

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
September 8, 2009**

On the 8th day of September, 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 3:00 pm.
Roll Call. Present: Commissioner Bryant, Commissioner Eady, Commissioner Dorsey, Commissioner Savage, Commissioner Gross, and Commissioner Williams (arrived at 3:15 pm).
Others in attendance: Naomi Walker (Board Secretary), Nikki Brennan (Stonehaven Manager), Laura Massey (Shady Oaks Manager), Cynthia Alexander (Director of Operations), Cynthia L. Bast (General Counsel).
Absences: Commissioner Glasco. There being a quorum present the following business was transacted.
- Item 2. Public Comment - Stonehaven Resident Jeraldine Dennis, voiced her opinion on the smoking policy. She stated that residents should have the right to smoke in their homes and apartments are well insulated and other residents cannot smell the smoke.

Commissioner Savage requested to move to item 12.

- Item 12. Discussion, Consideration and Possible Action regarding relationship with the Boys & Girls Club, including Building Use and Lease Agreement -- Naomi Walker, Executive Director –Austin Bryan, Board Chair for the Boys and Girls Club proceeded to state that he would like to reaffirm the relationship with the Georgetown Housing Authority to extend the agreement and would like consideration for a longer term, renewing contract for services for \$25,000 per year. After discussion, Commissioner Gross made a motion:

Motion: Commissioner Gross made a motion **“to extend the current agreement five more years beyond the expiration date”**. Commissioner Savage made a friendly amendment to include in the agreement **“as long as funds are available”**. Commissioner Bryant voiced her concern about the financial aspect of this. Commissioner Savage seconded this motion and after extensive discussion the motion passes four in favor (Williams, Gross, Savage, Dorsey), one against (Eady) and one abstained (Bryant).

Commissioner Dorsey moved to Item 11

- Item 11. Discussion, Consideration and Possible Action to Approve Award of a Single Construction Contract for the Modernization of Public Housing for 158 dwelling units to remove existing windows and window screens and install new windows and new window screens to B & O Construction -- Naomi Walker, Executive Director – ED Walker proceeded to summarize the process of posting and selection of bidders. She further explained that she had checked references and based on the bids received, it was concluded that Brookwood Construction was the lowest bidder, and its representative Paul Farnum, was present to answer questions from the Board.

Motion: Commissioner Bryant made a motion **“to accept the resolution”**, Commissioner Gross seconded the motion, and the motion passed unanimously.

- Item 3. Resident Council Reports – There were no comments

- Item 4. Old Business
a) None

- Item 5. New Business
a) None

- Item 6. Committee Reports

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- a) Update from Sierra Ridge loan subcommittee -- Greg Eady – This will be discussed on Item 19.
- b) Update from Sierra Ridge land use subcommittee -- Marvin Dorsey – Gave brief update on tax credit market.
- c) Update from Investment subcommittee -- Marvin Dorsey – No Update
- d) Update from Internal Control Policies subcommittee -- Laura Bryant - Commissioner Bryant working with Auditor, will present it later.
- e) Update from Executive Director Search Committee -- Joe Savage - Will meet later on Friday at 4 pm. Directed staff to remove posting from all advertisements.

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 7. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting(s)
- 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
 - f. 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
- 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

Item 10. Board Attendance Report

Motion: Commissioner Gross made a motion “**to accept consent agenda**”, Commissioner Dorsey seconded this motion and it passed unanimously.

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

- Item 13. Discussion, Consideration and Possible Action regarding audit for the fiscal year ending September 30, 2008 -- Naomi Walker, Executive Director – The Board will call a Special Meeting to review the Audit.

Caressa Williams left at 4:03 pm.

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- Item 14. Discussion, Consideration and Possible Action regarding FYE 2009 Shady Oaks Housing Development Corporation Budget -- Naomi Walker, Executive Director - ED Walker proceeded to explain the budget to the Board members and after extensive discussion there was a motion made.
- Motion:** Commissioner Eady made a motion **“to defer any type of decision until we get numbers back and we have some time to look at what we want to do”** Commissioner Bryant seconded this motion and it passed unanimously.
- Item 15. Discussion, Consideration and Possible Action regarding FYE 2009 Shady Oaks GHA Housing LP Budget -- Naomi Walker, Executive Director - ED Walker proceeded to explain the budget to the Board members and after extensive discussion there was a motion made.
- Motion:** Commissioner Gross made a motion **“to approve for the Chairman of the Board to sign this resolution approving the budget”**, Commissioner Savage seconded this motion and it passed unanimously.
- Item 16. Discussion, Consideration and Possible Action regarding FYE 2009 Section 8 Budget -- Naomi Walker, Executive Director – ED Walker proceeded to explain the budget to the Board members and after extensive discussion there was a motion made.
- Motion:** Commissioner Dorsey made a motion **“to accept this budget”**, Commissioner Gross seconded this motion and it passed unanimously.
- Item 17. Discussion, Consideration and Possible Action regarding FYE 2009 Stonehaven Budget -- Naomi Walker, Executive Director - ED Walker proceeded to explain the budget to the Board members and after extensive discussion there was a motion made.
- Motion:** Commissioner Savage made a motion **“to accept this budget”**, Commissioner Gross seconded this motion and it passed unanimously.
- Item 18. Discussion, Consideration and Possible Action regarding smoking survey and policy to go smoke-free in public housing units -- Naomi Walker, Executive Director – Item was tabled and there was no action taken.
- Item 19. Discussion, Consideration and Possible Action regarding Sierra Ridge land use plan and response to the CDBG Grant Coordinator -- Naomi Walker, Executive Director – ED Walker discussed with the Board the requests made by Sally Bardwell, Grants Coordinator for Williamson County, in reference to the Sierra Ridge land use. From this discussion, ED Walker was requesting direction from the Board regarding whether or not to provide Ms. Bardwell a response to her August 11, 2009 letter. Commissioner Bryant requested to go into Executive Session.
- Board went into Executive Session at 5:12 pm.
- Board came back from Executive Session at 5:45 pm. No action was taken on the item.
- Commissioner Bryant requested to move to Item 23.
- Item 23. Discussion, Consideration and Possible Action to approve a 90-day extension of GHA’s land acquisition loan with Union State Bank and authorizing Marvin Dorsey, Chairman of the Board of Commissioners, to execute such transaction.
- Motion:** Commissioner Savage made a motion **“to approve this item”**, Commissioner Gross seconded, and the motion passed unanimously.

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- Item 20. Discussion, Consideration and Possible Action regarding the Neighborhood Stabilization Program -- Naomi Walker, Executive Director - Item was tabled and there was no action taken.
- Item 21. Discussion, Consideration and Possible Action regarding actions by Commissioners related to information requests and concerns regarding behavior and treatment of Commissioners by other Commissioners -- Caresa Williams, Commissioner - Item was tabled and there was no action taken.
- Item 22. Discussion, Consideration and Possible Action regarding HUD OIG audit -- Naomi Walker, Executive Director - Item was tabled and there was no action taken.

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.

- Item 24. **Section 551.071– Consultation with Attorney:** Closed session for consultation with attorney to discuss legal issues related to the employment, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director -- Laura Bryant, Commissioner
- Item 25. **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

Return to Open Session

Items 24 and 25 were tabled and no action was taken.

Item 26. Action from closed session, if any. - None

Item 27. Adjournment

Motion: Commissioner Savage 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 5:55 pm.

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