

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN  
January 21, 2010**

On the 21<sup>st</sup> day of January 2010, at 3:30 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

Item 1. Call the meeting to order. Commissioner Dorsey called the meeting to order at 3:40 pm. Present: Commissioner Savage, Commissioner Gross, Commissioner Bryant, Commissioner Dorsey, Commissioner Williams came in late, Commissioner Halligan, ED Brennan

Absent: Commissioner Eady,

Item 2. Public Comment: None

Item 3. Resident Council Reports None

*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(s)

Item 5. Discussion, Consideration and Possible Action to accept the Departmental Reports

- 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. Section 8 Monthly Report: Prior Month Reexaminations Past Due, Delinquent Inspections, Vouchers, Waiting List, New Admissions, Port-Ins, Port-Outs, Hard to House, Termination of Assistance
- d. Maintenance Department Monthly Report (Stonehaven and Shady Oaks): Prior Month Vacant Units by Address, Work Orders
- e. Director of Housing Operations Monthly Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8 Activities, and Other Housing Authority Activities to Date, Projects for the Future
- f. Board attendance

Item 6. Discussion, Consideration and Possible Action to accept the Executive Director's Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8, Sierra Ridge, Resident Services, Legal Activities, and Other Housing Authority Activities

Commissioner Bryant requested to move item "6-g" out of consent agenda into the regular agenda for discussion.

Motion: Commissioner Dorsey moved to accept the remaining of the consent agenda, except for item "g", Commissioner Gross seconded this motion and it passed unanimously.

- g. Board Attendance – Commissioner Bryant –needed clarification on codes used, for Special Meetings, Regular Meetings and Committee Meetings. She also brought out Board policy on absences for regular meetings. At this time she does not want to discuss this rule, just make everyone aware of it.

Commissioner Dorsey moved forward to the rest of the item on the Regular Agenda:

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

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- Item 7. Discussion, Consideration and Possible Action to amend our current procurement policy order to expedite and facilitate the use of stimulus funds,”—Nikki Brennan, Executive Director – ED Brennan commented that the procurement policy needed to be amended to make sure that our policy included all the necessary items necessary to comply the requirements to use stimulus funds. After Board discussion the following motion was made:
- Motion: Commissioner Dorsey made a motion to integrate the changes to the procurement policy, Commissioner Bryant seconded this motion, and the motion passed 4 votes in favor and one vote against (Commissioner Williams)
- Item 8. Discussion, Consideration and Possible Action to review TDHCA Programs. - Marvin Dorsey, Chairman – Chairman discussed several options he would like to investigate further and obtain more information on at least two programs that could be used to rehab homes.
- Motion: There was no motion or action necessary.
- Item 9. Discussion, Consideration and Possible Action to approve changes in the section 8 policy —Nikki Brennan, Executive Director – ED Brennan proceeded to outline the following changes to the Section 8 policy:
1. Page 7, under Obligations of the participant, paragraph 2.3, Item G, #8 Utilities must be on at all times under the Head of the Household's name.
  2. Page 9, under Eligibility Criteria, paragraph 3.2, Item A, #6 Full time student rule to be added.
  3. Page 45, Paragraph 14.1; A, B, C. Add the VAWA (Violence Against Women Act) statement which Georgetown Housing Authority is required to add to our policy. After Board discussion, the following motion was made:
- Motion: Commissioner Gross moved to accept the changes to the section 8 policy, Commissioner Dorsey seconded this motion, and the motion passes 4 in favor 1 vote against (Commissioner Williams).
- Item 10. Discussion, Consideration and Possible Action to approve new health insurance providers – Nikki Brennan, Executive Director –ED Brennan stated to the Board that she had investigated several health care providers for different rates. Scott and White Insurance offered GHA a 3.2 percent decrease from last year's rates. Because of an increase on rates employee's deductibles increased from 0 to \$3,000.00 with a Standard Life Premium Saver that would cover \$2,750.00 of the employee deductible. After surveying employees, they have voiced their displeasure with Morgan White Insurance, since they feel they are not providing them with good service. ED Brennan recommended that we temporarily renew with Scott and White while she continues to look for comparable or better rates with different providers. After discussion the following motion was made:
- Motion: Commissioner Gross moved to approve the ED's recommendation to renew staff insurance coverage and continue to search for a better insurance, Commissioner Dorsey seconded this motion and it passed unanimously.
- Item 11. Discussion, Consideration and Possible Action regarding RFP for Fee Accountant - Nikki Brennan, Executive Director --ED Brennan stated to the Board that on December 08, 2009 she posted a request for proposals for fee accounting services. She used several resources such as a complete list from HUD of fee accountants in Texas, she also sent out an email to over 60 accounting firms, and she posted public notices in Temple, Austin and Georgetown and our website. As a result, she received only two responses, one accounting firm from Oklahoma with PHA background and a local firm without PHA background. ED Brennan felt that GHA should post a new RFP for fee accounting services to see if they could get a better response from Fee Accountants with PHA experience, since she felt that the local firm that responded does not possess PHA experience and she felt that they might not know what

