



Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, October 23, 2012
Prepared By/Phone Number: Deece Eckstein, 854-9754
Elected/Appointed Official/Dept. Head: Deece Eckstein, 854-9754
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON APPOINTMENTS TO THE HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS, BOARD OF COMMISSIONERS, INCLUDING:

- A. ADOPT PROCEDURE AND TIMETABLE FOR HOUSING AUTHORITY APPOINTMENT PROCESS; AND,
- B. APPROVE HOUSING AUTHORITY APPLICATION PACKET FOR DISTRIBUTION TO INTERESTED PARTIES.

BACKGROUND/SUMMARY OF REQUEST:

Housing Authority of Travis County Board of Commissioners:

- Five appointments by the Court
- Staggered two-year terms
- Two terms proposed to expire December 31, 2012
- Subject to the Uniform Appointment Process

STAFF RECOMMENDATIONS: IGR recommends that the Court:

1. Set December 31 as the expiration date of all two-year terms on the HATC Board of Commissioners, with two terms to expire on December 31, 2012, and three to expire on December 31, 2013.
2. Approve the process and application packet for appointing two members to the HATC Board of Commissioners for terms to run from January 1, 2013 to December 31, 2014, and issue a Call for Applications.

ISSUES AND OPPORTUNITIES: The Travis County Commissioners Court makes five appointments to the **Housing Authority of Travis**

County (HATC) Board of Commissioners.¹ Appointments are for two years, and there is no limit on the amount of terms an appointee may serve.² Appointments to the HATC are governed by the Uniform Appointment Process adopted by the Court on March 6, 2012.

Over the last several years, HATC appointments have been made on an *ad hoc* basis, with the result that there is no uniform date range for appointments. IGR recommends that the Court adopt a uniform term for appointments, commencing on January 1 of one year and expiring on December 31 of the following year.

The current members of the HATC and their dates of appointment are included as Attachment A. Two commissioners were appointed at least nine years ago. IGR recommends that their terms be designated to expire on December 31, 2012, and that the Court initiate the process of recruiting and selecting commissioners to fill those vacancies by December 31, 2012.

IGR further recommends that the Court designate the terms of the other three members to expire on December 31, 2013.

At least one commissioner must be “a tenant of a public housing project over which the county housing authority has jurisdiction.”³ There are no other statutory prerequisites for service as a commissioner.

Enclosed are the following:

1. Attachment A – Current roster of HATC members, with previous dates of appointment and proposed date for conclusion of their current terms
2. Attachment B – Proposed process and timetable for HATC Call for Applications, interview and selection of two Board Commissioners
3. Attachment C – Proposed public information and outreach process for Call for Applications
4. Attachment D – Proposed Applicant Documents for HATC Board of Commissioners appointments

¹ TEX LOCAL GOVT CODE. §392.032.

² TEX LOCAL GOVT. CODE §392.034(a).

³ TEX. LOCAL GOVT. CODE §392.0331(c). The current tenant member is Willie S. Anderson, whose term is proposed to expire on December 31, 2013.

FISCAL IMPACT AND SOURCE OF FUNDING: No fiscal impact.

REQUIRED AUTHORIZATIONS: None.

NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:

Craig Alter

Executive Director, Housing Authority of Travis County, Texas

Phone: 480-8245, x15

Email: craig@hatctx.com

Leslie Browder

County Executive, Planning and Budget

Phone: 854-8679

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Sherri Fleming

County Executive, Health and Human Services & Veterans Services

Phone: 854-4581

Email: Sherri.Fleming@co.travis.tx.us

ATTACHMENT A

Housing Authority of Travis County, Texas Board of Commissioners

Name	Appointing Authority	Date(s) of Appointment	Current Term Expiration Date	Proposed Term Expiration Date
Willie S. Anderson	Court Appointment	5/31/2011	5/31/2013	12/31/2013
Melvin Wrenn	Court Appointment	10/13/1998	8/31/1999	12/31/2012
Sarah Dale Anderson	Court Appointment	10/26/2010 reappointed 1/24/2012	8/31/2013	12/31/2013
Philip W. Barnes	Court Appointment	9/8/2009 reappointed 10/25/2011	9/30/2013	12/31/2013
Richard Moya	Court Appointment	7/1/2003	7/31/2005	12/31/2012

