

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

On the 25th day of February 2016 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 Raper, Commissioner Schwab, Commissioner Cruz, Commissioner Pope, and Commissioner Todd. Others present were: Tom O’Leary-Attorney, Frank Stover-CPA Firm, and Jennifer Bills with the City of Georgetown Planning. Absent: Commissioner Gavurnik

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

Item 3. Public Comment – 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 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
- 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

The following items were brought up for discussion: 5B Delinquents Rents, security deposits, and Lisa Lunsford’s letter of complaint to the Board.

Commissioner Schwab asked Nikki to please go over with him on what procedure is currently used on delinquent notices issued. ED Brennan proceeded to explain that residents have until the 7th of the month to pay, on the 8th day, they are issued a \$30.00 late fee and they are given 14 days to pay or vacate the apartment. If they are late three months in a twelve month period, their lease can be terminated for chronic late payer, at the management’s discretion.

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

Commissioner Schwab asked about the letter of complaint that Lisa Lansford delivered to the Board and if she is aware of the chain of command to address issues such as these instead of calling City of Georgetown Code Enforcement department. ED Brennan stated that Ms. Lansford is aware of the proper procedures but she chose to call code enforcement instead. ED Brennan also stated that there is a some drainage problem close to her backyard and GHA has contacted Code Enforcement, they will be sending someone out today.

Motion: *Commissioner Todd 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 6. Discuss GHA performance scores for 2015 – Nikki Brennan, Executive Director
We got 100% of our SEMAP and for PHAS score GHA received a 90.

ED Brennan reported to the Board that GHA scored 91 out of 100 for REAC, and 100% for SEMAP. She stated that she is extremely proud of her staff for doing such great work on following regulations, policies and procedures to stay in compliance to achieve these high performing scores.

Motion: *No motion needed, informational only*

Item 7. Discussion, Consideration and Possible Action to accept Capital Fund Award for 2016 – Nikki Brennan, Executive Director
Resolution 615

GHA received \$166,612 including high performance bonus, and we have until March 15, to accept with Board approval so we can send to HUD along with all other documents.

Motion: *Commissioner Todd motioned to accept Capital Fund Award for 2016, Commissioner Pope seconded this motion and this motion passed unanimously, 5/0.*

Item 8. Discussion Consideration and Possible Action to Approve 2016 Operating Subsidy Submission – Nikki Brenna, Executive Director
Resolution 616

ED Brennan asked the Board to approve the 2016 Operating Subsidy Submission to HUD

Motion: *Commissioner Todd motioned to approve the 2016 Operating Subsidy Submission to HUD, Commissioner Pope seconded this motion and this motion passed unanimously, 5/0.*

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

Item 9. Discussion, Consideration and Possible Action to Change the regular scheduled meeting of March – Nikki Brennan, Executive Director

Item 10. Discussion, Consideration and Possible Action to apply for the FY 2016 Funding for Williamson County Community Development Block Grant (CDBG) – Nikki Brennan, Executive Director
Resolution 617

ED Brennan would like to submit the application for the FY 2016 Funding CDBG for the rest of the units that need completion. The 30 units are near completion for the HVAC/Electric upgrade and the total cost is \$340,673. The total cost to complete the remainder units on the property is \$1,508,625.00. ED Brennan would like to apply to CDBG to cover this cost, and this application needs to be submitted before March 15, 2016. ED Brennan is asking for Board approval to apply for these funds.

Motion: *Commissioner Pope made a motion to approve applying for the FY 2016 Funding for Williamson County Community Development Block Grant (CDBG). Commissioner Schwab seconded this motion and this motion passed unanimously, 5/0.*

Item 11. Review, Consideration and Possible Action to amend sections “II D” and “IV J” of the GHA Personnel Policy to clarify existing policy – Nikki Brennan, Executive Director
Resolution 618

ED Brennan presented to the Board the amended Personnel Policies to amend on Section II.D. on page 14 and Section IV.J. “Reduction in Pay due to Certain Absences” on page 21. After short discussion the following motion was made:

Motion: *Commissioner Cruz made a motion to approve the amended section “II D” and “IV J” of the GHA Personnel Policy to clarify existing policy, Commissioner Todd seconded this motion and this motion passed unanimously, 5/0.*

Item 12. Adjournment

Motion: *Commissioner Todd made a motion to adjourn, Commissioner Schwab seconded the motion, and the motion passed unanimously, 5/0. The Chairman thereby declared the meeting adjourned at 3:34 p.m.*