

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
502 East Highland Mall Blvd.
Suite 106-B
Austin, Texas 78752
July 16, 2015
1:30 a.m.**

MINUTES

The Housing Authority of Travis County, Texas held a Special Board of Commissioners Meeting at 502 East Highland Mall Blvd., Suite 106-B, Austin, Texas 78752 on the above date. A quorum was established, and Chairman Melvin Wrenn called the meeting to order at 3:23 p.m.

ROLL CALL

Roll Call of Commissioners: Chairman Melvin G. Wrenn, Commissioner Willie S. Anderson, Commissioner Richard Moya. Guest: Wilmer Roberts. Staff in Attendance: Interim Executive Director Patrick Howard, Executive Assistant Debbie Honeycutt, Asset Manager Robert Onion, Voucher Program Manager Christina Diaz, Joanne Serrano Public Housing Manager, Finance Manager Betty Black. Interim Executive Director Patrick Howard certified the quorum.

CITIZEN COMMUNICATION

Anyone desiring to discuss or comment on items directly related to the HATC is always welcome; sign-in must be completed prior to the opening of the meeting. Please limit all presentations to 3 minutes or less. 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.

There were none at that time.

ACTION ITEM – CONSENT

Item 1: Presentation, deliberation and possible action regarding minutes from:

- a) December 4, 2014 Special Meeting
- b) December 17-19, 2014 Special Meeting
- c) March 4, 2015 Special Meeting
- d) March 23, 2015 Special Meeting

Commissioner Richard Moya made a **motion** to approve the minutes as presented. Commissioner Willie Anderson seconded the motion, which **passed** unanimously.

ACTION ITEMS – DISCUSSION

Item 2: Presentation, deliberation and possible action regarding HATC Properties Status Report. This will include:

- a) Admissions and Occupancy Report for: Summit Oaks, Alexander Oaks, Eastern Oaks, Manor Town, and Carson Creek)
- b) Update on Maintenance Management Plan
- c) Update on Manor Town Fire Suppression System/International Fire Code deficiencies
- d) Update on Solicitations for services related to: Landscaping, Pest Control, Trash Handling, Make-Readies.

Public Housing Manager Joanne Serrano presented Item 2.a.

Asset Manager Robert Onion presented Item 2.c.

Interim Executive Director Patrick Howard presented Item 2.d and 2.b.

Ms. Willie Anderson made a **motion** to authorize Mr. Howard to move forward with RFP's for Landscaping, Pest Control, Trash Handling, Make-Readies. Mr. Moya seconded the motion, which **passed** unanimously.

Item 3: Presentation, deliberation, and possible action regarding Voucher Programs Report: This will include:

- a) Housing Choice Vouchers
- b) Port –In Vouchers
- c) Shelter Plus Care.

Voucher Program Manager Christina Diaz presented Item 3.a., 3.b and 3.c.

Item 4: Presentation, deliberation and possible action regarding Annual Budget submission to HUD, and subsequent submission of 5-Year PHA Plan and the Annual Action Plan.

Mr. Howard and Finance Manager Betty Black presented Item 4.

ACTION ITEMS – DISCUSSION

Item 2: Presentation, deliberation and possible action regarding HATC Properties Status Report. This will include:

- a) Admissions and Occupancy Report for: Summit Oaks, Alexander Oaks, Eastern Oaks, Manor Town, and Carson Creek)
- b) Update on Maintenance Management Plan
- c) Update on Manor Town Fire Suppression System/International Fire Code deficiencies
- d) Update on Solicitations for services related to: Landscaping, Pest Control, Trash Handling, Make-Readies.

Mr. Moya made a **motion** to approve the Property Damage Price List as presented. Ms. Anderson seconded the motion, which **passed** unanimously.

Item 5: Discussion of salaries, organizational structure and personnel issues.

No action taken.

Item 6: Discussion, deliberation of issues and concerns of the Board of Commissioners.

There were none at that time.

Item 7: Discussion and deliberation of issues and concerns with Travis County representatives, to include but not limited to: Sherri Fleming, Travis County Health and Human Services & Veteran Services; and representatives from Travis County Auditor's Office.

No action taken.

Mr. Moya made a **motion** to adjourn to Executive Session to discuss Item 5. Ms. Anderson seconded the motion, which **passed** unanimously. The Board adjourned to Executive Session at 4:21 p.m.

Item 8: Executive Session – Pursuant to the Texas Government Code Annotated, the Commissioners may discuss the following agenda items. In addition the Commissioners may also discuss and consider any other item posted on this agenda if there are issues that require consideration in Executive Session and the Commissioners announce that the item will be considered during the Executive Session.

According to the Texas Government Code Annotated 551.071, Consulting with Attorney
According to the Texas Government Code Annotated 551.072, Real Property
According to the Texas Government Code Annotated 551.074, Personnel Matters

Item 9: Item Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

The Board meeting was reconvened at 4:43 p.m.

ADJOURN

Mr. Moya made a motion to adjourn the Board meeting. Ms. Anderson seconded the motion, which passed unanimously. The Board meeting was adjourned at 4:45p.m.

Respectfully submitted,


Interim Executive Director/Secretary

- A copy of these Minutes can be found on the web site (www.hatctx.com)
- An audio recording is available upon request. 512-480-8245.