

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 27th day of January A.D. 2025, 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

Larry Wilkinson	Chair, City of Rosenberg, HA
Michael Gutierrez	Vice Chair, City of Rosenberg, HA
Eugenia Brown	Commissioner, City of Rosenberg, HA
David McCatty	Commissioner, City of Rosenberg, HA
Kimberly Brown	Secretary, City of Rosenberg, HA

ROLL CALL

Roll Call by Chair Wilkinson all present except Commissioner Stroud.

CALL TO ORDER

This Regular Meeting was called to order by Chair Wilkinson at 5:07 P.M.

INVOCATION

Commissioner Brown gave an invocation.

CITIZENS HEARD

Employees: Brittney Lerma, Andrea Thomas, Marixa Okafor, Tristan Farr, Taylor Billman, Bridget Bailey

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, NOVEMBER 12, 2024

A motion was made by Vice Chair Gutierrez to approve the consent agenda. The motion was seconded by Commissioner McCatty 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 NOVEMBER AND DECEMBER 2024

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

**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 DECEMBER 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 December 2024. A motion was made by Vice Chair Gutierrez to approve the report as presented. The motion was seconded by Commissioner Brown and carried by a unanimous vote of those present.

DISCUSSION OF CHANGES TO THE PERSONNEL POLICY

The Commissioners heard and discussed changes to the personnel policy regarding the hours worked per week and changes to the timing of when and how much vacation is accrued each pay period. The commissioners requested the changed personnel policy to be presented at the next meeting and the resolution to approve these changes was tabled until the next meeting.

REPORT FROM EXECUTIVE DIRECTOR

Report from the Executive Director.

- A. Unit months leased for November 2024 (442)
 - Unit months leased for VASH November 2024 (7)
 - Unit months leased for Mainstream November 2024 (48)
 - Unit months leased for FYI (Fostering Youth)Nov. 24 (11)

 - Unit months leased for December 2024 (434)
 - Unit months leased for VASH December 2024 (6)
 - Unit months leased for Mainstream December 2024 (47)
 - Unit months leased for FYI (Fostering Youth)Dec. 24 (12)

- B. Board of Commissioners terms will be expiring in April 2025 for Chair Larry Wilkinson and Commissioner Daryl Stroud.

- C. Next tentative scheduled meeting set for February 24, 2025 and March 17, 2025.

- D. Auditor will be in the office on March 4, 2025.

ADJOURNMENT

There being no further business Chair Wilkinson adjourned the Regular Board meeting at 5:39 P.M.

Kimberly Brown, Secretary/
Executive Director

Larry Wilkinson, Chair
City of Rosenberg, HA