craig had a meeting at the HUD office in San Antonio on December 10, 2010.

Vice Chairman Moya asked Craig what the amount was that was owed. Mr. Alter said \$1,175,000.00. Mr. Alter said HUD’s focus today is for the Housing Authority to address now \$552,895.00. Vice Chairman Moya asked what options the Authority has to pay the money back other than the one that had been discussed.

Chairman Wrenn said the first thing that needed to be considered in the resolution is the cash flow. He said the Housing Authority could commit to pay approximately \$100,000.00 for the first two years. Chairman Wrenn said the projected cash flow would come from Strategic Housing Finance Corporation then attempt to sell Carson Creek. Chairman Wrenn said he wanted to remove Manor Town Apartments and the vacant lots in Manor from the list of properties to sell.

Vice Chairman Moya said he wanted to see all the options the Board would have before considering the disposition of the public housing. Vice Chairman Moya said the Board could consider selling the building at 502 East Highland Mall and pay off the debt.

Ms. Anderson said there would be no displacement; all 105 public housing units would become 105 vouchers.

Commissioner Tracy Burkhalter said she wanted to see in writing the ways converting the public housing units into vouchers would affect the residents, since the resolution states “resident relocation assistance if necessary”.

Mr. Alter said the Board is not deciding today to sell all of the public housing. He said the Board would be deciding today to include the sale of the public housing as a potential means within the list of options to be considered.

Commissioner Tracy Burkhalter left the meeting at 12:20 p.m.

Mr. Alter said a repayment plan needs to be sent to HUD.

Vice Chairman Moya said the proposed resolution needed to be reworded. He said the resolution states “**to include** disposition of the Housing Authority of Travis County public housing properties”. He said the proposed resolution does not state it “**might include**”.

Vice Chairman Moya asked what the purpose of the resolution was. Mr. Alter said to submit an agreement to HUD for the repayment of the funds.

Mr. Barnes said the resolution should state in the first sentence “**to include the potential disposition**” rather than “**include disposition**”.

Mr. Alter said HUD would like to have a repayment plan as soon as possible.

Vice Chairman Moya asked when the Board members would be speaking to the Travis County Commissioners Court. Chairman Wrenn said that would be the next step.

Mr. Alter said HUD’s new model is doing away with public housing and converting it to housing choice voucher.

Mr. Barnes asked if corrections could be made to the current resolution. Vice Chairman Moya said the current Board meeting could be recessed until tomorrow, December 14th at noon, in order to discuss and sign the corrected resolution. Mr. Barnes said the resolution needs to specifically address all the assets of the Housing Authority. Vice Chairman Moya said he wanted all of the options listed in the resolution.

Chairman Wrenn said Item 9 should be tabled.

Vice Chairman Moya made a **motion** to table Items 9 and 10 until December 14th. Mr. Barnes seconded the motion, which **passed** unanimously.

Item 10: Presentation, deliberation and possible action regarding a Board of Commissioner resolution to permit the disposition of the Housing Authority’s public housing properties.

Item 1: Presentation of Public and Affordable Housing Properties Report.

Housing Manager Jose Villanueva presented the Public Housing report.

Section 8 Assisted Housing Supervisor Lupe Riojas presented the Section 8 report.

Chairman Wrenn asked how many staff members were certified as HQS inspectors. Ms. Riojas said currently there is one. Chairman Wrenn suggested maybe 2 more inspectors were needed.

Item 11: Presentation, deliberation and possible action regarding proposed revisions to the Housing Authority of Travis County Personnel Policy.

Chairman Wrenn said he would table Item 11.

Item 12: Presentation, deliberation and possible action regarding the Housing Authority enrolling its employees in the Texas Municipal League Intergovernmental Employee Benefits Pool Section 125 Flexible Spending plan allowing use of payroll deductions for payment of out of pocket medical and dependent care expenses.

Vice Chairman Moya said Item 12 should have been presented to the Housing Authority Board before it was presented to the Housing Authority staff. Mr. Alter said he was moving in the direction simply from previous discussions in regards to improving staff benefits.

Mr. Barnes made a **motion** to approve the Housing Authority employees enrolling in the Texas Municipal League Intergovernmental Employee Benefits Pool Section 125 Flexible Spending plan.

Ms. Anderson seconded the motion. Mr. Barnes made an amendment to the **motion** to obligate the necessary administrative funds for the Section 125 Flexible Spending plan. A vote was taken, which **passed** with 3 yea’s and 1 nay.

