

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN  
November 17, 2011**

On the 17th day of November, 2011, at 3:03 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, and Commissioner Mosse, Commissioner Lacy. Commissioner Todd arrived late. Absent: Commissioner Halligan
- Item 2: Public Comment – VP of the Resident Council, Billy Tackett stated a work order had been put in and the maintenance completed the work order but the sidewalks are still a safety issue and they may cause tripping hazards. ED Brennan stated she would look into it.
- Item 3: Resident Council Reports – President of the Resident Council, Nikkita Goodwin, stated that they are getting ready for next year’s educational classes for the residents.

**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 Items 4 and 5 “a through h” and leave “i” for discussion separately. Commissioner Gavurnik seconded this motion and the motion passed unanimously. Approved 5/0.*

**Motion:** *Commissioner Mosse made a motion to accept “i” the financial reports for Shady Oaks, LP, Housing Development Corp., Low Rent and Section 8, Commissioner Gavurnik seconded this motion and this motion passes unanimously. Approved 5/0.*

6. Video Presentation on the “National Night Out” and Resident Service Activities.-Norma Perales, ROSS, Resident Services Coordinator
7. Discussion, Consideration and Possible Action to Discuss the Payment in Lieu of Taxes (PILOT) – Commissioner Lacy

**Motion:** *Commissioner Lacy made a motion to write off \$172,835 thru 2010 and pay \$32,369.06 for 2011 PILOT. Commissioner Mosse seconded this motion and this motion passed 5/0.*

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8. Discussion, Consideration and Possible Action to approve the Section 8 Management Assessment Program (SEMAP) Certification for fiscal year ending September 30, 2011. - Nikki Brennan, Executive Director

**Motion:** *Commissioner Gavurnik made a motion to approve the Section 8 Management Assessment Program (SEMAP) Certification for fiscal year ending September 30, 2011, Commissioner Mosse seconded this motion and this motion passed unanimously, 5/0.*

9. Discussion, Consideration and Possible Action Regarding FYE 2012 All Entity Budgets - Nikki Brennan, Executive Director

**Motion:** *Commissioner Gavurnik made a motion to approve 3% across the board salary increase for all employees retroactive to October 2011, and remainder will be left up to the ED's discretion for additional increases, Commissioner Mosse seconded this motion and this motion passed unanimously, 5/0*

Board went into Executive Session at 4:25 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.

10. **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
11. **Section 551.073 – Deliberation Regarding Gifts and Donations:** The Board will conduct a closed meeting to discuss the GHA staff end of the year bonuses.

Board came out of Executive Session at 4:34 pm.

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

**Motion:** *Item 10: Commissioner Gavurnik made a motion to give a 5% salary increase to the Executive Director and to extend the employment another year. Commissioner Mosse seconded this motion and the motion passed unanimously, 5/0.*

**Motion:** *Item 11: Commissioner Gavurnik made a motion to approve staff bonuses for \$300.00 and ED Bonus for \$1,000.00. Commissioner Todd seconded this motion and the motion passed 5/0.*

Item 12: Adjournment

**Motion:** *Commissioner Gavurnik moved for adjournment. The motion was duly seconded by Commissioner Lacy, the motion passes unanimously. Approved 5-0*

*The Chairman thereby declared the meeting adjourned at 4:38 p.m.*