

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

June 24, 2010

On the 24th, day of June 2010, at 3:00 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 3:15 pm and the following members were present: Commissioner Mosse, Commissioner Raper, Commissioner Todd, Commissioner Lacy, and ED Brennan.
- Absent: Commissioner Halligan, Commissioner Williams, Commissioner Gavurnik
- Item 2. Public Comment – There was no public comment.
- 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.

4. Discussion, Consideration and Possible Action to approve the minutes of the previous 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. Executive Director's Monthly Report

Motion: Commissioner Mosse made a motion to accept all the items in the consent agenda, Commissioner Lacy seconded this motion and this 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 on Boys and Girls Club Building Use, Lease Agreement and Lessee Responsibilities, Nikki Brennan, Executive Director. ED Brennan discussed with the Board the terms of the lease Agreement with the Boys and Girls Club. Currently GHA is not charging B&G Club rent, and pays for all utilities, janitorial service, maintenance and supplies. In the past since 2006, GHA had been paying B&G Club \$25,000 annually. On September 2009 the previous Board signed an extended agreement for five more years, until March 1, 2016 with a friendly amendment to include in the agreement to pay the Boys and Girls club up to \$25,000.00 as long as funds are available. ED Brennan pointed out that GHA

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had not made a payment this year to B&G Club due to several unexpected expenses and she recommended that for the mean time it remains this way since the GHA could use the funds for administrative purposes such as staff training, consulting services, or for our PHA software. In addition, GHA has large legal bills to pay, as discussed in the previous Board meeting. ED Brennan is currently negotiating with the attorney a final bill.

Motion: There was no motion needed.

Commissioner Raper moved Item 10 for discussion:

Item 10. Discussion, Consideration and Possible Action to Remove Resident Commissioner, Caressa Williams, and Recommend New Appointment to Mayor, Nikki Brennan, Executive Director. -- Commissioner Raper discussed with the Board that the current Resident Commissioner, Caressa Williams, no longer lives at Stonehaven Public Housing. He also pointed out that Commissioner Williams had not been present to several of the Board meetings and did not participate in some of the discussions regularly; therefore, he made the suggestion that a new commissioner be appointed. The Board proceeded to vote on this item:

Motion: Commissioner Todd made a motion to remove Commissioners Williams and to recommend that the Mayor appoints Darryl Jellison as the new Resident Commissioner. Commissioner Mosse seconded this motion, and the motion passed unanimously.

Item 7. Discussion, Consideration and Possible Action to approve Annual and 5 Year Plan, Nikki Brennan, Executive Director –

Item 12. Discussion, Consideration and Possible Action to Accept Capital Fund Award for 2010, Nikki Brennan, Executive Director – ED Brennan explained to the Board both plans and that the survey was sent to the residents for review.

The Board decided to discuss Item 7 and Item 12 together since they are related.

ED Brennan explained to the Board that the 5-Year Plan needs to be submitted to HUD once every 5th PHA fiscal year and the Annual Plan is submitted to HUD every year. The Annual Plan also includes the Capital Fund plan for the current year and the following four years. This annual plan was submitted for review to the residents last months and according to the survey results they expressed an interest in installing ceiling fans in all units as one of their top choices. After discussion on both items the following motion was made:

Motion: On Item 7; Commissioner Mosse made a motion to approve the Annual and 5 Year Plans, Commissioner Lacy seconded this motion and the motion passed unanimously.

Motion: On Item 12; Commissioner Lacy made a motion to Accept Capital Fund Award for 2010, Commissioner Todd seconded this motion and it passed unanimously.

Item 8. Discussion, Consideration and Possible Action to approve Subsidy and Grants Information System (SAGIS) Operating Report, Nikki Brennan, Executive Director. ED Brennan made the recommendation to the Board to approve the submission of the SAGIS Operating report for 2010. The following motion was made:

Motion: Commissioner Todd made a motion to approve the SAGIS report submission to HUD, Commissioner Lacy seconded this motion and the motion passed unanimously.

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Item 9. Discussion, Consideration and Possible Action to approve Management Assessment Subsystem (MASS) Submission, Nikki Brennan, Executive Director -- ED Brennan discussed with the Board that GHA is required to submit an annual Management Assessment Certification (MASS) certification to HUD. This includes information that helps assess the performance of GHA in all management areas. GHA was measured in Vacancy turn around, Capital Funds, Work orders, Security, and Economic Self Sufficiency. There was no evidence to indicate seriously deficient performance that could cast doubt on the PHA's capacity to operate within Federal regulations. ED Brennan proceeded to recommend that the Board approve this submission. The following motion was made:

Motion: Commissioner Todd made the motion to approve Management Assessment Subsystem (MASS) submission, Commissioner Mosse seconded this motion and this motion passed unanimously.

Item 11. Discussion, Consideration and Possible Action to Review financial reports, Nikki Brennan, Executive Director. ED Brennan reviewed financial reports with the Board.

Motion: There was no motion needed.

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 13. **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

Motion: There was no motion made.

Item 14. Adjournment

Motion: Commissioner Mosse 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 5:05 pm.