

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
July 2, 2020  
10:00 a.m.**

**MINUTES**

The Housing Authority of Travis County, Texas, held a Special Board of Commissioners Meeting via Zoom on the above date.

<https://zoom.us/j/2496318264?pwd=bUNVK05rUFdaakVtWDlhUmhqWW8wdz09>

**Meeting ID: 249 631 8264**

**Password: 547394**

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

CEO/Executive Director Patrick Howard certified the quorum, and Vice-Chair Robbye Meyer called the meeting to order at 10:03 a.m.

Roll Call of Commissioners:

Chairperson Eddie Karam; (Arrived at 10:04 a.m.)

Vice-Chair Robbye Meyer;

Commissioner Ann Denton;

Commissioner John Hernandez; (Arrived at 10:30 a.m.)

Commissioner Wilmer Roberts

Guest:

Scholarship Recipient, Patricia Martinez

Staff in Attendance:

CEO / Executive Director, Patrick Howard;

Executive Assistant, Nikki Randolph;

Sr. Administrative Assistant, Debbie Honeycutt;

Director of Voucher Programs and Homeless Initiatives, Christina Montes

Director of Affordable Housing, Barry Hall

Director of Finance, Subra Narayanaiyer

Director of Real Estate Development, Robert Onion

Asset Manager, Keith Hoffpauir

**II. PUBLIC FORUM / CITIZEN COMMUNICATION**

There were none at that time.

**III. ACTION ITEMS**

A. Resolution No. HATC-2020-13

To *Amend* the Continuum of Care (CoC) Policies and Procedures by adopting HUD's COVID-19 Waivers

- Director of Voucher Programs and Homeless Initiatives, Christina Montes expressed the importance of amending the Continuum of Care (CoC) Policies and Procedures to aligns with the industry practices.

Commissioner Ann Denton made a **motion** to amend Resolution No. HATC-2020-13. Commissioner Roberts seconded the motion, which **passed** unanimously.

B. Resolution No. HATC-2020-14	To <u>Amend</u> the Housing Choice Voucher (HCV) Administrative Plan by adopting HUD's COVID-19 Waivers.
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- Director of Voucher Programs and Homeless Initiatives, Christina Montes proposed the amendment as a way to adhere to HATC's and HUD's paperwork Reduction Policy.

Commissioner Ann Denton made a **motion** to amend Resolution No. HATC-2020-14. Commissioner Roberts seconded the motion, which **passed** unanimously.

C. Resolution No. HATC-2020-15	To <u>Approve</u> the establishment and implementation of an electronic document management system, to create a central document repository and to convert paper-dependent processes into electronic workflows, as well as the use of digital signature.
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Commissioner Ann Denton made a **motion** to amend Resolution No. HATC-2020-15. Commissioner Roberts seconded the motion, which **passed** unanimously.

D. Resolution No. HATC-2020-16	To <u>Amend</u> the (HATC) Rent Collection Policy as it applies for the Affordable Housing Program.
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- Director of Affordable Housing, Barry Hall explained the periodic review of the existing policy and the importance of an amendment or a complete revision of the policy.

Commissioner Roberts made a **motion** to amend Resolution No. HATC-2020-16. Commissioner Denton seconded the motion, which **passed** unanimously.

#### IV. CEO / EXECUTIVE DIRECTOR'S REPORT

##### A. Voucher Programs / Homeless Initiatives – *Christina Montes*

- Director of Voucher Programs and Homeless Initiatives, Christina Montes provided updates on each program.
- Director Christina Montes requested that the attachment for report be stricken from the board report and replaced with the corrected item.

##### B. Affordable Housing Programs – *Barry Hall*

- Director of Affordable Housing, Barry Hall reported Affordable Housing updates that included his concerns about aggressive rent collection efforts in light of the CARES Act.
- Commissioner Wilmer Roberts questioned the prior evictions and losses.
- Commissioner Wilmer Roberts questioned the evictions and advised Barry to keep an eye on the impact during the current pandemic.

##### C. Finance & Administration – *Subra Narayanaier*

- Director of Finance, Subra Narayanaier presented the financial report ending May 2020 with accruing expenses.

#### D. Real Estate Development – *Robert Onion / Keith Hoffpaur*

- Director of Real Estate Development, Robert Onion reported the updates on the Eastern Oaks Apartments and SEA RAD Oaks.
- Director Onion explained that Asset Manager, Keith Hoffpaur is currently working on tax forms for the contractor.
- Director Onion reported that staff is working on finalizing documents for TDHCA and anticipates a late January or early February completion due to the delays.

#### E. HATC Foundation – *Nancy Rojas*

- CEO / Executive Vice President Patrick Howard: covered the Foundation report in response to Project Coordinator, Nancy Rojas's absence.
- CEO / Executive Vice President Patrick Howard discussed the additional \$2,500 scholarships, as well as the \$40,000 received from St David's which identified residents with income.
- In response to a question regarding shortages, CEO / Executive Vice President Patrick Howard explained that HATC is in partnership with BCL of Texas, and with fund contributions from the St. David's Foundation, HATC will provide a safety net for 100 HATC families affected by COVID-19.
- The HATC Foundation's salaries and budgets were generally discussed by the board and the general consensus was that the issue needed to be discussed further.
- CEO / Executive Vice President Patrick Howard continued with congratulating the HATC scholarship winners, Ruby Killog and Tyina Terry, as well as introduced Southwest NAHRO scholarship winner, Patricia Martinez.
- CEO / Executive Vice President Patrick Howard announced that Patricia Martinez, (daughter of employee Juan Martinez) will receive a \$1,000 scholarship where she plans to pursue a degree in Forensic Sociology at St. Edward's University.
- Patricia Martinez thanked everyone and gave a special thanks to Nancy Rojas expressing that all of her hard work paid off.

#### F. BOARD COMMITTEE REPORTS

- The Governance Committee met and discussed upcoming contracts and the agreement to seek out other vendors.
- The Real Estate Committee did not meet, but the item of discussion will be presented during the Travis County Facilities Corporation board meeting.

#### G. NEW / UNFINISHED BUSINESS

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

There were discussions regarding scheduling a Real Estate Committee Meeting & Governance Committee Meeting the week of July 8th.

#### H. EXECUTIVE SESSION

There were none at that time.

## I. ADJOURNMENT

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

The Board meeting adjourned at 11:03 a.m.

Respectfully submitted,

  
Patrick Howard, CEO / Executive Director

### MISSION STATEMENT

*Preserving and developing affordable housing and vibrant communities  
to enhance the quality of life for all.*

- A copy of these minutes can be found on the web site ([www.hatctx.com](http://www.hatctx.com))
- An audio recording is available upon request, 512-854-8245.