

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

March 2018

On the 22nd day of March 2018 at 3:01p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

- Item 1. The Chairman called the meeting to order and took roll call. The following Commissioners were present, Commissioner Cruz, Commissioner Raper, Commissioner Scott, Commissioner Todd, Commissioner Ramsey
- Absent: Commissioner Clark, Commissioner Gavurnik
- Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.
- Item 3. Public Comment – Stonehaven Resident Virginia Campbell inquired about the Smoking Policy to be discussed and also about her having issues with the current Pest Control Service. ED Brennan stated that she would look into it.
- Item 4. Commissioner Raper introduced the new Commissioners, Commissioner Ramsey and Commissioner Scott. They in turn proceeded to give a brief introduction of themselves. The current Commissioners also introduced themselves.

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 5. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting, Nikki Brennan, Executive Director
- Item 6. 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, and 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

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

March 2018

- k. Financial Reports for Shady Oaks LP, Housing Development Corporation, Low Rent and Section 8.

Motion: *Commissioner Cruz made a motion to approve the consent agenda, Commissioner Todd 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 7. Discussion, Consideration and Possible Action to Review the GHA Bylaws and Attendance Policy - Nikki Brennan, Executive Director.

ED Brennan reviewed the GHA Bylaws attendance policy. If any commissioner fails to attend three consecutive regular called meetings of the Authority, or fails to attend more than 25 percent 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.

Motion: *No Motion needed.*

- Item 8 Discussion, Consideration and Possible Action to elect the Vice Chairman of the Georgetown Housing Authority Board – Nikki Brennan, Executive Director
Resolution 660

The City Mayor recommended that Commissioner Raper remain as Chair of the Georgetown Housing Authority, so a nomination and motion was needed to elect a new Vice Chair, after brief discussion the following motion was made:

Motion: *Commissioner Cruz made the motion to recommend Commissioner Todd as Vice Chair, Resolution 660 - Commissioner Cain seconded this motion and this motion passed unanimously, 5/0.*

- Item 9. Discussion, Consideration and Possible Action to approve the draft Smoke-Free Housing Policy. -Nikki Brennan, Executive Director
Resolution 661

A Smoke-Free Public Housing Rule was finalized Dec 5, 2016 and needs to be implemented no later than 18 month, July 31, 2018. This proposed policy was distributed to the Stonehaven resident on February 1st, 2018 and was available for viewing at 210 West 18th Street in Georgetown, Texas for public comment.

Wilco Wellness Alliance is available for Smoke-Free presentations and can get interested residents signed up for the Quitline, which is an over the phone quit program that will give them 2 free weeks of nicotine replacement therapy medications. They have applied for a grant, and will partner with us in the future. GHA will look into a possible smoking designation area. The following motion was made:

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

March 2018

Motion: *Commissioner Cain made the motion to Approve the draft Smoke-Free Housing Policy, Resolution 661, Commissioner Cruz seconded this motion, this motion passed 4/1 – Commissioner Todd against.*

Item 10. 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 662

ED Brennan stated that in research management has found that that 15 to 20 percent of the applicants are denied because of rent related collection accounts. She proposed that the policy be revised to read:

An applicant's past performance in meeting financial obligations is unsatisfactory. Examples include: Landlord reference evidence of one or more outstanding collections and or correction nonpayment or late payment of rent. GHA will take into account extenuating circumstances, such as family illness, loss of job, etc, which may have caused the delinquency.

After a discussion the following motion was made:

Motion: *Commissioner Cain made a motion to accept as written, Commissioner Todd seconded this motion and it passed unanimously, 5/0. Resolution 662*

Item 11. Discussion of 2018 Stonehaven Apartments Energy Audit – Nikki Brennan, Executive Director

The last energy audit was conducted in May 2013 and it has to take place no less than in five years. The lowest energy auditor was selected from responsible and reasonable bidders. ED Brennan presented the audit for the Board review and presented the recommendations to be completed. She will review to determine which items can be done by the maintenance department and which items need to be added to the Capital Fund item list. She had a question for the Board members if they thought that replacing the interior wall insulation and exterior wall insulation would help with energy consumption. They agreed to add to the five year plan.

Motion: *No motion needed, item was presented for review only.*

Item 12. Discussion of Continued Resolution Funding and the President's FY2019 budget proposal to Congress – Nikki Brennan, Executive Director's

ED Brennan reviewed this item with the Board.

Motion: No motion needed, this item was for discussion only.

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

March 2018

Item 13. Discussion of the Public Housing Assessment and Physical Needs – Nikki Brennan, Executive Director's
ED Brennan presented her report to the Board about the condition of the property and the status of items that need to be replaced or repaired.

Motion: *No motion is needed.*

Item 14. Discussion Consideration and Possible Action Regarding the Land Survey Proposals for Development of 14 new units and preserving public housing through the RAD Section 8 Project-Based subsidy program – Nikki Brennan, Executive Director's.

ED Brennan asked the board to allow GHA to get on a waiting list and send a Letter of Interest (LOI) to HUD to be able to apply for the RAD program. Rental Assistance Program (RAD). This would enable GHA to receive a stable subsidy that would align rents with the Section 8 program and local market factors. The switch to RAD would allow GHA to receive resources that do not exist in traditional public housing. RAD attracts significant private funding, the ability to take on mortgages and the use of tax credits. With this boost of private funds, GHA could renovate and restore its property, keeping Stonehaven viable and most importantly affordable. Resident's rent would still be at 30 percent of their annual adjusted income, but a subsidy would be received for the difference and the rents would be set closer to market rent. The board agreed to send a letter of interest and be added to the RAD waitlist.

The Board and ED discussed in detail this report. After discussion, the following motion was made:

Motion: *Commissioner Cain made a motion to not continue with the Land Survey, Commissioner Cruz seconded this motion and this motion passed unanimously, 5/0.*

Item 15 Discussion of the Shady Oaks LP Independent Auditor's Report for Calendar Year December 31, 2017 – Nikki Brennan, Executive Director

ED Brennan stated that there was nothing to report except good news. All files were immaculate, nothing negative in findings. This report was informational only.

Motion: No motion needed.

Item 16. Adjournment

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

The meeting was adjourned at 4:30 pm.

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

March 2018