



**OFFICE OF THE DIRECTOR**  
**P.O. Box 1088**  
**Austin, Texas 78767**  
**(512) 972-5010 Fax (512) 972-5016**

October 10, 2018

Mr. Earnest L. Hunt  
Director of Subrecipient Monitoring  
Texas Department of Housing and Community Affairs  
P.O. Box 13941  
Austin, Texas 78711-3941

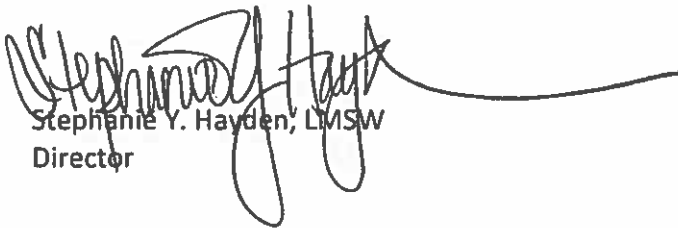
Re: Response to Monitoring Review Conducted August 20-22, 2018  
Community Services Block Grant Contracts #61180002841, #61170002616

Dear Mr. Hunt:

Enclosed is the City of Austin - Health and Human Services Department's (now known as Austin Public Health) response to your report from the on-site review of the above-referenced Texas Department of Housing and Community Affairs contracts.

Should you have any questions regarding this response, please do not hesitate to contact me at 972-5010. Thank you for your continued support.

Sincerely,

  
Stephanie Y. Hayden, LMSW  
Director

cc: Donna Sundstrom, Assistant Director, Community Services Division  
Mona Allen, Acting Manager, Neighborhood Services Unit  
Laura Diaz, Internal Auditor



**City of Austin – Health and Human Services Department**  
**2018 CSBG Monitoring Report**  
**Dates of Review: August 20-22, 2018**  
**Contracts # 61180002841, #61170002616**  
**Monitoring Response**

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**COMMUNITY SERVICES BLOCK GRANT – CORRECTIVE ACTIONS REQUIRED**

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**Deficiency:**  
**Tri-Partite Board Structure**

An onsite review, August 20-22, 2018, of the City of Austin's Tripartite Advisory Board (Community Development Commission) structure remains in noncompliance with the tripartite requirements of the Community Services Block Grant (CSBG) Act and the Texas Administrative Code (TAC) as reported in TDHCA's monitoring report dated April 26, 2016, with the exception of the City of Austin amending its Community Development Commission's by-laws structure from 16 members to 15 members, reciting 5 Public Members; 2 Private Members and 8 Low Income Members.

The City Council further amended its Advisory Board (Community Development Commission) by-laws after the onsite review on August 30, 2018. Although this action was taken, the Community Development Commission's board vacancies in the Public Sector (3 of 5 for more than 90 days) and the Private Sector (1 of 2 for more than 90 days) impacting the board's effectiveness and to be in compliance with the requirements under the CSBG Act and TAC.

**Action Required:**

The City of Austin's City Council met August 30, 2018, approving an Amendment to the City's Advisory Board (Community Development Commission) regarding the selection and removal process. However, the City's Advisory Board (Community Development Commission) remains in non-compliance with both sectors vacant as of this reporting.

The City of Austin's Advisory Board (Community Development Commission) vacancies in the Public and Private Board seats must be selected by the City of Austin's City Council, in compliance with its amended By-laws for the Advisory Board, the requirements of the CSBG Act and TAC, and in accordance with the Texas Open Meetings Act, to serve on its Tripartite Advisory Board. The City of Austin must provide a timeline for this process and status update(s) as to selected member seats (and any permanent representatives and/or alternates) for both Public and Private Board vacancies by the corrective action date.

**Management Response:**

The Community Development Commission (CDC) serves as the required CSBG Advisory Board for the City of Austin, Health and Human Services Department, now known as Austin Public Health (APH). APH works with the City of Austin's Neighborhood Housing and Community

Affairs Department (NHCD) to ensure all Board requirements are met. In addition, APH works with the Office of the City Clerk and City Legal who provides support to the City Council with all Boards and Commissions, including the Community Development Commission.

On September 20, 2018, City Council took further action regarding the selection process for the vacancies in the public and private sectors. Council passed a resolution (attached), which creates a process by which the current three public and private sector members are recognized as one public sector member representing Mayor Steve Adler, and two private sector members. The four remaining public sector members nominated by the Housing and Planning Committee of the Austin City Council.

