

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

On the 25th day of August 2016 at 3:01 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

- Item 1. The CO-Chairman Commissioner Gavurnik called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present, Commissioner Cruz, Commissioner Schwab, Commissioner Todd, AND Commissioner Poisson. Absent: Commissioner Raper. Others present: Frank Stover, with Atchley and Associates, Inc. and Tom O'Leary, Attorney.
- Item 2. Pledge of Allegiance – The Board and attendees recited the Pledge of Allegiance.
- Item 3. Public Comment – There was no public comment.

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 July 28, 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
 - 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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
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- k. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

Motion: Commissioner Stover made a motion to approve the consent agenda, 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. Discussion regarding the proposed revision to the GHA Organizational Chart - Nikki Brennan, Executive Director
Resolution 628

ED Brennan presented the Board with an updated organizational chart. ED Brennan stated that the reason for updating the current organizational chart is because she would like the new ROSS Coordinator to be directly under the ED, since the ED monitors the ROSS Program and the ROSS Grant, she feels that this change would improve the efficiency and effectiveness of the services provided as well as the communication between the ED and the ROSS Coordinator. Commissioner Todd voiced his concern with adding more responsibilities to the ED since she already has various duties to attend to. ED Brennan reassured him that it is manageable and she would mostly be managing the ROSS Grant disbursements. After a short discussion the following motion was made:

Motion: Commissioner Todd made a motion to accept the revision to the organizational chart, Commissioner Poisson seconded this motion and this motion changed unanimously, 6/0.

- Item 7. Discussion, Consideration and Possible Action Regarding FYE 2016-2017 Section 8 Budget - Nikki Brennan, Executive Director

ED Brennan presented the Section 8 Budget to the Board and explained to them each line item. Attorney Tom O'Leary made a recommendation to have two motions made. The first one to approve all items in the budget except for the accounting fees, and the second motion, in which Commissioner Stover would abstain, to approve the accounting fees alone. This is to avoid any conflict of interest. The Board agreed to the recommendation made by Mr. O'Leary and made the following motions:

1st Motion: Commissioner Todd made a motion to accept the proposed Section 8 Budget, except for the accounting fees, Commissioner Poisson seconded this motion and this motion passed unanimously, 6/0.

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
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2nd Motion: Commissioner Todd made a motion to accept the accounting fees for the Section 8 budget, Commissioner Schwab seconded this motion, and this motion passes 5/0, with Commissioner Stover abstaining.

Item 8. Discussion, Consideration and Possible Action Regarding FYE 2016-2017 Low Rent Budget - Nikki Brennan, Executive Director

1st Motion: Commissioner Todd made a motion to accept the proposed FYE 2016-2017 Low Rent Budget, except for the accounting fees, Commissioner Schwab seconded this motion and this motion passed unanimously, 6/0.

2nd Motion: Commissioner Todd made a motion to accept the accounting fees for the FYE 2016-2017 Low Rent Budget, Commissioner Poisson seconded this motion, and this motion passes 5/0, with Commissioner Stover abstaining.

Item 9. Discussion, Consideration and Possible Action Regarding FYE 2016-2017 Shady Oaks Development Corporation – Nikki Brennan, Executive Director - **Resolution 629 (All PHA Budgets)**

Motion: Commissioner Stover made a motion to accept the proposed FYE 2016-2017 Shady Oaks Development Corporation Budget, Commissioner Todd seconded this motion and this motion passed unanimously, 6/0.

Item 10. Discussion, Consideration and Possible Action Regarding FYE 2017 Shady Oaks GHA Housing LP Budget - Nikki Brennan, Executive Director

1st Motion: Commissioner Todd made a motion to accept the proposed FYE 2016-2017 Shady Oaks GHA Housing LP Budget, except for the accounting fees, Commissioner Poisson seconded this motion and this motion passed unanimously, 6/0.

2nd Motion: Commissioner Todd made a motion to accept the accounting fees for the FYE 2016-2017 Shady Oaks GHA Housing LP Budget, Commissioner Poisson seconded this motion, and this motion passes 5/0, with Commissioner Stover abstaining.

The Board went into Executive Session at 3:49 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 551.072– Deliberations about Real Property:** Closed session for deliberation regarding the exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the

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position of the governmental body in negotiations with a third person –
John Gavurnik, Vice Chairman

- Item 12. **Section 551.074 – Personnel Matters:** (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Executive Director- Nikki Brennan

The Board came out of Executive Session at: 3:53 pm

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

Motion: There were no motions made.

- Item 13. Adjournment

*Motion: Commissioner Stover made a motion to adjourn the meeting,
Commissioner Schwab seconded this motion and this motion passed
unanimously, 6/0.*

The meeting was adjourned at 4:05 pm.