

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN**

May 28, 2009

On the 28th day of May, 2009 at 3:00pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

- Item 1.** The meeting was called to order at 3:01 pm. Roll Call. Present: Resident Commissioner Laura Bryant, Resident Commissioner Caresa Williams, Commissioner Greg Eady, Commissioner Joe Savage (vice chair), Commissioner Jim Gross, Commissioner Marvin Dorsey (chair) and Commissioner Richard Glasco. Others in attendance: Naomi Walker (Secretary). There being a quorum present the following business was transacted.
- Item 2.** Public Comment – There was no public comment.
- Item 3.** Resident Council Reports – Resident Council Presidents were not present but reports were included in Board packet for the Board’s review. There were no questions on the Resident Council Reports.

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.

Resident Commissioner Laura Bryant pulled Items 6 and 4 for discussion from the Consent Agenda. Commissioner Marvin Dorsey also pulled Item 9 and Commissioner Greg Eady pulled Item 5 for discussion from the Consent Agenda.

- Item 7.** Board Attendance Report
- Item 8.** Discussion, Consideration and Possible Action to Accept February through April financial reports -- Naomi Walker, Executive Director

Motion: There being no further questions on the rest of the Consent Agenda, Commissioner Joe Savage moved to approve the Consent Agenda, Commissioner Jim Gross seconded the motion and the motion passed unanimously.

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

Item 4. Discussion, Consideration and Possible Action to approve the minutes of the previous meeting(s) Resident Commissioner Laura Bryant had a question on this item. She stated that Item 17 in the minutes read “in closed session” and thought that this should read “in open session” since comments by Commissioner Joe Savage were made during open session. ED responded that Commissioner Joe Savage’s first comments were made initially during closed session, and then the meeting moved to open session at her request. Commissioner Laura Bryant also had a question on Item 14. She stated that she thought that the subcommittee was to meet to look into what to do with Sierra Ridge, not just financing the loan for Sierra Ridge property. Executive Director, Naomi Walker explained that two committees were formed, one for the refinancing of the loan and one for what to do next with this project. Lastly, Commissioner Bryant requested confirmation of the wording used to form the subcommittee on the proposals for legal services. She understood she was forming a subcommittee to decide the wording to be used to resubmit the RFP. Executive Director, Naomi Walker stated that her assistant had gone back to make sure wording was correct.

Motion: Resident Commissioner Laura Bryant moved to approve the minutes of the previous meeting. Her motion was seconded by Commissioner Marvin Dorsey and this motion passed unanimously.

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- Item 5.** Discussion, Consideration and Possible Action to accept the Departmental Reports
- 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 Report - 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. Director of Housing Operations Monthly Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8 Activities, and Other Housing Authority Activities to Date, Projects for the Future

Commissioner Greg Eady requested a copy of the waiting lists for Shady Oaks and Stonehaven Apartments, and more specifically, the unduplicated numbers of applicants on both. In addition, Commissioner Richard Glasco requested a copy of Section 8 waiting list. Commissioner Laura Bryant requested a copy of the Stonehaven waiting list. Commissioner Greg Eady asked for information on the monthly reports regarding the waiting list waiting period and what the needs are in respect to that. A discussion and explanation followed and the Executive Director, Naomi Walker explained waiting list placement, eligibility standards, and financial qualifications. Resident Commissioner Caresa Williams asked if the two different waiting lists from Public Housing and Sierra Ridge could be linked. Executive Director, Naomi Walker explained that they cannot since they are different programs. Commissioner Jim Gross requested that the managers of both properties be asked to attend the Board meeting. Resident Commissioner Laura Bryant requested to see detail list of work orders for Shady Oaks along with waiting list as of 5/28/09 with just names and placement on the waiting list.

Motion: Resident Commissioner Laura Bryant moved to accept the monthly report; Commissioner Jim Gross seconded the motion and the motion passed unanimously.

