

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
July 12th, 2018**

- Item 1. Call the meeting to order. Roll Call. - ED Brenman proceeded to take roll call and the following members were present: Commissioner Raper, Commissioner Ramsey, Commissioner Scott, Commissioner Todd, and Commissioner Clark. Commissioner Cruz and Commissioner Gavurnik are not present. Tom O'leary, Attorney is also present.
- Item 2. Pledge of Allegiance -
- Item 3. Public Comment - 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 July 12th, 2018 meeting, Nikki Brennan, Executive Director
- Item 5. Discussion, Consideration and Possible Action to accept the Departmental Reports, Nikki Brenman, 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

No questions or discussion on above items.

Motion: Commissioner Todd made a motion to accept Item 4 and Item 5, Commissioner Cain 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 to approve GHA's Annual and Five Year Action Plan - Nikki Brennan, Executive Director
Resolution 664

ED Brennan stated that the Public Housing agency Plan helps to inform HUD, residents and the public of its mission for serving the needs of low income and very low income families and the strategy for addressing those needs. ED Brennan stated that GHA is a qualified HA since we have under 550 housing units and vouchers we are not required to submit it to HUD but we are required to have and available to the public. The following actions were taken to comply:

- April 22, Advertised Notice of Public meeting
- April 30th - RAB meeting - no attendance
- June 28 - Public meeting held - no attendance

Report is due to HUD on July 16th. ED Brennan stated that HUD had streamlined new forms, and that new policies that were raised or implemented are shown since the last annual plan.

ED Brennan highlighted the following changes made:

Page 170 - Changed the statement of significant amendment to include RAD.

Page 183 - Received \$262,140, 40% more this year than previous year.

Page 185 - Included all items needing modernization.

GHA Board may revise our 5 year plan at any time although if new work items are added a new environmental report will need to be approved by County and sent to HUD.

ED Brennan recommended that the Board to approve annual plan and 5 year action plan, and sign certificates, after this discussion the following motion was made:

5 **Motion: Commissioner Todd made the motion to approve the PHA Annual and Five Year Action Plan, Commissioner Scott seconded this motion and this motion passed unanimously, 5/0.**

Item 7. Review the Georgetown Housing Authority Board Bylaws attendance policy- Nikki Brennan, Executive Director

ED Brennan reviewed Section 392.0331 LGC. Section 3.4. "If any commissioner fails to attend three consecutive regularly called meetings of the Authority, or fails to attend more than 25% of regularly called meetings in any year of an appointment cycle, a majority of the commissioners shall decide whether or not to recommend the commissioner to the Mayor for reappointment.

ED Brennan pointed out that is extremely critical that GHA has a quorum in the upcoming meetings since the Housing Authority is trying to contact a RAD consultant and submit RAD application by September 8th. When a quorum is not met, we will fall behind schedule and it is a time and effort wasted for the ED having to redo the packet. Tom O'Leary, Attorney, suggested that an agenda item be added in light of any commissioner missing more than 3 consecutive meetings.

This Item was information only, no motion needed.

- Item 8. Discussion, Consideration and Possible Action to revise the GHA Code of Conduct Policy-
Nikki Brennan, Executive Director
Resolution 665

ED Brennan highlighted the changes she made to the GHA Code of Conduct Policy to be able to comply with the new Annual Contributions Contract (ACC) HUD 53012. HUD approved it but she must have the Board approve it.

CDBG awarded \$282,603 and it can be used for the modernization.

ED asked the Board to approve resolution 665

Motion: Commissioner Cain made a motion to approve Resolution 665, Commissioner Todd seconded this motion and this motion passed unanimously, 5/0.

- Item 9. Adjournment

Motion: Commissioner Todd made a motion to adjourn the Board meeting, Commissioner Clark seconded this motion and this motion passed unanimously, 5/0