

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

May 20, 2010

On the 20th, day of May 2010, at 3:07 pm, the Housing Authority of the City of Georgetown, Texas, met in regular session.

Item 1. Call the meeting to order: Commissioner Raper called the meeting to order at 3:08 pm and the following members were present: Commissioner Mosse, Commissioner Raper, Commissioner Todd, Commissioner Gavurnik, and ED Brennan.

Absent: Commissioner Halligan, Commissioner Williams

Item 2. Public Comment – Stonehaven Resident Laura Bryant gave her public comment. She handed to all the Board members a copy of her public comment which she proceeded to read:

1. Please use the 2010 capital funds allocation to replace vent hoods. Some apartments share a vent hood and the cigarette smoke from one apartment comes into the other apartments. This is a detriment to the health of the nonsmoking neighbor especially those with asthma or other respiratory illnesses like myself and the elderly. Also, some of the vent hoods leak when it rains. Please have someone to into the crawl space and check the roof and ceilings around the hood vents for signs of water soaking into the roof or ceiling materials. There could be toxic mold growth if this has occurred. There have been some apartments with mold problems from other areas of water leakage.
2. I would also like to note for the record that Commissioner John Gavurnik has still not filed and affidavit of conflict of interest with the city as required by law.

Item 3. Resident Council Reports – Resident Commissioner Mosse gave her monthly report as President of the Resident Council.

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 previous meetings, 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. 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
- g. Board Attendance Report

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- h. Discussion, Consideration and Possible Action to accept the Executive Director's Report: Prior Month Update on Stonehaven, Shady Oaks, Section 8, Resident Services, Legal Activities, and Other Housing Authority Activities, Nikki Brennan, Executive Director

Motion: Motion: Commissioner Mosse moved to approve Item 4 and 5, the consent agenda, Commissioner Gavurnik seconded this motion, the motion passed unanimously.

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 Review financial reports, Nikki Brennan, Executive Director – ED Brennan went over the financial reports with the Board. The OIG report will become public information on June 14, 2010.

Motion: There was no motion made.

- Item 7. Discussion, Consideration and Possible Action to discuss Gas Project and discuss/approve GHA to continue to pay resident gas bills at Stonehaven Apartments, Nikki Brennan, Executive Director.

Motion: Commissioner Mosse made a motion that GHA continue to pay current gas bills for the residents that are now paying to include new residents. Commissioner Gavurnik seconded this motion and this motion passes unanimously.

- Item 8. Discussion, Consideration and Possible Action to discuss Legal services and Fees, Nikki Brennan, Executive Director – ED Brennan told the Board that a decision needed to be made on the \$35,467.90 in outstanding Legal Fees. Board members stated that their review of the charges showed duplication of effort and previous Board used them when they really should not have. They felt that that ED Brennan should contact the firm and discuss charges and negotiate a lower rate. After discussion a motion was made:

Motion: Commissioner Gavurnik made a motion to authorize ED Brennan to put out a RFQ for legal counsel, Commissioner Mosse seconded this motion and this motion passes unanimously.

- Item 9. Discussion, Consideration and Possible Action to amend the bylaws to reflect all regular meetings be held at 210 West 18th Street, Stonehaven Apartments, Paula Mosse, Commissioner. – Commissioner Mosse presented the results of the resident survey to the Board. The survey showed that Shady Oaks participation and attendance was minimal in comparison to Stonehaven residents. After discussion the following motion was made:

Motion: Commissioner Mosse made a motion to keep all meeting at 210 West 18th Street, at Stonehaven apartments and to change the bylaws to reflect that. Commissioner Todd seconded this motion and this motion passes unanimously.

- Item 10. Discussion, Consideration and Possible Action to review/approve Internal Control Policies, Nikki Brennan, Executive Director. – ED Brennan presented the Board with the Internal Control Policies for GHA. She stated that GHA needs to have these internal control policies approved by the Board since OIG suggested that it was in the best interest of GHA to have them in place. After discussion the following motion was made:

Motion: Commissioner Mosse made a motion to accept this as is and change it later if needed, Commissioner Todd seconded this motion and this motion passed unanimously.

- Item 11. Discussion, Consideration and Possible Action regarding Capital Fund Recovery Competition Grant program for the purposes of installing central air conditioning in the public housing property, Stonehaven Apts., Nikki Brennan, Executive Director. -- ED Brennan discussed with the Board the grant awarded under Energy Efficient,

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Green Community in the amount of \$419,430.00 and the grant acceptance depended on GHA having leverage funds of \$104,903.00. ED Brennan made the recommendation to the Board to return these funds to HUD based on the following reasons:

1. When the grant was applied for, there were no adjustments for electrical upgrades, carpentry work, attic access and firewalls, all of which must be done along with the AC/Heat installation.
2. At this time GHA does not have the funds needed to obligate \$104,903.00.

After an extensive discussion the Board made the following motion:

Motion: Commissioner Gavurnik made a motion to reserve the right to release funds back to HUD, Commissioner Mosse seconded this motion and this motion passes unanimously.

Board recessed into Executive Session at 4:11 pm.

Executive Session: Pursuant to the Open Meetings 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 12. **Section 551.072 – Deliberation Regarding Real Property:** The Board will conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property, Larry Raper, Chairman

Item 13. Adjournment

Motion: Commissioner Gavurnik moved for adjournment. The motion was duly seconded by Commissioner Todd and it carried by unanimous vote. The Chairman thereby declared the meeting adjourned at 4:42 pm.