

**MINUTES FOR THE REGULAR BOARD MEETING
OF THE HOUSING AUTHORITY OF THE CITY OF
GEORGETOWN, TEXAS**

May 27, 2021

- Item 1. Call the meeting at 3:02 pm. Roll Call. The following commissioners were present: Commissioner Todd, Commissioner Ramsey, Commissioner Karr, Commissioner Fuller, Commissioner Goodwin, Commissioner Raper, and Commissioner Romero (arrived late).
- Item 2. Pledge of Allegiance - Board members present, and staff present proceeded to recite the pledge of allegiance.
- Item 3. Public Comment – There was no public comment.

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 April 2021 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
- i. Resident Council Report
- j. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

Motion: Commissioner Todd made a motion to pull item 5j-Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8, from consent agenda bring it up in June 2021 Board meeting., Commissioner Fuller seconded this motion and this motion passed unanimously 5/0.

Motion: Commissioner Fuller made the motion to accept the Consent Agenda, Items 4, 5 (a-i) minus Item 5j, Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8, Commissioner Goodwin seconded this motion and this motion passed unanimously, 5/0.

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

- Item 6. Discussion, Consideration and Possible Action to extend the Public Housing Authority FYE 9/30/2020 audit submission an additional three months. – Nikki Brennan, Executive Director

HUD has extended the deadline to submit this report for three months. The audited submission deadline for all PHAs with a FYE September 30, 2020 is extended by three months, until September 30, 2021. (Instead of June 30, 2021). Ms. Brennan and the Auditor, Jessica agreed to complete the audit by Mid-August. There is no need for a motion since HUD extended the submission deadline, Ms. Brennan was just advising the Board about this change and asked them if they had any concerns with her completing the Audit in Mid-August. The Board did not object.

- Item 7. Update on the Emergency Grant Sewer Line/Asbestos Abatement Project
– Nikki Brennan, Executive Director

Update on Progress of Modernization Project

The contractor has released 17 units back to GHA on May 5th. On May 5th, to May 15th, 15 people moved from their temporary units back to their original remodeled unit or to a permanent transfer remodeled unit due to their original unit being damaged from the snowstorm or being under/over housed. May 18 through May 21st GHA moved 11 people from their original unit to the temporary unit that was just moved out of by the first round of moves and 4 households scheduled for May 25th move. Maintenance has been turning approximately one unit a day and we have had up to 4 moves daily. GHA must release entire buildings to the contractor due to the asbestos abatement and new utility line installation. This can also be very tricky when there is a delay in the contractor giving GHA a particular unit back, that one unit can delay the release of the entire fourplex. The plan is for the contractor to release 4 to 6 units weekly and we in turn give the contractor 4 to 6 units.

GHA pays for these residents to be packed and moved, we transfer all their internet, phone, electric if needed, etc. None of the moves have been delayed by the rain. Maintenance has pulled off all the make-readies in house. Administrative staff has been keeping up with all paperwork from moves and staying on top of their regular duties of interims, recertifications, phone calls and leasing. Bills are being paid. GHA works very close with HUD to move our vacant to HUD approved vacant undergoing modernization, so we do not lose our subsidy. Construction communicates dates about the upcoming units. Contractors have kicked into gear and will be starting the abatement of the additional units on Monday. We are anticipating the next round to move in the week of June 11th, adding a week after May 27th delivery and continue the momentum until the finish line of March 2022.

GHA team is working extremely hard, and I am very proud of our staff, I am amazed of what this small team of ours has accomplished. The Executive Director asked permission to use the unrestricted funds of Shady Oaks Development Corporation to provide breakfast or lunch for team meetings and the board agreed.

- Item 8. Discussion, Consideration and Possible Action to resume all board meetings in person to allow public attendance in person. - Larry Raper, Chairman

At the last City Council meeting, city staff was directed to open their Board and Commission public meetings to allow members and citizens to attend in person. The city staff was also directed to allow board members and citizens to participate virtually if they choose. This means that the Chairman and the Vice-Chairman must be physically present at the location where the meeting is being held. Having two or three members still attend via Zoom is acceptable if there is still a quorum at the posted location. The Georgetown Housing Authority Board is not a city board. It is the ED's recommendation to hold the meetings in person, since we have the GHA Activity Learning Center that is large enough to accommodate social distancing. In my experience holding meetings virtually and in person can be confusing. It is the Executive Director's recommendation to hold the meetings in person without the option to attend virtually.

Motion: Commissioner Fuller made a motion to return to regular meeting in person and make the mask optional, Commissioner Romero seconded this motion and motion passed unanimously 6/0.

Item 9. Adjournment

Motion: Commissioner Goodwin made the motion to adjourn, Commissioner Karr seconded this motion, and this motion passes unanimously, 6/0.

The meeting was adjourned at 3:38 pm.