

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF GEORGETOWN  
November 15<sup>th</sup>, 2018**

Item 1. Call the meeting to order. Roll Call. - Chairman Raper called the meeting to order at 3:02 pm. ED Brennan proceeded to take roll call and the following members were present: Commissioner Raper, Commissioner Todd, Commissioner Karr, Commissioner Ramsey, Commissioner Clark arrived at 3:06. Not Present: Commissioner Cruz and Commissioner Scott.

Item 2. Pledge of Allegiance - All present recited 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 October 29th, 2018 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. Resident Council Report
- j. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

**Motion:** Commissioner Karr made a motion to accept the Consent Agenda, Item 4 & 5 a-k, Commissioner Todd seconded this motion, and this motion passed unanimously, 5/0.

Regular Agenda: The Board will individually consider and possibly act on any or all of the following items:

Item 6. Information regarding GHA Board reappointment eligibility – Nikki Brennan, Executive Director

The application process for 2019/20 membership began on November 1<sup>st</sup> and it goes until the first week of January 2019. After reappointment the new term begins on March 1, 2019. Our current commissioners that their commissions are expiring are Commissioner Scott, Commissioner Clark and Commissioner Cruz. They must submit an application to be reappointed, except for Commissioner Cruz, who is not eligible to reapply as Resident Commissioner. We will post the opening and encourage residents to apply in our GHA newsletter and on Website.

**Motion: Informational, no motion needed.**

Item 7. Discussion, Consideration and Possible Action to approve Collection Loss write off for the Low Rent, Shady Oaks LP Bad Debt for 2017/2018 - Nikki Brennan, Executive Director – Resolution 670

ED Brennan presented the Board with a spreadsheet that reflected uncollectable debts for 2017/2018. This is a list of the Tenant Account Receivable (TAR) with balances for write-off approval. The Housing Authority has made attempts to collect these balances due but has not been successful. These balances affect they decrease the MASS score. Write offs help improve the score. ED Brennan requested the Board to approve the write off. After a discussion the following motion was made:

**Motion: Commissioner Clark made a motion to adopt the resolution 670, Commissioner Todd seconded this motion and the motion passed unanimously 5/0.**

Item 8. Discussion, Consideration and Possible Action regarding the Payment in Lieu of Taxes (PILOT) – Nikki Brennan, ED. Resolution 671

ED Brennan made the recommendation that GHA not accrue the Payment in Lieu of Taxes (PILOT) of \$34,642.10 for the fiscal year ending 9/30/2018.

**Motion: Commissioner Karr made a motion to adopt Resolution 671, Commissioner Ramsey seconded this motion and the motion passed unanimously 5/0.**

Item 9. Discussion, Consideration and Possible Action to Approve the Section 8 Management Assessment Program (SEMAP) Certification – Nikki Brennan, Executive Director

## Resolution 672

ED Brennan discussed with the Board the SEMAP Certification be transmitted electronically within 60 days from the end of the fiscal year. This system is an assessment that shows if families are being assisted fairly and to obtain safe, and decent housing and to see if the HA are conforming with HUD requirements.

ED Brennan made the recommendation to adopt the Resolution 672 to approve the Section Eight Management Assessment Program (SEMAP) Certification and submission for the period ending September 30, 2018.

**Motion:** Commissioner Todd made a motion to accept Resolution 672, Commissioner Karr seconded this motion and the motion passed unanimously 5/0.

Item 10. Discussion Consideration and Possible Action to issue a Request for Proposal for Legal Services: Rental Assistance Demonstration (RQD) Conversion – Niki Brennan, Executive Director.

**Motion:** Commissioner Todd made a motion to put out an RFP for Legal Services (RAD), Commissioner Karr seconded this motion and this motion passed unanimously 5/0.

Stayed in Regular Session

**Executive Session: Pursuant to the Open Meeting 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 551.074 – Personnel Matters: (1) to deliberate the appointment, employment, evaluation reassignment, duties, discipline, or dismissal of a public officer or employee: Executive Director – Nikki Brennan.

**Motion:** Commissioner Todd made a motion to retain Nikki Brennan as Executive Director for another year, Commissioner Ramsey seconded this motion and this motion passed unanimously, 5/0.

Item 11. Adjournment: Commissioner Todd made the motion to adjourn, Commissioner Ramsey seconded this motion, and this motion passes unanimously, (5/0).

The meeting was adjourned at 3:39 p.m.