

**\*MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN  
FEBRUARY 23<sup>RD</sup>, 2007**

On the 23rd day of February, 2007 at 3:30 p.m., the Housing Authority of the City of Georgetown, Texas, met in regular session. The meeting was called to order at 3:37 p.m., and upon roll call the following members of the Board were present:

**COMMISSIONERS:** Richard Glasco (arrived late), Emily Northrop, Laura Bryant, Bob Horick, Rosemary Mesa

**ABSENT:** None

Others in attendance were Naomi Walker (Secretary).

There being a quorum present the following business was transacted.

**Item 2: Public Comment** –No public comment.

**Item 3: Resident Council Reports**

Stonehaven: Resident Council President, Linda Davenport presented her first report to the Board.

1. Lighting plan
2. Discussed coke machines
3. Will be submitting concerns for next board meeting.

Shady Oaks Resident Council President, Rosie Herrera was not present. Her report was presented to the Board in the Board Packet for their consideration. ED read her report aloud to Board members.

**Item 4: Approve minutes from last meeting** - The minutes of the meeting held on January 26<sup>th</sup>, 2007 were reviewed. Commissioner Northrop made the motion to approve the minutes. Commissioner Bryant seconded the motion to approve the minutes and it carried by unanimous vote.

**Item 5: Executive Director's Report and Staff Recognition:** No staff recognition.

**Stonehaven:**

- Held second round of tenant meetings regarding lighting plans, suggestions made were incorporated into the lighting plan.

**Shady Oaks:**

- Held second round of tenant meetings regarding lighting plan.
- Worked on gathering information for full LIHTC application, including arranging for soils, property, and site assessments as well as a property condition report.
- Working with Shady Oaks Tenant Association as much as the law will allow, to complete letter formally recognizing Tenant Association as an official neighborhood organization and letter of support for LIHTC project. The LIHTC does not allow the developers and Housing Authority to work with Tenant Association to actually draft the letter. We provided the information on how to draft a letter and the contact information and we asked for a copy of the letter once it was submitted.
- Attended Tenant Association meeting to get resident input on suggestions for possible rehabilitation items with regards to LIHTC application. We went over interior and exterior suggestions made by tenants present. Most of these were items such as better insulation, new windows, more energy efficient units, and exterior modifications like having a continuous fence and other design features.

**Section 8:**

- Business as usual

## **Resident Services:**

- Laura Massey, Resident Services/Seniors - partnered with Sun City Computer Club to offer computer classes to elderly residents at the Boys and Girls Club
- Dahlia Avila, Resident Services/Families - is working with Williamson County Literacy Council to offer ESL and GED classes at Stonehaven Senior Center. These classes will be offered to residents and staff as well. Will be using Literacy Council materials.

## **Other Housing Authority activities to date:**

- Attended Artspace two-day forum
- Begun process of re-platting Sierra Ridge Development into a Planned Unit Development (PUD) with City
- Presented Shady Oaks and Sierra Ridge LIHTC projects to City of Georgetown Housing Advisory Board for possible recommendation of support to City Council for the purposes of the LIHTC application.
- Reviewed insurance, retirement and employee benefits plans for possible revisions. Began revising various agency policies mainly for retirement benefits as well as looking for the possibility of adding some additional plans such as AFLAC. Also, modifying the employee contribution to the retirement plan. ED will draft new plan with revisions and present it to the Board before anything is changed.

## **CRC**

- Continue to work with CRC on land and with developer to identify funding sources for Shady Oaks.

**Item 6: Departmental Reports** – ED included Dahlia Avila’s new detailed report which includes the current number of people enrolled in the Family Self sufficiency program. FSS program is predicated upon any increase in the family income from the time they start to the time they exit the program. Those increases to the rent will be set aside into savings accounts for the family rather than coming to the housing authority as revenue. So far we do not have any families on these savings plans but we have enrolled some families into the program. Listed those families that have been enrolled. Rosemary Mesa requested to attend one of the courses in order to better understand the program. Another addition to Dahlia’s report is the community service program. She administers and oversees this program. This program is a requirement from HUD for certain tenants to complete community service in order to remain eligible to live on Stonehaven.

