

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

On the 28<sup>th</sup> day of January 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 Gavurnik, 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.

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

After the Pledge of Allegiance, Commissioner Gavurnik asked if anything has been done to honor Commissioner Poisson's service as a Board member, Commissioner Raper suggested having a plaque of appreciation done for him.

**Item 3. Public Comment** – Stonehaven resident Marian Goforth commented that certain areas in Stonehaven are very dark at night and some residents have seen strangers peeking through the windows. ED Brennan commented that the property's lighting has been updated and there should be sufficient lighting, she also advised Ms. Goforth to call the police next time this happens and to advise the rest of the residents to do so.

**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 28<sup>th</sup>, 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:

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

Commissioner Schwab asked about the financial reports. He asked what financial controls are there in place for checks being disbursed, ED Brennan stated that GHA has a financial control in place where the Director of Operations matches original invoices and requisitions and proceeds to enter information in QuickBooks, and the ED reviews the entries and approves, prints and signs checks for disbursement. She also stated that the Auditor has not found any cause for concern. Frank Stover auditor proceeded to explain to Commissioner Schwab in detail how the process works.

**Motion:** *Commissioner Gavurnik motion to accept the consent agenda, items 4 and 5 as stated, and Commissioner Pope 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. Information regarding HUD training conference for all PHA Board of Commissioners – Nikki Brennan, Executive Director

**Motion:** *No motion needed, informational only*

Item 7. Discussion, Consideration and Possible Action to adopt a Continuity and Emergency Plan – Nikki Brennan, Executive Director

After a short discussion the following motion was made:

**Motion:** *Commissioner Cruz motioned to adopt the Continuity and Emergency Plan, Commissioner Pope seconded this motion and this motion passed unanimously, 6/0.*

Item 8. Adjournment

**Motion:** *Commissioner Gavurnik made a motion to adjourn, Commissioner Pope seconded the Motion, and the motion passed unanimously, 6/0. The Chairman thereby declared the meeting adjourned at 3:34 p.m.*