

**MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
DECEMBER 21ST, 2007**

On the 21ST day of December 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: Laura Bryant, Robert Horick, Emily Northrop
Absent: Rosemary Mesa, Richard Glasco (Arrived late)
Others in attendance: Naomi Walker (Secretary)
There being a quorum present the following business was transacted:
- Item 2. Public Comment: Stonehaven Resident Virginia Campbell wanted to know if the Resident Council was going to get somebody else to do the Welcome Baskets because the person that had been doing it was sick. ED asked Ms. Campbell to address this question to the Resident Council members and Laura Massey, Resident Services Specialist.
- Item 3. Approve the minutes of the previous meeting - The minutes of the meeting held on November 16th 2007 were reviewed by the Board. Commissioner Northrop made the motion to approve the minutes, Commissioner Bryant seconded the motion and it carried by unanimous vote.
- Item 4. Resident Council Reports - Stonehaven Resident Council Secretary Ms. Paula Mosse proceeded to present to the Board the minutes of the Resident Council meeting held on December 14, 2007.
- Item 5. Discussion, Consideration and Possible Action regarding Approval of Syndicator/ Investor for Shady Oaks LIHTC - ED stated that GHA and DMA are still under negotiations with the tax credit syndicators due to an issue with the design with Sierra Ridge that may affect the distribution of tax credits from GHA to the syndicators. ED requested that Commissioner Horick postpone discussion on this item until the next Board meeting in January. Commissioner Northrop made the motion to postpone discussion of this item until the next Board meeting in January 2008, Commissioner Bryant seconded the motion and it passed unanimously.
- Item 6. Recess into Executive Session: Pursuant to and in compliance with the Open Meetings Act, Chapter 551, Texas Government Code, the item(s) listed below will be discussed in closed session and is subject to action in the regular session that follows.
- a) Section 551.074 – Deliberation regarding personnel
The Board will conduct a closed meeting to deliberate the performance and salary review of Executive Director
- b) 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 for the purpose of developing an affordable housing project.

At 4:20 p.m., the Board recessed into Executive Session.

At 4:55 p.m., the Board recessed out of Executive Session and into Open Session. Actions from Executive Session were:

Motion 1) Commissioner Northrop made the motion to approve a 10% salary increase for the Executive Director effective retroactively to September 1, 2007. Commissioner Glasco seconded and it passed three votes (Horick, Glasco, Northrop) to one opposed (Bryant).

Motion 2) Commissioner Northrop made the motion to make a flat offer of the price agreed upon in closed session to the seller of the property. Commissioner Glasco seconded and it passed by unanimous vote.

- Item 7. Discussion, Consideration and Possible Action regarding Approving Acceptance of a donation of six land lots from The Caring Place for the purpose of developing transitional housing including approval of the attached deed and donation and allowing the ED to execute all documents necessary to affect the transfer of lots. After discussion Commissioner Bryant made the motion to accept donation from Caring Place, Commissioner Glasco seconded the motion and it passed unanimously.
- Item 8. Discussion, Consideration and Possible Action regarding Award of Contract for Street and Sidewalk Improvements, Drainage and Grading Improvements and Window Replacement to Cameron Alread Architect Inc. ED requested approval from the Board to award the contract for architectural services for the street and sidewalk improvements, drainage and grading improvements, and window replacement to Cameron Alread Architect Inc. Commissioner Bryant made the motion to approve the award the contract, Commissioner Northrop seconded the motion and it passed unanimously.
- Item 9. Discussion, Consideration and Possible Action regarding Award of Contract for Tenant Software – ED presented her recommendation to award the contract for software services to Tenmast Software, including allowing the ED to execute all necessary agreements with Tenmast Software for the purchase of software and software documentation services and support and maintenance of other related purposes. This will be a full tenant software package that will include all accounting functions. ED recommends offsite hosting. Staff conducted test runs with several software companies, they preferred Tenmast Software. After discussing service, support and warranty provided by vendor, Commissioner Bryant made the motion to approve the execution of agreement with Tenmast Software by the ED, Commissioner Northrop seconded the motion and it passed unanimously.
- Item 10. Discussion, Consideration and Possible Action regarding GHA Reorganization and Revised Job Descriptions for Staff – ED presented to the Board a new Organizational Chart that reflects the reorganization of GHA, explaining how the chain of command will change with respect to property management and maintenance responsibilities with the new position of Director of Housing Operations. These changes include eliminating the Resident Services – Elderly position, currently handled by Laura Massey. The duties currently performed by the Resident Service Specialist – Elderly will be shared by the Manager and newly created Assistant Manager position at Stonehaven and Manager at Shady Oaks. Staffing for these positions will also change: Laura Massey will be moved to the position of Manager of Shady

Oaks and Sissy Lego-Pederson to the position of Assistant Manager at Stonehaven. Resident Services will be handled by each respective management office. Resident Services Coordinator, Dahlia Avila, will continue to handle Family Self Sufficiency. Job descriptions were revised to reflect these changes. All maintenance personnel will report to the lead maintenance supervisor, Larry Wilcox, who will be responsible for all maintenance issues and work orders. ED presented a letter from Connie Hansen, a Shady Oaks resident in reference to the new staffing arrangement. After extensive discussion, Commissioner Bryant moved to accept the reorganization of GHA, Commissioner Northrop seconded the motion and it passed unanimously.

- Item 11. Old Business
- a) Update on Sierra Ridge – ED thanked Commissioners Northrop and Glasco for being present during the City Council meeting where they were approved to receive funds for the Sierra Ridge project.
 - b) Update on Stonehaven Lighting Plan - Still waiting for permits to do all the construction by end of January.
- Item 12. Departmental Reports – No comments or questions.
- Item 13. Executive Director’s Report - the ED presented her report to the Board. There were no questions or comments.
- Item 14. Adjournment - There being no other business for this meeting Commissioner Northrop moved for adjournment. The motion was duly seconded by Commissioner Glasco and carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 6:05 p.m.

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