

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
May 4, 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, 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. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir, Sr.; Admin Specialist Alecia Campbell; Director of Voucher Programs and Homeless Initiatives Christina Montes; Housing Specialist Olivia Nichols; Housing Manager Victoria Perez; Director of Finance Subra Narayanaier; Deputy Executive Director Steve Peglar. Executive Director Patrick Howard certified the quorum.

**II. PUBLIC FORUM / CITIZEN COMMUNICATION**

There was no Citizen Communication at that time.

**III. CONSENT AGENDA**

- A. Approval of the Minutes from the February 6, 2023 Regular Meeting.
- B. Approval of the Minutes from the February 17, 2023 Special Meeting.
- C. Approval of the Minutes from the March 2, 2023 Regular Meeting.

Commissioner Janet Wenig made a **motion** to approve Items III. A., III.B., and III.C. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

**IV. ACTION ITEM**

A. Resolution No. HATC-2023-05	To <u>Amend</u> the Personnel Policy Manual
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Deputy Executive Director / HR & OD Steve Peglar presented item IV.A.

Commissioner Jimmy Paver made a **motion** to approve Items IV.A. with the following corrections. (1) Adding reduction in force to the employee separation category. (2) Have the Personnel Policy reviewed by and attorney. Commissioner Wilmer Roberts 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, Director of Voucher Programs & Homeless Initiatives Christina Montes; Housing Manager Victoria Perez; Housing Specialist Oliva Nichols presented Item V.A. 1-3.

- No new vouchers, ending COC grant
- Funding For Mental Health
- Foundation Board helping with needs
- Providing transportation, Tech supplies...etc (small amount given for this)
- Providing food that children can prepare themselves
- Renting storage for mattress and bedding supplies
- Summary for the \$75,000.00
- Write a letter to get VA support

**B. Affordable Housing Programs – *Carlos Guzman***

Director of Affordable Housing Carlos Guzman presented Item V.B.

- Recerts

**C. Real Estate Development – *Keith Hoffpauir***

Asset Manager Keith Hoffpauir presented item V.C.

- 1. Manor Town Phase II*
  - Uploading Draw request
  - Manor Town 2 updates
  - Change the name of Manor Town 2 Groundbreaking

**D. Finance – *Subra Narayanaier***

Director of Finance & Administration Subra Narayanaier presented item V.D.

- July 1, 3<sup>rd</sup> Party will be taking over management for Affordable Housing.
- Software update.

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

Deputy Executive Director / HR & OD Steve Peglar presented item V.E.

- May 26, Mental Health, HATC in the Community event at Alexander Oaks

- Website upgrades
- Training on personal policy
- 50 new chrome books for residents

#### 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. NEW / UNFINISHED BUSINESS

No comments were made

#### VIII. 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.

#### IX. ADJOURNMENT

Commissioner Janet Wenig made a **motion** to adjourn the Board meeting Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:37 a.m.

Respectfully submitted and approved,



Patrick Howard, CEO/Executive Director