

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

December 18th, 2008

On the 18th day of December, 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. Roll Call. Call the meeting to order: Present: Robert Horick, Emily Northrop, Laura Bryant, Richard Glasco, and Rosemary Mesa. Others in attendance: Naomi Walker (Secretary)
There being a quorum present the following business was transacted:
- Item 2. Public Comment - None
- Item 3. Resident Council Reports – A printed copy for Stonehaven Resident Council was distributed to the Board members for review. They are currently in the process of elections for officers. They have a welcome party for new tenants and they also had a winner for the Yard of the Month. Also, they are working with Cynthia Alexander on changing the sign for the Senior Center.

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
- Item 5. Discussion, Consideration and Possible Action to accept the Monthly 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
 - g. Monthly Board Attendance
- Item 7. Discussion, Consideration and Possible Action to Accept October – November financial reports
- Item 8. Discussion, Consideration and Possible Action to Approve Section 8 Management Assessment Program Certification

Commissioner Bryant requested to have Item 6 removed for consideration. Commissioner Northrop moved to approve the rest of the items in the consent agenda, Commissioner Mesa seconded and it passed unanimously.

Item 6. 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 – Commissioner Bryant pointed out that since we are having so many problems with getting approved for city permits in Stonehaven, she suggested that maybe Board members can review the issue instead of spending money on surveys. ED stated that she has been in contact with City officials and has hired Steger and Bizell Engineers to provide her with the items requested by the City, which in turn will explain that the intent is to return site work to original grading and not to add anything else to this. Once GHA does this the ED feels that they will be able to proceed to complete the work with the permits from the City. Commissioner Bryant moved to accept Item 6, Commissioner Mesa seconded this motion and it passed unanimously.

Commissioner Bryant requested to move Item 13 next for discussion. Commissioner Glasco requested to continue with Item 9, a vote was taken to move Item 13 next, Commissioner Bryant voted for and Commissioners Mesa, Glasco and Northrop voted against. The Board continued with Item 9.

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 9. **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. –

ED requested Item 9 to be discussed as an open agenda item. Commissioner Horick agreed and proceeded to discuss Item 9 as an open item.

ED distributed to the Board a handout which addressed accusations from Commissioner Bryant about her job performance. Commissioner Bryant asked the ED what she was requesting from the Board. ED responded that she wants to get documentation on each of the accusations made about her job performance by Commissioner Bryant within a reasonable amount of time. If the documentation is not produced she is requesting a written retraction or have these documents pulled from her personnel file. Commissioner Glasco moved that Commissioner Bryant supply them with these documents in two weeks. Commissioner Northrop made a friendly amendment to increase the time frame to three weeks. Commissioner Glasco accepted the amendment and revised to include only documents that existed at the time of the evaluation. Commissioner Northrop seconded and it passed with one vote against from Commissioner Bryant.

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

Item 10. Discussion, Consideration and Possible Action regarding allegations of "abuse of commissioner freedom to do their job" and the "situation of the E[xecutive] D[irector] wanting to refuse commissioners access to documents," contained in an email sent to the Executive Director – Commissioner Glasco moved that this item be discussed in next meeting. Commissioner Northrop seconded the motion and it passed unanimously.

Item 11. Discussion, Consideration and Possible Action to discuss proposed Board Policies and Procedures and possible request of an authorized submitter to request an Attorney General opinion on portions of the Board Policies and Procedures on

behalf of the Housing Authority. After extensive discussion and reviewing changes from previous Board meeting, Commissioner Northrop moved to accept Board Policies and Procedures, Commissioner Mesa seconded the motion and it passed unanimously. February 2009: Commissioner Bryant stated that she did not vote for this Item. After review of the tape recording of this meeting, it was determined that Commissioner Horick did not call for any board members who did oppose the motion. Commissioner Bryant stated that had there been a call to oppose, she would have opposed. Based on this, the minutes have been amended to show that Commissioner Bryant was not given the chance to oppose this motion and the votes should show four votes for and one vote against by Commissioner Bryant.

- Item 12. Discussion, Consideration and Possible Action to pursue a possible application to the Texas Department of Housing and Neighborhood Development for Neighborhood Stabilization Program funds – After ED presented the possibility of applying for these funds, Commissioner Glasco moved to allow the ED to pursue research to prepare to submit an application to the Texas Department of Housing and neighborhood Development for Neighborhood Stabilization program funds, Commissioner Mesa seconded the motion and it passed unanimously.
- Item 13. Discussion, Consideration and Possible Action regarding use of Capital Funds to replace Stonehaven gas lines prior to replacing windows – After extensive discussion, Commissioner Glasco moved to approve to move forward in using Capital Funds for the replacement of gas lines prior to replacing the windows, once completed, GHA will no longer serve as the master meter, but this responsibility will be turned over to Atmos Energy who will be responsible for the gas system at GHA. Commissioner Bryant seconded the motion and it passed unanimously. The ED will provide the Board with a presentation on other energy options.
- Item 14. Discussion, Consideration and Possible Action to approve new health and dental insurance providers – Renewal period or employees' health and dental benefits will take place in February 2009. The ED presented the Board with a report to compare different plans and options received from various vendors for the Board's review for approval in January 2009. No action needed at this time.
- Item 15. Discussion, Consideration and Possible Action to pursue a possible application to the Department of Housing and Urban Development for Family Unification Program Section 8 Vouchers. The ED presented the Board with information on the recently resealed grant with a January 28, 2009 deadline. If awarded these vouchers they could be used to assist the homeless youth programs currently being pursued by the Georgetown Project. Commissioner Glasco moved to approve the ED pursuing this grant, Commissioner Mesa seconded the motion and it passed unanimously.
- Item 16. Adjournment - There being no other business for this meeting, Commissioner Northrop t moved for adjournment. The motion was duly seconded by Commissioner Horick and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 7:05 p.m.

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