

**MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
FEBRUARY 21ST, 2008**

On the 21st day of February 2008 at 4:30 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session. The meeting was called to order at 4:37 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 (late), Emily Northrop, Richard Glasco

Absent: Rosemary Mesa

Others in attendance: Naomi Walker (Secretary)

There being a quorum present the following business was transacted:

Item 2. Public Comment:

Stonehaven Resident, Virginia Campbell, 1806 Hart St. – Ms. Campbell voiced her concern about the current construction taking place for the lighting project. ED explained that due to the trenching work to lay new electrical lines, the contractors hit some of the gas/water/electrical lines in the areas being worked. This is something to be expected due to the nature of the work being done and it will probably happen again. Resident Francis Rodriguez suggested sending out a notice to residents in the areas they are working.

Item 3. Employee Recognition Table until next month.

Item 4. Resident Council Reports – Stonehaven Resident Council report not available. Shady Oaks Resident Council president presented her report in writing to the Board on the fund raising event in March.

Item 5. Old Business

Stonehaven Lighting Plan – Have gone through with the Architect/Contractor on issues that came up with lines cut and how they are responsible for replacing and/or repairing the lines that are hit. They are working on trying to minimize this. Walked the entire property and relocated a few of the lights. After looking at final plan and comparing original plan, there were not many differences in light placement. Commissioner Bryant mentioned her disappointment with the height of the light poles and type of light bulb used and stated that the original plans called for different height poles, but she feels the final results will be an improvement over the current lighting situation.

Item 6. New Business – 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 7. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting

- Item 8. Discussion, Consideration and Possible Action to accept the Departmental Reports
- Item 9. Discussion, Consideration and Possible Action to accept the Executive Director's Report
- Item 10. Discussion, Consideration and Possible Action to accept the financial transactions for October 2007 – January 2008
- Item 11. Discussion, Consideration and Possible Action to approve Purchasing Maintenance Uniforms for Maintenance Staff
- Item 12. Discussion, Consideration and Possible Action to approve moving forward with the Draft Maintenance Policy

Commissioner Northrop made the motion to approve items 7-12 in the consent agenda
Commissioner Bryant seconded the motion and it passed unanimously.

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

- Item 13. Discussion, Consideration and Possible Action to approve Revised Personnel Policy - Commissioner Bryant requested clarification on the following: Pg 25 "Grievance Procedures" of the policy and the steps to follow to submit a grievance. Attorney Barbara Quirk proceeded to provide her with a verbal explanation. On Pg. 33 "Personal Phone Call Policy" - Commissioner Northrop made the first motion to delete No. 9 under this policy. Commissioner Glasco seconded the motion, and it passed two votes (Glasco, Northrop) to one opposed (Bryant). Commissioner Northrop then made a motion to accept the personnel policy with the noted revisions, Commissioner Bryant seconded the motion and it passed unanimously.
- Item 14. Discussion, Consideration and Possible Action regarding privacy issues and the request and receipt of personnel files by board members that contain social security numbers, driver's license numbers and dates of birth. After extensive discussion on privacy issues relating to releasing personal information, Commissioner Northrop moved that Board members not be given personal information such as social security numbers, driver's license numbers and dates of birth contained in employment applications. Commissioner Bryant seconded the motion and it passed unanimously.
- Item 15. Discussion, Consideration and Possible Action regarding privacy issues and the request and receipt of individual tenant maintenance records by board members. After extensive discussion on privacy issues relating to releasing personal information, Commissioner Bryant moved that Board members not be given the tenant names contained in unit maintenance work orders. Commissioner Northrop seconded the motion and it passed unanimously.
- Item 16. Discussion, Consideration, and Possible Action to approve proposal from Tim Daniels, Attorney on Board Training and Drafting on Board Policies. Executive Director presented the proposal to Board members by Tim Daniels to provide training on the roles of the Commissioners and the Executive Director and policies and procedures related to administration of duties for both. Commissioner Northrop made the motion to approve Board training by Tim Daniels and draft policies. Commissioner Glasco requested a friendly

amendment for a follow up training six months after the initial training, which was accepted by Commissioner Northrop. Commissioner Bryant seconded the motion and it passed unanimously. Commissioner Glasco would like for all Board members to get back to the ED in 30 days with any items of concerns or issues that have come up and would like to make sure that these items covered in the training as well as in the policy.

- Item 17. Discussion, Consideration and Possible Action to approve a change to the Board By-Laws revising the date and time of the regularly scheduled monthly board meetings. After discussion Commissioner Northrop moved to change the board meeting date from the 3rd Thursday to the 4th Thursday of the month at 4:00 pm and reserve the following Thursday for overlap/overtime items. Commissioner Bryant seconded the motion and it passed three votes (Bryant, Horick, and Northrop) to one opposed (Glasco).

Executive Session: The Board recessed into Executive Session at 6:04 pm to discuss the items below:

- Item 18. **Section 551.071– Consultation with Attorney:** Closed session for consultation with attorney to discuss legal issues related to the employment, evaluation, reassignment, duties, discipline, or dismissal of Sissy Lego-Pederson.
- Item 19. **Section 551.074 – Personnel Matters:** Closed session for deliberation and possible action regarding the employment, evaluation, reassignment, duties, discipline, or dismissal of Sissy Lego-Pederson. (Not discussed.)
- Item 22. **Section 551.072 – Deliberations about Real Property:** Closed session for deliberation regarding the purchase, exchange, lease, or value of multi-family property in Georgetown.
- Item 20. **Section 551.071– Consultation with Attorney:** Closed session for consultation with attorney to discuss legal issues related to the employment, evaluation, reassignment, duties, discipline, or dismissal of Executive Director.

At 6:48 p.m., the Board recessed out of Executive Session and into Open Session. There were no actions taken from Executive Session.

- Item 21. **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. **Item was tabled.**
- Item 22. Adjournment - There being no other business for this meeting, Commissioner Bryant moved for adjournment. The motion was duly seconded by Commissioner Glasco and carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 6:50 p.m.

