

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

On the 28<sup>th</sup> day of July 2016 at 3:02 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 Todd, Commissioner Poisson, and Commissioner Gavurnik.  
Absent: Commissioner Cruz.  
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.

ED Brennan proceeded to introduce our new Assistant Manager, Sara Camp to the Board. Ms. Camp introduced herself and gave the Board her professional background information. The Board welcomed Ms. Camp to GHA.

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 June 2016 minutes, 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

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

- f. Board Attendance Report
- g. Director of Housing Operations Report
- h. Executive Director's Monthly Report
- i. Staff Training
- j. Resident Council Report
- k. Financials

**Motion:** Commissioner Gavurnik made a motion to approve Items 4 & 5, Commissioner Todd 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. Discussion, Consideration and Possible Action to discuss the audit of the financial statements of the Georgetown Housing Authority for the year ended September 30, 2015 by Elizabeth A. Miles, CPA – Nikki Brennan, Executive Director

Ms. Elizabeth Miles, Auditor, attended the Board meeting via Skype and she proceeded to give the Board an oral report of the 2015 Audit. There were no findings on the Audit. After discussion, the following motion was made:

*Motion: Commissioner Todd made a motion to accept the 2015 Audit, Commissioner Schwab seconded this motion and this motion passed unanimously, 5/0.*

Item 7. Discussion, Consideration and Possible Action to revise the GHA Stonehaven Apt. Dwelling Lease- Nikki Brennan

ED Brennan stated that our Attorney, Tom O'Leary had recommended to omit section XV termination of lease G. This change was posted for 45 days on our April newsletter and on our website, and there no comments received. After short discussion the following motion was made:

*Motion: Commissioner Todd made a motion to approve the revisions to the Stonehaven Apt. Dwelling Lease, Commission Schwab seconded this motion and the motion passed unanimously, 5/0.*

**Board went into Executive Session at 3:34 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

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

the right of the employee to request a public hearing and are subject to action in the open session that follows.

Item 8.       **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 position of the governmental body in negotiations with a third person – John Gavurnik, Vice Chairman

Item 9.       **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

Board came out of Executive Session at 3:44 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 10.       Adjournment

*Motion:       Commissioner Gavurnik made a motion to adjourn the meeting, Commissioner Schwab seconded this motion and this motion passed unanimously, 5/0.*

The meeting was adjourned at 3:45 pm.