ATTACHMENT B

**TRAVIS COUNTY COMMISSIONERS COURT
HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS
BOARD OF COMMISSIONERS APPOINTMENTS
Proposed Process and Timetable**

- | | |
|-----------------------------|--|
| October 23 | Commissioners Court adopts selection process for HATC Board of Commissioners appointments and issues call for applications |
| November 30 | Deadline for submission of applications |
| December 3 -
December 10 | Commissioners Court members reviews all applications, narrows down list of candidates to interview |
| December 11 | Commissioners Court decides whether to interview a short list of finalists, identifies them |
| December 13 | Commissioners Court work session interviews with finalists (if necessary) <ul style="list-style-type: none">• 45-minute interviews with each candidate• Prepared list of questions to be asked of each candidate• Open, but untelevised, session |
| December 18 | Commissioners Court selects two appointees to HATC Board of Commissioners for terms running from January 1, 2013 until December 31, 2014. |

ATTACHMENT C

Once the Commissioners Court approves the process, the call for applications to the HATC will be disseminated in at least the following ways:

1. Legal notices will be posted in at least one newspaper of general circulation in Travis County for two consecutive weeks.
2. Information about the appointment will be put on the County website, along with a link to the application packet in PDF format.
3. The County will issue a media release with information about the position and seek earned media coverage of the impending vacancy and the Court's effort to fill it.

Here is proposed language for the legal notice:

Travis County is seeking applications from qualified individuals to serve on the Board of Commissioners of the Housing Authority of Travis County, Texas. Two appointments to the Board of Commissioners become available on January 1, 2013. Members serve for a term of two years.

The Housing Authority of Travis County (HATC) exists to provide safe, decent and sanitary housing for low income families in Travis County. The Board of Commissioners meets on a regular basis, usually at least monthly with more frequent meetings called as necessary. The Travis County Commissioners Court is seeking qualified applicants familiar with one or more of the following: accounting principles, spreadsheet/ledgers, development/construction, property management, social services, nonprofit organizations, strategic planning, or affordable/public housing.. More information about the HATC is available at <http://www.hatctx.com/index.html>.

For further information about the appointments process, or to obtain an electronic copy of the application packet, please call Deece Eckstein at (512) 854-9754 or email IGR@co.travis.tx.us.

ATTACHMENT D

**TRAVIS COUNTY
COMMISSIONERS COURT**

Appointment to the

**HOUSING AUTHORITY OF
TRAVIS COUNTY, TEXAS
BOARD OF COMMISSIONERS**

Proposed Application Documents
Wednesday, October 17, 2012
For Court Consideration and Action on
Tuesday, October 23, 2012

Travis County Commissioners Court



APPLICATION PACKET

for

**Appointment to the
Housing Authority of
Travis County, Texas
Board of Commissioners**

October 23, 2012

October 23, 2012

TO: Potential Applicants

FROM: Travis County Commissioners Court

SUBJECT: **Travis County Housing Authority Board of Commissioners
Application Process, Timeline and Application**

Attached is the Travis County Housing Authority Board of Commissioners Application Packet. Included in the packet are:

1. a description of the history and mission of the Housing Authority;
2. a summary of the qualifications the County is seeking in its appointees; and
3. an application form.

**The deadline for receipt of completed applications is
4:00 p.m. on Friday, November 30, 2012.**

Applications may be submitted to:

Travis County Commissioners Court
Attn: Intergovernmental Relations Office
700 Lavaca, Suite 360
Austin, Texas 78701

Applications may also be submitted electronically in PDF format to:

IGR@co.travis.tx.us

Electronic copies of this packet can be requested by calling Deece Eckstein at (512) 854-9754 or emailing Deece.Eckstein@co.travis.tx.us. Also, paper copies of the application packet can be picked up at the IGR Office address noted above.

