

**MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
November 21st, 2008**

On the 21st day of November, 2008 at 4:00 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session. The meeting was called to order at 4:06 PM., and upon roll call the following members of the Board were present:

Regular Session:

Item 1. Call the meeting to order: Present: Robert Horick, Emily Northrop, Laura Bryant, Richard Glasco (Arrived at 4:15 pm). Absent: Rosemary Mesa
Others in attendance: Naomi Walker (Secretary)
There being a quorum present the following business was transacted:

Item 2. Staff Introduction – There was no staff introduction
Public Comment – None

Item 3. Resident Council Reports – None

Item 4. Old Business
a) None

Item 5. New Business
a) None

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 6. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting

Item 7. 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 8. Discussion, Consideration and Possible Action to accept the Executive Director's Report
- Item 9. Discussion, Consideration and Possible Action to adopt the Corrective Action Plan for the Fiscal Year Ending September 30, 2007
- Item 10. Discussion, Consideration and Possible Action to Approve and Adopt the Revised Procurement and Disposition Policy
- Item 11. Discussion, Consideration and Possible Action to Approve and Adopt the Revised Family Self-Sufficiency Action Plan.

Commissioner Bryant made a motion to pass the consent agenda, Commissioner Northrop seconded the motion. ED Walker requested a revision to the procurement policy before it passed. She wanted to add an item related to disposition of appliances that would state that if would give the Housing Authority to sell the appliances for scrap if the benefit outweighed selling them at a public sale.

Commissioner Bryant moved to accept agenda as amended, Commissioner Northrop seconded and it passed unanimously.

ED Walker distributed a copy of her salary history to the Board. They proceeded to move into the Executive Session.

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the item(s) listed below will be discussed in closed session and are subject to action in the open session that follows.

- Item 12. **Section 551.074 – Personnel Matters:** Closed session for deliberation and possible action regarding the employment, evaluation, reassignment, duties, discipline, or dismissal of the Executive Director.

At 4:18 pm the Board recessed into Executive Session.

At 4:30 p.m., the Board recessed out of Executive Session and into Open Session.

- Item 13. Action from Closed Session, - Commissioner Northrop moved to increase the Executive Director's annual salary by 3%. Commissioner Glasco seconded the motion and in passed unanimously. Commissioner Horick made the statement that the Board is very pleased with the work that the Ed has performed this past year.

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

Commissioner Bryant requested to move up Item 18.

- Item 18. Discussion, Consideration and Possible Action regarding use of Capital Funds and Operating reserve to replace gas lines at Stonehaven prior to replacing windows – The ED summarized for the Board the situation with the gas lines. GHA serves as a master meter operator for 2/3 of all units. Therefore, GHA is responsible for the gas lines to each individual unit. The

HA is also responsible for any repairs needed as a result of any gas line brakeage during construction and repairs. The City stated that these lines are not currently up to code because of age and material; they stated that if we should hit another gas line they will not approve a small area replacement and GHA will have to replace the entire area affected. The ED recommended replacing all the gas lines on Stonehaven property to bring them up to code and eliminate the need to have the City conduct gas lines inspections. Atmos Energy would then be responsible for the entire system. The second option would be to convert everything to electric. An estimate of the cost is approximately \$238,000 for gas line replacement. ED requested to delay the window replacement project, and proceed with getting estimates for the gas lines replacement. Commissioner Northrop moved to accept the ED's request, and Commissioner Glasco seconded. After further discussion and consideration, Commissioner Northrop withdrew her previous motion, Commissioner Glasco withdrew his second. Commissioner Glasco then made a motion to form a subcommittee to research gas vs. electric before any final decision is made. The Committee consists of Commissioner Horick and Commissioner Northrop and information will be reported at the next board meeting. Commissioner Northrop seconded the motion and it passed unanimously.

- Item 15. Discussion, Consideration and Possible Action to Reschedule December Regular Board Meetings – After extensive discussion the Board decided to hold the next Board meeting on 12/18/08 due to the holiday season. Commissioner Northrop moved to accept this date and Commissioner Glasco seconded the motion. The motion passed unanimously.
- Item 17. Discussion, Consideration and Possible Action to Award Staff Christmas Bonuses – After discussion, the Board recommended awarding Christmas bonuses to all employees equally, the amount of \$300.00 per employee. Commissioner Northrop moved to accept this recommendation, Commissioner Glasco seconded and it passed unanimously.
- Item 16. Discussion, Consideration and Possible Action to include ongoing annual attendance records of the Board Members in the monthly board packets. Commissioner Bryant moved to add a monthly cumulative attendance record to Board packets, Commissioner Northrop seconded the motion and it passed unanimously.
- Item 14. Discussion, Consideration and Possible Action to approve new Board policy and procedures - 2nd draft included discussed comments and suggestions from last Board meeting. After review and discussion of the 2nd draft on Board Policy and Procedures, Commissioner Horick moved to adopt the policy and procedures, Commissioner Glasco seconded the motion. After discussion, the motion was withdrawn by Commissioner Horick and the second withdrawn by Commissioner Glasco. Commissioner Horick made a motion to have the Attorney General review specific areas of this policy and procedures. Commissioner Bryant seconded the motion and it passed unanimously.
- Item 19. Adjournment: There being no other business for this meeting, Commissioner Bryant moved for adjournment. The motion was duly

seconded by Commissioner Northrop and carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 5:19 p.m.

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