

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 28th day of October 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
Karen Rice	Commissioner
Linda Troeger	Commissioner
Terri Rushing	Resident Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
Duff O'Dell	City Council Liaison
Greg Jordan	Director of Fiscal Services

### **CALL TO ORDER**

Chairman Everett called the meeting to order at 4:30 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 housing staff.

The Commissioners closed the doors to the Grapevine Housing Authority Conference Room and began the closed session at 4:33 p.m. The closed session ended at 4:55 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 October 23, 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 through October 28, 2015.

Item #4 Update on the voluntary transfer of the HCV Program for January 1, 2016

The Board was provided with an update regarding the voluntary transfer of the voucher program. It was reported that after meeting with Fort Worth HUD, staff was advised to contact Washington HUD to inquire about the transfer and to wait for a response from Washington before providing documents to Tarrant County Housing Partnership. Washington was contacted and the transfer documents were re-sent to them. Washington had questions for Fort Worth regarding the transfer and Fort Worth has responded with their answers.

**NEW BUSINESS**

Item #1 Consideration of minutes from the September 24, 2015 Board Meeting

The Board was presented with the minutes from the September 24, 2015 board meeting for approval.

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

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

Motion passed.

Item #2      Consideration and discussion of the proposed 2016 Budget

The Board was provided with a proposed 2016 Budget for review and discussion. Discussion pursued regarding the need for a Section 8 HCV Program 2016 budget that includes the projected cost to be incurred after the program transfers to Tarrant County Housing Partnership. It was suggested that additional salary cost be allocated for January 2016 to cover overflow work necessary to complete the transfer.

It was also discussed that the budget be adjusted for the salary increases discussed in the Executive Session.

No action taken on the adoption of the 2016 Budget.

Item #3      Consideration and acknowledgement of the December 31, 2014  
Audit Report

The Board was provided with the December 31, 2014 Audited Financial Statements. Commissioner Bacon reported that he reviewed the audit and found it to be acceptable.

Commissioner Bacon moved and Commissioner Troeger seconded a motion to accept the December 31, 2014 Audited Financial Report as presented.

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

Motion passed.

Item #4      Consideration and acceptance of August and September 2015  
Monthly Financial Statements

Commissioner Bacon reported that he reviewed the August and September 2015 monthly financial statements and found them to be in order.

Commissioner Bacon moved and Commissioner Rushing seconded to accept the August and September 2015 monthly financial statements as presented.

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

Motion passed.

**ADJOURNMENT**

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

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

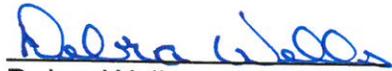
Motion passed. Meeting adjourned at 5:35 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY ON THE 3RD DAY OF DECEMBER 2015.

APPROVED:

  
\_\_\_\_\_  
Jane Everett, Chair

ATTEST:

  
\_\_\_\_\_  
Debra Wells,  
Executive Director