

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

On the 22nd day of October, 2015 at 3:03 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

Item 1. The Chairman called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present: Commissioner Gavurnik, Commissioner Poisson, Commissioner Raper, Commissioner Schwab, Commissioner Cruz, Commissioner Pope, and Commissioner Todd.

Others present were: Jennifer Bills, City of Georgetown, Tom O'Leary-Attorney, and David Morgan, Georgetown City Manager.

Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.

Item 3. Public Comment – There was no public comment.

ED Brennan introduced the new City Manager, Mr. David Morgan to the Board and she asked that the Board introduce themselves to Mr. Morgan.

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

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

There were no items brought up for discussion or additional questions, therefore, the following motion was made:

Motion: *Commissioner Poisson made a motion to accept the consent agenda, items 4 and 5 as stated, and Commissioner Todd seconded this motion, and this motion passed unanimously, 6/0.*

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

Item 6. Information regarding GHA Board reappointment eligibility – Nikki Brennan, Executive Director

GHA Board members whose terms are expiring are Larry Raper, Raymond Poisson, Tim Todd and John Gavurnik. Executive Director explained these board members must submit an application to be reappointed and it can also be done on line November 1st to January 8th.

Motion: *No motion needed*

Item 7. Update on the HVAC/Electric Modernization project in development 2 – Nikki Brennan, Executive Director

ED Brennan updated the Board on the HVAC/Electric Modernization project. We have started with one development of 30 units upgrading the electricity and the meters. The 1 and 2 bedrooms units will be minisplits and 3 and 4 bedrooms will be central AC/Heat. There was a preconstruction conference held on 9/29/2015, putting out schedules and times, the use of facilities and mainly the coordination of multiple contractors, electric, asbestos abatement, A/C, drywall, and the City of Georgetown. There was a mandatory meeting for residents so that they have an idea of what is going on. About 60% of residents showed. We have done 12 units of asbestos abatement and at this point the residents have to leave their home about 8 hours and they are called back in when completed. Not too many problems during this process.

After this process is done, the electrical will begin.

Motion: *No motion needed*

Item 8. Discussion, Consideration and Possible Action to revise GHA's Community Service and Self Sufficiency Policy (CSSR) – Nikki Brennan, Executive Director Resolution 609

The Community Service and Self Sufficiency Policy requirements is for Housing Authorities that if you are not an adult that has an exception then you are required to do 8 hours of volunteering or self-sufficiency or a combo of both as in 8 hours every month. The exemptions are if you are over 62 or disabled or primary care taker, if you work over 30 hours or more a week, if you are receiving TANF or are in welfare work program through the state administration. HUD

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

conducted a review and found that many agencies were non-compliant and that there was a significant number of errors in that reporting system. So they republished this notice for clarification. After a brief discussion, the following motion was made:

Motion: Commissioner Poisson made a motion to approve Resolution 609, the revised GHA's Community Service and Self Sufficiency Policy (CSSR), Commissioner Todd seconded this motion, and this motion passed unanimously, 6/0.

Item 9. Discussion, Consideration and Possible Action to approve Collection Loss write off for Low Rent, Shady Oaks LP Bad Debt for 2014/2015 - Nikki Brennan, Executive Director
Resolution 610

We are currently at the end of fiscal year, and tenant receivable will help improve the Authority's ratio of current assets to current liabilities. PHAS points are given based on the amount of tenant receivables relative to tenant rent revenue, with it being best to have low receivables and high revenue. Tenant receivables can be decreased by writing off uncollectible balances. I am asking you to write off these three residents since all attempts to collect have failed. We usually do this in June and again in September. Two move outs both trashing the apartments. And one of the residents passed away. They had a live in person and that person did not want to move out so GHA had to proceed with an eviction. After a discussion with Board the following motion was made:

Motion: Commissioner Gavurnik made a motion to approve Resolution 610, Collection Loss write off for Low Rent, Shady Oaks LP Bad Debt for 2014/2015, and Commissioner Poisson seconded this motion, and this motion passed unanimously, 6/0.

Item 10. Discussion, Consideration and Possible Action to Change the regular scheduled meetings of November and December, due to Holidays - Nikki Brennan, Executive Director

ED Brennan asked the Board to move the both meetings to November 19th and December 17, due to the holiday season. After a discussion the following motion was made:

Motion: Commissioner Poisson made a motion to change the regular scheduled meetings of November to November 19th at 3 pm, and December 17th at 11:00 due to the holiday season. Commissioner Todd seconded this motion, and this motion passed unanimously, 6/0.

Item 11. Discussion, Consideration and Possible Action to schedule the ribbon cutting for GHA-Activity Learning Center- Nikki Brennan, Executive Director

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

ED Brennan told the Board that she ordered a dedication plaque as recommended by the Board during the September meeting and would like to schedule a ribbon cutting ceremony.

She asked to schedule this ceremony for the GHA-ALC at 5:00 pm after our regular scheduled Board Meeting on January 28th, 2016.

Motion: ***No motion needed***

Board recessed into Executive Session at 4:01 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 551.074 – Personnel Matters: To discuss the evaluation of the Executive Director of the Georgetown Housing Authority.

Board came out of Executive Session at 4:34 pm.

Open Session: The Board will individually consider, discuss, and possibly take action on items discussed in Closed/Executive Session.

Motion: ***Commissioner Gavurnik made a motion to approve the ED's salary at \$83,000.00 per year, Commissioner Schwab seconded this motion and this motion passed unanimously, 6/0.***

Board directed the ED to provide a Continuity of Operations Policy by the January, 2016.

Item 13. Adjournment

Motion: ***Commissioner Gavurnik made a motion to adjourn, Commissioner Pope seconded the Motion, and the motion passed unanimously, 6/0. The Chairman thereby declared the meeting adjourned at 4:48 p.m.***