

**PUBLIC NOTICE OF A MEETING
TAKE NOTICE OF A BOARD OF COMMISSIONERS
Audit and Budget Committee Meeting
OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN**

**Thursday, December 17, 2020
10:30 AM**

**TO BE HELD
Via Conference Call
1 (646) 749-3122; Access Code: 278-987-013**

A RECORDING OF THE MEETING WILL BE POSTED ON HACA'S WEBSITE
WWW.HACANET.ORG/BOARD WITHIN TWO BUSINESS DAYS AFTER THE
MEETING DATE

The Audit and Budget Committee will meet from 10:30 am - 12:00 pm

The Committee's objective is to provide the Board with an opportunity to review finance budgets, operations and policies to ensure that HACA's strategic and program goals are being met. The Audit and Budget Committee consists of all members of HACA's Board of Commissioners. No votes on any matter shall be taken during the Audit and Budget Committee Meeting.

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

CONSENT ITEM:

- 1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Audit and Budget Committee Meeting held on October 15, 2020**

The Committee will receive a briefing on HACA and its subsidiaries' most recent Annual Audit, ending March 31, 2020. The Committee will be briefed by Brian Nemeroff and Sean Cedar of Berman Hopkins which performed the Audit.

ADJOURNMENT

"Pursuant to 30.06, Penal Code, (trespass by holder of license with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to 30.07, Penal Code (trespass by holder of license with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."

"En virtud del 30.06, Código Penal, (traspaso titular de licencia con una pistola), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en esta reunión con una arma o pistola.

"En virtud de 30.07, Código Penal (prevaricación por titular de la licencia con un arma o pistola abiertamente llevado), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en esta reunión con un arma o pistola que lleva abiertamente.

*The Housing Authority of the City of Austin (HACA) Board of Commissioners reserves the right to discuss and consider items out of order on the agenda on an as needed basis.

The Housing Authority of the City of Austin is committed to compliance with the Americans with Disability Act. Reasonable modifications and equal access to the communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please call Nidia Hiroms at HACA at 512.477.4488, for additional information; TTY users route through Relay Texas at 711. For more information on HACA, please contact Nidia Hiroms at 512.477.4488 x2104.

AUDIT AND BUDGET COMMITTEE

REPORT

EXECUTIVE

ITEM NO.

MEETING DATE: December 17, 2020

STAFF CONTACT: Ann Gass, Interim Chief Financial Officer

ITEM TITLE:

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Committee will receive a briefing on HACA and its subsidiaries' most recent Annual Audit, ending March 31, 2020.

The Committee will be briefed by Brian Nemeroff and Sean Cedar of Berman Hopkins, which performed the audit.

AUDIT AND BUDGET COMMITTEE

BOARD ACTION REQUEST

AUDIT AND BUDGET COMMITTEE

ITEM NO. 1.

MEETING DATE: December 17, 2020

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Audit and Budget Committee Meeting held on October 15, 2020

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Committee is being asked to review and approve the Board Minutes Summary for the Audit and Budget Committee Meeting held on October 15, 2020.

ATTACHMENTS:

- ▣ **20201015 Audit and Budget Minutes Summary**

AUDIT AND BUDGET COMMITTEE MEETING OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN

October 15, 2020

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) AUDIT AND BUDGET COMMITTEE MEETING NOTICE WAS POSTED FOR 10:30 A.M. ON THURSDAY, OCTOBER 15, 2020, AND WAS HELD VIA CONFERENCE CALL FROM THE HACA CENTRAL OFFICE, 1124 S. IH 35, AUSTIN, TX

Audit and Budget Committee - HACA's Audit and Budget Committee will met from 10:30 am - 12 Noon. The Committee's objective is to provide the Board with an opportunity to review finance budgets, operations and policies to ensure that HACA's strategic and program goals are being met. The Audit and Budget Committee consists of all members of HACA's Board of Commissioners. No votes on any matter shall be taken during the Audit and Budget Committee Meeting.

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

Chuck Bailey, HACA Audit and Budget Committee Vice-Chairperson called the Audit and Budget Committee Meeting of the Housing Authority of the City of Austin, of October 15, 2020, to order at 10:30 a.m. The meeting was held via Conference Call from the HACA Central Office, 1124 S. IH 35, Austin, TX

Roll call certified a quorum was present on the call.

