

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 22nd day of April A.D. 2024, The Housing Authority of the City of Rosenberg met in Regular Session at the City of Rosenberg HA office, 117 Lane Drive, Suite 22, Rosenberg, Texas.

PERSONNEL PRESENT

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|-------------------|-------------------------------------|
| Larry Wilkinson | Chair, City of Rosenberg, HA |
| Michael Gutierrez | Vice chair, City of Rosenberg, HA |
| David McCatty | 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 except Commissioner Stroud.

CALL TO ORDER

This Regular Meeting was called to order by Chair Wilkinson at 5:00 P.M.

INVOCATION

Commissioner Brown gave an invocation.

APPOINTMENT AND ADMINISTRATION OF OATH OF OFFICE BY CITY SECRETARY, DANYEL SWINT

Danyel Swint, City Secretary for The City of Rosenberg administered the oath of office to Micheal Gutierrez, David McCatty and Eugenia Brown for a two-year term ending April 22, 2026.

DR. LARRY WILKINSON RE-ELECTED CHAIRMAN OF THE BOARD

Vice Chair Gutierrez made a motion to re-elect Dr. Larry Wilkinson as Chairman. Commissioner Brown seconded the motion and carried by a unanimous vote of those present.

MR. MICHAEL GUTTIEREZ RE-ELECTED VICE-CHAIRPERSON OF THE BOARD

Chair Wilkinson made a motion to re-elect Mr. Michael Gutierrez as Vice-Chairperson of the Board. Commissioner Brown seconded the motion and carried by a unanimous vote.

CITIZENS HEARD

None present

APPROVAL OF THE MINUTES OF THE REGULAR BOARD OF COMMISSIONERS MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF ROSENBERG HELD ON
MONDAY, MARCH 26, 2024

A motion was made by Commissioner Brow to approve the minutes. The motion was seconded by Vice Chair Gutierrez and carried by a unanimous vote of those present.

APPROVAL OF THE HOUSING AUTHORITY'S HOUSING CHOICE VOUCHER (HCV) ACCOUNTS
PAYABLE AND FINANCIAL STATEMENTS ENDED MARCH 2024

A motion was made by Commissioner Brow to approve the financial statements. The motion was seconded by Vice Chair Gutierrez and carried by a unanimous vote of those present.

DISCUSSION REGARDING THE QUARTERLY INVESTMENT REPORT and YEAR-TO-DATE
BALANCES OF HOUSING ASSISTANCE PAYMENTS (HAP) AND ADMINISTRATIVE FEE
RESERVES FOR THE QUARTER ENDING MARCH 2024

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 March 2024

HEAR AND DISCUSS REVENUES AND EXPENSES FOR FY 2024 BUDGET

The Commissioners heard and discussed the year to date revenues and expenses FY 2024 budget.

APPROVAL OF THE AUDIT REPORT OF FINANCIAL RECORDS FOR FISCAL YEAR ENDED
SEPTEMBER 30, 2023 PREPARED BY BREEDLOVE & CO., P.C. AND SIGN THE MANAGEMENT
REPRESENTATION LETTERS

The Board of Commissioners heard and discussed the audit report of financial records for fiscal year ended September 30, 2023 prepared by Breedlove & Co., P.C. and sign the Management Representation Letters. A motion was made by Vice Chair Gutierrez to approve the audit report as presented. The motion was seconded by Commissioner Brown and carried by a unanimous vote of those present.

APPROVAL OF THE SECURITY DEPOSIT ASSISTANCE PROGRAM FOR THE ROSENBERG HOUSING
AUTHORITY

The Board of Commissioners heard and discussed the Security Deposit Assistance program which will assist participants who must move from their current unit through no fault of their own. . A motion was made by Vice Chair Gutierrez to approve the security deposit assistance program. The motion was seconded by Commissioner Brown and carried by a unanimous vote of those present.

REPORT FROM EXECUTIVE DIRECTOR

- A. Unit months leased for March 2024 (454)
 - Unit months leased for VASH March 2024 (8)
 - Unit months leased for Mainstream March 2024 (48)
 - Unit months leased for FYI (Fostering Youth)Mar. 24 (8)
 - Unit months leases under Portability (135)

- B. Next tentative scheduled meeting set for May 20, 2024 and June 10, 2024

ADJOURNMENT

There being no further business Chair Wilkinson adjourned the Regular Board meeting at 5:26 P.M.

Kimberly Brown, Secretary/
Executive Director

Larry Wilkinson, Chair
City of Rosenberg, HA