

**MINUTES FOR THE REGULAR BOARD MEETING
OF THE HOUSING AUTHORITY OF THE CITY OF
GEORGETOWN, TEXAS**

June 27th, 2019

Item 1. Call the meeting to order. Roll Call.

The chairman proceeded to open the meeting at 3:04 pm. ED Brennan took roll call and the following members were present: Commissioner Brian Bradford, Commissioner Nikita Goodwin, Commissioner Larry Raper, Commissioner Tim Todd, Commissioner Mark Barton, Commissioner Tom Karr, and Commissioner Orville Ramsey
Also present: Susan Watson, City of Georgetown Housing Coordinator

Item 2. Pledge of Allegiance: All present recited Pledge of Allegiance.

Item 3. Public Comment on GHA's Annual and Five-Year Plan - There was no public comments

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 May 23, 2019 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 - j. Commissioner Barton seconded this motion, and this motion passed unanimously, 7/0.

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 the GHA Annual and 5 Year Action Plan. – Nikki Brennan, Executive Director
Res. 679**

The Public Housing Agency Plan informs HUD, the residents, and the public of the Public Housing Agencies (PHAs) mission for serving the needs of low-income and very low-income families and the PHA's strategy for addressing those needs. There are two parts to the PHA Plan: The annual plan and the 5-Year Plan, which each PHA submits to HUD once every 5th year. We did a fixed plan so we don't have to do another until 2022. The Board can revise the 5-year plan at any time, but if new work items are added they need to be revised, we included in anticipation every single item so we don't have to revise. If new work items are added to the annual or five year plan a new environmental will need to be approved by the county, and submitted to HUD before Capital Funds can be drawn down from Elocos. don't have to re do it

The Annual Plan was put out for public comment and review beginning May 8, 2019 and was available for review at in the lobby during office hours. The Notice of Public Meeting was published on May 12th 2019. We did not receive any comments. The Board and the ED proceeded to discuss this item in detail and after the discussion, the following motion was made:

Motion: Commissioner Todd made the motion to accept Resolution 679 and approve the 5 Year and Annual PHA plans, PHA certifications of Compliance with the PHA plans, and related regulations to accompany the PHA plans Commissioner Barton seconded this motion and this motion passed unanimously, 7/0.

**Item 7. Discussion, Consideration and Possible Action to Approve the GHA Credit Card Policy – Nikki Brennan, Executive Director
Res. 680**

Georgetown Housing Authority acquired a credit card for the agency in March, 2019. This credit card earns 1.5 percent in rewards for every purchase. To date the card has earned \$478.53 through purchases. IRS and GAAP are claiming that it's not taxable income, ED Brennan consulted two auditors and their opinion was the rewards would not be material. ED Brennan discussed with the Board all the possibilities for using the rewards.

ED Brennan would like to establish a policy and collectively determine controls for the points and how they will be used. Then, it would be the auditor's job, if they should deem it to be material, to audit to make sure the policy is being followed. ED Brennan and the Board reviewed the policy to be approved. After this discussion, the following motion was made:

Motion: Commissioner Todd made a motion to accept Resolution 680 with changes to the policy striking item 6, Commissioner Ramsey seconded this motion and this motion passed unanimously, 7/0.

Item 8. Update on the Capital Funds Emergency Grant Application - Nikki Brennan, Executive Director

ED Brennan proceeded to provide an update to the Board on the Capital Funds Emergency Grant Application and the progress that has been made despite several communication hurdles she encountered. ED Brennan explained in detail the process and answered questions the Board members had. ED Brennan felt confident that this application is now moving forward and will contact the San Antonio office to make sure answers are provided to any questions they have to complete the process. No motion and no action is needed. Informational only.

Item 9. Adjournment

Motion: Commissioner Karr made the motion to adjourn, Commissioner Ramsey seconded this motion, and this motion passes unanimously, (7 /0).

The meeting was adjourned at 3:49 p.m.