

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

On the 23<sup>rd</sup> day of March at 3:00 p.m., the Housing Authority of the City of Georgetown, Texas met at the annual 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 Stover, and Commissioner Poisson, Commissioner Gavurnik, and Commissioner Cruz. Commissioner Todd was 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 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 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 Gavurnik made a motion to adopt the consent agenda, Items 4 and 5 as presented. Commissioner Schwab seconded this motion and this motion passed unanimously, 6/0.*

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

- Item 6. Discussion, Consideration and Possibly Action to elect the Chairman and the Vice Chairman of the Georgetown Housing Authority Board. Nikki Brennan, Executive Director.**  
**Resolution 637**

*Motion: Commissioner Gavurnik nominated Larry Raper as Chairman, Commissioner Stover seconded this motion and this motion passed unanimously, 6/0.*

*Motion: Commissioner Schwab made a motion to nominate John Gavurnik as Vice Chairman, Commissioner Stover seconded this motion and this motion passed unanimously, 6/0*

- Item 7 Discussion regarding Shady Oaks GHA Housing, L.P. Audit – Frank Stover, Atchley & Associates.**

Frank Stover went over the audit by Novagradac. There were no findings.

*Informationally only*

- Item 8. Discussion, Consideration and Possible Action to Accept GHA draft Violence Against Women (VAWA) Policy – Nikki Brennan, Executive Director.**  
**Resolution 638**

Nikki Brennan explained on Nov. 16, 2016, HUD published the Final Rule on the Implementation of the Violence Against Women Reauthorization Act of 2013. This rule became effective on Dec. 16, 2016. GHA will have until June 14, 2017 to implement an Emergency Transfer Plan. GHA has put together a draft VAWA Policy that includes the required transfer plan. The rule requires that all covered HUD housing programs implement new policies, procedures, and forms to ensure that individuals are not denied assistance, evicted, or have their assistance terminated due to their status as victims of domestic violence, dating violence, sexual assault, or stalking. The policy was explained to the board. The proposed policy has been displayed at 210 West 18<sup>th</sup> Street, in Georgetown, Texas between 8:00 and 5:00 pm regular

business hours for public comment. GHA provided an opportunity for public comment on the revisions for 30 days and received no comments. After discussion a motion was made.

*Motion: Commissioner Stover made a motion to adopt the draft VAWA policy, Commissioner Gavurnik seconded this motion and this motion passed unanimously, 6/0.*

**Item 9. Discussion, Consideration and Possible Action to amend Governing Admissions and Occupancy to Conventional Public Housing Developments Administered Through the Georgetown Housing Authority, (GHA-ACOP) – Nikki Brennan, Executive Director  
Resolution 639**

The next three items are incorporating the VAWA policies into the admin plans. Nikki Brennan Went over the revisions to the GHA-ACOP.

*Motion: Commissioner Stover made a motion to adopt Resolution 639 whereas, according to the final Violence Against Women Act rules that were effective December, 2016, GHA will have until June 14, 2017 to implement an Emergency Transfer Plan. Whereas, the Board of Commissioners of GHA is charged with establishing policies to administer the management of the Housing Authority: And whereas, the VAWA policy to incorporate by reference has been displayed at 210 West 18<sup>th</sup> Street, Georgetown, Texas 78626 between 8:00 and 5:00 pm regular business hours for public comment on the revisions. Whereas, Georgetown Housing Authority provided an opportunity for public comment on the policy for 30 days and received no comments. Whereas, The Board of Commissioners has reviewed the proposed revisions to the GHA Admissions and Continued Occupancy Policy. Therefore, be it resolved that the Commissioners of the Housing Authority of the City of Georgetown, Texas, approve the revisions to the GHA Admissions and Continued Occupancy Policy this March 23, 2017. Commissioner Poisson seconded this motion and this motion passed unanimously, 6/0.*

**Item 10. Discussion, Consideration and Possible Action to amend Section 8 Administrative Plan – Nikki Brennan, Executive Director  
Resolution 640**

Nikki Brennan went over all proposed revisions to the Section 8 Administration Plan.

*Motion: Commissioner Gavurnik motioned to approve the Section 8 Administrative Plan to conform to the requirements of the Violence Against Women Reauthorization Act of 2013, Commissioner Schwab seconded this motion and this motion passed unanimously, 6/0.*

**Item 11. Discussion, Consideration and Possible Action to amend Governing Admissions and Occupancy to Shady Oaks LP Administered Through the**

**Georgetown Housing Authority, Tenant Selection Plan – Nikki Brennan,  
Executive Director  
Resolution 641**

This is the Shady Oaks ACOP or tenant selection plan. Nikki Brennan reviewed all revisions.

*Motion: Commissioner Stover moved to adopt Resolution 641, Commissioner Schwab seconded this motion and this motion passed unanimously, 6/0.*

**Item 12. Discussion, Consideration and Possible Action to Change the regular scheduled meeting of April 27, 2017 – Nikki Brennan, Executive Director**

Nikki Brennan requested to change upcoming Board meeting date to one week earlier to the third Thursday in April (April 20, 2017) at same scheduled time.

In April Nikki Brennan explained she will be attending TXNAHRO conference the week of the board meeting. She is on the TXNAHRO Executive Board and committee member of Community Revitalization and Development, Member Services, Small Agency Task Force and Scholarship Foundation.

She will be running 4 raffles to raise money for the scholarship foundation during breaks and lunches at the exhibitor booths, and requested to change the date of the board meeting.

The Board agreed to change the April meeting to April 20<sup>th</sup>, 2017 at 3:00 pm.

*Informational only*

**Item 13. Adjournment**

*Motion: Commissioner Gavurnik motioned to adjourn, Commissioner Cruz seconded this motion and this motion passed unanimously, 6/0.*

The meeting was adjourned at 3:58 pm.