

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

October 28, 2010

On the 28th day of September, 2010, at 3:07 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

- Item 1. Commissioner Raper called the meeting to order at 3:07 pm. Commissioner Raper welcomed everyone and commended and thanked the Board members and Executive Director for addressing the City Council meeting. Felt their time was very productive. The following members were present: Commissioner Todd (arrived at 3:12 pm), Commissioner Lacy (arrived at 3:11), Commissioner Mosse, Commissioner Raper, Commissioner Gavurnik, Commissioner Goodwin and ED Brennan. , Commissioner Halligan was absent.
- Item 2. Public Comment – None
- Item 3. Resident Council Reports – Resident Commissioner Mosse gave her monthly report. She stated that she was no longer President of the Resident Council of the Georgetown Housing Authority.

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: 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

Motion: Commissioner Gavurnik made a motion to accept items 4 and 5 in the consent agenda, Commissioner Mosse seconded this motion and this motion passed unanimously.

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 Review Financial reports – Nikki Brennan, Executive Director. ED Brennan proceeds to review the financial reports with the Board.
- Item 7. Discussion, Consideration and Possible Action Regarding changing the dates for the November and December Board meeting. -- Nikki Brennan, Executive Director – ED Brennan wanted to reschedule these meeting since they are holidays for GHA. The Board compared notes on their availability and the following motion was made:

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Motion: Commissioner Mosse made a motion to move the November 2010 meeting to November 18, 2010. Commissioner Todd seconded this motion and the motion passed unanimously. Commissioner Gavurnik made a motion to move the December 2010 meeting to December 16th, 2010. Commissioner Mosse seconded this motion and it passed unanimously.

Item 8. Discussion, Consideration and Possible Action to Approve transferring Shady Oaks Housing Development Corporation Certificate of Deposit into the Shady Oaks Housing Development Operating Account – Nikki Brennan, Executive Director – ED Brennan requested approval from the Board to move \$25,003.61 from the Certificate of Deposit Account into the Shady Oaks Housing Development Corporation Operating Account. After discussion the following motion was made:

Motion: Commissioner Gavurnik to approve moving \$25,003.61 from the Certificate of Deposit Account into SOHDC operating account, Commissioner Mosse seconded this motion and the motion passed unanimously.

Item 9. Discussion, Consideration and Possible Action to discuss update on Gas Lines at Stonehaven Apartments Recognition of Atmos Contribution - Nikki Brennan, Executive Director – ED Brennan updated the Board on this project. She stated that the gas lines are finished and she would like to recognize Atmos since they absorbed the cost of installing the service lines GHA also was not charged any service or connection fees or security deposits for the 136 units, which originally were going to cost approximately \$23,664.00. ATMOS absorbed \$47,364.00. The Board directed ED Brennan to present a Resolution of Appreciation to ATMOS and to bring to the next Board meeting.

Motion: There was no motion made.

The Board moved into Executive session at 3:40 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 10. **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 – Nikki Brennan, Executive Director

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

Board returned from Executive session at: 4:15 pm

The following motions were made during Executive session after reviewing the ED evaluation made a motion

Motion #1: Commissioner Todd made a motion that the Board of Directors of the Georgetown Housing Authority feels that ED Brennan performance is acceptable to her duties and that we retain her and extend her current employment contract. Commissioner Mosse seconded this motion. The motion passed unanimously.

Commissioner Raper stated that the evaluations will be delivered to Commissioner Halligan to consolidate. Commissioner Gavurnik stated that the Board was happy with ED Brennan's performance and that she always has an answer to their questions or is working to get an answer. Only negative he sees is that she tries to do too much and would like to see her delegate more. Commissioner Lacy stated that she has done a good job with the financials. Commissioner Todd

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amended the motion to reevaluate employee's pay next quarter, Commissioner Gavurnik seconded it, and it passed unanimously.

Motion #2: Commissioner Gavurnik, make a motion to direct ED Brennan to start putting together timelines, questions, thoughts we have about the Gateway Northwest project that they can discuss with Mark Mayfield of the Texas Housing Foundation. This motion passed unanimously.

Item 12. Adjournment

Motion: Commissioner Gavurnik moved for adjournment. The motion was duly seconded by Commissioner Lacy and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 4:28 pm.