

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
December 1, 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, Texas 78752 and via Boardable. Join the Meeting by using the Link provided below.

<https://app.boardable.com/housing-authority-of-travis-county-and-strategic-housing-finance-corporation/meetings/public/52df9c8fce43054650e32cbf48cc03cf>

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

A quorum was established, and Vice Chair Sharal Brown called the meeting to order at 9:55 a.m.

Roll Call of Commissioners: Vice-Chair Sharal Brown; Commissioner Jimmy Paver; Commissioner Wilmer Roberts; and Commissioner Janet Wenig. Guest: Cliff Blount with Naman, Howell, Smith & Lee PLLC. Staff in Attendance: CEO/Executive Director Patrick Howard; Director of Voucher Programs and Homeless Initiatives Christina Montes; Housing Manager Victoria Perez; Director of Finance Subra Narayanaier; Director of Affordable Housing Programs Carlos Guzman; Director of Finance and Administration 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 Debbie Honeycutt at Debbie.Honeycutt@traviscountytx.gov*
- *Maximum three-minute limit per speaker*

There was no Citizen Communication

III. CONSENT AGENDA

- A. Approval of the Minutes from the November 3, 2022 Regular Meeting

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

IV. ACTION ITEMS

A. Resolution No. HATC-2022-10	To <u>Approve</u> the FY2023 Annual Budget for the Housing Authority of Travis County.
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Director of Finance Subra Narayanaiyer presented Item IV.A.

Mr. Roberts made a **motion** to adjourn to Executive Session to discuss Item IV.A. Mr. Paver seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 10:15 a.m.

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*

The Board Reconvened at 11:00 a.m.

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

Vice-Chair Sharal Brown made a **motion** to approve Item IV.A. Resolution No. HATC-2022-10. Commissioner Janet Wenig seconded the motion, which **passed** unanimously.

IV. ACTION ITEMS

B. Resolution No. HATC-2022-11	To <u>Approve</u> the Proposed Amendment to the HATC-HCV Admin Plan.
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Director of Voucher Programs and Homeless Initiatives Christina Montes presented Item IV.B.

Mr. Roberts made a **motion** to approve Item IV.B. Resolution No. HATC-2022-11. 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*

Christina Montes presented Item V.A.

- Hiring for a new position in the Voucher Program

B. Affordable Housing Programs – *Carlos Guzman*

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

- Preparing for the REAC Inspection which is scheduled for December 20, 2022

C. Real Estate Development – *Keith Hoffpauir*

1. *Manor Town Phase II*

Executive Director Patrick Howard presented Item V.C.

- Will be receiving payment from TDHCA for Eastern Oaks
- Closed Manor Town Phase II with TDHCA
- Additional funds needed for Manor Town Phase II

D. Finance – *Subra Narayanaier*

Director of Finance Subra Narayanaier presented Item V.D.

- Closing the books for fiscal year end

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

Deputy Executive Director Steve Peglar presented Item V.E.

- Two Interns were hired
- Working on revising the Personal Policy

VI. BOARD COMMITTEE REPORTS

- A. Real Estate Development Committee – Did not meet
- B. Governance Committee – Meet and discussed Executive Director's Evaluation
- C. HR Committee – Did not meet
- D. Quality of Life Committee – Did not meet

VII. DISCUSSION ITEM

- A. Performance Evaluation of the CEO/Executive Director
 - Already discussed.
- B. Board Committee Assignments
 - Poll the Board members to see which committee to serve on.

VIII. NEW / UNFINISHED BUSINESS

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

There was no New / Unfinished Business at that time.

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 11:10 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 and is positioned above the printed name.

Patrick Howard, CEO/Executive Director