

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

**June 25, 2009**

On the 25TH day of June, 2009 at 3:00 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

- Item 1. The meeting was called to order at 3:01 pm. Roll Call. Present: Commissioner Greg Eady (left at 5:45 pm), Commissioner Joe Savage (vice chair), Commissioner Jim Gross, Commissioner Marvin Dorsey (chair) and Commissioner Richard Glasco (left at 6:00 pm), Resident Commissioner Laura Bryant (arrived at 3:20 pm) Resident Commissioner Caresa Williams (Arrived at 3:15 pm). Others in attendance: Naomi Walker (Secretary), Nikki Brennan, Stonehaven Manager, Cynthia Alexander, Director of Public Housing, Steven Swierenga, Family Self-Sufficiency Coordinator. Absent: None. There being a quorum present the following business was transacted.
- Item 2. Public Comment Nikki Brennan, Stonehaven Manager. Ms. Brennan commented on Item 11 – Employee Retirement Loan Option. She asked the Board to consider allowing employees to take out a loan on their retirement money of up to 50% of the vested amount and to not go with the recommendation proposed by the ED. Commissioner Dorsey stated that Item 11 would be considered when they get to it.
- Item 3. Resident Council Reports – Gale Blakely presented the Resident Council report. She stated that they are trying to have someone present at Board meetings to represent the Resident Council.
- a) Still have concerns on the sidewalks and drainage since yards still flood and sidewalks are still not fixed.
  - b) Resident Council concerns on safety issues due to recent break in and would like to have some kind of safety device installed such as cameras. Commissioner Eady commented the Neighborhood Watch program was a good idea although cameras might make people feel more secure. ED Walker stated that they were already considering purchasing this equipment and eventually installing it in the following areas: Boys and Girls Club, Stonehaven Office area, Shady Oaks Office, Senior Center and Maintenance Shop.
- Item 4. Old Business
- a) Update on the NSPII program -- ED Walker stated that she did not recommend for the Housing Authority to get involved in this program at this time due to fact that this project is too large for GHA to handle at this time. Commissioner Dorsey asked if any money has been expended on architectural fees. ED Walker stated no money has been expended on any services. Commissioner Dorsey then asked if that held true for the next item as well and ED Walker stated yes. Commissioner Dorsey stated that his experience with 1113 Architect had not been good and that he would like to RFP for any further architectural services. ED Walker will place this item on the agenda for next month.
  - b) Update on the CFP Competitive Grant program -- ED Walker stated that Naomi Walker, Executive Director stated that 1113 Architects has been contacted to do preliminary design consultation and work for this project but that no money has been paid to date. Commissioner Dorsey asked if a contract had been signed to date for these services and ED Walker stated no. Commissioner Dorsey again noted that he would like to see someone else considered for architectural services under an RFP.
  - c) Update on the CDBG grant -- ED Walker stated that the Boys and Girls Club was preliminarily

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approved under this grant to expand their facilities and explained to the Board that GHA has minimal involvement in this project but the Club has to report to GHA for final approval.

d) Update on progress of sidewalk work -- Commissioner Marvin Dorsey – Does not know really where they are on this project and consulted with ED Walker for update. ED Walker updated Board on the progress of the project. Some final items need finishing up and they will be striping this week for a final walk through next week. Commissioner Dorsey asked one of the residents present for his input. Resident stated that some areas were laid with sod and some areas with hydro mulch. He stated that sod is not catching. A discussion developed as to why some areas were laid with sod and some with hydro mulch. ED Walker stated that areas that were laid with sod were done under the Architect's recommendations. Commissioner Williams stated that the sidewalks project were not done right from the beginning and felt that it should be completely redone. Commissioner Dorsey stated that he did not think that it was possible to redo this project but they were going to make sure that these issues are corrected.

Item 5. New Business

a) None

Item 6. Committee Reports

a) Update from Sierra Ridge loan committee -- Commissioner Eady reported that he met with Union State Bank and they confirmed that they are willing to work with GHA until loans matures, however some things need to be addressed:

1. Generate a future plan on what to do with Sierra Ridge,
2. Look at some form of principal reduction
- 3 And rate will go up

Commissioner Glasco asked if it was feasible to look at another lending institution for a better option. Commissioner Eady stated that in his opinion the previous board did an excellent job negotiating the terms and they were very favorable to GHA. ED Walker stated that an RFP would need to be sent out if other financial entities would be considered.

