

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
Alexander Oaks Apartments
6119 Valiant Circle
Austin, Texas 78749
December 7, 2017
10:00 a.m.**

MINUTES

The Housing Authority of Travis County, Texas, held a Regular meeting at Alexander Oaks Apartments located at 6119 Valiant Circle, Austin, TX 78749 on the above date. A quorum was established, and Chairman John Hernandez called the meeting to order at 10:08 a.m.

1. CALL TO ORDER, ROLL CALL

Roll Call of Commissioners: Chairman John Hernandez, Commissioner Eddie Karam, Commissioner Robbye Meyer, Commissioner Wilmer Roberts. Absent: Vice Chairperson Ann Denton Guest: Cliff Blount with Naman Howell, Smith & Lee, Andrew Wehlander with F & H Construction and Clara Shields. Staff in Attendance: CEO/Executive Director Patrick Howard, Director of Real Estate Development Robert Onion, Executive Assistant Esther Johnson, Senior Administrative Assistant Debbie Honeycutt, Director of Voucher Programs and Homeless Initiatives Christina Montes, Director of Affordable Housing Barry Hall, Accountant Michael Kagombe, Housing Specialist Gabrielle Jones, Maintenance Lead Alfred Galvan, Lead Maintenance Juan Martinez, Maintenance Technician Jesse Villanueva.

2. CERTIFICATION OF QUORUM

CEO/Executive Director Patrick Howard certified the quorum.

3. 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.

4. CONSENT AGENDA

- 4A. Approval of Resolution No. HATC-2017-24: To Approve proposed HATC Sick Leave Bank Policy
- 4B. Approval of the Minutes from the November 2, 2017 Regular Meeting

Commissioner Wilmer Roberts made a **motion** to approve Items 4A – 4B. Commissioner Robbye Meyer seconded the motion, which **passed** unanimously.

5. REPORTS

- 5A. Voucher Programs / Homeless Initiatives {Christina Montes, Director of Voucher Program}
 - 5A.1 Housing Choice Voucher (HCV)
 - i. Conventional
 - ii. Cambridge Villas Project-Based Vouchers (PBV)
 - iii. Homeownership Program

Director of Voucher Programs and Homeless Initiatives Christina Montes presented item 5A.

- 5A.2 Homeless Initiatives
 - i. Continuum of Care Program

- ii. Front Steps Partnership
- iii. ECHO HCV Set-Aside
- iv. Criminal Justice PBV for Homeless
- v. HUD-VASH

Ms. Montes presented item 5A.2

- 5A.3 Other Special Populations
 - i. (Non-Elderly Disabled (NED))

Ms. Montes presented item 5A.3

5B. Affordable Housing Programs {Barry Hall, Director of Affordable Housing Programs}

- 5B.1 Project Based Rental Assistance (PBRA) Units
 - i. SEA RAD Oaks (Alexander Oaks & Summit Oaks Apartments)
 - ii. SEA RAD (Eastern Oaks Apartments)

Director of Affordable Housing Barry Hall presented item 5B.

5B.2 Affordable Housing (non-Subsidized) Units (Manor Town Apartments & Carson Creek Homes)

- i. Property Data
- ii. Statistics
- iii. Income Limits and Rent Schedules

Mr. Hall presented item 5B.2

5C. CEO/Executive Director {Patrick Howard, CEO/Executive Director}

CEO/Executive Director Patrick Howard presented item 5C.

5D. Governance, Finance and Administration Committee

Mr. Howard said that the Governance Committee met and discussed a process for the selection of candidates for the Election of Officers at the Annual meeting.

5E. Real Estate Development Committee

There were no reports.

6. REGULAR AGENDA

6A. Presentation, discussion and possible action of **Resolution No. HATC-2017-25: To Authorize and Approve the HATC 2017 Employee End of the Year Contribution.**

Mr. Howard presented item 6A.

Mr. Roberts stated that an employee end of the year contribution was discussed at the Governance, Finance and Administration Committee meeting and the recommendation was not to approve the employee contribution.

Commissioner Eddie Karam made a **motion** to approve item 6A. Ms. Meyer seconded the motion.

Discussion followed.

Mr. Karam amended the **motion** to approve up to Thirty Thousand dollars (\$30,000.00) for Employee end of the year bonuses and that the Board allow Patrick to figure out the allocations like last year. Ms. Meyer seconded the motion, which **passed** with 3 yea's and 1 nay

There was not a Resolution for item 6A.

6B. Presentation, discussion and possible action of **Resolution No. HATC-2017-26: To Adopt a process for the selection of candidates for the Election of Officers at the January 2018 Annual Meeting.**

Ms. Meyer made a **motion** to approve Resolution No. HATC-2017-26. Mr. Roberts seconded the motion, which **passed** unanimously

6C. Presentation, discussion and possible action of **Resolution No. HATC-2017-27: To Authorize and Approve the creation of The HATC Foundation.**

Mr. Roberts made a **motion** to approve Resolution No. HATC-2017-27. Mr. Karam seconded the motion, which **passed** unanimously.

6D. Discussion and consideration regarding Board of Commissioners issues and concerns

There were none at that time.

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
- According to the Texas Government Code Annotated 551.076, Security
- According to the Texas Government Code Annotated 551.087, Economic Development Negotiations

There were none at that time.

The Board of Commissioners may consider any matter posted on the agenda in Executive Session if there are issues that require consideration in Executive Session and the Board of Commissioners announce that the item will be considered during the Executive Session.

Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session Discussions

N/A

ADJOURNMENT

Chairman John Hernandez made a **motion** to adjourn the Board meeting. Mr. Karam seconded the motion, which **passed** unanimously.

The Board meeting was adjourned at 11:08 a.m.

Respectfully submitted,



Patrick Howard, CEO/Executive Director

NOTE: The Strategic Housing Finance Corporation Board of Directors Regular Meeting will convene following the adjournment of the Housing Authority of Travis County Board of Commissioners Regular meeting.

MISSION STATEMENT

*Preserving and developing affordable housing and vibrant communities
to enhance the quality of life for all.*

- A copy of these minutes can be found on the web site (www.hatctx.com)
- An audio recording is available upon request, 512-854-8245.