

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
September 22, 2011**

On the 22nd day of September, 2011, at 3:04 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

- Item 1. Call the meeting to order. Roll Call. – ED Brennan took roll call and the following members were present: Commissioner Raper, Commissioner Gavurnik, Commissioner Goodwin, Commissioner Halligan, Commissioner Lacy, and Commissioner Mosse. Absent: Commissioner Todd
- Item 2. Public Comment –
- Stonehaven Resident Virginia Campbell voiced her concern with the four National Night Out signs, they are all too close to the office, they should be spread out throughout the property. She also stated that the National Night Out was on 10/4/11 and the Senior Center’s chicken salad fund raiser was on 10/6/11 and they had been scheduled too close to each other. She also mentioned other concerns such as too much trash around the property. ED Brennan responded that she needs to report her concerns to management so they can look into it.
 - Stonehaven Resident Billy Tackett wanted to mention that he thought that every ceiling fan should have a remote control, one for each of the rooms and that residents were only receiving one. ED mentioned that she was going to contact the vendor to find out more details.
- Item 3. Resident Council Reports – Nikita Goodwin presented the Resident Council report to the Board and talked about the National Night Out being scheduled on 10/4/11. Baptist Church and Boys and Girls Club were Sponsoring the Hispanic Heritage Night along with the National Night Out.

Consent Agenda: The Statutory Consent Agenda includes non-controversial and routine items that the Board may act on with one single vote. A Board member may pull any item from the Consent Agenda in order that the Board discuss and act upon it individually as part of the Regular Agenda.

- Item 4. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting, Nikki Brennan, Executive Director
- Item 5. Discussion, Consideration and Possible Action to accept the Departmental Reports, Nikki Brennan, Executive Director
- a. Stonehaven Monthly Report: Prior Month Delinquent Rents and Security Deposits, Reexaminations Past Due, Vacancies by Bedroom Size, Waiting list by Bedroom Size, Move-Ins, Move-Outs, Work Orders
 - b. Shady Oaks Monthly Report: Prior Month Delinquent Rents and Security Deposits, Reexaminations Past Due, Vacancies by Bedroom Size, Waiting list by Bedroom Size, Move-Ins, Move-Outs, Work Orders
 - c. Resident Services Monthly Report: Prior Month Count of Activities in Direct Services, Agency Services, Activities, Administrative Contacts, Family Self-Sufficiency, Community Service
 - d. Section 8 Monthly Reports: Prior Month Reexaminations Past Due, Delinquent Inspections, Vouchers, Waiting List, New Admissions, Port-Ins, Port-Outs, Hard to House, Termination of Assistance
 - e. Maintenance Department Monthly Report (Stonehaven and Shady Oaks): Prior Month Vacant Units by Address, Work Orders
 - f. Board Attendance Report
 - g. Director of Housing Operations Report
 - h. Executive Director’s Monthly Report
 - i. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

Motion: *Commissioner Mosse made the motion to approve the consent agenda, Commissioner Lacy seconded this motion and the motion passed unanimously. Approved 6/0.*

Regular Agenda: The Board will individually consider and possibly take action on any or all of the following items:

- Item 6: Discussion, Consideration and Possible Action regarding revising the Cost Allocation Plan, Nikki Brennan, ED
ED Brennan requested the Board’s approval to revise the current cost allocation plan which is used to identify and distribute costs.

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- Motion: Commissioner Lacy made the motion to accept the changes to the current cost allocation plan, Commissioner Mosse seconded this motion and this motion passed unanimously 6/0.
- Item 7. Discussion, Consideration and Possible Action regarding FYE 2012 Shady Oaks GHA Housing LP budget, Nikki Brennan, ED
- Item 8. Discussion, Consideration and Possible Action regarding FYE 2012 Stonehaven Budget, Nikki Brennan, ED
- Item 9. Discussion, Consideration and Possible Action regarding FYE 2012 Section 8 Budget–Nikki Brennan, ED
- Item 10. Discussion, Consideration and Possible Action Regarding FYE 2012 Shady Oaks Development Corporation – Nikki Brennan, ED
- Motion: Commissioner Lacy made a motion for Items 7 through 10, to accept the budgets as is with provision to revisit certain line items. Commissioner Mosse seconded the motion and this motion passed unanimously. 6/0.

Board went into Executive Session at 4:08 pm.

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the items listed below will be discussed in closed session subject to the right of the employee to request a public hearing and are subject to action in the open session that follows.

- Item 11. **Section 551.072 – Deliberation Regarding Real Property:** The Board will conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property including Gateway Northwest—Nikki Brennan, Executive Director
- Item 12. **Section 551.074 – Personnel Matters:** Closed session for deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director – Nikki Brennan, Executive Director

Regular Session: The Board will individually consider, discuss, and possibly take action on items discussed in Closed/Executive Session.

Out of Executive session at 4:48

- Motion: Item 11: Commissioner Gavurnik made the motion to retain the current ED, Nikki Brennan for another year, Commissioner Mosse seconded this motion and the motion passed, 6/0.
- Board members asked ED Brennan to put a review form together and have staff members review ED and bring to next Board meeting.
- Motion: Item 12: Commissioner Gavurnik made the motion for legal council to put a letter together for a deed in lieu of foreclosure and provide content of letter as appropriate, Commissioner Mosse seconded the motion, and this motion passed unanimously 6/0.

Item 13. Adjournment

Motion: Commissioner Lacy moved for adjournment. The motion was duly seconded by Commissioner Gavurnik, the motion passes unanimously. Approved 6-0

The Chairman thereby declared the meeting adjourned at 4:55 p.m.