

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

**April 28, 2011**

On the 28<sup>th</sup> day of April 2011, at 3:04 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 Lacy, Commissioner Halligan and Commissioner Mosse. Absent: Commissioner Goodwin,
- Item 2. Public Comment - There was no public comment
- 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.

- 4. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting, Nikki Brennan, Executive Director
- 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

Commissioner Lacy asked to pull out Item 5i for discussion.

*Motion:* Commissioner Gavurnik made the motion to approve the consent agenda, except for item 5I for review. Commissioner Mosse seconded this motion and the motion passed unanimously. Approved 6/0.

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

- 6. Discussion, Consideration and Possible Action to discuss the proposed art center in downtown Georgetown at the current police station. -Jane Estes – Ms. Jane Estes made her presentation to the Board about the proposed art center in Georgetown. She asked for the GHA Board's support by endorsing this program to the community. The Board stated that it might not be possible to show support as a Board and they asked the ED to review GHA Board bylaws, but perhaps they could support it as individuals and that it would be better for the Resident Council to draft a resolution of support. Ms. Estes thanked the Board for their time.

*Motion:* There was no motion made.

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7. Presentation on the Family Self Sufficiency and Ross Program– Norma Perales – Family Self Sufficiency Coordinator/Resident Services Specialist – Ms. Perales made her presentation to the Board about the programs that she oversees: The Family Self Sufficiency Program, The Resident Services Program under the ROSS Grant. She explained to the Board how these programs intertwine and at the same time provide different services to different groups of people. She also went into detail about the various activities that she conducts in order to help the Residents who participate in these programs become self sufficient. The Board thanked Ms. Perales for her presentation.

*Motion: There was no motion made.*

8. Discussion, Consideration and Possible Action to write off 2010 Low Rent and Shady Oaks, L.P. Bad Debt- Nikki Brennan, Executive Director – ED Brennan presented to the Board the Bad Debts for 2010 and requested to write them off. After discussion the following motion was made:

*Motion: Commissioner Gavurnik made the motion to write off 2010 Low Rent and Shady Oaks, LP Bad Debts, Commissioner Mosse seconded this motion, and the motion passes unanimously. Approved 6/0.*

9. Discussion, Consideration and Possible Action to approve a date and time for Commissioner Training in Georgetown – Nikki Brennan, Executive Director – ED Brennan proposed for the Commissioner Training take place on Thursday, June 9, 2011 by THA, the trainer is Joe Huff with THA. ED Brennan felt that Mr. Huff has extensive experience in providing this type of training and THA was the lower bidder. The training will take place from 9:00 am to 3:00 pm at the Chamber of Commerce Board Room.

*Motion: Commissioner Mosse made a motion to accept the ED's recommendation and approve THA as the trainer for Commissioner Training, Commissioners John Gavurnik seconded this motion and this motion passed unanimously. Approved 6/0.*

- 10.. Discussion, Consideration and Possible Action to amend Maintenance charges to tenants.– Nikki Brennan, Executive Director – ED Brennan proposed to have the maintenance charges to tenants updated. These charges have not been updated since 2005 and do not reflect accurate costs to the Housing Authority. After review the Board made the following motion:

*Motion: Commissioner Gavurnik made the motion to amend the maintenance charges to tenants, Commissioner Mosse seconded this motion and this motion passes unanimously. Approved 6/0.*

The Board went into Executive Session at 4:02 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.

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

The Board came out of Executive Session at 4:18 pm. There were no motions made.

12. Adjournment

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

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