

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
November 3, 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://app.boardable.com/housing-authority-of-travis-county-and-strategic-housing-finance-corporation/meeting-series/list/1701942d> [email.emailer.boardable.com]

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

A quorum was established, and Vice Chair Sharal Brown called the meeting to order at 9:39 a.m.

Roll Call of Commissioners: Vice-Chair Sharal Brown; Commissioner Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig. Absent: Chair Ann Denton. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpaur; Sr. Administrative Assistant Debbie Honeycutt; Director of Affordable Housing Programs Carlos Guzman; Director of Finance and Administration Subra Narayanan; Deputy Executive Director Steve Peglar.

CEO/Executive Director Patrick Howard certified the quorum.

II. ACTION ITEMS

- A. Administer the Housing Authority of Travis County’s Oath of Office of confirmed appointee of Travis County Commissioners Court
Administered the Oath of Office to the following appointee:
Commissioner Janet Wenig

B. Resolution No. HATC-2022-09	To <u>Approve</u> a loan from Texas State Affordable Housing Corporation (“TSAHC”) for funds to be used in the development and construction of Manor Town Phase II, and to <u>Authorize</u> the execution and delivery of all documents and instruments necessary to carry out the contemplated transaction, and to take other actions related to the subject.
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Commissioner Wilmer Roberts made a **motion** to approve Item II.B. Commissioner Jimmy Paver seconded the motion, which **passed** unanimously.

- **PUBLIC FORUM / CITIZEN COMMUNICATION**

There was no citizen communication.

IV. CONSENT AGENDA

- Approval of the Minutes from the October 6, 2022 Regular Meeting

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

V. CEO / EXECUTIVE DIRECTOR'S REPORT

A. Voucher Programs/ Homeless Initiatives

1. HCV Program (Conventional)

- As of September 30, 2022, the total lease up for the HCV program was 661 of 670.
- For the reporting period, there were 500 applicants on the waiting list
- As of September 30, 2022, Cambridge had a total lease up of 16 vouchers under contract.

2. Homeless Initiatives

- HATC was awarded \$1,149,159 in new federal funds from the 2021 CoC competition to provide housing for chronically homeless clients with a disability for 2022-2023. This grant began July 1, 2022, and ends on June 30, 2023.
- As of September 30, 2022, HATC, provided housing assistance to 77 Continuum of Care participants.
- As of September 30, 2022, Homeless Preference has 45 tenants under contract.

3. Special Purpose Vouchers

- HATC has been awarded **75** Housing Choice Vouchers (HCVs) under different special purpose voucher program types to serve non-elderly persons with disabilities. As of September 30, 2022, there were 68 tenants under contract.
- HATC was awarded 34 FUP vouchers effective 1/01/2019. An additional 38 vouchers were awarded effective 11/01/2021. As of September 30, 2022, there were 19 tenants under contract.
- Effective 9/01/2022, HATC was awarded 10 additional Mainstream Vouchers. Total MVP: 49.
- As of September 30, 2022, there were 32 tenants under contract.
- Total VASH vouchers: 30. As of September 30, 2022, *VASH*, has 21 tenants under contract.
- HATC has an MOU with Integral Care and Travis County Mental Health Public Defender to provide supportive services. Total EHV: 34. As of September 30, 2022, EHV has 13 tenants under contract.

B. Affordable Housing Programs – *Carlos Guzman*

- SEA OAKS: Vacancies (10) will be filled from the Multifamily Housing Waiting list.
- Carson Creek: 100% occupied.
- Manor Town: Vacancies (6) will be filled from the Manor Town Waitlist.
- SEA RAD: Vacancies (8) will be filled from the Multifamily Housing-Eastern Oaks Waiting list.

C. Real Estate Development

1. Manor Town, Phase II

- Manor Town Phase II Apartments is to be a single, two-story building consisting of 8 two-bedroom, two bath units and 12 one-bedroom, one bath units
- Current Funding Sources:

TDHCA:	\$3,352,213
TSAHC:	\$ 250,000
HATC:	\$1,022,816
<u>TOTAL</u>	<u>\$4,625,029</u>
- HATC ratification of additional funding for equity contribution – (7/22 or 8/22)
- Close on TDHCA and TSAHC funding – 11/22
- Issue Notice to Proceed to Contractor – 11/22
- Contractor to complete mobilization and begin construction – 1/23
- Construction Completion – 2/24

D. Finance – *Subra Narayananaiyer*

- Business Activities 2022 Approved Budget Total Expenses \$1,228,832. FYTD Budget Sept. 2022 \$921,324
- Contribution from SHFC FY2022 Approved Budget \$1,176,698. FYTD Budget Sept. 2022 882,524
- Balance Sheet Business Activities Total Asset \$5,760,077
- Balance Sheet Business Activities Total Liability \$2,991,007

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

- The Performance Management Process that has previously been in place at HATC has undergone a much-needed full and complete revision
- Extensive revisions are still underway on the HATC Personnel Policies
- HATC/SHFC employees have been undergoing individual personal development plan updates and revisions during 2022
- All HATC/SHFC job descriptions have undergone a full review

HATC Foundation

- The HATC Foundation Advisory Committee plans to hold meetings on a quarterly basis, with upcoming meetings tentatively scheduled for November 2022, February 2023, and May 2023
- The HATC Foundation recently submitted a HUD grant request for the HUD FSS (Family Self Sufficiency)

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. DISCUSSION ITEM

- A. Performance Evaluation for the Executive Director
 - Evaluation forms are filled out by each Board Member and then they are submitted to the HR Committee

VIII. NEW / UNFINISHED BUSINESS

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

There were none at that time

IX. EXECUTIVE SESSION

There was no Executive Session.

X. ADJOURNMENT

Mr. Roberts made a **motion** to adjourn the Board meeting. Mr. Paver seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:13 a.m.

Respectfully submitted and approved,



Patrick Howard, CEO/Executive Director