Call for Applications to the Housing Authority of Travis County, Texas Board of Commissioners

The Travis County Commissioners Court is seeking applications from qualified individuals to serve on the Board of Commissioners of the Housing Authority of Travis County, Texas. Two appointments to the Board of Commissioners become available on January 1, 2013. These two appointees will serve for a term of two years, from January 1, 2013 through December 31, 2014.

The Housing Authority of Travis County, Texas (HATC) exists to provide safe, decent and sanitary housing for low income families in Travis County. The HATC currently operates and maintains 105 HUD public housing units and authorizes the issuance of over 568 housing choice vouchers.

The primary duties of the HATC Board of Commissioners are as to:

- Hire, oversee and annually evaluate the performance of the agency's executive director;
- Deliberate and approve the annual operating budget;
- Regularly review and implement modifications to the HATC Policy Manual;
- Obtain the services of a qualified audit company to perform an external audit of finances and operations and retain all findings as public record;
- Maintain a standing finance committee to review all regular financial records and propose actions to the board with recommended actions at regular monthly meetings;
- Annually elect board officers and establish agency goals during annual meetings; and
- Attend local, regional and national training and conventions sponsored by housing organizations (TALHFA, NAHRO, HUD, NMHC, etc.).

The Board of Commissioners meets on a regular basis, usually at least monthly with more frequent meetings called as necessary. Meetings last as long as four hours. The Travis County Commissioners Court is seeking qualified applicants who will participate actively in the work of the Board and dedicate their time, talent and energy to the mission of the Housing Authority. In particular, the Court is looking for applicants familiar with one or more of the following: accounting principles, spreadsheet/ledgers, development/construction, property management, social services, nonprofit organizations, strategic planning, or affordable/public housing.

More information about the HATC is available at <http://www.hatctx.com/index.html>.

**TRAVIS COUNTY
HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS
BOARD OF COMMISSIONERS
APPOINTMENT APPLICATION**

(Applications must be submitted in this format. Please do not retype or reformat.)

Name:		
Spouse's Name:		
Home Telephone #	Work Telephone #	Fax #
Email Address		Cellular # (Optional)
Present Job title & job description: 		
Profession:		
Home Address (STREET/P.O. BOX, CITY, STATE, ZIP)		Employer and Employer's Address
County:		

EDUCATION/TRAINING:

High School or equivalent (G.E.D.)	
Undergraduate School:	Year Graduated:
Graduate School:	Year Graduated:
Licenses/Certifications:	Year Obtained:

Name:

EMPLOYMENT AND CAREER HISTORY (include administrative and finance experience):

CURRENT PROFESSIONAL MEMBERSHIPS:

PUBLIC SERVICE (include participation in local, state, and federal governmental processes):

Name:

CIVIC PARTICIPATION:

COMMUNITY LEADERSHIP ROLES:

COMMUNITY-BASED HOUSING EXPERIENCE AND/OR KNOWLEDGE:

NOTE: PLEASE ATTACH A RESUME.

**TRAVIS COUNTY
HOUSING AUTHORITY OF TRAVIS COUNTY, TEXAS
BOARD OF COMMISSIONERS
APPOINTMENT APPLICATION**

Name:					
Date of Birth	Driver's License # or DPS I.D. #		Are you a U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ethnicity: (Optional)	<input type="checkbox"/> White	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian	Other: _____

CERTIFICATION OF APPLICANT

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give Travis County full authority to conduct background investigations pertinent to this application.

Printed Name

Applicant's Signature

Date

Return completed application and attachments via mail to:
Travis County Commissioners Court
Attention: Intergovernmental Relations Office
700 Lavaca Street, Suite 360
Austin, Texas 78701

Or via email to IGR@co.travis.tx.us.