b) Update from Sierra Ridge land use committee -- Commissioner Dorsey stated that the subcommittee visited with Steger Bizzell and they stated that the City had asked them for a proposal for designing the drainage system to include both properties and the City may take care of the drainage problem and this would improve the property. Talked about selling off the part of the property and utilizing what is left of the property for a smaller project that can get financed. Need more time as a committee to talk to the City to see how eminent their taking the drainage system problem. ED Walker asked Commissioner Dorsey if he was aware of the email she sent him earlier regarding CDBG funds from Sally Bardwell, CDBG Grants Coordinator, that if GHA did not build Sierra Ridge, GHA would be responsible for paying the \$316,000.00. Commissioner Eady asked ED Walker to define "If we did not build Sierra Ridge" and asked if Sierra Ridge could look different than the original plan but still be built. ED Walker stated we would probably need to get approval for a revision to the plan since the original plan was based on 188 units. ED Walker did not know how closely the CDBG program would hold us to the original plan. Ms. Bardwell would need to get a proposal or request to amend the project

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before she could tell us for sure but that she would ask her. Commissioner Dorsey stated that he would contact her.

c) Update from investment subcommittee -- Commissioner Dorsey stated that there had not been a committee meeting yet.

**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.

Commissioner Savage pulled Item 11 from consent agenda for discussion; Commissioner Bryant pulled the following Items for discussion: Item 7 – Minutes from previous meeting, Item 9 - Executive Director's Report, Item 8f - Housing Operations Report, and Item 12 - Internal Control Policy.

- 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 Report: 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
  - g. Board Attendance Report

Item 10. Discussion, Consideration and Possible Action to Accept May financial reports -- Naomi Walker, Executive Director

Item 13. Discussion, Consideration and Possible Action regarding Annual Plan -- Naomi Walker, Executive Director

**Motion:** Commissioner Savage made the motion **“To approve all the consent agenda except for Items 7, 8f, 9, Item 11 and Item 12.”** Commissioner Gross seconded this motion and this passed unanimously.

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

Item 7. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting(s) – Commissioner Bryant asked to have the name of the subcommittee included in the title of the

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minutes. She also had the following comments on the minutes of previous meetings and requested the following changes:

May 22, 2009 – Committee Meeting: Delete the following sentence: *“reviewed the various proposals received as a result of the former RFP for Legal Services versus GHA’s needs and they”* so the paragraph would read: *“Resident Commissioner Laura Bryant and Commissioner Marvin Dorsey reviewed the issues regarding fair treatment of the original respondents in order to advise GHA on the second RFP”*. Commissioner Dorsey agreed with the change.

Commissioner Gross stated that he was not completely satisfied with the way the meetings were prepared regarding motions and that he was reiterating that he wants the actual motion statement placed in the agenda.

**Motion:** Commissioner Gross made the motion **“That the minutes reflect the actual verbatim motion that the member makes.”** Commissioner Bryant seconded this motion. After extensive discussion the motion passed unanimously.

May 22, 2009 – Special Meeting. Commissioner Bryant wanted to correct: *“and Glasco (arrived at 2:27 pm)”* to say *“and Glasco (arrived at 3:27 pm)”*.

Commissioner Bryant wanted to point out Item 3: *“ED Walker needs to copy all the Board members equally”*. Commissioner Bryant pointed out that this is also clearly stated on the Board’s Policies and Procedures manual and Commissioner Bryant felt that ED Walker had not been abiding by the Policies and Procedures manual and she did not want to have to wait an entire month to receive documents she had requested from ED Walker on a reasonable amount of time. ED Walker responded that she explained to Commissioner Bryant that there were a number of documents that were requested and that it would take some time to put these documents together and if the Board wanted to specify what a reasonable amount of time is then they should. Commissioner Bryant strongly responded that she was talking about being notified and not actually sending the actual documents. Commissioner Bryant stated that ED Walker did not notify commissioners that other commissioners had requested documents and Commissioner Bryant did not want a response from ED Walker at this time. Commissioner Bryant then asked for a good reason why the minutes are prepared inconsistently, and if the agenda for the May meeting was posted. ED Walker stated they were all posted and taped.

**Motion:** Commissioner Savage moved **“To approve the minutes of the previous meetings.”** Commissioner Gross seconded the motion and it passed unanimously.

Item 8f. 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 - Commissioner Bryant asked Cynthia Alexander to highlight what her main job as Director of Operations is. Cynthia Alexander proceeded to highlight her duties for both properties.

**Motion:** Commissioner Bryant moved **“To approve Item 8f from the Consent Agenda.”** The motion was

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seconded by Commissioner Gross and the motion passed unanimously.

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. The Board asked for clarification on items related to the report.

**Motion:** Commissioner Gross made a motion **"To accept the Executive Director's report."** Commissioner Bryant seconded the motion and the motion passed six for and one against (Commissioner Williams).

