

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
March 2, 2023
9:30 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, Texas 78752 and via Boardable. Join the Meeting by using the Link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXI1Zz09>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

A quorum was established, and Vice Chair Sharal Brown called the meeting to order at 9:30 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Vice Chair Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig. Guest: Chris Sayers with Naman, Howell, Smith & Lee, PLLC. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir; Sr. Administrative Assistant Debbie Honeycutt; Director of Voucher Programs and Homeless Initiatives Christina Montes; Director of Finance Subra Narayanaiyer; Deputy Executive Director Steve Peglar.

CEO/Executive Director Patrick Howard certified the quorum.

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- *Anyone desiring to discuss or comment on items directly related to the HATC is always welcome.*
- *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.*
- *Speakers must sign-in prior to the start of the Board Meeting by emailing Madeleine Hoffman at Madeleine.Hoffman@traviscountytexas.gov*
- *Maximum three-minute limit per speaker*

There was no Citizen Communication at that time.

III. CONSENT AGENDA

- A. Approval of the Minutes from the December 1, 2022 Regular Meeting
- B. Approval of the Minutes from the January 5, 2023 Annual Meeting

Commissioner Wilmer Roberts made a **motion** to approve Item III.A. Vice Chair Jimmy Paver seconded the motion, which **passed** unanimously.

Mr. Roberts made a **motion** to approve Item III.B. Vice Chair Paver seconded the motion, which **passed** unanimously.

IV. ACTION ITEMS

A. Resolution No. HATC-2023-02	To <u>Adopt</u> an increase in 2023 Payment Standards effective April 1, 2023, for all applicable programs except Emergency Housing Vouchers.
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Commissioner Janet Wenig made a **motion** to approve Item IV.A. Mr. Roberts seconded the motion, which **passed** unanimously.

B. Resolution No. HATC-2023-03	To <u>Approve</u> and <u>Authorize</u> the Travis County Facilities Corporation to approve the McKinney Falls Apartments Project; and other matters in connection therewith.
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Mr. Roberts made a **motion** to approve Item IV.B. Vice Chair Paver seconded the motion, which **passed** unanimously.

V. CEO / EXECUTIVE DIRECTOR'S REPORT

A. Voucher Programs/ Homeless Initiatives – *Christina Montes*

1. *HCV Program (Conventional)*
2. *Homeless Initiatives*
3. *Special Purpose Vouchers*

Director of Voucher Programs and Homeless Initiatives Christina Montes presented Item V.A.

- Interview candidates for COC Social Services position.
- Currently HATC does not have an inspector. Facilitate coordination of scheduling required inspections for annual recertifications and unit transfers.
- Review possible 36 applications for admission to HCV.

B. Affordable Housing Programs – *Carlos Guzman*

Executed Director Patrick Howard presented Item V.B.

- Continue working on TDHCA's Final Construction Deficiencies.
- Continue working on Notice of Default from HUD for SEA OAKS.
- Working on SEA OAKS TDHCA File Review Deficiencies.
- The new property manager company for the Affordable Housing to attend the next Board meeting.

C. Real Estate Development – *Keith Hoffpauir*

1. *Manor Town Phase II*

Asset Manager Keith Hoffpauir presented Item V.C.

- Manor Town Phase II has closed.
- Moving forward with the City of Manor's document review.
- Addressing any outstanding predevelopment issues.
- Set preliminary date for Notice to Proceed with construction.

D. Finance – *Subra Narayanaiyer*

Director of Finance Subra Narayanaiyer presented Item V.D.

- Unaudited financials for year-end 2022 submitted to HUD.
- Preparing submissions to HUD Multifamily and TDHCA-CTMS for RAD/LIHTC properties and with properties with TDHCA loans.
- SEA Oaks 2022 audit report in draft. Preparing for audits of HATC and SHFC.

E. Human Resources/Organizational Development/HATC Foundation – *Steve Peglar*

Deputy Executive Director Steve Peglar presented Item V.E.

- First draft of the Personnel Policy revisions will be completed soon.
- Candidate search for the Social Worker position.
- Website Upgrades.

VI. BOARD COMMITTEE REPORTS

- A. Real Estate Development Committee – Did not meet
- B. Governance Committee – Did not meet
- C. HR Committee – Did not meet
- D. Quality of Life Committee – Did not meet

VII. DISCUSSION ITEMS

- A. Overview of Open Meetings Act and Fiduciary Responsibility – *Cliff Blount*

Chris Sayers with Naman, Howell, Smith and Lee, PLLC presented an Overview of Open Meetings Act and Fiduciary Responsibility.

- B. Resource Development – *Patrick Howard/Steve Peglar*

Item VII.B. should not have been on the agenda.

VIII. NEW / UNFINISHED BUSINESS

- A. Discussion and consideration regarding Board of Commissioners issues and concerns.
 - Completion of the 2023 Strategic Plan.
 - Start next scheduled HATC Board meeting at 8:30 a.m.
 - Texas NAHRO Conference is scheduled for April to be held in Corpus Christi.

IX. EXECUTIVE SESSION

- *The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:*
 - *Texas Government Code Annotated 551.071, Consulting with Attorney*
 - *Texas Government Code Annotated 551.072, Real Property*
 - *Texas Government Code Annotated 551.074, Personnel Matters*
 - *Texas Government Code Annotated 551.076, Security*
 - *Texas Government Code Annotated 551.087, Economic Development Negotiations*

There was no Executive Session at that time.

X. ADJOURNMENT

Vice Chair Paver made a **motion** to adjourn the Board meeting. Commissioner Janet Wenig seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:42 a.m.

Respectfully submitted and approved,

A handwritten signature in blue ink that reads "Patrick B. Howard". The signature is written in a cursive style with a horizontal line underneath the name.

Patrick Howard, CEO/Executive Director