

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

On the 24<sup>th</sup> day of September, 2015 at 3:04 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

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 Poisson. Commissioner Raper and Commissioner Schwab. The following Commissioners were absent: Commissioner Cruz, Commissioner Pope and Commissioner Todd.

Others present were: Frank Stover, Fee Accounting Firm with Ashley and Associates, LLP, and Jennifer Bills, City of Georgetown.

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

Item 3. Public Comment – The following residents signed for Public Comment:

Grace Valdez – Mrs. Valdez was concerned with the quality of the work performed by maintenance, she stated that the work that they have performed for her has not been satisfactory. ED Brennan stated that all maintenance complaints need to be addressed to the Manager. Stonehaven manager stated that she would look into this.

Violet Homeyer – Mrs. Homeyer was complaining about the quality of the sliding doors, because they keep fixing them and they do not work and are very old. She wants to have new sliding doors installed that work properly.

Laura Bryant – Mrs. Bryant thanked Commissioner Gavurnik for his words. Mrs. Bryant's concern was that the elected committee was not following the directions to judge the individual gardens.

**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 August 27<sup>th</sup>, 2015 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

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- 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. Resident Council Report
- j. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

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

**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, 4/0.*

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

- Item 6. Update on the House Rules Committee - Commissioner Ray Poisson - Commissioner Poisson proceeded to update the Board on the House Rules Committee. Commissioner Todd is not present for the update, and Commissioner Cruz is out sick. The following members make up the Committee: representing Stonehaven Management: Tracy Howard, representing maintenance: Osbaldo Kancheff, representing the Residents: Nikita Goodwin and Denora Perry. Commissioner Poisson explained to the Board the process the Committee would use for inspection of existing gardens. Commissioner Gavurnik said that really obvious safety issues need to be addressed immediately to avoid injuries to any residents. Give residents a few days to make corrections or maintenance will have to remove it. The Board asked Commissioner Poisson to report back to them during the November meeting with the suggestions and to include digital pictures and a power point presentation to view the recommendations.
- Item 7. Discussion, Consideration and Possible Action to name the new Community Resource Building - Nikki Brennan, Executive Director ED Brennan provided the Board with an update. Several things have been taken care of, such as cleaning and preparation and installing an alarm system for the site. They need to decide on a new name to use for the center and to use for Grant Applications. They would love to announce the new name during National Night Out. After discussion the following name was chosen: Georgetown

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Housing Authority Activity Learning Center (GHA-ALC). After discussion the following motion was made:

**Motion:** *Commissioner Gavurnik made a motion to name the Center: Georgetown Housing Authority Activity Learning Center (GHA-ALC), Commissioner Schwab seconded this motion and this motion passed unanimously, 4/0.*

Item 8. Discussion, Consideration and Possible Action to purchase Conference Room Executive High Back Board Chairs and Conference room Guest Chairs with arms – Nikki Brennan, Executive Director  
Current chairs in the Board room are ROSS chairs and we need to purchase new guest chairs for the conference room. ED wants to purchase a conference table, guest chairs and executive chairs. ED Brennan asked the Board to approve moving funds from Administrative Services Contract funds over to office supplies to make this purchase.

**Motion:** *Commissioner Poisson made the motion to spend the funding for new chairs and make a transfer of \$2,500.00 from Administrative Services Contract funds to Office Supplies. Commissioner Gavurnik seconded this motion, and this passed unanimously, 4/0.*

Board suggested making a dedication plaque for the GHA Activity Learning Center with the Board of Commissioners' names.

Item 9. Discussion, Consideration and Possible Action to contract Novagradac & Company LLP for the Shady Oaks LP 2015 Audit and Tax Return - Nikki Brennan, Executive Director

ED Brennan provided the Board with information regarding the contract with Novagradac & Company LLP for the Shady Oaks LP 2015 Audit and Tax Return, she presented the Board with the prices required to provide this work. She is very satisfied with their previous work.

**Motion:** *Commissioner Poisson recommend approval of Novagradac & Company, LLP engagement letter, federal and state income tax reports, Commissioner Gavurnik seconded this motion and this motion passed unanimously, 4/0.*

Item 10. Discussion, Consideration and Possible Action to contract Elizabeth A. Miles for FYE 9/30/2015 Audit - Nikki Brennan, Executive Director

ED Brennan recommended the Board to engage Elizabeth Miles as GHA Auditor for the Fiscal Year end 2015. She is very pleased with Ms. Miles. Her previous performance as an Auditor has proven to be very professional and detail oriented.

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**Motion:**        **Commissioner Gavurnik made a motion to contract Elizabeth Miles, for FYE 9/30/2015 Audit, Commissioner Schwab seconded this motion and this motion passed unanimously, 4/0.**

The Board proceeded to go into Executive Session at 3:56 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 11.        Section 551.074 – Personnel Matters: To discuss the evaluation of the Executive Director of the Georgetown Housing Authority.

The Board came out of Executive Session at 4:25 pm

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

**Motion:**        **Commissioner Gavurnik made a motion to retain the ED for one more year, Commissioner Schwab seconded this motion and this motion passed unanimously, 4/0.**

The Board will make a decision about a pay raise next Board meeting in November. Almost half the Board was not present and they would like for more Board members to be present for this decision. Commissioner Raper commended ED Brennan for a job well done this past year; all ratings from review are very good.

In addition the Board requested for ED Brennan to provide them with a backup person in case the ED cannot perform her duties temporarily for whatever reason and second, so that the ED can have more time to perform her Executive Duties.

Item 12.        Adjournment

**Motion:**        **Commissioner Poisson made a motion to adjourn, Commissioner Gavurnik seconded the Motion, and the motion passed unanimously, 4/0. The Chairman thereby declared the meeting adjourned at 4:45 p.m.**