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they are getting themselves into, since they will be dealing with HUD requirements and many Fee Accountants are currently getting out of dealing with PHA's due to all the requirements they need to comply with. ED Brennan then proceeded to introduce Mr. Frank Stover with Lockart, Atchley & Associates who was present at this meeting. Mr. Stover made an introduction to the Board about his qualifications and the type of services that he can provide for GHA and he stated that they will do whatever needs to be done to get the job done. After a discussion with the Board the following motion was made:

**Motion:** Commissioner Gross made a motion to approve the proposal from Lockart, Atchley & Associates, LLP, CPA, Commissioner Dorsey made a friendly amendment "subject to Nikki working out an arrangement for a reasonable time frame agreement", Commissioner Gross accepted the friendly amendment, Commissioner Williams made a friendly amendment to notify and terminate the current fee accountant; Commissioner Gross accepted the friendly amendment, Commissioner Dorsey made a third friendly amendment for ED Brennan and Fee Accountant to agree to a reasonable start up amount, Commissioner Gross accepted the friendly amendment; Commissioner Halligan seconded this motion, and motion carries.

**Item 12.** Discussion, Consideration and Possible Action regarding the gas line modernization project. – Nikki Brennan, Executive Director – ED Brennan proceeded to give the Board a status report on the gas lines project. GHA has three mastered metered gas line areas, where GHA is responsible for the gas lines to each individual unit. ED Brennan also explained that GHA is also responsible for any repairs needed as a result of any gas line brakeage. During a routine gas survey, the gas leak surveyor found 9 leaks, one of which needs immediate repair.. The chief building inspector, Mark Moore, stated these lines are brittle thin wall plastic and he had told GHA that he would not approve another gas repair until these lines were fixed. These gas lines are not currently up to code since they are very old. He also stated that the only way he would approve the work would be for an engineer to recommend a repair and put his seal on it. The following is the work that needs to be done, out of the three mastered meters, two are steel piping. One master meter is the plastic PVC which needs to be replaced, individually metered and turned over to Atmos Energy who would then be responsible for the entire system. After an extensive discussion, the following motion was made:

**Motion:** Commissioner Gross made a motion to have the ED go out for bids that included alternative pricing for alternative scenarios in replacing the lines and adding individual meters. Commissioner Savage seconded this motion, the motion passed unanimously.

**Item 13.** Discussion, Consideration and Possible Action regarding requesting and approving budget for playground equipment. – Caresa Williams, Commissioner - Commissioner Williams brought out that she would like to see a budget to replace the playground equipment for Stonehaven since the current one has not been replaced since 1989 and the lead paint on the equipment is dangerous to the children and is old and damaged. She also stated that currently there is no money in the budget assigned to playground equipment. Commissioner Bryant stated that the current playground equipment, to include the basketball courts and swings had already been replaced only six years ago and that the swing chains were purposely broken immediately and replaced immediately with stronger chains. Commissioner Bryant then asked Mr. Pike the Lead Maintenance personnel if there was any paint on the equipment at which his answer was no, there is no paint. So there could be no danger of lead paint poisoning. There were several ideas discussed as sources for funding from the community for such projects. After Board discussion, a motion was made:

**Motion:** Commissioner Williams made a motion to ask the City of Georgetown Parks and Recreation Department to evaluate the playground equipment, Commissioner Savage seconded this motion and the motion passed unanimously.

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Item 14. Discussion, Consideration and Possible Action for employment opportunities being presented to Stonehaven and Shady Oaks residents. – Caresa Williams, Commissioner Williams presented to the Board her suggestion of giving Public Housing residents notice of available employment opportunities within the PHA to help them to improve their status, while at the same time integrating the FSS program and other HUD Programs available for that purpose. After discussion, a motion was made:

Motion: Commissioner Williams made a motion to look more into the Family Investment Center program, Commissioner Dorsey seconded this motion and this motion passed unanimously.

Board recessed into Executive Session at 5:01 pm

Item 15. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the Board of Commissioners may meet in executive session at any time during the meeting, subject to the right of an employee to request a public hearing with regard to personnel matters, to discuss any of the following, all of which may be subject to action in open session.

- a. 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. – Marvin Dorsey, Chairman

Board returned to open session at 5:30 pm

Motion: Commissioner Savage made a motion for Board Chair Marvin Dorsey to negotiate on potential sale of the Sierra Ridge parcel and to bring his findings back to the Board for further study. Commissioner Gross seconded this motion, and it passed unanimously.

Item 16. Adjournment

Motion: Commissioner Jim Gross moved for adjournment. The motion was duly seconded by Commissioner Dorsey and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 5:33 pm.