

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
October 4, 2018
10:00 a.m.**

MINUTES

The Housing Authority of Travis County, Texas, held a Regular Board of Commissioners meeting at 502 East Highland Mall Blvd., 106-B Austin, TX 78752 on the above date. A quorum was established, and Chairperson Ann Denton called the meeting to order at 10:00 a.m.

1. CALL TO ORDER, ROLL CALL

Roll Call of Commissioners: Chairperson Ann Denton, Vice Chairman Wilmer Roberts, Commissioner John Hernandez (Arrived at 10:04 a.m.), Commissioner Eddie Karam, Commissioner Robbye Meyer. Guests: Chris Sayers with Naman, Howell, Smith & Lee and Sam Woollard and Andrea Torres with Woollard Nichols & Associates. Staff in Attendance: CEO/Executive Director Patrick Howard, Director of Real Estate Development Robert Onion, Executive Assistant Esther Johnson, Director of Voucher Programs and Homeless Initiatives Christina Montes, Staff Accountant Michael Kagombe, 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. Approval of the Minutes from September 6, 2018 Regular Meeting

Commissioner Eddie Karam made a **motion** to approve Item 4A. Vice Chairman Wilmer Roberts seconded the motion, which **passed** unanimously.

4B. Approval of Resolution No. HATC 2018-11: To Amend the Personnel Policy for changes and updates

Chairperson Ann Denton removed Item 4B from the Consent Agenda and said it would be the next item discussed.

5. REPORTS

4B. Approval of Resolution No. HATC 2018-11: To Amend the Personnel Policy for changes and updates

Mr. Karam made a **motion** to approve Item 4B. Vice Chairman Roberts seconded the motion, which **passed** unanimously.

5A. Voucher Programs / Homeless Initiatives {Christina Montes, Director of Voucher Programs and Homeless Initiatives}

- 5A.1 Housing Choice Voucher (HCV)
 - i. Conventional
 - ii. Cambridge Villas Project-Based Vouchers (PBV)
 - iii. Homeownership Program

Voucher Programs and Homeless Initiatives Christina Montes presented Item 5A.1.

- 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.1.

- 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. Finance/Administration {Michael Kagombe, Staff Accountant}

Staff Accountant Michael Kagombe presented Item 5C.

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

Executive Director Patrick Howard presented Item 5D.

5E. Governance, Finance and Administration Committee

The Governance, Finance and Administration Committee recommended allowing the Executive Director to make the decision for the end of the year distribution to staff.

5F. Real Estate Development Committee

Commissioner Eddie Karam will attend the Texas Department of Housing & Community Affairs (TDHCA) meeting October 11, 2018 to represent the Housing Authority of Travis County for Eastern Oaks Apartments.

6. REGULAR AGENDA

6A. Presentation, discussion and possible action to Resolution No. HATC-2018-12: To Approve the Executive Director Employment Contract recommendations from Woollard Nichols and Associates {Patrick Howard, CEO/Executive Director}

Mr. Howard said Sam Woollard and Andrea Torres with Woollard Nichols & Associates would be presenting Item 6A & 6B.

6B. Presentation, discussion and possible action to **Resolution No. HATC-2018-13: To Approve the Executive Director Personnel Evaluation Template recommendations from Woollard Nichols and Associates** {Patrick Howard, CEO/Executive Director}

Vice Chairman Roberts made a **motion** to adjourn to Executive Session to discuss Item 6A and 6B. Mr. Karam seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 11:23 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 Board reconvened at 1:21 p.m.

Roll Call of Commissioners: Chairperson Ann Denton, Commissioner John Hernandez, Commissioner Eddie Karam, Commissioner Robbye Meyer. **Absent:** Vice Chairman Wilmer Roberts.

CEO/Executive Director Patrick Howard certified the quorum.

6. REGULAR AGENDA

6A. Presentation, discussion and possible action to **Resolution No. HATC-2018-12: To Approve the Executive Director Employment Contract recommendations from Woollard Nichols and Associates** {Patrick Howard, CEO/Executive Director}

6B. Presentation, discussion and possible action to **Resolution No. HATC-2018-13: To Approve the Executive Director Personnel Evaluation Template recommendations from Woollard Nichols and Associates** {Patrick Howard, CEO/Executive Director}

Commissioner Robbye Meyer made a **motion** to table Items 6A & 6B until the November 2018 Board meeting with an intervening Work Session. Mr. Karam seconded the motion, which **passed** unanimously.

6C. Presentation and discussion regarding partnership opportunities to serve affordable housing tenants at 80% or below of AMI under Chapter 303 of the State of Texas Legislature (the Public Facility Corporation Act).

Director of Real Estate Development Robert Onion presented Item 6C.

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

There were none at that time.

ADJOURNMENT

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

The Board meeting adjourned at 1:31 p.m.

Respectfully submitted,


Patrick Howard, CEO/Executive Director

MISSION STATEMENT

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

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