

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

On the 26th, day of March 2015 at 3:02 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

Item 1. Commissioner Gavurnik called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present: Commissioner Cruz, Commissioner Pope, Commissioner Todd, Commissioner Schwab, and Commissioner Gavurnik. Absent: Commissioner Raper and Commissioner Poisson. Other guests present were: Jennifer Bills, City of Georgetown, Meredith Turcotte with Atchley and Associates, Inc., and Attorney Tom O'Leary with Hudson & O'Leary, Attorneys at Law.

The Board and attendees recited the Pledge of Allegiance.

Item 2. Public Comment – There was no public comment

Item 3. Introduction of newly appointed Commissioners Amelia Cruz, and Brian Schwab. ED Brennan asked the current Board to briefly introduce themselves to the new Board members. Then the newly appointed Board members, Commissioner Schwab and Commissioner Cruz, proceeded to introduce themselves to the Board of Commissioners.

Item 4. Resident Council Reports – Report submitted in writing and there were no questions in reference to this Resident Council Report.

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 5. Discussion, Consideration and Possible Action to approve the minutes of the January 22nd meeting, Nikki Brennan, Executive Director

Item 6 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.

Commissioner Schwab asked if there were any incident reports and how they were handled. ED Brennan stated that the reports were requested as Open Records to the Police department

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on a quarterly basis and this is how management followed up on any significant and pertaining incidents.

Commissioner Schwab asked how follow ups were handled. ED Brennan depending on the report, policies are applied accordingly on a case to case basis.

Commissioner Todd stated that GHA has an active Neighborhood watch in place that is very effective.

Motion: *Commissioner Todd made a motion to accept the consent agenda, items 4 and 5 as stated, and Commissioner Pope seconded this motion, and this motion passed unanimously, 5/0.*

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

Item 7. Discussion, Consideration and Possible Action to approve Larry Raper as the mayor appointed Chairman and elect the Vice Chairman of the Georgetown Housing Authority Board– Nikki Brennan, Executive Director
Resolution 598

ED Brennan stated that the City Mayor recommended Commissioner Raper as Chairman of the 2015-2016 Board cycle year. Therefore, she was recommending a motion to keep him as Chairman of the Board.

Motion: *Commissioner Todd made a motion to keep Commissioner Raper as a Chairman, Commissioner Pope seconded this motion and this motion passed unanimously, 5/0. A second motion was needed to retain Commissioner Gavurnik as Co-Chair, and the following motion was made:*

Motion: *Commissioner Todd made a motion to keep Commissioner Gavurnik as Co-Chair, Commissioner Cruz seconded this motion and the motion passed unanimously, 5/0.*

Item 8. Discussion regarding Shady Oaks GHA Housing, L.P. Audit– Nikki Brennan, Executive Director

ED Brennan stated she was proud of the Audit and there were no findings and there was only one adjusting journal entry made of \$8.00. ED Brennan and Meredith Turcotte proceeded to highlight the Audit Report.

Motion: *No motion needed.*

Item 9. Discussion, Consideration and Possible Action to discuss the seal of the Georgetown Housing Authority- Nikki Brennan, Executive Director

ED Brennan provided the Board with five design samples for the GHA seal. A brief discussion followed and the Board discussed the different designs and proceeded to choose and approve sample #2.

Motion: *Commissioner Todd made a motion to approve Sample #2 for the GHA Seal, Commissioner Schwab seconded this motion and this motion passed unanimously 4/1. Commissioner Pope against.*

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Item 10. Adjournment.

Motion: Commissioner Schwab made a motion to adjourn, Commissioner Cruz seconded the Motion, and the motion passed unanimously, 5/0. The Chairman thereby declared the meeting adjourned at 3:32 p.m.