Chairman Melvin Wrenn - Yea
Vice Chairman Richard Moya - Nay
Commissioner Sarah Anderson - Yea
Commissioner Philip Barnes – Yea

Chairman Wrenn said in the future anything that would affect the budget needs to be discussed with the finance committee and the issue should be presented to the Board.

Vice Chairman Moya made a **motion** to adjourn to Executive Session to discuss Item 7. Ms. Anderson seconded the motion, which **passed** unanimously.

The Board adjourned at 1:12 p.m.

Item 13: 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.

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

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

The Board reconvened at 1:25 p.m.

Item 7: Presentation, deliberation and possible action regarding a Housing Authority employee compensation equalization plan.

Vice Chairman Moya made a **motion** to approve a one thousand dollar appreciation adjustment for all employees at the Housing Authority of Travis County to be paid out of the administrative incentive pool fund as soon as possible. Ms. Anderson seconded the motion, which **passed** unanimously.

Item 3: Executive Director's Report.

Mr. Alter presented the report titled "Travis County Housing Authority OIG Report – 2009- FW-1015."

Mr. Alter said December 14, 2010 is the Christmas lunch scheduled at 12:00 p.m..

Mr. Alter said the Commissioners received a schedule of conferences for 2011.

Mr. Alter said Housing Authority City of Austin has an outstanding invoice for \$60,000.00 that is due by the end of December 2010. Mr. Alter said the Housing Authority of Travis County would issue a check and request reimbursement from Travis County.

Item 2: Presentation of Board Committee Reports.

Item 2 was not discussed.

Item 15: Review list of outstanding matters from previous Board meetings.

Item 15 was not discussed.

Item 16: Presentation, deliberation and possible action regarding the HUD promulgated Corrective Action Plan to address HUD's Rental Integrity Management Review analysis of the Housing Authority's Housing Choice Voucher program.

Item 16 was not discussed.

Item 17: Issues for consideration, discussion, planning, and possible action.

Item 17 was not discussed.

- Issues and concerns of the Board

There were none at that time.

CONCLUSION

- Chairman's comment

There were none at that time.

ADJOURN

Mr. Barnes made a **motion** to recess the Board meeting until December 14th at 11:30 a.m. Vice Chairman Moya seconded the motion, which **passed** unanimously.

The Board meeting recessed at 1:33 p.m. on December 13, 2010.

The Board meeting reconvened at 11:35 a.m. on December 14, 2010.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin Wrenn, Vice Chairman Richard Moya, Commissioner Sarah Anderson, Commissioner Philip Barnes. Absent: Commissioner Tracy Burkhalter. Staff in Attendance: Executive Director Craig Alter, Administrative Assistant Debbie Honeycutt. Executive Director Craig Alter certified the quorum.

CITIZEN COMMUNICATIONS

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There were none at that time.

Item 10: Presentation, deliberation and possible action regarding a Board of Commissioner resolution to permit the disposition of the Housing Authority's public housing properties.

Commissioner Philip Barnes made a **motion** to approve the resolution as presented. Commissioner Sarah Anderson seconded the motion.

Executive Director Craig Alter said he would like to clarify the process for moving forward with the resolution. He would draft the repayment plan, framework that would be submitted to HUD and from that an agreement would come forth. He said before that, the repayment plan would be presented to the Commissioners. Mr. Alter said he would have that completed by the end of 2010.

A vote was taken, which **passed** unanimously.

Item 9: Presentation, deliberation and possible action regarding formulating an inter-fund balance repayment agreement in response to the U.S. Department of Housing and Urban Development Office of Inspector General audit report recommendations.

Mr. Alter presented the report.

Mr. Barnes said subject to the approval of the Board of Commissioners, the plan would be prepared and submitted by the end of the year (2010), based upon the framework.

Mr. Barnes made a **motion** for the approval of the preparation of the Settlement Framework Document to be submitted to HUD by the end of the year (2010) subject to the approval of the Board of Commissioners. Vice Chairman Richard Moya seconded the motion, which **passed** unanimously.

ADJOURN

Mr. Barnes made a **motion** to adjourn the Board meeting. Ms. Anderson seconded the motion, which **passed** unanimously. The Board meeting was adjourned at 11:55 a.m.

Respectfully submitted,

Craig Alter, Executive Director