**Item 10: Discussion, Consideration and Possible Action regarding Lighting Plan for Stonehaven and Shady Oaks Apartment (Moved up on agenda at the request of Emily Northrop)** - Discussion of draft lighting plan for Stonehaven and Shady Oaks Apartments – minor changes made based on tenant comments and they were incorporated in the second revision. Overall scope of the plan remains the same. GHA will be responsible for paying for the usage for the lights on the back of the property. Maintaining new lights will not require additional staff. The final cost has not been determined; we are still waiting to hear from the Architect on final number. Commissioner Northrop provided handout on her research on the style of tree lights proposed to be used. The following information was presented: Lights shining on trees do not provide good lighting for ground and residents will not have enough lighting for walking and for safety against intruders, she feels that money would be wasted and she suggested that if lights were at a lower level and shining downwards to illuminate the ground it would be a better use of the money. Other problems with this type of light are: light pollution and possible disturbance and displacement of birds and their habitats.

**Item 9: Discussion, Consideration and Possible Action regarding Appointment of Program Coordinating Committee for the Family Self-Sufficiency Program (Moved up on agenda at the request of Bob Horick)** – Jodie Steger nominated the following prospective members: Danette Lopez Garza - The Caring Place, Lynn Davenport – Stonehaven Resident Council President, and Norma Perales – The Georgetown Project. Commissioner Bryant moved to approve the members nominated; the motion was duly seconded by Commissioner Northrop and carried by unanimous vote.

**Item 15: Recess into Executive Session at 4:20 pm: Pursuant to and in compliance with the Open Meetings Act, Chapter 551, Texas Government Code, the item listed below will be discussed in closed session and is subject to action in the regular session that follows.**

- a) Sec.551.074 - Personnel

- Performance and salary review of Executive Director  
b) Sec.551.074 – Personnel

Grievance Appeal Hearing of Nikki Brennan – The Board discussed  
At 5:10 pm the Board returned from discussing both items in closed session. Commissioner Laura Bryant made the first motion to propose a 4% increase in the Executive Director’s salary retroactive to September 2006, Commissioner Mesa seconded the motion and it was passed unanimously. Second, Commissioner Emily Northrop moved to support the decision of the ED, Commissioner Richard Glasco seconded the motion; the motion passes three votes for (Horick, Glasco, Northrop) and two votes against (Mesa, Bryant).

**Item 7: Discussion, Consideration and Possible Action regarding approving loan amount from Georgetown Housing Authority to Shady Oaks Housing LP for the purpose of applying for the Low-Income Housing Tax Credit application.** After extensive discussion, Commissioner Laura Bryant made the motion to approve a loan as necessary for the purposes of the Low-Income Housing Tax Credit application, with terms to be negotiated as needed and signed off by the Executive Director. Emily Northrop seconded the motion and it carried by unanimous vote.

**Item 8: Discussion, Consideration and Possible Action regarding approving loan amount from Georgetown Housing Authority to Sierra Ridge Georgetown Housing LP for the purpose of applying for the Low-Income Housing Tax Credit application.** After extensive discussion, Commissioner Laura Bryant made the motion to approve a loan as necessary for the purposes of the Low-Income Housing Tax Credit application, with terms to be negotiated as needed and signed off by the Executive Director. Richard Glasco seconded the motion and it carried by unanimous vote.

**Item 11: Discussion, Consideration and Possible Action regarding Scheduling “Meet and Greet” with tenants in March in lieu of Annual Meeting** – Commissioner Bryant moved to hold this meeting on March 16th, at the Stonehaven Senior Center from 3:30 p.m. to 4:30 p.m. and the Shady Oaks Community Room from 4:30 – 5:30 pm, the motion was duly seconded by Commissioner Northrop and carried by unanimous vote.

**Item 12: Old Business**

- a) Community Resource Center – Reported on Ohio Job Center, reported on the way their center is marketed, how it is set up and how the facility is managed.  
b) Boys & Girls Club report – Boys and Girls Club will be celebrating their first year anniversary on March 27, 2007, and will be holding an Open House from 5 pm to 8 pm. Currently the Boys and Girls Club serves approximately 50 to 60 children daily. The Advisory Board has discussed researching funding to purchase a bus to shuttle children from schools to B&G Club program.

**Item 13: New Business**

- a) Discussion on low-income housing tax credit application – We have submitted the pre-applications for Shady Oaks and Cedar Ridge and will continue with application process.  
b) Discussion on Artspace project – No new changes.

**Item 14: Reviewed financial transactions for January 2007.**

**Item 16: Adjournment-** There being no other business for this meeting Commissioner Bryant moved for adjournment. The motion was duly seconded by Commissioner Northrop and carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 5:45 p.m.

---

Chairman

---

Secretary