

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
February 4, 2021
10:00 a.m.**

MINUTES

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

<https://us02web.zoom.us/j/2496318264?pwd=TmVYWEVVRM3JRK1pPMHdhNmVDWTNvQT09>

- **CALL TO ORDER**

Chair of the Board, Robbye Meyer, called the meeting to order at 10:02 am.

ROLL CALL / CONFIRMATION OF QUORUM

Roll Call of Commissioners: Chairperson Robbye Meyer; Vice Chairperson John Hernandez (10:04 am); Commissioner Ann Denton; Commissioner Eddie Karam; Commissioner Wilmer Roberts.

Guests: Sherri Fleming and Julie Wheeler with Travis County government, Laura Lozano with the WHY Group; Cliff Blount with Naman, Howell, Smith & Lee, PLLC

Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Shannon Farese; Director of Real Estate Development Robert Onion; Asset Manager Keith Hoffpaur; Sr. Administrative Assistant Debbie Honeycutt; Director of Voucher Programs and Homeless Initiatives Christina Montes; Director of Finance Subra Narayanaier; Housing Managers Gabrielle Jones and Carlos Guzman.

CEO/Executive Director Patrick Howard certified the quorum at 10:03 am.

- **CONSENT AGENDA**

Approval of the Minutes, Annual Meeting from January 14, 2021.

Vice Chairperson John Hernandez made a **motion** to approve Item II.A. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

- **PUBLIC FORUM / CITIZEN COMMUNICATION.**

There was no citizen communication.

- **REGULAR AGENDA**

Discussion of Board of Commissioner Composition- Patrick Howard

Patrick Howard provided options to the Board to achieve the goal of establishing a tenant commissioner position. This could include: the establishment of an ex-officio position; attrition, etc.

Cliff Blount stated that the Articles of Incorporation were not amended to change the SHFC Board composition from 5 to 7 members, so the option for 2 additional Board members remains.

The Board was reminded of the fact that the goal and intent to provide greater cohesiveness and continuity between the Boards of HATC and SHFC in 2016 was met, and has been maintained through the appointment and subsequent re-appointment of the same 5 Board members to each agency Board.

Sherry Fleming made point that Travis County Commissioners Court makes the ultimate decision on Board appointments but is very interested in getting input from Board members regarding the Board composition going forward. She expressed support for the idea of HATC having a tenant commissioner.

Julie Wheeler reiterated points raised by Sherry Fleming and supported the idea of creating an ex-officio position.

The consensus was to schedule a Governance Committee meeting to discuss options further, and to place the item on a future Board meeting agenda.

- **CEO/EXECUTIVE DIRECTOR'S REPORT**

Voucher Programs / Homeless Initiatives- Christina Montes

Christina Montes provided an update to the Board the various programs under her purview. As of December 31, 2020, the HCV program occupancy rates was 96.52% with 76 applicants on the waiting list.

Affordable Housing Programs- Gabrielle Jones

Gabrielle Jones provided the Board with a status update of the *Affordable Housing Program*. She noted that the staff is developing a specific marketing strategy to attract applicants to occupy the units at Eastern Oaks that were vacant prior to the start of the rehabilitation project. This plan will be shared with the Board.

Finance & Administration- Subra Narayanaier

Subra Narayanaier provided an overview of the HATC Financial Statements as of 31 December 2020 – mid-way through FY21. Noted was the fact that HATC has received \$215,838 in CARES Act COVID-19 Funds for HCV administrative and operating expenses and/or COVID-19 related expenses. Approximately \$27,270 of these funds were used in FY20, with approximately \$51,820 in funds remaining that must be expended by December 31, 2021.

Real Estate Development- Robert Onion / Keith Hoffpauir

Keith Hoffpauir provided the Board with a status update on the rehabilitation efforts at Eastern Oaks, reporting that the work was on-schedule. Additionally, an update was provided on the status of the completion of Form 8609 for SEA RAD. Lastly, an update was provided on the applications for funding and other activities associated with the proposed construction of Manor Town Phase II.

- **BOARD COMMITTEE REPORTS**

Commissioner Denton summarized the recent Real Estate Committee meeting discussion, most of which centered around the discussion of the status of the Form 8609s. The other issue discussed was an SHFC item regarding securing funding for Rosemont at Oak Valley, which was to be discussed in detail during the SHFC meeting to follow.

- **NEW / UNFINISHED BUSINESS**

Discussion and consideration regarding Board of Commissioners issues and concerns.

Staff and Board discussed neighborhood interest in converting the small lot at the Summit Oaks site off Sierra Nevada to a neighborhood playground to be utilized by HATC residents and surrounding neighbors alike. Chair Meyer suggested deeding land over to City of Austin to establish a park, giving them ultimate responsibility and accountability, and indemnifying HATC.

- **EXECUTIVE SESSION**

There was no Executive Session discussion.

- **ADJOURNMENT**

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

The Board meeting adjourned at 11:11 am.

Respectfully submitted and approved,



Patrick Howard, CEO/Executive Director