

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
March 25, 2021
9:30 a.m.**

MINUTES

The Special Meeting was conducted via Zoom on the above date.

<https://us02web.zoom.us/j/2496318264?pwd=TmVYWEVVM3JRK1pPMHdhNmVDWDTNvQT09>

I. CALL TO ORDER

Chair Robbye Meyer called the meeting to order at 10:56 am.

ROLL CALL / CONFIRMATION OF QUORUM

Roll Call of Commissioners: Chair Robbye Meyer; Vice Chair John Hernandez; Commissioner Ann Denton; Commissioner Eddie Karam; Commissioner Wilmer Roberts. CEO/Executive Director Patrick Howard certified the quorum.

Guest: Cliff Blount with Naman, Howell, Smith & Lee PLLC

Staff in Attendance: CEO/Executive Director Patrick Howard; 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.

II. CONSENT AGENDA

- A. Approval of the Minutes from the March 4, 2021 Regular Board Meeting
- B. Approval of the Minutes from the March 9, 2021 Joint Strategic Planning Work Session

Commissioner Ann Denton made a **motion** to approve Item II.A & II.B. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

III. PUBLIC FORUM / CITIZEN COMMUNICATION.

There was no citizen communication.

IV. REGULAR AGENDA

- A. CEO/Executive Director Quarterly Performance Assessment

The Board provided feed back regarding the Executive Director's Quarterly Performance Assessment.

V. ACTION ITEM

A. Resolution No. HATC-2021-03	To <u>Adopt</u> Policy Statements on Affordable Housing Development as drafted.
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Ms. Denton made a **motion** to approve Item V.A. Commissioner Eddie Karam seconded the motion, which **passed** unanimously.

VI. CEO / EXECUTIVE DIRECTOR'S REPORT

A. Voucher Programs/ Homeless Initiatives - *Christina Montes*

Christina Montes provided an update to the Board about the various programs HCV, Homeless Initiatives, and Special Purpose Vouchers. As of February 28, 2021, the occupancy rate was at 95.09%. The Housing Authority of Travis County will be receiving Emergency Vouchers.

B. Affordable Housing Programs - *Gabrielle Wright & Carlos Guzman*

Gabrielle Jones and Carlos Guzman provided the Board with a status update of the Affordable Housing Program. The vacancy rate for the properties is currently at 88.08% with 14 market renters, 24 zero income renters and 16 vacant units.

C. Finance & Administration - *Subra Narayanaier*

Subra Narayanaier presented the Board with the February 2021 Monthly Finance Report. Currently there are some reserves in Business Activity primary because of some staff vacancies.

The Housing Authority of Travis County will be replacing all staff computers by the end of year 2021.

D. Real Estate Development - *Robert Onion/ Keith Hoffpauir*

Keith Hoffpauir provided the Board with a status update on Eastern Oaks, Manor Town Phase II, SEA RAD Oaks and Travis County Facilities Corporation.

Rehab of Eastern Oaks is 48% complete. Draw 3 will be paid this week.

Staff should be receiving a set of plans and specs from the Architect by March 26 or March 29, 2021 for Manor Town Phase II.

8609's has been received for SEA RAD Oaks. March 3, 2021 Capstone submitted all remaining tenant files to 42 Equity's Auditor for final review and approval.

Travis County Facilities Corporation currently has one project under Construction. It is a multifamily community known as Tech Ridge Apartment Homes located at IH-35 & Tech Ridge Blvd., Austin, TX.

VII. BOARD COMMITTEE REPORTS

- A. Real Estate Development Committee – Discussion regarding the Policy Statement on Affordable Housing Development
- B. Governance Committee – Did not meet
- C. HR Committee – The WHY Group Consultant Report will be presented at the April 8, 2021 Board Meeting.

VIII. NEW / UNFINISHED BUSINESS

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

There were none at that time.

IX. EXECUTIVE SESSION

There were none at that time.

X. ADJOURNMENT

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

The Board meeting adjourned at 12:00 p.m.

Respectfully submitted and approved,



Patrick Howard, CEO/Executive Director