- Item 6.** Discussion, Consideration and Possible Action to accept the Executive Director's Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8, Sierra Ridge, Resident Services, Legal Activities, and Other Housing Authority Activities – Commissioner Laura Bryant had a question on the specifications for window plans to include a comparable alternate for bidding purposes. Executive Director, Naomi Walker explained that Marvin suggested having a comparable alternate window so that the general contractors had an option for window choice. The alternative window would have to have all the features the residents chose during testing. Commissioner Joe Savage asked what percent is owned by Limited Partnership of Shady Oaks. Executive Director, Naomi Walker stated 100%; she also stated that this transfer was made for tax credit purposes. Commissioner Greg Eady asked who oversees the property. Executive Director, Naomi Walker responded that several entities oversee it and went into a detailed explanation on how they oversee these activities. Resident Commissioner Caresa Williams requested the following information from the ED:

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- a) Resident Services report with names of people requesting assistance, follow up and results for April 2009. b) Job descriptions, salary, hiring, and termination information to include the maintenance department as of March 2009 for Stonehaven. c) Clarification as to her role of resident commissioner. Resident Commissioner Laura Bryant directed her to the document "Role of Resident Commissioner".

Motion: Resident Commissioner Laura Bryant made the motion to accept the Executive Director's report, Commissioner Marvin Dorsey seconded the motion and it passed unanimously.

Item 9. Discussion, Consideration and Possible Action to revise the current Procurement Policy to include the exceptions for the Capital Fund Stimulus Grant program -- Naomi Walker, Executive Director – Executive Director, Naomi Walker proceeded to go into this discussion.

Motion: After discussion, Commissioner Joe Savage made the motion to revise the current Procurement Policy to include exceptions for the Capital Fund Stimulus Grant program. Commissioner Laura Bryant seconded this motion and the motion passed unanimously.

REGULAR AGENDA:

Item 10. Discussion, Consideration and Possible Action regarding GHA finances, related entities and other financial matters -- Alanna Jones-Black, Fee Accountant - Fee Accountant Alanna Jones made presentation to the Board and answered questions about the finances and Executive Director, Naomi Walker made a presentation and answered questions about the creation and structure of GHA financial entities.

Motion: Commissioner Dorsey made a motion to form a financial committee to examine the financial investments of GHA and report back to the Commissioner at each meeting on their progress. The committee will consist of Commissioner Greg Eady, Commissioner Marvin Dorsey, and Commissioner Jim Gross. Executive Director, Naomi Walker requested to be part of this committee and Commissioner Marvin Dorsey added the Executive Director to this committee. Commissioner Richard Glasco seconded the motion, and the motion passed unanimously.

Item 13. Discussion, Consideration and Possible Action regarding expansion of the Boys & Girls Club through the Community Development Block Grant Program -- Naomi Walker, Executive Director

Motion: After discussion, Commissioner Joe Savage moved to approve expansion of the Boys and Girls Club through the Community Development Block Grant Program, Commissioner Richard Glasco seconded the motion and the motion passed unanimously.

Item 11. Discussion, Consideration and Possible Action regarding Annual Plan and Capital Fund Survey -- Naomi Walker, Executive Director

Item 12. Discussion, Consideration and Possible Action regarding applying for funding through the Capital Fund Recovery Competition grant program -- Naomi Walker, Executive Director

Item 14. Discussion, Consideration and Possible Action regarding applying for additional funding through the Neighborhood Stabilization Program -- Naomi Walker, Executive Director

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Motion: Commissioner Marvin Dorsey made the motion to postpone for discussion Item 11, Item 12, and Item 14 until Thursday, June 1, 2009 at 3:00 pm. Richard Glasco 2nd motion and it passed unanimously.

Item 15. Adjournment - There was no further business for this meeting, the chairman called for adjournment.

Motion: Commissioner Marvin Dorsey moved for adjournment. The motion was duly seconded by Commissioner Jim Gross and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 5:28 p.m.

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