

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

January 24th, 2019

- 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 Todd, Commissioner Ramsey, Commissioner Karr, Commissioner Raper, Commissioner Cruz. Absent: Commissioner Scott and Commissioner Clark
- 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 December, 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 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. Discussion, Consideration and Possible Action for Rental Assistance Demonstration (RAD) Update and Emergency Grant Update - Nikki Brennan, Executive Director
Res. 674

ED Brennan presented an update-

On January 11th we had a great meeting with Stan McCall (SMT) the grant writer, Roto Rooter, and Billie Williams, architect.

It was determined we have a strong case to submit to HUD for emergency funds.

We came up with a list of deliverables to be expected from each team member, from here we will begin compiling the necessary forms for proper submission of the Grant Application to HUD.

The costs associated with grant is the application submission fee from SMT at \$3,500, plus expenses. (HUD does not allow that to be included within the Grant application but is an allowable Low Rent operating expense or Capital Fund Admin expense.) Expenses would be printing, travel expenses of grant writer, and possible small engineer fee. The travel expenses will be billed at the government per diem rates for travel. I will have good breakdown by next week.

There will be other provisions worked within the Grant application to pay for additional services that SMT could provide but those services would not be needed unless the grant is awarded and we would not be bound to use SMT.

GHA would request RECAP and EMG to place the contract work on hold until the grant is either awarded or declined.

ED Brennan recommends we turn in our CHAP and pursue the submission of the emergency grant.

Motion: Commissioner Todd made a motion to accept resolution 674 to give back our housing assistance funds (CHAP) and apply for the emergency grant money. Commissioner Ramsey seconded this motion, and this motion passed unanimously, 5/0.

Item 7. Discussion, Consideration and Possible Action to change the annual scheduled meeting of March, 2019 - Nikki Brennan, Executive Director

ED Brennan proposed to move the annual meeting from the regular scheduled meeting of March 28th to one week earlier, March 21st, 2019.

Motion: Commissioner Karr made a motion to change the March, 2019 meeting to March 21st. Commissioner Cruz seconded this motion, and this motion passed unanimously, 5/0.

Item 8. Adjournment:

Motion: Commissioner Karr made the motion to adjourn, Commissioner Todd seconded this motion, and this motion passes unanimously, (5/0).

The meeting was adjourned at 3:25 p.m.