

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

**March 31<sup>st</sup>, 2011**

On the 31<sup>st</sup> day of March 2011, at 3:04 pm, the Housing Authority of the City of Georgetown, Texas, met in special 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 Lacy and Commissioner Mosse. Absent: Commissioner Halligan
- Item 2. Public Comment - There was no public comment
- Item 3. Resident Council Reports – Commissioner Goodwin stated that the resident council is in the process of updating the bylaws and Memorandum of Understanding.

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 accept the consent agenda, Commissioner Todd seconded this motion. 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 to nominate and elect a Chair and Vice Chair for the 2011-2012 term of membership- Nikki Brennan, Executive Director

*Motion: Commissioner Gavurnik made a motion to keep Commissioner Raper as Chair and Commissioner Halligan as Vice Chair, Commissioner Mosse seconded this motion, this motion passed unanimously. 6-0.*

- Item 7. Discussion, Consideration and Possible Action regarding Texas NAHRO conference and Commissioner Training – Nikki Brennan, Executive Director. ED Brennan stated that she would like for the commissioners to attend the upcoming commissioners training Texas NAHRO 35<sup>th</sup> Annual Conference & Tradeshow on April 17-21, 2011. She would like to determine which commissioners are interested in attending since early registration is on April 1<sup>st</sup>. After

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discussion, commissioners directed ED to poll all commissioners to see about availability from all commissioners and to set up training at the Chamber of Commerce.

*Motion: No motion was needed*

Item 8. Discussion, Consideration and Possible Action to amend the Maintenance Policy and Procedures Manual.– Nikki Brennan, Executive Director – After discussing the changes the following motion was made:

*Motion: Commissioner Todd made a motion to accept changes to the policy, Commissioner Lacy seconded this motion and this motion passed unanimously 6-0.*

Item 9. Discussion, Consideration and Possible Action to amend the EIV Policy.  
– Nikki Brennan, Executive Director

*Motion: Commissioner Gavurnik made a motion to accept the policy as amended, Commissioner Todd seconded this motion and this motion passed unanimously 6-0.*

Item 10. Discussion, Consideration and Possible Action to amend the Shady Oaks Admissions and Continued Occupancy Policy.– Nikki Brennan, Executive Director

*Motion: Commissioner Gavurnik made a motion to accept the policy as amended, Commissioner Mosse seconded this motion and this motion passed unanimously 6-0.*

The board went into Executive Session at 3:29 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—Nikki Brennan, Executive Director

Commissioner came out of Executive Session at 4:44 pm.

Item 12. Adjournment

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

*The Chairman thereby declared the meeting adjourned at 4:45 pm.*