MEMBERS PRESENT:

Charles Bailey, Chairperson
Edwina Carrington, Vice-Chairperson
Mary Apostolou, Commissioner
Dr. Tyra Duncan-Hall, Commissioner

MEMBER(S) ABSENT:

Carl S. Richie, Jr., Commissioner

ALSO ON THE CALL:

Wilson Stoker, Cokinos, Bosien & Young

STAFF PRESENT ON THE CALL:

Carlton Greenhaw, Diane Falcon, Andrea Galloway, Ann Gass, Jimi Teasdale, Gloria Morgan, Kelly Crawford, Lisa Garcia, Michael Cummings, Michael Gerber, Michael Roth, Monica Loera, Nidia Hiroms, Ron Kowal, Suzanne Schwertner, Sylvia Blanco, Tammy Fontinos and Nora Velasco

CITIZENS COMMUNICATION

NONE.

CONSENT AGENDA

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Audit and Budget Committee Meeting held on July 16, 2020

Commissioner Duncan-Hall moved the Approval of the Board Minutes Summary for the Audit and Budget Committee meeting of July 16, 2020. **Vice-Chairperson Carrington** seconded the motion. The motion Passed (4-Ayes and 0-Nays).

ITEMS DISCUSSED

ITEM 2: Presentation and Discussion on the Housing Authority of the City of Austin's proposed Budget Revision for fiscal year April 2020 to March 2021

The regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Housing Authority of the City of Austin to approve the Agency's Operating Budget revision.

Finance worked with Department managers to update the budget based on actual usage and forecast revenues and expenses through March 2021.

The Budget Revisions for 2020/2021 reflect the following:

Additional revenue in the amount of \$12,510,818 from the following sources:

Assisted Housing received more funds in CARES ACT HAP and Admin Fees	\$5,871,516
Austin Pathways - Approved by the Board to fund At Home Learning Program	\$550,000
Sale of Scattered Sites	\$2,530,299

October 15, 2020

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SHCC Revenue increase for last 3 months of fiscal year	\$2,723,389
SHCC donation to COCC, for Performance incentive, and cover other expenses,TMI, HR	\$602,638
COCC Management Fees from Eastland Plaza	\$232,976

Expense Changes in the amount of \$5,959,391	
Assisted Housing: Increase in Housing Assistance Payments	\$3,753,437
Austin Pathways: Adding At Home Learning Program and other Tenant Services	\$550,000
Central Office: Performance Incentives	\$345,830
Eastland Plaza: Increase in Management Fees paid to COCC	\$232,976
SHCC: Decrease of sundry expenses due to COVID19	\$332,298
SHCC: Increase in Donations Expense to COCC, Austin Pathways	\$1,152,638
TMI: Decrease of Salary, Employee benefits and increase of contractor	\$103,542
TMI: Increase of computer equipment and software for WFH due to COVID19	\$153,266

The Commissioners of the Housing Authority of the City of Austin have reviewed the revised Operating Budgets and found:

1. That the proposed expenditures are necessary for the efficient and economical operation of the program for the purpose of serving low-income families.
2. That the financial plan is reasonable in that:
 - a. It includes sources of funding adequate to cover all proposed expenditures, and
 - b. It does not provide for use of Federal funding in excess of that payable under the provisions of the Annual Contributions Contract.
3. That all proposed rental charges and expenditures are consistent with provisions of law and the Annual Contributions Contract; and the Board of Commissioners of the Housing Authority of the City of Austin hereby certify that the Housing Authority of the city of Austin is in compliance with the Annual Contributions Contract and that rents and utility allowance calculations have been, or will be, adjusted in accordance with current HUD requirements and regulations.

ITEM 3: Presentation and Overview of financial and budget matters:

Ann Gass, Interim Chief Financial Officer provided an update on the Finance Department:

- The FY2020 Audit is underway, which is due December 31, 2020. This will be brought to the Board in December.
- Yardi implementation
- Ongoing training and process improvements
- Development of reserve schedule

ITEM 4: Report on open items from last meeting

The meeting adjourned at 11:58 a.m.

Michael G. Gerber, Secretary

Chuck Bailey, Chairperson