

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF GEORGETOWN
October 29th 2018**

- Item 1. Call the meeting to order. Roll Call. - Chairman Raper called the meeting to order at 3:01pm. ED Brennan proceeded to take roll call and the following members were present: Commissioner Raper, Commissioner Scott, Commissioner Todd, Commissioner Karr, Commissioner Ramsey, Commissioner Cruz, and Commissioner Clark was not present.
- 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 September 27th, 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
 - k. Investment Portfolio

Motion: Commissioner Cain made a motion to accept the Consent Agenda, Item 4 & 5 a-k, Commissioner Karr seconded this motion, and this motion passed unanimously, 6/0.

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

Item 6. Discussion, Consideration and Possible Action to decide on a consultant for the RAD Physical Conditions Assessment (RPCA) CNA e-tool, Environmental Review Phase 1 and Part 50/58, and Engineered Utility Allowance Request for Proposals. – Nikki Brennan, Executive Director – Resolution 669

GHA received four RFPs on October 23rd, and the review panel all rated EMG as the most responsible firm whose technical approach to the project, qualifications, price and other factors are the most advantageous to the Georgetown Housing Authority. The four panel reviewers were Miss. Shannon Kelly, Commissioner Karr, ED Brennan and Commissioner Cruz. After discussion the following motion was made:

Motion: Commissioner Scott made a motion to accept EMG Consultants, Resolution 669, Commissioner Cruz seconded this motion and this motion passed unanimously, 6/0.

Item 7. Discussion, Consideration and Possible Action to contract Novagradac & Company LLP for the Shady Oaks LP 2018 Audit and Tax Return - Nikki Brennan, Executive Director –

ED Brennan recommended that Novagradac & Company LLP be contracted again this year. ED Brennan stated that they have performed well in previous years, and they are reasonably priced as well. They have been doing this work since 2010.

Motion: Commissioner Scott made a motion to contract Novagradac & Company LLP for the Shady Oaks LP 2018 Audit and Tax Return; Commissioner Karr seconded this motion and the motion passed unanimously 6/0.

Item 8. Discussion, Consideration and Possible Action to contract Elizabeth A. Miles for FYE 9/30/2018 – Nikki Brennan, ED.

She has done great audits since 2009 for GHA, she is timely. She starts around February and she is very thorough in her audits, as well as she is very familiar with our agency and storage of documents. She would like to recommend her for FYE 9/30/2018 audit. This will be her last year since she will be retiring. Board asked what her exit strategy. ED Brennan stated that in a year they would do an RFP for an auditor. The following motion was made:

Motion: Commissioner Scott made a motion to contract Ms. Elizabeth A. Miles for FYE 9/30/2018, Commissioner Todd seconded this motion and the motion passed unanimously 6/0.

Item 9. Discussion, Consideration and Possible Action to change the regular scheduled meetings of November and December – Nikki Brennan, Executive Director

ED Brennan asked the Board to change the Board meetings for November and December to one week earlier due to the holiday season, November 15th and December 20th to celebrate the Christmas party for employees in December, and the board meeting will be held at 1:30 pm. On that day. ED Brennan will notify everybody of the Christmas party scheduled in December.

Motion: **There was no motion needed.**

The Board did not have a need to go to Executive Session to discuss the evaluation of the Executive Director until all evaluation packets have been compiled by Mrs. Turcotte.

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.

Item 11. The meeting was adjourned at 3:23 p.m.