

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
November 2, 2017
10:00 a.m.**

MINUTES

The Housing Authority of Travis County, Texas, held a Regular meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 on the above date. A quorum was established, and Chairman John Hernandez called the meeting to order at 10:05 a.m.

1. CALL TO ORDER, ROLL CALL

Roll Call of Commissioners: Chairman John Hernandez, Vice Chairperson Ann Denton, Commissioner Eddie Karam, Commissioner Robbye Meyer, Commissioner Wilmer Roberts. Guest: Cliff Blount with Naman Howell, Smith & Lee and Stephen McPherson with Wilmington Trust. 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 Finance and Administration Jenilee Ramirez, Director of Voucher Programs and Homeless Initiatives Christina Montes, Director of Affordable Housing Barry Hall.

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. Presentation, discussion and possible action of **Resolution No. HATC-2017-21: To Authorize the pledge of 2018 Payment Standard change effective January 1, 2018 for all Voucher programs.**
- 4B. Presentation, discussion and possible action of **Resolution No. HATC 2017-22: To Amend the Tenant Selection Plan for changes and updates**
- 4C. Approval of the Minutes from the October 3, 2017 Regular Meeting

Vice Chairperson Ann Denton made a **motion** to approve Items 4A – 4C. 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. Alexander Oaks Apartments
 - ii. Summit Oaks Apartments
 - iii. Eastern Oaks Apartments

Director of Affordable Housing Barry Hall presented item 5B.

Commissioner Eddie Karam asked to be notified when one of the units at Alexander Oaks was complete. He said he would like to see it before the tenant moved back in.

Commissioner Robbye Meyer suggested holding the December 2017 Board meeting at Alexander Oaks.

- 5B.2 Affordable Housing (non-Subsidized) Units
 - i. Property Data
 - ii. Statistics
 - iii. Income Limits and Rent Schedules
 - iv. Repayment Agreements

Mr. Hall presented item 5B.2

5C. Finance/Administration {Jenilee Ramirez, Director of Finance and Administration}

Director of Finance and Administration Jenilee Ramirez presented item 5C.

Executive Director Patrick Howard introduced HATC's new employee Michael Kagombe, Accountant to the Board.

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

Mr. Howard presented item 5D.

5E. Governance, Finance and Administration Committee

Vice Chairperson Denton presented item 5E.

5F. Real Estate Development Committee

Mr. Karam presented Item 5F.

Chairman John Hernandez made a **motion** to adjourn to Executive Session to discuss Item 6A. Mr. Karam seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 10:48 a.m.

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

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

The meeting was reconvened at 11:07 a.m.

1. CALL TO ORDER, ROLL CALL

Roll Call of Commissioners: Chairman John Hernandez, Vice Chairperson Ann Denton, Commissioner Eddie Karam, Commissioner Robbye Meyer, Commissioner Wilmer Roberts. Guest: Cliff Blount with Naman Howell, Smith & Lee and Stephen McPherson with Wilmington Trust. Staff in Attendance: CEO/Executive Director Patrick Howard, Director of Real Estate Development Robert Onion, Executive Assistant Esther Johnson, Senior Administrative Assistant Debbie Honeycutt. CEO/Executive Director Patrick Howard certified the quorum

6. REGULAR AGENDA

6A. Presentation, discussion and possible action of Resolution No. HATC-2017-23 To Approve a purposed Performance Evaluation Tool for the CEO/ Executive Director of HATC.

Vice Chairperson Denton made a **motion** to approve Resolution No. HATC-2017-23 To Approve a Performance Evaluation Tool reviewed by the Board. Ms. Meyer seconded the motion, which **passed** unanimously.

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

Mr. Karam suggested that each Board member complete an Evaluation for the Executive Director and bring them to the January 2017 Board meeting.

ADJOURNMENT

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

The Board meeting was adjourned at 11:15 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.