

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
April 6, 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=U2QzbS8yd1EvQm5aUDF6djgwcXl1Zz09>

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

A quorum was established, and Chair Sharal Brown called the meeting to order at 9:35 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Vice Chair Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig. Guest: Larry Frazier with Carleton Company. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir; Director of Voucher Programs and Homeless Initiatives Christina Montes; Housing Manager Victoria Perez; Director of Affordable Housing Programs Carlos Guzman; Director of Finance Subra Narayanaier; 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](mailto:Madeleine.Hoffman@traviscountytexas.gov) at Madeleine.Hoffman@traviscountytexas.gov*
- *Maximum three-minute limit per speaker*

Robert Onion former employee of the Housing Authority of Travis County.

- Benefits (Sick Leave) are not being paid out according to the Personnel Policy.
- I had a total of over 600 sick leave hours, however, was only paid for 120 hours versus 240 hours which are specified in the Personnel Policy.
- A complaint has been filed in small claims court.

III. PUBLIC HEARING REGARDING RESOLUTION HATC-2023-04

There were no public comments.

IV. GROUP DISCUSSION

A. Setting Expectations

Deputy Executive Director Steve Peglar presented Item IV.A. and IV.B

B. 2022-2025 Review of Strategy & Tactics for Strategic Plan Focus Areas – Resource Development and Organizational Development

- At the February board retreat the first two Strategic Plan Priorities were discussed.
- Priority Three - Resource Development and Priority Four - Organizational Development will be discussed today.

V. SUMMARY/DOCUMENTATION OF TAKEAWAYS & DELIVERABLES

VI. CONSENT AGENDA

A. Approval of the Minutes from the February 6, 2023 Regular Meeting

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

VII. ACTION ITEM

A. Resolution No. HATC-2023-04	To Approve and Authorize the Travis County Facilities Corporation to approve the Frontier Valley Apartments Project; and other matters in connection therewith.
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Commissioner Wilmer Roberts made a **motion** to approve Item VII.A. Chair Sharal Brown seconded the motion, which **passed** unanimously.

VIII. CEO / EXECUTIVE DIRECTOR'S REPORT

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

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

Housing Manager Victoria Perez presented Item V.A.

- Recently hired a person for the position of social worker.
- HCV audit started April 3, 2023 and went through April 5, 2023.
- Currently there are 472 on the wait list.

B. Affordable Housing Programs – *Carlos Guzman*

Director of affordable Housing Programs Carlos Guzman presented Item V.B.

- REAC inspection at Alexander and Summit with a score of 81.
- Preparing for REAC inspection for Eastern which is scheduled for April 26, 2023.

C. Real Estate Development – *Keith Hoffpauir*

1. *Manor Town Phase II*

Asset Manager Keith Hoffpauir presented Item V.C.

- Working with the Consultant on getting the draw process through TDHCA for Eastern.
- Consultant has been locked out of TDHCA's processing system.
- Consultant has spoke to contact person at TDHCA and the information was loaded in the system, and they are processing. Once that is completed there will be one draw left.
- Construction should begin on Manor Town Phase II by the end of April 2023.
- Groundbreaking or ribbon cutting for Manor Town Phase II

D. Finance – *Subra Narayanaier*

Director of Finance Subra Narayanaier presented Item V.D.

- Received the audit report for SEA Oaks
- HATC audit started April 3, 2023 and went through April 5, 2023.

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

Deputy Executive Director Steve Peglar presented Item V.E.

- Revised Personnel Policy will be presented at the next scheduled Board Meeting.
- Working on a website upgrade.
- Secured 50 new Dell Chromebooks which are available to Voucher holders and property residents.

IX. 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

X. DICUSSION ITEM

A. Introduction of Carleton Companies

- Approval of the Carleton Companies being the third-party property management is still pending, however expect approval any day.
- Carleton Company has been around since 1991 with a development, contract, asset management, finance, and property management division.
- Larry Frazier with Carleton Company introduced his staff to the Board Members.
- Laura Sullivan Vice President of Operations; Annette Harden is the Vice President of Accounting and Finance and Ben Harden Compliance.

XI. NEW / UNFINISHED BUSINESS

A. Discussion and consideration regarding Board of Commissioners issues and concerns.

- Travis County Commissioner's Court is interviewing people for vacancy position on the Board.
- Texas NAHRO Conference April 13, 2023.
- Travel expenses for Board members that the agency covers are as follows:
- General Services Administration (GSA) daily allotted amount for food, vehicle mileage, conference registration, air and hotel.

XII. 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*

Chair Sharal Brown made a **motion** to adjourn to Executive Session. Vice Chair Jimmy Paver seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 9:56 a.m.

The Board reconvened at 10:27 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Vice Chair Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig

XIII. ADJOURNMENT

Commissioner Wilmer Roberts made a **motion** to adjourn the Board meeting. Vice Chair Jimmy Paver seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:28 a.m.

Respectfully submitted and approved,



Patrick Howard, CEO/Executive Director