

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

On the 17th day of November 2016 at 3:02 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

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

Absent: Commissioner Cruz, Commissioner Poisson, Others present: Tom O’Leary, Attorney.

Item 2. Pledge of Allegiance – The Board and attendees recited 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 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. Staff Training
- j. Resident Council Report

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Brian Schwab pulled items 5 a,b. A discussion regarding accts. receivable and collection loss were discussed. Item 5h was also pulled and a discussion of the REAC inspection for Shady Oaks was discussed.

Motion: Commissioner Todd made a motion to accept the consent agenda, Items 4 and 5 a through j. Commissioner Schwab seconded this motion and this motion passed unanimously, 5/0.

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 Information GHA Board reappointment eligibility - Nikki Brennan, Executive Director

Nikki Brennan explained to the Board that November 1st began the Boards & Commissions application process for 2017/18 membership. Applications will be accepted through the first week in January, 2017. Mayor Ross will make his recommendations for appointment at the first council meeting in February. After council approval, new members and reappointed members begin their new term on March 1, 2017.

The Georgetown Housing Authority members whose terms are expiring include Commissioner Amelia Cruz, Commissioner Brian Schwab, and Commissioner Frank Stover. If a member wishes to be reappointed, they must submit an application (attached). Applicants may also fill out an online application here: <https://government.georgetown.org/board-or-commission-application/> It is very easy to apply online. Nikki Brennan said she would forward the information to Mr. Schwab.

Motion: No motion needed. Informational only.

Item 7. Discussion, Consideration and Possible Action to Approve Section 8 Management Assessment Program (SEMAP) Certification - Nikki Brennan, Executive Director

The SEMAP system assesses GHA based on 14 key factors that shows they can provide families with decent and safe housing as intended by Federal housing.

HUD hosted listening sessions this summer regarding the likely overhaul of PHAS and SEMAP before rulemaking begins for the corresponding regulations. The timeline on this will be in conjunction with the revisions to SEMAP- rulemaking is expected to take on to two years

Housing Authorities use the SEMAP indicators to assess their operations with the key Housing Choice Voucher requirements and performance standards. After a brief discussion the following motion was made:

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Motion: Commissioner Gavurnik made a motion to adopt Resolution 634 approving the Section Eight Management Assessment Program Certification and submission for the period ending September 30, 2016, Commissioner Stover seconded this motion and passed unanimously 5/0.

Item 8. Discussion regarding Employee/Board End of Year Luncheon - Nikki Brennan, Executive Director

ED Brennan addressed the Board about the End of the year luncheon, and she wants Alycia Tandy, owner of Do Yourself a Flavor to cater this year as well, she has catered our GHA luncheon with a traditional Thanksgiving meal in the past and ED Brennan likes her services and her prices.

This year the menu will include: turkey, dressing, gravy, cranberry sauce, green beans, rolls, sweet potatoes, and desserts. Water and tea will be served.

The luncheon will take place before the December 15th, Board meeting which starts at 1:00 pm.

Nikki Brennan recommended to the board to hire Alycia Tandy, Do Yourself a Flavor, to cater the luncheon at 11:30 and to hold the December meeting at 1:00 on December 15, 2016

Motion: Commissioner Stover made a motion to have the luncheon at 11:30 and to hold the December meeting at 1:00 pm on December 15, 2016, Commissioner Schwab seconded this motion and this motion passed unanimously, 5/0.

Item 9. Information regarding United Way and Georgetown Health Foundation Training– Nikki Brennan, Executive Director

ED Brennan approached the Board with information regarding United Way and Georgetown Health Foundation Training. The following will be discussed:

Key Roles for Senior Leaders- Friday, December 9, 11am-1: 30pm

Board Source Certified Governance Trainer and Georgetown Health Foundation CEO Scott Alarcón will facilitate this workshop.

Workshop description: Key Roles for Senior Board Leaders will focus on the key roles of the Executive Committee and senior board leadership with a focus on the core responsibilities of evaluating the CEO/ED, evaluating the board, the board building cycle and structuring the high performance board and its committees for effective governance.

The audience for this session includes: senior board leaders/officers, Executive Committee members and EDs/CEOs

Location: Georgetown Health Foundation Community Room C, 2423 Williams Drive, Suite 101, Georgetown, TX 78628. Lunch will be served.

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Registration is open, Commissioner Cruz and Commissioner Raper are registered and if any other board member would like Nikki Brennan to register them she would be glad to do so.

Motion: No motion needed. Informational only.

The Board went into Executive Session at 4:33 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 10. Section 551.072– Deliberations about Real Property: Closed session for deliberation regarding the exchange, lease, or value of real property.

The Board came out of Executive Session at 4:46 pm

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

11. Adjournment

Motion: *Commissioner Stover made a motion to adjourn the meeting, Commissioner Gavurnik seconded this motion and this motion passed unanimously, 5/0.*

The meeting was adjourned at 4:47 pm.