

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

On the 17th day of December, 2015 at 1:05 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

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.

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

6. Information regarding HUD training conference for all PHA Board of Commissioners – Nikki Brennan, Executive Director
7. Discussion, Consideration and Possible Action to adopt a Continuity and Emergency Plan – Nikki Brennan, Executive Director
8. Adjournment

Item 1. The Chairman called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present: Commissioner Gavurnik, Commissioner Raper, Commissioner Schwab, Commissioner Cruz, Commissioner Pope, and Commissioner Todd. Others present were: Tom O’Leary-Attorney, Frank Stover-CPA Firm, Meredith Turcotte-Accountant and Jennifer Bills with the City of Georgetown Planning.

Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.

Item 3. Public Comment – Stonehaven resident Marian Goforth, commented that certain areas in Stonehaven are very dark at night and some residents have seen strangers peeking through the windows. ED Brennan commented that the property’s lighting has been updated and there should be sufficient, she also advised Ms. Goforth to call the police next time this happens.

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 January 28th, 2016 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

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- 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. Staff Training
- j. Resident Council Report
- k. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8
- l. Investment Portfolio

There were no items brought up for discussion or additional questions, therefore, the following motion was made:

Commissioner Schwab asked if ED Brennan had any notices as to any upcoming REAC inspections. She stated not this year, and that they normally give 30 day's notice, and if needed an extension can be filed.

Motion: *Commissioner Gavurnik motion to accept the consent agenda, items 4 and 5 as stated, and Commissioner Schwab seconded this motion, and this motion passed unanimously, 6/0.*

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

Item 6. Report from Housing Advisory Board – Jennifer Bills, Housing Coordinator

Ms. Bills proceeded to present to the Board a report on the Housing Advisory Board activities.

Item 7. Discussion, Consideration and Possible Action regarding the GHA Activity Learning Center ribbon cutting – Nikki Brennan, Executive Director.

ED Brennan stated that the Ribbon Cutting Ceremony has been scheduled immediately following our January 28th, 2016 Board meeting at 4:30 pm to 6:30 pm. The Board made the following motion:

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Commissioner Pope made a motion to approve the catering proposed to include wine for the ribbon cutting, Commissioner Gavurnik seconded this motion and this motion passed unanimously, 6/0.

The Board went into Executive Session at 1:25 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 8. **Section 551.074 – Personnel Matters:** Closed session for deliberation regarding the employment, evaluation, of the Director of Operations.

The Board came out of Executive Session at 1:48

Regular Session: The Board will individually consider, discuss, and possibly take action on items discussed in Closed/Executive Session.

Motion: *After Board discussion the following motion was made: Commissioner Todd made a motion to award a one-time merit bonus to Shannon Kelly, Commissioner Schwab seconded this motion and this motion passed unanimously, 6/0.*

10. Adjournment

Motion: *Commissioner Gavurnik made a motion to adjourn, Commissioner Todd seconded the Motion, and the motion passed unanimously, 6/0. The Chairman thereby declared the meeting adjourned at 1:49 p.m.*