

## **REGULAR HOUSING AUTHORITY MEETING MINUTES**

STATE OF TEXAS  
COUNTY OF FORT BEND  
CITY OF ROSENBERG  
BE IT REMEMBERED:

### **NOTICE OF REGULAR MEETING**

On this the 23rd of October A.D. 2017, The Housing Authority of the City of Rosenberg met in Regular Session at the City of Rosenberg HA office, 117 Lane Drive, Suite 18, Rosenberg, Texas.

### **PERSONNEL PRESENT**

Dr. Larry Wilkinson	Chair, City of Rosenberg, HA
Rosie Freeman	Vice Chair, City of Rosenberg, HA
Michael Gutierrez	Commissioner, City of Rosenberg, HA
Daryl Stroud	Commissioner, City of Rosenberg, HA
Eugenia Brown	Commissioner, City of Rosenberg, HA
Kimberly Brown	Secretary, City of Rosenberg, HA

### **ROLL CALL**

Roll Call by Chair Wilkinson all personnel present.

### **CALL TO ORDER**

This Regular Meeting was called to order by Chair Wilkinson at 5:04 P.M.

### **INVOCATION**

Commissioner Brown gave the invocation.

### **CITIZENS HEARD**

None present

### **REGULAR AGENDA**

#### **APPROVAL OF THE MINUTES OF THE REGULAR BOARD OF COMMISSIONERS MEETING OF THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG HELD ON MONDAY, SEPTEMBER 18, 2017**

A motion was made by Commissioner Stroud to approve the minutes of the Regular Meeting on Monday, September 18, 2017. The motion was seconded by Vice Chair Freeman and carried by a unanimous vote.

#### **DISCUSSION OF STATEMENT RECEIVED FROM WELLS FARGO BANK IN REGARD TO THE FSS ESCROW ACCOUNT FOR THE MONTHS ENDED SEPTEMBER 2017**

The Commissioners heard and discussed the statements received from Wells Fargo Bank in regard to the FSS escrow account for the months ended September 2017.

APPROVAL OF THE HOUSING AUTHORITY'S HOUSING CHOICE VOUCHER (HCV) ACCOUNTS PAYABLE AND FINANCIAL STATEMENTS ENDED SEPTEMBER 2017

The Board of Commissioners heard and discussed the Housing Authority's Housing Choice Voucher estimate of accounts payable and financial statements ended September 2017. A motion was made by Commissioner Brown to approve the financial statements as presented. The motion was seconded by Commissioner Gutierrez and carried by a unanimous vote.

APPROVAL OF THE HOUSING AUTHORITY'S FLOOD RECOVERY HOME REHAB PROGRAM ACCOUNTS PAYABLE AND FINANCIAL STATEMENTS ENDED SEPTEMBER 2017

The Board of Commissioners heard and discussed the Housing Authority's Flood Recovery Home Rehab Program estimate of accounts payable and financial statements ended September 2017. A motion was made by Commissioner Brown to approve the financial statements as presented. The motion was seconded by Commissioner Gutierrez and carried by a unanimous vote.

DISCUSSION AND APPROVAL REGARDING THE QUARTERLY INVESTMENT REPORT and YEAR-TO-DATE BALANCES OF HOUSING ASSISTANCE PAYMENTS (HAP) AND ADMINISTRATIVE FEE RESERVES FOR THE QUARTER ENDING SEPTEMBER 2017

The Commissioners heard and discussed the Quarterly Investment Report and Year-To-Date balances of the HAP and Administrative Fee Reserves for the Quarter ending September 2017. A motion was made by Commissioner Stroud to approve the report as presented. The motion was seconded by Vice Chair Freeman and carried by a unanimous vote.

DISCUSSION OF SEPTEMBER 2017 MONTHLY REPORT FOR THE FLOOD RECOVERY HOME REHAB PROGRAM

The Commissioners heard and discussed the report by Fort Bend Corps concerning the activity on the Flood Recovery Home Rehab Program for September 2017.

DISCUSSION OF HUD EMAIL REGARDING ADJUSTMENTS TO THE HAP AND ADMINISTRATIVE FUNDS

The Commissioners heard and discussed the HUD email regarding the adjustment of HAP and Administrative funds to .6791% for January and February 2018.

APPROVAL OF THE PROPOSAL BY NEW FRONTIER GRAPHICS TO UPDATE AND MODERNIZE THE ROSENBERG HOUSING AUTHORITY'S WEBSITE FOR \$1100 USING THE ADMINISTRATIVE RESERVE

The Board of Commissioners heard and discussed the proposal by New Frontier Graphics to update and modernize the Rosenberg Housing Authority's website for \$1100 and pull from the Administrative Reserve. A motion was made by Commissioner Gutierrez to approve the proposal as presented. The motion was seconded by Vice Chair Freeman and carried by a unanimous vote.

DISCUSSION AND APPROVAL OF THE HOUSING AUTHORITY'S 2017 ANNUAL REPORT TO BE PRESENTED TO THE CITY OF ROSENBERG MAYOR AND COUNCIL FOR FISCAL YEAR ENDING SEPTEMBER 30, 2017

The Commissioners heard and discussed the Housing Authority's 2017 Annual Report to be presented to the City of Rosenberg Mayor and Council for fiscal year ending September 30, 2017 by the Executive Director on November 7, 2017 at 7:00 p.m. A motion was made by Commissioner Stroud to approve and authorize the Executive Director to present the 2017 Annual Report as presented. The motion was seconded by Commissioner Brown and carried by a unanimous vote.

APPROVAL OF RESOLUTION R-207-17

A motion was made by Commissioner Brown to approve Resolution R-207-17 caption as follows:

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG, TEXAS, APPROVING THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR FISCAL YEAR ENDING **SEPTEMBER 30, 2017.****

The motion was seconded by Commissioner Brown and carried by unanimous vote.

APPROVAL OF FILING OF A CLAIM WITH TML  
REGARDING DAMAGE TO ANOTHER VEHICLE BY THE EXECUTIVE DIRECTOR WHILE  
CONDUCTING HOUSING AUTHORITY BUSINESS.

The Board of Commissioners heard and discussed the proposal to settle a claim for damage to another vehicle by the Executive director while conducting Housing Authority Business. A motion was made by Commissioner Stroud to authorize the Executive Director to make the decision that would be most expeditious and fiscally responsible. The motion was seconded by Commissioner Brown and carried by a unanimous vote.

**REPORT FROM EXECUTIVE DIRECTOR**

- A. Unit months leased for September 2017 (440)
- B. The Executive Director and Hearing Officer will attend a Hearing Officer Workshop in Austin, TX on October 31 – November 1, 2017. The Executive Director will attend an Employment Law Conference in Galveston, TX on November 3, 2017.
- C. The Executive Director will be out of the office and out of the country from November 20 – December 7, 2017
- D. The next tentative Board meeting will be on November 14, 2017. No board meeting for December 2017.

**ADJOURNMENT**

There being no further business Chairman Wilkinson adjourned the Regular Board meeting at 5:54 P.M.

\_\_\_\_\_  
Kimberly Brown, Secretary/  
Executive Director

\_\_\_\_\_  
Rosie Freeman, Vice Chair  
City of Rosenberg, HA