

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

Via Zoom Video Conferencing

October 29th, 2020

Commencing at 3:00 o'clock p.m. on the 29th day of October to consider and act upon the following:

Item 1. Call the meeting to order, meeting started at 3:01 pm.

ED Proceeded to take roll call. The following commissioners were present: Commissioner Larry Raper, Commissioner Brian Bradford, Commissioner Nikita Goodwin, Commissioner Tim Todd, Commissioner Tom Karr. Commissioner OB Ramsey was absent.

Item 2. Pledge of Allegiance recited by all present.

Item 3. Public Comment - There was 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 24, 2020 meeting, Nikki Brennan, Executive Director

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. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8
- j. Investment Portfolio

Motion: Commissioner Karr made a motion to accept Item 5 a-j, Commissioner Goodwin seconded this motion and this motion passed unanimously 4/0.

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

Commissioner Bradford arrived.

- Item 6. Discussion, Consideration and Possible Action to revise the Board Policies and Procedures. -Nikki Brennan, Executive Director
Res. 706

Motion: *Commissioner Todd made a motion to accept Resolution 706, Revision to Board Policies and Procedures, Commissioner Karr seconded this motion and this motion passed unanimously 5/0.*

- Item 7. Discussion, Consideration and Possible Action to approve Collection Loss write off for Low Rent, Shady Oaks LP & Section 8 Bad Debt for 2019/2021 - Nikki Brennan, Executive Director
Res. 707

ED Brennan presented to the Board bad debts/collections report for 2020. Including Section 8 debts, where these debts have been partially collected in some instances from Housing Authorities. Some collection efforts to Housing Authorities have been ignored by them, therefore ED Brennan suggested to write them off and submit to HUD. She felt that by getting HUD involved GHA might have a chance to recover the total owed from various Housing Authorities of \$11,338.99. She asked the Board to approve Resolution 707. The Board after discussion of this item made the following motion:

Motion: *Commissioner Karr moved to approve Resolution 707 - Collection Loss write off for Low Rent, Shady Oaks LP & Section 8 Bad Debt for 2019/2021, Commissioner Goodwin seconded this motion and this motion passed unanimously, 5/0.*

8. Discussion, Consideration and Possible Action regarding the Payment in Lieu of Taxes (PILOT) - Nikki Brennan, Executive Director
Res. 708

Discussion about the Payment in Lieu of Taxes (PILOT). ED Brennan explained to the Board that GHA has a cooperation agreement with the City signed in 1970, GHA recognizes there is no recourse or enforcement mechanism for the debt of payment in lieu of taxes. ED Brennan proposed to not accrue this tax in the amount of \$26,520.51 and use towards GHA Budget. She asked the Board to approve Resolution 708. The Board decided to make the following motion:

Motion: *Commissioner Bradford made the motion to approve Resolution 708, Commissioner Todd seconded this motion and this motion passed unanimously 5/0.*

Item 9. Discussion, Consideration and Possible Action to change the regular scheduled meetings of November and December 2020 - Nikki Brennan, Executive Director

ED Brennan asked the Board to move the meeting due to upcoming holiday season to November 19, 2020 and December 17, 2020 also Board and Employee Luncheon. The Board agreed to move both meetings to the requested dates.

Motion: *No motion needed. Informational only*

Item 10. Discussion, Consideration and Possible Action for the Appointments of permanent Communications and Public Engagement Committee, Finance and Audit Committee, Business Development and Growth Committee and Government and Legislative Affairs Committee – Larry Raper, Chairman of the Board

Annual Report -

Commissioner Raper wants to get a report for the end of the fiscal year to the City. GHA is required to submit one to the City every year, GHA took the exception available for 2019 FYE due to Covid-19. The Auditor must finish the FYE 2019 audit for GHA by December 31, 2019. Once the Audit is completed GHA can prepare the report to the City including the FYE 9.30.2019

financials. This will make GHA current. Annual report will be created in house by GHA staff.

Committees –

Proposed Permanent Committees:

- Communications and Public Engagement Committee - Commissioner Bradford and Nikita Goodwin volunteered to becoming members and GHA will ask Nicola Alleyne to volunteer as admin staff.
- Finance and Audit Committee - Commissioner Karr volunteered to be a member. GHA will ask Shannon Kelly to volunteer as admin staff.
- Business Development and Growth Committee - Commissioner Todd volunteered to become a member.
- Legislative Affairs Committee - Commissioner Raper volunteered to become a member.

The Committees will report to the board by agenda item and present recommendations to the board.

***Motion:** Commissioner Todd made a motion to form these standing committees and appointing additional members at a later date, Commissioner Goodwin seconded this motion and this motion passed unanimously, 5/0.*

Item 11. Update on the Emergency Sewer Line/Asbestos abatement Modernization project. Commissioners will tour the property – Nikki Brennan, Executive Director

ED Brennan presented to the Board an update on the progress of the work accomplished thus far. This is an informational item, and no motion was needed.

Item 12. Adjournment

***Motion:** Motion to adjourn by Commissioner Goodwin seconded by Commissioner Todd. Motion passed 5/0. The meeting was adjourned at 4:08 pm.*