

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

On the 31st day of March 2016 at 3:01 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 Todd, Commissioner Poisson, Commissioner Gavurnik (arrived at 3:12 pm). Others present were: Tom O'Leary-Attorney, Frank Stover-CPA Firm, and Jennifer Bills with the City of Georgetown Planning. Absent: Commissioner Pope
- Item 2.** **Pledge of Allegiance** – The Board and attendees recited the Pledge of Allegiance.
- Item 3.** **Public Comment** – Stonehaven resident Laura Bryant approached the Board in reference to Item 10, "Revision of the rules and Regulations", specifically on the lawn and gardening section. She mentioned that she was disappointed and saddened to see that after a year, it was the same proposal with more restrictions added. She asked the Board to please keep in mind that whenever people move out for whatever reason, their gardens are reset to their original state. She asked the Board to please grandfather the established gardens, plants and trees so that those who have worked so hard can be allowed to keep them until they move out.

Item 4. Introduction of newly appointed Commissioner: Maureen Poisson.

Commissioner Raper introduced Mrs. Poisson as the new resident commissioner appointed by the Mayor. ED Brennan welcomed her to her new position.

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 5. Discussion, Consideration and Possible Action to approve the minutes of the February 25th meeting, Nikki Brennan, Executive Director
- Item 6. 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

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- k. Financial reports for Shady Oaks LP, Housing Development Corp., Low Rent and Section 8

Motion: Commissioner Todd motioned to accept the consent agenda, items 4 and 5 as stated and Commissioner Schwab seconded this motion and his 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 7. Discussion, Consideration and Possible Action to elect the Chairman and the Vice Chairman of the Georgetown Housing Authority Board– Nikki Brennan, Executive Director
Resolution 619

ED Brennan stated that the City of Georgetown Mayor has recommended Larry Raper, as Chairman of the 2016/2017 Board cycle year. In compliance with GHA Bylaws, GHA has to select one of the commissioners as chairman and vice-chairman. If there are any objections to the Mayor's nomination the Board can nominate a Chairman. If not, Commissioner Raper will remain Chairman.

Motion: Commissioner Cruz made a motion to accept the Mayor's nomination to accept Commissioner Raper for the position of Chairman for the 2016/2017 Board cycle year. Commissioner Poisson seconded this motion and this motion passed unanimously, 6/0.

GHA also needed to nominate and elect the Vice-Chairman. Mr. John Gavurnik agreed to continue as Vice Chairman should he be nominated.

Motion: Commissioner Cruz made a motion to retain Commissioner Gavurnik as Vice-Chairman, Commissioner Todd seconded this motion and this motion passed unanimously, 6/0

- Item 8. Dedication of Plaque to Mr. Raymond Poisson for his excellent services as GHA Commissioner, Nikki Brennan, Executive Director

ED Brennan presented a dedication plaque to Mr. Raymond Poisson for his service to the Georgetown Housing Authority. She read the following statement: *Mr. Raymond Poisson had a distinguished record of dedicated services for affordable housing. It is the desire of the Georgetown Housing Authority to give appropriate acknowledgement and recognition to Commissioner Raymond Poisson for his excellent services to Georgetown Housing Authority and for implementing the recitation of the Pledge of Allegiance at GHA Board meetings.*

Motion: No motion was needed

- Item 9. Discussion regarding Shady Oaks GHA Housing, L.P. Audit– Frank Stover, Atchley & Associates

Frank Stover, CPA Firm, proceeded to give the Board a report of the Shady Oaks GHA Housing, L.P. Audit. There were no findings during this Audit.

Motion: Informational Only

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- Item 10. Discussion regarding the proposed revision to the House Rules & Regulations Addendum to Lease - Nikki Brennan, Executive Director

ED Brennan presented the Board with a draft copy for their review of the House Rules and Regulations. The proposed revision is to communicate more clearly this policy and to help maintain proper operation of the property. ED Brennan stated that this draft was a combined group effort of the committee, staff and legal counsel for the final product. This document is now ready if agreed by the Board, to be put out for public comment for 30 days and bring back to the Board for approval in May, 2016 Board meeting.

Commissioner Gavurnik asked if it would be ok for ED Brennan to forward to him resident input via email. Mr. Tom O'Leary, Legal Counsel, stated that she could email resident input to Board members as it comes in as long as these responses are not shared or discussed among Board members. After discussion, the following motion was made:

Motion: Commissioner Gavurnik made a motion to post to residents for comments for 30 days. Commissioner Cruz seconded this motion and this motion passed unanimously, 6/0.

Board went into Executive Session at 3:33 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 position of the governmental body in negotiations with a third person – Larry Raper, Chairman

- Item 12. **Sections 551.072- Consultation with Attorney:** Regarding Litigation – Tom O'Leary, Attorney at Law

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

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

Motion: Commissioner Gavurnik made a motion to authorize the Board to pursue the possibility to purchase real estate or a building for GHA's use. Commissioner Todd seconded this motion and this motion passed unanimously, 6/0.

13. Adjournment

Motion: Commissioner Gavurnik made a motion to adjourn, Commissioner Schwab seconded the motion, and the motion passed unanimously, 6/0. The Chairman thereby declared the meeting adjourned at 4:30 p.m.