

**MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN**

January 29th, 2009

On the 29th day of January, 2009 at 3:30 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session. The meeting was called to order at 3:34 PM., and upon roll call the following members of the Board were present:

- Item 2. Call the meeting to order. Roll Call. Present: Robert Horick, Emily Northrop, Laura Bryant. Richard Glasco arrived at 4:00 pm and Rosemary Mesa arrived at 4:15 pm. Others in attendance: Naomi Walker (Secretary)
There being a quorum present the following business was transacted:
- Item 1. **Section 551.074 – Personnel Matters:** Closed session for deliberation and possible action regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director. Executive Director requested the discussion be moved to Open Session.

Open Session (Began at 3:50 PM):

Commissioner Northrop stated that she felt that it is inappropriate to submit five sets of notes to evaluate one Executive Director. She would like for all 5 evaluations to be withdrawn from the ED's file and compiled into one evaluation which is voted on by the Board and placed in her file. Commissioner Horick stated that he would not prefer to eliminate records that already exist. Commissioner Northrop stated that GHA policy is to submit one evaluation, not five evaluations and the Board's actions did not conform to our policies. After discussion, Commissioner Northrop moved to retract the five separate evaluations from the Executive Director's personnel file and volunteer to write one evaluation to bring before the Board to be voted on by the Board that does not attempt in anyway to split the different opinions but attempts to reflect the majority position. Commissioner Bryant seconded the motion. Commissioner Horick then officially appointed Commissioner Northrop to rewrite this evaluation. After further discussion, Commissioner Bryant withdrew her vote after stating she did not understand the initial motion. A friendly amendment was made by Commissioner Horick that the single composite evaluation is subject to amendment at the time it is presented to the rest of the Board. Commissioner Glasco seconded the motion and it passed unanimously.

- Item 3. Staff introduction – ED Walker introduced the new part time maintenance employee, Joseph Roberson. Mr. Roberson will be assisting the maintenance department.
- Item 4. Public Comment – There was no public comment.
- Item 5. Resident Council Reports – New resident council president will be present at the next Board meeting.
- Item 6. Action from Closed Session, if any. – The action from Closed Session is discussed in Item 1.

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 7. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting
- Item 8. 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. 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. 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

Item 9. 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

Item 10. Discussion, Consideration and Possible Action to Accept December financial reports

Item 11. Discussion, Consideration and Possible Action to Approve Write Off Balances

Commissioner Bryant made a correction on Item 7 from the consent agenda. She stated that she did not vote for Item 11 from the previous meeting to approve the Board policies and procedures. Commissioner Bryant proceeded to pull the Item 8g, Board Attendance Report for discussion. Commissioner Horick requested clarification on expenses under the Maintenance Line Item on the Financial Reports. Executive Director Walker clarified the amount was for the purchase of the maintenance trucks that were approved previously. Commissioner Bryant inquired about the amount on the uncollected debts. Executive Director Walker clarified that it includes any uncollected and unreported debts to the Housing Authority. Commissioner Bryant proceeded to make a motion to accept the all items in the consent agenda except for the Board attendance log that was pulled for discussion, Commissioner Glasco seconded the motion and it passed unanimously.

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

Item 8g. Commissioner Bryant requested to add arrival and departure times to the attendance log. Commissioner Horick asked to put this item for discussion on the next Board agenda. Commissioner Northrop moved to accept the attendance report for this month, Commissioner Glasco seconded the motion and it passed unanimously.

ED asked to move to Item 13 and 14 for discussion. Commissioner Horick moved Item 14 for discussion.

Item 14. Discussion, Consideration and Possible Action regarding health insurance – ED Walker presented to the Board a summary of her research to provide GHA employees with Health Insurance Coverage. This year, BeneTex, an employee benefits consultant, introduced a plan that would supplement the deductible cost of the regular health insurance plan. This plan, called the Premium Saver Plan through Morgan White Insurance Group, would effectively decrease the deductible amount of a higher deductible plan. BeneTex representative Jason Kloc

proceeded to present to the Board how this premium saver plan would work. The ED recommended approving enrollment through BeneTex and Scott & White Health Insurance in the Scott and White health plan for one year to begin in February 2009. Commissioner Northrop moved to accept the enrollment, Commissioner Glasco seconded the motion and it passed unanimously.

- Item 13. Discussion, Consideration and Possible Action regarding possibly pursuing legal services through a formal Request for Proposals – ED explained to the Board the history related to the contract for legal services, beginning with the HA’s previous attorney, Trish Carls and the current attorney, Tim Daniels. ED Walker stated that there was some concern by Commissioner Bryant that current legal services needed to be procured formally since the emergency situation that necessitated the need for Tim Daniels to represent the HA had passed. ED Walker stated that she initially felt the same concerns as Commissioner Bryant, but after researching federal, state and local legislation, felt that the HA followed all applicable guidelines in procuring legal services through Tim Daniels and was not required to procure future services more formally through and RFP process. However, because the Board is the entity which hires the attorney, ED Walker felt that the Board should make the decision and presented a draft request for proposal for legal services for review and discussion. After extensive discussion, Commissioner Bryant moved to send out RFP for legal services, and Commissioner Horick seconded. The motion passed 4-1 (Glasco opposed). ED Walker then presented the Draft RFP for the Board to review and make changes as needed. Commissioner Bryant stated that this RFP was adequate and she moved to accept the RFP, Commissioner Northrop seconded the motion and the motion passed 4-1 (Glasco opposed).
- Item 12. Discussion, Consideration and Possible Action to discuss 2008 Stonehaven Inspection results - The ED presented the Board with a report for the REAC inspection performed on Stonehaven Property. This was an informative presentation that did not require any action from the Board. The Board requested an update twice or three times a year and requested ED to periodically report to the Board on the progress on the items outlined on the inspection report.
- Item 15. Discussion, Consideration and Possible Action regarding dental insurance – The ED will present her recommendation at next Board meeting once she receives all quotes from insurance providers.
- Item 16. Discussion, Consideration and Possible Action regarding approving auditor services for the fiscal year ending September 30, 2008 – The ED provided the Board with a report on the responses from the RFP to request Auditor services for the Housing Authority. She proposed to approve the award of contract for David A. Boring CPA. Commissioner Northrop moved to approve David A. Boring, CPA, commissioner Bryant seconded the motion and it passes unanimously.
- Item 17. Discussion, Consideration and Possible Action to expand the scope of gas modernization project to replace the gas lines on Stonehaven to include water line replacement – After extensive discussion Commissioner Northrop moved to approve to replace the water lines at the same time the gas lines replaced at Stonehaven, Commissioner Glasco seconded the motion and it passed unanimously.
- Item 18. Discussion, Consideration and Possible Action regarding Sierra Ridge – ED gave the Board an update on what is going on with this project. Sierra Ridge is still a viable project but due to the market, several factors have to be reconsidered. Some issues are the drop in tax credit pricing, the few viable investors still in the market, and construction pricing.
- Item 19. Adjournment - There being no other business for this meeting, Commissioner Northrop moved for adjournment. The motion was duly seconded by

Commissioner Bryant and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 7:05 p.m.

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