

State of Texas
County of Tarrant
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority met in Regular Session on this the 25th day of June 2015 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Randy Bacon	Vice Chair/Finance Officer
Joetta King	Commissioner
Karen Rice	Commissioner
Terri Rushing	Resident Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
Duff O'Dell	City Council Liaison
Linda Troeger	Guest

CALL TO ORDER

Chairman Everett called the meeting to order at 4:40 p.m.

CITIZEN COMMENTS

No citizen comment

EXECUTIVE SESSION

Chairman Everett announced the Board of Commissioners would go into closed session for discussion related to Section 551.074 – Personnel: deliberate the appointment, employment, compensation and duties of the HCV Housing Coordinator and Executive Director.

The Commissioners closed the doors to the Grapevine Housing Authority Conference Room and began the closed session at 4:40 p.m. The closed session ended at 4:47 p.m.

NOTE: The Commissioners continued with the Regular Meeting in open session.

REPORT OF THE EXECUTIVE DIRECTOR (INFORMATIONAL ONLY)

Item #1. Rent Delinquency and Information Sheet

The Executive Director reported to the Board on the rent delinquencies, number of empty units, work orders and statistical information for the waiting list for

Public Housing through June 25, 2015. Also reported was the statistical information for the Section 8 Voucher Program including number of Vouchers leased up, cost per voucher, number of applications on the waiting list, and the Portability and Receipts report. Portability accounts receivables aging report included.

Item #2 Capital Funds Report and work in progress

The Board was provided with the monthly Capital Funds Report including on going projects.

Item #3 Report of Public Housing and Section 8 activity and issues

The Board was provided with a report of activity and issues during the month of June 2015.

Item #4 Volunteer Recognition Resolution Document

The Board was provided with a Resolution from the Volunteer Recognition Ceremony hosted by State Representative Giovanni Capriglione on May 1, 2015. Volunteers who serve on boards in the area were recognized with a dinner and a Resolution.

Item #5 Minutes from the Resident Advisory Board held on June 19, 2015

The Board was presented with minutes from the Resident Advisory Board Meeting held on June 19, 2015.

NEW BUSINESS

Item #1 Consideration of minutes from the April 21, 2015 Board Meeting

The Board was presented with the minutes from the April 25, 2015 board meeting for approval.

Commissioner Rice moved and Commissioner King seconded to accept the minutes as presented.

Ayes: Everett, Bacon, King, Rice & Rushing
Nays: None
Absent: None

Motion passed.

Item #2 Consideration and acceptance of the personnel duties and compensation of the HCV Specialist and Executive Director

Chairman Everett stated that there was action necessary from the Executive Session under Section 551-074 related to the HCV Specialist and Executive Director.

Commissioner Rice moved and Commissioner Rushing seconded a motion to give Jessica Pippin a raise as discussed.

Commissioner Rice moved and Commissioner Bacon seconded a motion to approve reduced hours for the Executive Director effective January 1, 2016.

Ayes: Everett, Bacon, King, Rice & Rushing
Nays: None
Absent: None

Motion passed

Item #3 Update on the Status of Relinquishing the HCV Program Back to HUD

The Board was provided with a letter accepting the transfer of the HCV Program by HUD. They were also provided a timeline created from HUD's notice PIH 2012-11(HA) outlining the process from start to finish of the transfer.

It was reported that HUD has been contacted several times regarding setting a meeting to discuss the transfer. Staff was informed they have not made a decision regarding the receiving PHA. It was reported that HUD would be contacted again around the middle of July requesting a meeting.

No action taken.

Item #4 Consideration and acceptance of March, April and May 2015 Monthly Financial Statements

Commissioner Bacon reported that he reviewed the March, April and May 2015 monthly financial statements. He stated that a coding error for the maintenance contract was corrected and now the budget matches where the expense is being coded.

Commissioner Bacon moved and Commissioner Rice seconded to accept the March, April and May 2015 monthly financial statements as presented.

Ayes: Everett, Bacon, King, Rice & Rushing
Nays: None
Absent: None

Motion passed.

Item #5 Consideration and acceptance of Elizabeth Miles, CPA Audit
Engagement Letter for year ending December 31, 2014

The Engagement Letter for the December 31, 2014 audit from Elizabeth Miles, CPA was presented to the Board for approval.

Commissioner Rice moved and Commissioner Bacon seconded to approve the Engagement Letter from Elizabeth Miles, CPA for the December 31, 2014 audit.

Motion Passed.

Ayes: Everett, Bacon, King, Rice & Rushing
Nays: None
Absent: None

ADJOURNMENT

Commissioner King moved and Commissioner Bacon seconded that the meeting be adjourned.

Ayes: Everett, Bacon, King, Rice & Rushing
Nays: None
Absent: None

Motion passed. Meeting adjourned at 5:45 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE
GRAPEVINE HOUSING AUTHORITY ON THE 27TH DAY OF AUGUST 2015.

APPROVED:


Jane Everett, Chair

ATTEST:


Debra Wells,
Executive Director