

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

On the 26<sup>th</sup>, day of February 2015 at 3:03 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

Item 1. Commissioner Raper called the meeting to order and ED Brennan, Secretary, took roll call, the following Commissioners were present: Commissioner Poisson, Commissioner Goodwin, Commissioner Pope, Commissioner Todd (arrived 5 minutes late), and Commissioner Gavurnik. Absent: Commissioner Richard. Other guests present were: Jennifer Bills, City of Georgetown, and Stonehaven Resident, Amelia Cruz, Louis Jensen, Environmental Consultant, with PASS Associates, Inc. and Frank Stover with Atchley and Associates, Inc.

The Board and attendees recited the Pledge of Allegiance and Texas Pledge.

Item 2. Public Comment – There was no public comment

Item 3. Resident Council Reports – Commissioner Goodwin invited all board members to next week's bake sale benefiting 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 January 22<sup>nd</sup> 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
- 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 Investment Report- Summary of cash accts and investments.

**Motion:** *Commissioner Gavurnik made a motion to accept the consent agenda, items 4 and 5 as stated, and Commissioner Poisson 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:

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- Item 6. Report from Housing Advisory Board –Jennifer Bills, Housing Coordinator  
Jennifer Bills reported to the Board on the latest information from the Advisory Board, their Board members were downsized to seven instead of nine. Also, she discussed the presentation to the City Council, where the Advisory Board addressed previous questions that the City Council had from previous presentations and discussed the direction on what they are trying to do. They also discussed the actual definition of affordable housing; she felt that some of the City Council members still did not think Georgetown has much of an affordable housing issue. She also discussed the implementation plans for the future for the Advisory Board.

**Motion:** *There was no motion needed.*

- Item 7. Discussion, Consideration and Possible Action to Discuss GHA performance scores for 2014–  
Nikki Brennan, Executive Director

ED Brennan addressed the Board to present to them the results of GHA performance scores for 2014. Both the REAC subsystem for Public Housing and the SEMAP system which assesses Section 8 program were excellent scores. GHA scored 97 out of 100 which makes it a High Performing agency in the REAC system. The SEMAP score was 100, a perfect score. The commissioners congratulated the ED and her staff on doing such a fine job.

Motion: There was no motion needed.

- Item 8. Discuss Training Opportunities through Texas NAHRO's 39<sup>th</sup> Annual Conference in Austin,  
Texas- Nikki Brennan, Executive Director

ED Brennan discussed with the Board a training opportunity for Board members offered through the Texas NAHRO this year, it will be held in Austin, Texas. Ms. Brennan particularly encouraged the Board members to attend the session on Tuesday, April 21<sup>st</sup> and Wednesday, April 22<sup>nd</sup>, 2015. She discussed that there will be three new board members that will need board training.

Motion: There was no motion needed.

- Item 9. Discussion, Consideration and Possible Action to Review Request for Proposals for Asbestos  
Consulting Services, HVAC upgrades in Development TX264-002 Buildings.

**Resolution 595**

ED Brennan needs to retain an Asbestos consultant, she provided the Board with a spreadsheet where they outlined the services they provide and the cost. ED Brennan also stated that she checked and had feedback on all references provided by the Consultants bidding on this project. ED Brennan was pleased with the information provided in the Proposal submitted by PASS consulting and she recommended the Board hire this firm. Louis Jensen, Environmental Consultant, with PASS Associates, Inc. proceeded to go into detail on the procedures followed by his firm to accomplish this project and to answer any questions by Board members. After this discussion the following motion was made:

**Motion:** *Commissioner Gavurnik made a motion to accept the PASS Associates proposal and Commissioner Poisson seconded this motion, and this motion passed unanimously, 6/0.*

**Amended Motion:** *Commissioner Gavurnik made a motion to approve resolution 595 and accept PASS Associates' proposal, Commissioner Poisson seconded this motion, and this motion passed unanimously, 6/0.*

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- Item 10. Discussion, Consideration and Possible Action to Accept Capital Fund Award for 2015 – Nikki Brennan, Executive Director  
**Resolution 596**

ED Brennan approached the Board with the FY 2015 Capital Fund grant awards information and she needs a resolution approved by the Board so she can start the process of accepting this award.

**Motion:** *Commissioner Todd made a motion to accept Resolution 596 for Board to accept the funds for the 2015 Capital Funds Program and its related regulations, Commissioner Gavurnik seconded this motion, and this motion passed unanimously, 6/0.*

- Item 11. Review the GHA Personnel Policy Section VIII. GRIEVANCES to discuss amending the language referencing grievance against the executive director to proceed directly to the Chairman of the Board of Directors. Also, change the “Board of Directors” to “Board of Commissioners” to be consistent – Nikki Brennan, Executive Director  
**Resolution 597**

ED Brennan presented the revised employment policy by the Legal counsel; and the changes he made for easier reading and understanding of the procedure of Section VIII.

**Motion:** *Commissioner Todd made a motion to accept Resolution 597 as written, WHEREAS, the Board of Commissioners of Housing Authority of the City of Georgetown is charged with establishing policies to administer the management of the Housing Authority; and*

**WHEREAS, the Board of Commissioners has reviewed the proposed revisions to the Personnel Policy;**

**THEREFORE, BE IT RESOLVED this 26<sup>th</sup> of February, 2015 by the Board of Commissioners of the Housing Authority of the City of Georgetown that:**

1. A revised Personnel Policy is necessary for the efficient and effective operations of the Housing Authority of the City of Georgetown; and
2. Section VIII. GRIEVANCES language referencing grievance against the executive director be amended to proceed directly to the Chairman of the Board; and
3. The revisions to the Personnel Policy are hereby approved and adopted; and

This Resolution shall be effective immediately upon its approval by the Board. **Commissioner Pope seconded this motion, and this motion passed unanimously, 6/0.**

- Item 12. Adjournment

**Motion:** *Commissioner Goodwin made a motion to adjourn, Commissioner Poisson seconded the Motion, and the motion passed unanimously, 6/0. The Chairman thereby declared the meeting adjourned at 3:49 p.m.*