Item 11. Discussion, Consideration and Possible Action to revise current retirement plan to allow one time employee loan program -- ED Walker proceeded to present this item to the Board and she made the recommendation to revise current retirement plan to allow one time employee loan program based on the provisions stated on the Board packet. A discussion took place about this item and the Board discussed how this new loan provision would be managed to allow for this provision to take place. ED Walker stated that there would be no monetary risk to GHA.

**Motion:** Commissioner Bryant moved **"To begin an Employee Retirement loan program at GHA and that program allow the employees to borrow up to 40% of their entire vested amount in their retirement fund, that they be required to pay the loan back within two years, that they only be allowed one loan out at any given time, and that there be no limit to the number of loans the employee can take out over time with the exception of one at a time."** Commissioner Bryant stated she was also for adding two more provisions to her motion: failure to pay three months in a row will result in default of the loan and that employees must pay the loan back through payroll deductions. After further discussion, Commissioner Savage seconded this motion. Commissioner Gross made a friendly amendment to increase the borrowed amount to 50%. Commissioner Bryant did not accept the friendly amendment. Commissioner Glasco made another friendly amendment to increase the payback time to five years and to increase the loan amount to 50%. Commissioner Bryant did not accept the friendly amendment. Commissioner Savage then made a friendly amendment to pay the loan back within five years and Commissioner Bryant accepted the friendly amendment. The motion passed five for and two against (Commissioners Williams and Glasco). Commissioner Eady requested that ED Walker monitor the program for a year and bring any concerns back to the board for review.

Commissioner Glasco requested to move to Item 17 next.

Item 17. Presentation on FSS program -- Family Self-Sufficiency Coordinator Steven Swierenga made his presentation to the Board and highlighted the Family Self-Sufficiency program: How it works and what his goals are for helping residents enrolled in this program to become self sufficient.

Commissioner Eady left at 5:45 pm.

**(Maria's recording stops and no recording from Marvin – these minutes are drafted based on notes and will be revised if Laura has a recording that can be heard.)**

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Item 12. Discussion, Consideration and Possible Action to approve Internal Control Policy and Procedures -- Naomi Walker, Executive Director –

**Motion:** Commissioner Bryant made a motion **“To set up committee made up of Commissioner Bryant and Commissioner Williams to review the Internal Control Policy and Procedures”**. Commissioner Gross seconded the motion and it passed unanimously.

Item 15. Discussion, Consideration and Possible Action regarding the attendance of GHA property managers at board meetings -- Jim Gross, Commissioner – ED Walker stated that staff had not been required to attend board meetings because typically they did not have any participation in these meetings and it takes away from their work.

**Motion:** Commissioner Gross made a motion **“That in regular monthly meetings even if they are continued, that the Unit Managers and Director of Housing Operations attend those meetings.”** Commissioner Savage seconded this motion, the motion passed five for and one against (Commissioner Glasco).

Commissioner Glasco left the meeting at 6:00 pm.

Item 14. Discussion, Consideration and Possible Action regarding possible revisions to the Georgetown Housing Authority Board Policies and Procedures -- Laura Bryant, Resident Commissioner. Commissioner Bryant presented proposed changes to the Board Policies and Procedures to the Board.

**Motion:** Commissioner Savage made a motion **“To accept the proposed revisions.”** Commissioner Bryant seconded this motion. After further discussion, Commissioner Dorsey made a friendly amendment to change “The Chair” to “Commissioners” in Section IV(B)(i) and Commissioner Bryant accepted the friendly amendment. The motion passed unanimously.

Commissioner Dorsey asked ED Walker to add an item to the next agenda regarding the authority of the ED to sign contracts.

Item 16. Discussion, Consideration and Possible Action regarding clarification on specific check signing duties for Board members and staff -- Naomi Walker, Executive Director

**Motion:** Commissioner Dorsey made a motion **“To allow the Executive Director Naomi Walker to sign GHA checks without a second signature up to a maximum limit of \$10,000.00.”** Commissioner Gross seconded this motion and this passed unanimously.

Item 18. Discussion, Consideration and Possible Action to pursue a smoke-free policy in all housing units -- Naomi Walker, Executive Director. ED Walker presented the information related to pursuing a smoke free policy in housing. After discussion, Commissioner Bryant requested a survey be distributed to all residents to ask whether smoking is a nuisance and other questions.

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The Board asked that the survey be brought back after distribution for consideration by the Board.

**Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the item(s) 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.

19. a) **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 -- Laura Bryant, Commissioner, and Naomi Walker, Executive Director

This Item was tabled for next Board meeting.

20. Action from closed session, if any. - None

21. Adjournment

**Motion:** Commissioner Dorsey moved for adjournment. The motion was duly seconded by Commissioner Gross and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 7:10 pm.