



Texas Department of Housing and Community Affairs
Manufactured Housing Board Meeting
October 15, 2010

Michael H. Bray, Chair

Devora D. Mitchell, Member

Pablo Schneider, Member

Sheila M. Vallés-Pankratz, Member

Donnie W. Wisenbaker, Member

**Texas Department of Housing and Community Affairs
Manufactured Housing Board Meeting**

October 15, 2010

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Michael H. Bray, Chair	_____	_____
Devora D. Mitchell, Member	_____	_____
Pablo Schneider, Member	_____	_____
Sheila M. Vallés-Pankratz, Member	_____	_____
Donnie W. Wisenbaker, Member	_____	_____
Number Present	_____	
Number Absent		_____

_____, Presiding Officer

MANUFACTURED HOUSING BOARD MEETING
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
1500 N. Congress, Capitol Extension Committee Room E2.028
Austin, Texas 78701

October 15, 2010 10:00 a.m.

AGENDA

CALL TO ORDER, ROLL CALL

Chair

CERTIFICATION OF QUORUM

Chair

The Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs (TDHCA) will meet to consider and possibly act upon:

ACTION ITEMS

Item 1. Consideration and action to approve the minutes of the board meeting on June 25, 2010.

Chair

REPORT ITEMS

1. Sunset review update.

Amy Morehouse

2. Executive Director's Report to include issues relating to the operations, budget, and performance of the Manufactured Housing Division.

Joe Garcia

PUBLIC COMMENT

Chair

EXECUTIVE SESSION

Chair

Note: The Board may go into executive session (close its meeting to the public) on any agenda item if appropriate and authorized by the Open Meetings Act, Texas Government Code, Chapter 551.

(a) If necessary, the Board will go into executive session to discuss Personnel Matters relating to the executive director's compensation review pursuant to Sec. 551.074, Texas Government Code.

(b) If necessary, the Board will go into executive session for Consultation with Attorney pursuant to Sec. 551.071, Texas Government Code.

RECONVENE

Chair

Reconvene in public session and take action on any matters coming out of Executive Session.

ADJOURN

Chair

To access this agenda or request information, please visit our website at www.tdhca.state.tx.us or contact Sharon Choate, TDHCA/MHD, 1106 Clayton Lane, Suite 270W, Austin, Texas 78723, 512-475-2206, sharon.choate@tdhca.state.tx.us.

Individuals who require auxiliary aids, services or translators for this meeting should contact Gina Esteves, ADA Responsible Employee, at 512-475-3943 or Relay Texas at 1-800-735-2989 at least two days before the meeting so that appropriate arrangements can be made.

Agenda Action Item No. 1

**MINUTES OF THE REGULAR MEETING OF THE
MANUFACTURED HOUSING BOARD**

On Friday, June 25, 2010, at 11:15 a.m., there was a regular meeting of the Manufactured Housing Board (the "Board") at 1500 N. Congress, Capitol Extension Committee E2.028. Michael Bray presided. Devora Mitchell, Donnie Wisenbaker and Sheila Vallés-Pankratz constituting a quorum, attended. Pablo Schneider was absent. The following Manufactured Housing Division (the "MHD") staff were present: Joe Garcia, Amy Morehouse, Kassu Asfaw, Jennifer Dillard, and Sharon Choate. From the Texas Department of Housing and Community Affairs (other than the MHD) Elena Peinado was present.

Michael Bray called the roll and confirmed the presence of a quorum.

Michael Bray asked for a motion to approve the minutes from the board meeting on March 12, 2010. Upon motion of Devora Mitchell, duly seconded by Sheila Vallés-Pankratz, the minutes of the previous meeting were unanimously approved.

Devora Mitchell presented the FY 2011 Operating Budget to the Board and recommended approval. Upon motion of Sheila Vallés-Pankratz, duly seconded by Donnie Wisenbaker, the FY 2011 Operating Budget was unanimously approved.

Devora Mitchell presented the FY 2011 Administrative Services Agreement between the Manufactured Housing Division and TDHCA and recommended approval. Upon motion of Sheila Vallés-Pankratz, duly seconded by Donnie Wisenbaker, the agreement was unanimously approved.

Devora Mitchell presented the FY 2012-13 Legislative Appropriations Request and recommended approval. Upon motion of Sheila Vallés-Pankratz, duly seconded by Donnie Wisenbaker, the agreement was unanimously approved.

Amy Morehouse presented for discussion and action the State Office of Administrative Hearings Proposal for Decision and the Division's final order in the Matter of the Complaint of Manufactured Housing Division vs. John Muth, Docket Number: 332-10-1890. Upon motion of Sheila Vallés-Pankratz, duly seconded by Donnie Wisenbaker, the agreement was unanimously approved.

Amy Morehouse delivered the Sunset review update.

Joe Garcia delivered the Executive Director's Report.

The Board did not convene into an Executive Session.

The next board meeting was tentatively set for Friday, October 15, 2010.

There being no further business to come before the board, the meeting was adjourned at 12:46 p.m.

Sharon Choate, Secretary

Approved:

Michael Bray, Presiding Chair