

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
August 3, 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 the link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXl1Zz09>

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

- a. Chair Sharal Brown called the meeting to order at 9:32 a.m.
- b. Senior Administrative Assistant Debbie Honeycutt conducted a Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts; and Commissioner Janet Wenig; Commissioner Rebeca Webber; Vice Chair Jimmy Paver.
- c. CEO/Executive Director Patrick Howard confirmed that there was a quorum.
(Staff in Attendance: CEO/Executive Director Patrick Howard; Asset to the CEO Madeleine Hoffman; Asset Manager Keith Hoffpauir; Senior Administrative Assistant Debbie Honeycutt; Administrative 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;).

II. PUBLIC FORUM / CITIZEN COMMUNICATION

N/A

III. CONSENT AGENDA

- a. The Approval of the Minutes from the July 6th, 2023, Regular Meeting
Commissioner Wilmer Roberts made a motion for approval and Commissioner Jan Wenig seconded the motion, which **passed** unanimously.

IV. PUBLIC HEARING

- a. Attorney Jim Plummer explained to the Board that the Public Hearing was necessary to be held at a Regular Meeting of the Housing Authority. The previous Public Hearing was held at a Special Meeting.
- b. Commissioner Jan Wenig asked Attorney Plummer if the Board could get a brief synopsis of the projects listed.
- c. CEO/Executive Director Patrick Howard directed Attorney Plummer to provide a summary per each development partner.
- d. Attorney Jim Plummer provided a summary, as requested.

V. ACTION ITEM

- a. The Approval of Resolution No. HATC-2023-06
Commissioner Rebeca Webber made a motion for approval and Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

VI. CEO / EXECUTIVE DIRECTOR'S REPORT

- a. Voucher Programs / Homeless Initiatives (*HCV Program (Conventional), Homeless Initiatives, Support Service Budget Line Item, Special Purpose Vouchers*)
Voucher Programs & Homeless Initiatives Director Christina Montes spoke about Reconciling COC monitoring review; submitting COC grant; and renewal application; targeting issuing vouchers to special purpose vouchers; and finalizing MOU for new stability Voucher Program. Staff agreed to present the board with all MOUs in place with the HCV-COC department.
- b. Affordable Housing Programs
CEO Patrick Howard spoke on the changes in standards that HUD made regarding inspection with Inspire. He also touched base on the new third-party company *Carleton Companies* and how they will be in full swing next month for all five sites.
 - (i) Chair Sharal Brown requested *Carleton's* attendance at the next HATC Board meeting.
- c. Real Estate Development
Asset Manager Keith Hoffpauir provided an overview of the status of both Eastern Oaks and Manor Town Phase II. Regarding Eastern Oaks, the staff is currently waiting on the results of the most recent inspection. For Manor Town Phase II, trench work, farming, plumbing, and steel reinforcement work have begun.
 - i. Per the Board's request, staff will place project pictures on Boardable and in future Board meeting packets.
- d. Finance
Finance Director Subra Narayanaier provided details regarding the unexpected expenses concerning the Manor Town stairwell. He also spoke about the transition of all properties to *Carleton Companies* and how this should improve the occupancy rates and debt collection. Additionally, the Board was reminded of the fact that Manor Town relies on an annual contribution from HATC to maintain its operation.
 - (i) Chair Sharal Brown inquired about the extent of *Carleton's* role in maintaining the properties and suggested that a set-aside be created to address unforeseen/unexpected incidents at the property. CEO Patrick Howard agreed and stated that staff would include a line item in the next annual budget proposal.
- e. Human Resources/Organizational Development/HATC Foundation
CEO Patrick Howard discussed the Personnel Policy Manual and how it has now been reviewed by an attorney. He also went over *2023 upcoming trainings/OD events and website updates (Board bios)*. He spoke briefly about the partnership with BiGAustin and shared about the planning, programming, general oversight, and monitoring that they will provide for HATC Foundation activities. BiGAustin will be introduced at the September Board meeting.
 - (i) Commissioner Rebeca Webber went on record to say "we should have FMLA" when it comes to the Personnel Policy Manual.

VII. DISCUSSION ITEMS

- a. Executive Director Evaluation
Chair Sharal Brown spoke about the updates that were made to the current Evaluation Form scoring system. For instance, organizations that we are no longer involved in have been removed, and the numeric scoring system has been reversed, i.e., the high numbers now mean a high score, and low numbers mean a low score. The plan would be to make updates to the Evaluation template for the upcoming year.
- b. CEO Patrick Howard spoke about the HATC/SHFC joint meeting on August 24th with the Travis County Commissioners Court. There will be two separate PowerPoint presentations for each organization. Both presentations are being reviewed by the respective Board Chair/President. Travis

County Executive Pilar Sanchez created the agenda and will be working with CEO Howard. Chair Sharal Brown summarized the presentation's contents.

VIII. BOARD COMMITTEE REPORTS

N/A

IX. NEW / UNFINISHED BUSINESS

- a. CEO Patrick Howard informed the Board that the Real Estate Committee will be meeting to discuss modifying criteria for the public facilities corporation deals with Attorney Jim Plummer.

X. EXECUTIVE SESSION

N /A

XI. 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 10:44 a.m.

Respectfully submitted and approved,

Patrick Howard, CEO/Executive Director