

**MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN  
NOVEMBER 16<sup>TH</sup>, 2007**

On the 16<sup>TH</sup> day of November 2007 at 3:30 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session. The meeting was called to order at 3:35 PM., and upon roll call the following members of the Board were present:

- Item 1. Call the meeting to order. Roll Call.  
Present: Robert Horick, Rosemary Mesa, , Emily Northrop, Richard Glasco (arrived at 4:00 pm)  
Absent: Laura Bryant  
Others in attendance: Naomi Walker (Secretary)  
There being a quorum present the following business was transacted:
- Item 2. Public Comment - Rosie Herrera, Shady Oaks Resident Council President– presented three letters of complaint about maintenance issues. ED Walker advised Ms. Herrera and the Board that two items had already been addressed and that the third item would be researched. ED Walker also suggested to Ms. Herrera to ask tenants with complaints to put them in writing to the ED first for written response prior to presenting to the board, per the mediation agreement.
- Item 3. The minutes of the meeting held on October 19<sup>th</sup> 2007 were reviewed by the Board. Commissioner Mesa made the motion to approve the minutes, Commissioner Northrop seconded the motion to approve the minutes and it carried by unanimous vote.
- Item 4. Resident Council Reports – Stonehaven Resident Council President was not able to be present; she submitted a written report read by the ED.
- Item 5. Discussion, Consideration and Possible Action regarding Revision of Salaries. The ED presented the Board with an informal salary survey for their review. This survey included area housing authorities similar in size to GHA. No action was taken.
- Item 6. Discussion, Consideration and Possible Action regarding Revision of Stonehaven Budget – ED proposed to increase the budget to include the salary for one more staff member, Director of Housing Operations. This new position would be responsible for overseeing all current and future properties and ensuring that maintenance and property management ran smoothly. This new position will also make sure that files for all programs are in compliance, serve as a liaison between the residents and the maintenance department and will also assist the ED in resolving the tenant communication issues that have recently surfaced during Board meetings. Commissioner Mesa felt that these responsibilities could be handled by the current staff. Commissioner Glasco added that it is appropriate to hire for this new position because of new developments and expansion with GHA and more help will be

needed to deal with maintenance and property management issues. After extensive discussion Commissioner Northrop made the motion to post this new position, Commissioner Glasco seconded the motion, and it passed three votes for (Commissioners Horick, Glasco, and Northrop) and one against (Commissioner Mesa).

- Item 7. Discussion, Consideration and Possible Action regarding Revision of Employee Benefits Plan – After extensive discussion and review of costs for a variety of term life insurance benefit packages, Commissioner Horick made the motion to change the life insurance benefits to 2 x the employee’s salary and vesting at 1 year and retroactively vest all current employees’ retirement benefits to 100%, Commissioner Northrop seconded the motion and it passed unanimously.
- Item 8. Discussion, Consideration and Possible Action regarding Administrative Forms used for Admission and Occupancy – ED requested an extension of at least two months to be able to create a maintenance policy and forms to be used by staff that can be implemented for move-ins. ED Walker explained that the previous amendment would be much better served in a new maintenance policy and new forms, rather than just amending one form that would not suffice in all situations. After extensive discussion Commissioner Mesa made the motion to allow ED two months to draft maintenance policy with new forms, Commissioner Glasco seconded the motion and it passed unanimously.
- Item 9. Old Business
- a) Update on Sierra Ridge - Scheduled a new round of public meetings on 12/11/07.
  - b) Update on Stonehaven Lighting Plan – ED Walker updated the Board on the status of the lighting project at Stonehaven.
- Item 10. New Business - None
- Item 11. Departmental Reports – Report for Resident Services: Dahlia Avila needs to make corrections on totals.
- Item 12. Executive Director’s Report – The Executive Director presented her report to the Board:
- Stonehaven: Approval on Lighting Contractor
  - Shady Oaks: Have been holding meetings every two weeks with the development team to discuss the rehab plans for the property, including the lighting and the fencing.
  - Section 8: Business as usual
  - Sierra Ridge: Have been holding meetings every two weeks with the development team to discuss the design plans for the new development

- Resident Services: Business as usual
- Legal: None
- Other Housing Authority activities to date:
  - Software: Met with software providers and conducted an on-site demonstration on each product.
  - Visited Ronald McDonald house in North Austin
  - Met with Community Resource Center real estate broker volunteer

Project for the future:

Update all policies

Schedule maintenance and property management training

Item 13. Adjournment - There being no other business for this meeting  
Commissioner Mesa moved for adjournment. The motion was duly seconded by  
Commissioner Glasco and carried by unanimous vote. The Chairman thereby  
declared the meeting adjourned at 4:47 PM.