

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

On the 26th day of May 2016 at 3:02 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 Raper, Commissioner Schwab, Commissioner Cruz, Commissioner Todd, Commissioner Poisson, Commissioner Gavurnik, and Commissioner Pope.
- Others present: Frank Stover, with Atchley and Associates, Inc. and Tom O'Leary, Attorney.
- Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.
- Item 3. Public Comment – Mrs. Fernando, Stonehaven resident read her statement to the Board in reference to the proposed House Rules and Regulations to be discussed for approval on Item 6. Mrs. Fernando was concerned about the proposed gardening guidelines and how it would affect some of the residents that enjoy gardening and have invested time, money and effort in creating their gardens. She asked the Board to please consider this in making their decision.

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 28th 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. Staff Training
 - j. Resident Council Report

Motion: Commissioner Schwab made a motion to approve Items 4 & 5, Commissioner Gavurnik seconded this motion and this motion passed unanimously, 7/0.

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

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- Item 6. Discussion, Consideration and Possible Action to approve GHA policy of House Rules and Regulations - Nikki Brennan, Executive Director
Resolution 621

Rules and regulations may be modified from time to time. The proposed House Rules and Regulations were distributed to every household on April 1st, posted on the website and in the lobby at 210 West 18th Street. Public comment was received until May 5th, 2016. The comments received from resident have been included in the packet for consideration. ED Brennan asked the Board to approve the proposed House Rules and Regulations. She also mentioned that some of these residents cannot possibly make these changes required in a short amount of time; they would need some time to implement these changes.

The Board reviewed the residents' comments carefully and they considered these comments in detail and since there were no other issues raised besides the landscape and gardening section of the proposed house rules and regulations the following motion was made:

Motion: Commissioner Pope made a motion to approve GHA policy of House Rules and Regulations, Commissioner Cruz seconded this motion and this motion passed unanimously, 7/0.

Commissioner Todd made a motion to amend the implementation period to 90 days.

- Item 7. Discussion, Consideration and Possible Action to amend GHA maintenance charges to Tenants – Nikki Brennan, Executive Director
Resolution 622

GHA has reviewed our Schedule of Maintenance Charges and they have not been revised January, 2013. We posted the document on display at the office of the Housing Authority, our newsletter and on our website.

One comment was received to change the bulk item pick up charge from \$40.00 to \$35.00. Our response to this request is as follows: We implemented the Bulk Pick up each Tuesday so residents can put their bulk items out, if they do not use our normal scheduled dump day, they will be charged a \$40.00 fee that will cover the costs of labor, gas, and dump fees incurred to GHA.

Motion: Commissioner Gavurnik made a motion to accept the amended GHA maintenance charges to Tenants, Commissioner Poisson seconded this motion and this motion passed unanimously, 7/0.

- Item 8. Discussion, Consideration and Possible Action to amend Policies Governing Admissions and Occupancy to Conventional Public Housing Developments Administered Through the Housing Authority of the City of Georgetown (GHAACOP) – Nikki Brennan, Executive Director
Resolution 623

The new rules effective April 7, 2016 have been published and GHA has updated the GHA-ACOP Policy to conform to the new rules and we have made minor changes. We have met with the Resident Advisory Board on April 26th, 2016, we also posted all changes for comment for 45 days through the newspaper, April newsletter and GHA website; and conducted a public hearing to explain the changes and discuss any written comments. Two people showed to the meeting. ED Brennan reviewed the GHA-ACOP

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Policy page by page with the Board and explained the updates made. She asked the Board to approve the changes on this policy.

Motion: Commissioner Pope made a motion to accept the amendments to Policies Governing Admissions and Occupancy to Conventional Public Housing Developments Administered through the Housing Authority of the City of Georgetown (GHAACOP), Commissioner Poisson seconded this motion and this motion passed unanimously, 7/0.

- Item 9. Discussion, Consideration and Possible Action to amend Section 8 Administration Plan – Nikki Brennan, Executive Director
Resolution 624

ED Brennan stated that the same reason for updating the previous policy also applies to the Section 8 Administration Plan. ED Brennan also reviewed all the updates with the Board and explained the updates made. She asked for approval of the amended Section 8 Administration Plan.

Motion: Commissioner Gavurnik made a motion to amend Section 8 Administration Plan, Commissioner Cruz seconded this motion and this motion passed unanimously, 7/0

- Item 10. Discussion, Consideration and Possible Action to approve GHA's Annual and Five Year Plan – Nikki Brennan, Executive Director
Resolution 625

Motion: Commissioner Todd made a motion to approve GHA's Annual and Five Year Plan, Commissioner Cruz seconded this motion and this motion passed unanimously, 7/0

The Board proceeded to move into Executive Session at: 4:05 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 11. Section 551.072– Deliberations about Real Property: Closed session for deliberation regarding the exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person – John Gavurnik, Vice Chairman

The Board came out of Executive Session at 4:20 pm.

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

Motion: Commissioner Gavurnik made the motion to authorize Commissioner Schwab to contact owner and engage conversation on the possibility of purchasing property, Commissioner Todd seconded this motion and this motion passed unanimously.

Motion: Commissioner Gavurnik made a motion to adjourn, Commissioner Cruz seconded the motion, and the motion passed unanimously, 7/0. The Chairman thereby declared the meeting adjourned at 4:25 p.m.