

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

On the 20<sup>th</sup> day of April at 3:02 p.m., the Housing Authority of the City of Georgetown, Texas met at the regular meeting.

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

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

**Item 3. Public Comment –**  
None

**Board Items 4 & 5 – Consent Agenda:**

**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 20<sup>th</sup> 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 Order
- 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):
- f) Prior Month Vacant Units by Address, Work Orders
- g) Board Attendance Report
- h) Director of Housing Operations Report
- i) Executive Director's Monthly Report

- j) Staff Training
- k) Resident Council Report

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

**Regular Meeting 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 to review the Georgetown Housing Authority Bylaws. Nikki Brennan, Executive Director.  
Resolution 642**

Discussed changing the bylaws to amend Article 4, meetings. The Bylaws state the board “shall meet”. Discussed changing the language to “may generally meet” this would allow the board’s discretion to meet.

*Motion: Commissioner Todd made a motion to amend the bylaws, Article 4 under meetings, 4.1, Change wording shall to may generally meet. Commissioner Gavurnik seconded this motion and this motion passed unanimously, 5/0.*

**Item 7 Discussion, Consideration and Possible Action to review the Georgetown Housing Authority Board Policy and Procedures – Nikki Brennan, Executive Director.  
Resolution 643**

Discussed page 4 Board Meetings, Frequency dates of meetings. We struck must take formal action and added generally. under III, A) Meetings page 4;

v. Frequency/Dates of Meetings: The Board shall meet regularly and meetings will generally be held once each month. Accordingly, the Board shall set such schedule annually in accordance with the GHA By-Laws, unless the Board alters this schedule of meetings. GHA Board meetings shall convene at the time(s) stated upon the face of the publicly posted Agendas, subject to a quorum being present.

*Motion: Commissioner Todd moved to accept resolution 643, Commissioner Guvurnik seconded this motion and this motion passed unanimously, 5/0.*

**Item 8. Discussion, Consideration and Possible Action to approve Collection Loss write off for Low Rent, Shady Oaks LP Bad Debt for 2016/2017– Nikki Brennan, Executive Director.  
Resolution 644**

*Motion: Commissioner Todd moved to approve the Shady Oaks and Low Rent write offs as collection losses, Commissioner Schwab seconded this motion and this motion passed unanimously, 5/0.*

**Item 9. Executive Session**

*The board did not go to executive session.*

**Item 10. Adjournment**

*Motion: Commissioner Gavurnik motioned to adjourn, Commissioner Schwab seconded this motion and this motion passed unanimously, 5/0.*

The meeting was adjourned at 3:38 pm.