

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

July 29, 2009

On the 29th day of July, 2009 at 3:00pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

- Item 1. The meeting was called to order at 3:15 pm. Roll Call. Present: Resident Commissioner Williams, Commissioner Eady, Commissioner Gross, Commissioner Dorsey (chair). Others in attendance: Naomi Walker (Board Secretary), Nikki Brennan, Stonehaven Manager. Absences: Commissioner Savage, Commissioner Glasco, Resident Commissioner Bryant. There being a quorum present the following business was transacted.
- Item 2. Public Comment – There was no public comment.
- Item 3. Discussion Consideration and take possible action on hiring and training an Interim Executive Director for GHA. – Commissioner Dorsey commented that in order to prepare for any eventuality, Commissioner Dorsey would like to have Naomi Walker and Cynthia Alexander train Nikki Brennan in the areas of ED responsibilities that she does not have any experience, mainly in payables and receivables. If Naomi needs to leave and her time runs out, Commissioner Dorsey would like to appoint Nikki as Interim Executive Director, and until Naomi leaves Nikki's title would change to an Assistant. Nikki would still need to handle her normal responsibilities while Naomi trains her. Nikki has applied for ED and this would not have any bearing on her getting this position.

Motion: Commissioner Dorsey made a motion **“That we direct Naomi to train Nikki in all ED areas that she is not familiar with, with the view to having her function as the Interim ED when needed”**. Commissioner Williams seconded this motion.

Commissioner Gross commented that he assumed that this would not be a disadvantage for Cynthia. Commissioner Dorsey replied that she would be considered equally with Nikki for the ED position. Commissioner Eady supported this plan since he is in agreement with cross training.

ED Walker commented that it was disappointing to her that Board members went directly to only certain staff members regarding the future of the agency and bypassed Cynthia. She felt that Cynthia, as the Director of Operations, is currently the staff member who acts in her behalf when ED Walker is out. Cynthia also has a lot of the experience and responsibilities that an Interim Executive Director would be familiar with, and while the ED Walker thinks that Nikki is an excellent property manager, as far as a learning curve, the learning curve is smaller with Cynthia because of her experience and her current duties. ED Walker also stated that although the Board is free to make this decision, it is a little disappointing to her and other staff members that some employees seemed to be bypassed for others in perception of what may happen in the future and are given preferential treatment.

Commissioner Dorsey replied that this was not intentional and that this was the first time that he was made aware that Cynthia was interested in applying for this position and that he approached Nikki about being trained and appointed as Interim Executive Director because she had applied for the ED position.

Commissioner Eady clarified that they were asking ED Walker to train Nikki so that they would have somebody in place as back up if needed and also clarified that the Board was asking ED Walker to train Nikki in the day to day duties that were necessary to keep the agency running, but not specifically anything else.

Nikki commented that she would appreciate having ED Walker train her in her duties if this is something that the Board had decided. She also pointed out that other staff members were not aware until today that Cynthia

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was interested in this position and that she never voiced her interest in this position. She also stated that she had no problem having ED Walker train her and Cynthia, but wanted to be sure that she was trained equally.

Commissioner Williams requested that a list of specific training points be drafted by ED Walker to make sure that Board, Nikki and Cynthia are aware of what they will be trained on, that they both get trained equally and that neither one of them has an advantage over the other. Commissioner Dorsey asked ED Walker to follow through and have this list ready in the next three days. Commissioner Eady requested that some sort of a training binder be created that could be used in the future as a guide in defining ED duties and responsibilities. ED Walker stated that the Texas Housing Association has a set of training manuals that could be used.

After this discussion Commissioner Dorsey revised his motion:

Motion: “That we direct ED Walker to train both Cynthia and Nikki in the areas of the ED responsibilities that they need to be trained in, so that they can be prepared if need be, to act as Interim Director if necessary later.”

ED Walker stated that currently Cynthia performs many of the day to day operational duties and asked Commissioner Dorsey if he would like to include in his motion to have Cynthia train Nikki in the areas that are part of the operational duties that Cynthia already performs.

Commissioner Dorsey added to his motion: **“To have Cynthia train Nikki in the areas that Cynthia already has experience in performing”**. Commissioner Gross seconded this motion, and the motion passed unanimously.

Item 4. 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 3:45 pm.

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