

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
October 6, 2022
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, TX 78752 and via Zoom. Join the Meeting by using the Link, Meeting ID and Password provided below.

<https://us02web.zoom.us/j/2496318264?pwd=TmVYWWEVRM3JRK1pPMHdhNmVDWvQ09>

Meeting ID: 249 631 8264

Passcode: 300437

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

A quorum was established, and Chair Ann Denton called the meeting to order at 10:25 a.m.

Roll Call of Commissioners: Chair Ann Denton; Vice-Chair Sharal Brown; Commissioner Wilmer Roberts; and Commissioner Jimmy Paver. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Sr. Administrative Assistant Debbie Honeycutt; Director of Voucher Programs and Homeless Initiatives Christina Montes; Director of Affordable Housing Programs Carlos Guzman; Director of Finance and Administration Subra Narayananier; Deputy Executive Director Steve Peglar.

CEO/Executive Director Patrick Howard certified the quorum.

II. CONSENT AGENDA

A. Approval of the Minutes from the August 4, 2022 Regular Meeting

Vice-Chair Sharal Brown made a **motion** to approve Item II.A. Commissioner Jimmy Paver seconded the motion, which **passed** unanimously.

III. PUBLIC FORUM / CITIZEN COMMUNICATION

There was no citizen communication.

IV. ACTION ITEMS

A. Resolution No. HATC-2022-07	To <u>Approve</u> that the Housing Authority of Travis County has no Non-Dwelling Public Housing Real Property and that this PHA has complied with all applicable required closeout activities specified in Notice PIH 2019-13.
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Vice-Chair Brown made a **motion** to approve Item IV.A. Mr. Paver seconded the motion, which **passed** unanimously.

B. Resolution No. HATC-2022-08	To <i>Adopt</i> the 2023 Payment Standards change effective January 1, 2023, for all applicable programs.
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Commissioner Wilmer Roberts made a **motion** to approve Item IV.B. Mr. 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
 - 726 Total Households Served as of August 2022
 - Leasing Special Purpose Vouchers Granted 10 Additional Mainstream Vouchers
 - Submit COC Grant Amendment for Approval
 - Apply for Stability Vouchers to House Unsheltered Homeless Applicants

B. Affordable Housing Programs – *Patrick Howard*

- Completing TDHCA Audit Corrections
- Completing MOR Corrections
- Resolve Delinquency Subsidy Collections
- Management Occupancy Reviews
- Occupancy for SEA OAKS – 86%
- SEA RAD – 73.33%
- Manor Town – 78.79%
- Carson Creek – 100%

C. Real Estate Development - *Robert Onion*

1. Eastern Oaks
2. Manor Town, Phase II
 - **Eastern Oaks** - Continue tracking draw request. TDHCA requested an additional document. It has been requested from the title company. Consultant thinks this should complete informational requests.
 - Prepare 2nd (final) draw for submission immediately after 1st draw is paid.
 - **Manor Town Phase II** - Drafting of legal docs by TDHCA to close on Both TDHCA and TSAHC funding
 - Execution of Construction Contract
 - Resolution of recent requirement of City to also adhere to “Historical District” masonry requirements

D. Finance – *Subra Narayanaiyer*

- Prepare draft Budget for FY2023
- Ensure accounting tasks & processes are completed, & respond to all inquiries in a timely manner
- Plan on changes to be made in FY2023 to comply with MTW financial reporting requirements

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

- **Human Resources** - Performance Management System Implementation
- Recruiting & Job Candidate Screening
- Employee Professional Development Planning
- **Organizational Development** - Performance Management System Implementation
- Employee Professional Development Planning
- New Employee Orientation

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 – Did Not Meet

VII. NEW / UNFINISHED BUSINESS

- A. Discussion and consideration regarding Board of Commissioners issues and concerns.
 - Travis County Commissioners Court is working on appointing new members

VIII. EXECUTIVE SESSION

There was no Executive Session.

IX. ADJOURNMENT

Vice-Chair Brown made a **motion** to adjourn the Board meeting. Mr. Paver seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:54 a.m.

Respectfully submitted and approved,



Patrick Howard, CEO/Executive Director