

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
December 16th, 2010**

On the 16th day of December, 2010, at 1:30 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

- Item 1. Call the meeting to order. Roll Call. – ED Brennan took roll call and the following members were present: Commissioner Raper, Commissioner Gavurnik, Commissioner Halligan, Commissioner Todd, Commissioner Lacy, Commissioner Goodwin and Commissioner Mosse.
- Item 2. Public Comment - There was no public comment
- Item 3. Resident Council Reports – Resident Council stated that elections for the Resident Council will be held tomorrow, December 17, 2010.

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, Nikki Brennan, Executive Director
- Item 5. Discussion, Consideration and Possible Action to accept the Departmental Reports, Nikki Brennan, Executive Director
 - 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 Reports: 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. Board Attendance Report
 - g. Director of Housing Operations Report
 - h. Executive Director's Monthly Report

Motion: Commissioner Lacy made the motion to accept the consent agenda, Commissioner Todd seconded this motion and the motion passed unanimously.

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

- Item 6. Discussion, Consideration and Possible Action regarding the auditor for Shady Oaks LP and GHA public housing, Nikki Brennan, Executive Director – ED Brennan addressed the Board in reference to renewing the Contract with David Boring, GHA's current Auditor. The current auditor dropped his price from \$14,000.00 to \$10,000 this year. ED Brennan made the recommendation that GHA engages David Boring for an additional year, which would be his second year option. The audit needs to be submitted by June 2010.

Motion: Commissioner Todd made a motion to retain David Boring as GHA's auditor for another year, Commissioner Mosse seconds the motion and it passed unanimously. ED Brennan made a second recommendation that GHA retain Novagradic to audit Shady Oaks LP financial statements. They have agreed to do the audit for \$11,000.00 a \$500.00 difference from last year. Our fee accountant will submit the REAC submission and will be certified by them.

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Motion: Commissioner Lacy made a motion to retain Novagradic to audit Shady Oaks LP, Commissioner Mosse seconded this motion and the motion passed unanimously.

Item 7. Discussion, Consideration and Possible Action to review financial reports, Nikki Brennan, Executive Director
Commissioner Lacy presented to the Board the new format to make these financial statements easier to read and understand. There a still a few minor changes that they need to be made to the format.

Motion: Commissioner Gavurnik made a motion to accept the sample financials, Commissioner Mosse seconded this motion and the motion passed unanimously.

Item 8. Discussion, Consideration and Possible Action regarding the Payment in Lieu of Taxes (PILOT), Nikki Brennan, Executive Director
The Board directed Nikki Brennan and Johnny Lacy to approach GISD.

Motion: There was no motion made.

Item 9. Discussion, Consideration and Possible Action regarding the Real Estate Listing Agreement, Nikki Brennan, Executive Director - The Board directed the ED to write a courtesy letter to let Rothenberg Realty know that the contract expires on December 31st, 2010.

Motion: There was no motion made.

Item 10. Discussion, Consideration and Possible Action to approve changing the Shady Oaks LP partnership's fiscal year end, Nikki Brennan, Executive Director
ED Brennan made the recommendation to the Board to change the fiscal year end to December 31st instead of the original September 30 year end in order to meet the requirements set forth in the Partnership Agreement with PNC.

Motion: Commissioner Todd made a motion to change the fiscal year end to December 31st, Commissioner Mosse seconded this motion and the motion passed unanimously.

Item 11. Discussion, Consideration and Possible Action to approve Health insurance provider. – Nikki Brennan, ED. The employee health insurance is coming up for renewal in February 2011. Beginning in February 2009, their premiums increased significantly. GHA went from a zero deductible to a \$250.00 deductible by using the premium saver, Morgan White, whom picks up the \$2750.00 deductible and the employees pay \$250.00. ED Brennan recommended to the Board to drop the secondary Morgan White insurance due to concerns due to filing and billing issues, and to renew with Scott and White Insurance for another year since they are still the lowest price submitted for review. After discussion and reviewing the different options, the Board made the following motion:

Motion: Commissioner Lacy made the motion to renew Health Insurance Coverage with Scott and White and to cancel the contract with Morgan White secondary insurance. Commissioner Gavurnik seconded this motion and the motion passed unanimously.

The Board went into Executive Session at 2:45 pm.

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the items listed below will be discussed in closed session subject to the right of the employee to request a public hearing and are subject to action in the open session that follows.

Item 12. **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—Nikki Brennan, Executive Director

The Board came out of Executive Session at 3:20 pm.

Motion: There was no motion made.

Item 13. Adjournment

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Motion: Commissioner Mosse moved for adjournment. The motion was duly seconded by Commissioner Halligan seconded this motion and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 3:22 pm.