On September 25, 2018, the Housing and Planning Committee of the Austin City Council made a recommendation (attached) to the full City Council that the following elected officials, or their representatives, to be approved by Council, to the Community Development Commission, as public sector members:

District 1 Council Member Ora Houston  
District 2 Council Member Delia Garza  
District 3 Council Member Sabino "Pio" Renteria  
District 4 Council Member Gregorio Casar

On October 4, 2018, the full Austin City Council approved the recommendation of the Housing and Planning Committee that elected officials of Council Districts 1-4, or their representatives would be approved by Council to the Community Development Commission as public sector members.

APH, NHCD and the City Clerk's office are now working with the Council Members from Districts 1-4 to fill these vacancies. It is anticipated that the vacancies will be filled at the City Council meeting scheduled for November 15, 2018 but no later than December 31, 2018.

Finally, the Austin City Council put a process in place for how public and private sector members will be chosen when current CDC members' terms end on February 28, 2018. The Housing and Planning Committee of the City Council will nominate three public sector and one private sector members, and the Health and Human Services Committee of the Council will nominate two public sector and one private sector members to serve on the Community Development Commission.

**RESOLUTION NO. 20180920-056**

**WHEREAS,** the Community Development Commission is composed of representatives from public, private, and low-income sectors, and serves as the City's Community Services Block Grant advisory board in compliance with the Community Services Block Grant Act and the Texas Department of Housing and Community Affairs; and

**WHEREAS,** federal and state law requires the Community Development Commission to be a tripartite board with one-third composed of elected public officials, one-third representative of low-income individuals and families in the neighborhoods served, and the remainder members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served; and

**WHEREAS,** pursuant to Section 2-1-128 of the City Code, the Community Development Commission is composed of fifteen members, which include eight members democratically selected to represent the low-income sector and seven members nominated by a Council Committee or Council Committees and appointed by Council to represent the public and private sector members; and

**WHEREAS,** pursuant to Article 3, Section (A)2. of the Community Development Commission bylaws, of the seven board members nominated by a Council Committee or Council Committees and appointed by Council, five shall be elected public officials or

their representatives and two must be members chosen to represent major groups and interests in the community served including, but not limited to, business, industry labor, religious, law enforcement or education stakeholders; and

**WHEREAS**, the new term for all fifteen members of the Community Development Commission will begin March 1, 2019; and

**WHEREAS**, a specific Council Committee or Council Committees responsible for nominating the seven members to the Community Development Commission that will represent the public and private sectors must be designated; **NOW, THEREFORE:**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

The Housing and Planning Committee is designated as the Council Committee responsible for nominating three public sector members and one private sector member to the Community Development Commission.

The Health and Human Services Committee is designated as the Council Committee responsible for nominating two public sector members and one private sector member to the Community Development Commission.

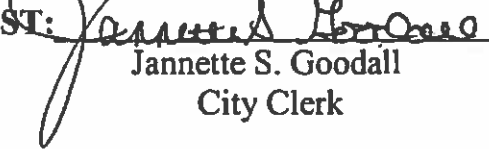
The City Manager is directed to implement this new process of having the Housing and Planning Committee and Health and Human Services Committee nominate the public and private sector members of the Community Development Commission for terms beginning after February 28, 2019.

**BE IT FURTHER RESOLVED:**

In the interim before new terms begin on March 1, 2019, the Housing and Planning Committee shall nominate four public sector members.

In the interim before new terms begin on March 1, the current three public and private sector members of the Community Development Commission are recognized as one public sector member currently representing Mayor Steve Adler and two private sector members.

**ADOPTED:** September 20, 2018

**ATTEST:**   
Jannette S. Goodall  
City Clerk

## **HOUSING AND PLANNING COMMITTEE**

September 25, 2018

Item HPC004

### **BE IT RESOLVED BY THE HOUSING AND PLANNING COMMITTEE:**

The Housing and Planning Committee recommends to the full City Council the appointment of the following public elected officials, or their representatives to be approved by Council, to the Community Development Commission as public sector members:

- District 1 Council Member Ora Houston
- District 2 Council Member Delia Garza
- District 3 Council Member Sabino "Pio" Renteria
- District 4 Council Member Gregorio Casar