

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
June 1, 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, Chair Sharal Brown called the meeting to order at 9:30 a.m.

Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts; Commissioner Rebecca Webber; Commissioner Janet Wenig. Absent: Vice Chair Jimmy Paver. Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Madeleine Hoffman; Asset Manager Keith Hoffpauir; 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 Narayananier; Deputy Executive Director Steve Peglar. Executive Director Patrick Howard certified the quorum.

**II. ACTION ITEM**

- A. Administer the Housing Authority of Travis County's Oath of Office of confirmed appointee of Travis County Commissioners Court

Chair Sharal Brown administered the Oath of Office to appointee Rebecca Webber.

**III. PUBLIC FORUM / CITIZEN COMMUNICATION**

There were none at that time.

**IV. CONSENT AGENDA**

- A. Approval of the Minutes from the April 6, 2023 Regular Meeting.
- B. Approval of the Minutes from them May 4, 2023 Special Meeting.

Commissioner Janet Wenig made a **motion** to approve Items IV.A. and IV.B. 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.A. Homeless Initiatives
- 2.B. Sup[port Service Budget Line Item
3. Special Purpose Vouchers

Director of Voucher Programs and Homeless Initiatives Christina Montes and Housing Manger Victoria Perez presented Items V.A. 1-3.

- “EHV” Has 34 Referrals
- There are 3 more referrals left for “VASH” currently pending 25, 3 are left.
- (2.B.) Moving packages are not eligible for use.
- New Vehicle purchase to help transport clients.
- Receipts and tracking of how the money is being spent will need to be presented by the next meeting.

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

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

- The stairs in Manor Town need to be fixed as well as additional work that needs to be done.
- Carleton management company will start July 1, 2023.

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

Asset Manager Keith Hoffpauir presented item V.C.

#### 1. Manor Town Phase II

- Texas Department Housing & Community Affairs (TDHCA) will draw 90% of award (Eastern Oaks)
- 10% paid upon final inspection (Eastern Oaks)
- Travis County Emergency Service District (TCESD) approved Fireline (Manor Town Phase II)
- TCESD notes were addressed

### D. Finance – *Subra Narayananaiyer*

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

- Finalizing draft audit for HATC (SHFC)
- HCV program is on track and doing well
- Currently waiting on reimbursement from Eastern Oaks

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

Item V.E. was not addressed at this meeting.

**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**

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

There were no issues and concerns at that time

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

The Board meeting adjourned at 10:49 a.m.

Respectfully submitted and approved,



Patrick Howard, CEO/Executive Director