

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

On the 22nd day of September 2016 at 3:02 p.m., the Housing Authority of the City of Georgetown, Texas met in regular session.

Item 1. The Chairman Commissioner Raper called the meeting to order and ED Brennan, Board Secretary, took roll call. The following Commissioners were present, Commissioner Cruz, Commissioner Schwab, Commissioner Todd, Commissioner Poisson.
Absent: Commissioner Gavurnik, and Commissioner Stover. Others present: Tom O’Leary, Attorney and Jennifer Bills with City of Georgetown.

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 previous 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

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

Motion: *Commissioner Todd made a motion to approve the consent agenda, Commissioner Schwab seconded this motion and this motion passed unanimously, 4/0.*

Regular Agenda: The Board will individually consider and possibly take action on any or all of the following items:

- Item 6. Report from Housing Advisory Board- Jennifer Bills, Housing Coordinator ED Brennan introduced Jennifer Bills and she proceeded to present her report to the Board. This was informational only.

Motion: *No motion needed, informational only.*

- Item 7. Discussion, Consideration and Possible Action regarding modernization of the Stonehaven Senior Center at 1704 Hart Street - Nikki Brennan, Executive Director

Commissioner Todd stated that he could not make any comments on this item because he will be bidding on this project. Commissioner Raper stated that they did not have a Quorum and they would have to table this item for next meeting.

- Item 8. Discussion, Consideration and Possible Action to contract Novagradac & Company LLP for the Shady Oaks LP 2016 Audit and Tax Return - Nikki Brennan, Executive Director

ED Brennan discussed that Novagradac & Company LLP gave GHA the same price they did last year, \$10,500; \$2,500 for the taxes and \$8,000 for the financial and operational audit. This also includes financial assessment system for HUD. ED Brennan stated that the Auditors meet deadlines, and they are very reasonable. She also stated that the investor is pleased with this auditor.

ED Brennan pointed out that the \$8,000 quoted is their lowest level fee for a HUD audit, based on clean books and prompt submission of requested items.

Motion: *Commissioner Todd made a motion to contract Novagradac & Company LLP for the Shady Oaks LP 2016 Audit and Tax Return, Commissioner Schwab seconded this motion and this motion passed unanimously, 4/0.*

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- Item 9. Discussion, Consideration and Possible Action to contract Elizabeth A. Miles for FYE 9/30/2016 – Nikki Brennan, Executive Director

ED Brennan asked the Board to approve engaging Elizabeth Miles as Auditor, she has proved to be an excellent auditor and is very detail oriented. Her Proposal is for \$12,000 same as last year's for auditing fiscal year September 30, 2015.

Motion: Commissioner Schwab made a motion to contract Elizabeth A. Miles for FYE 9/30/2016, Commissioner Schwab seconded this motion and this motion passed unanimously, 4/0.

- Item 10. Discussion, Consideration and Possible Action to Change the regular scheduled meetings of October, November and December - Nikki Brennan, Executive Director

ED Brennan asked the board to change upcoming Board meeting dates to one week earlier to the third Thursday in the months of October, November, and December.

October meeting ED will be renewing her Public Funds Investment Act Certification. This training is offered free at TXNAHRO conference on October 26, 27th. This is a good opportunity for the ED to network at the conference.

On November the board meeting falls on Thanksgiving and the meeting needs to be moved to the 17th.

Due to the holiday season in December, the Board meeting is very close to Christmas and many may be traveling due to the Holiday. ED wants to move the meeting to the 15th of the month.

Motion: Commissioner Todd made a motion to change the regular scheduled meetings of October, November and December, Commissioner Poisson seconded this motion and this motion passed unanimously, 4/0.

The Board went into Executive Session at 3:27 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.

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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 – Commissioner Brian Schwab

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 3:42 pm

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

Motion: Commissioner Todd made a motion to retain our ED, Commissioner Brian seconded this motion and this motion passed unanimously, 4/0.

13. Adjournment

Motion: Commissioner Todd made a motion to adjourn the meeting, Commissioner Poisson seconded this motion and this motion passed unanimously, 4/0.

The meeting was adjourned at 3:44 pm.