

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 3rd day of December 2015 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

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|---------------|----------------------------|
| 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 |

CALL TO ORDER

Chairman Everett called the meeting to order at 4:30 p.m.

CITIZEN COMMENTS

No citizen comment

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 November 30, 2015. Also reported was the statistical information for the Section 8 HCV 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 November 30, 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. A copy of the approved Memorandum sent to Fort Worth HUD by Washington HUD Office was provided. The original Memorandum to be provided at a later date.

It was reported that staff has been working with Tarrant County Housing Partnership on setting up meetings with the landlords and participants. There will be two meetings held on December 9, 2015 at 9:30 a.m. and 1:30 p.m., at the Bessie Mitchell House. It was also reported that a letter was mailed to all participants and landlords notifying them of the transfer.

NEW BUSINESS

Item #1 Consideration of minutes from the October 28, 2015 Board Meeting

The Board was presented with the minutes from the October 28, 2015 board meeting for approval. A correction was noted pertaining to the date of the minutes.

Commissioner Rice moved and Commissioner Rushing seconded to accept the minutes as amended.

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

Motion passed.

Item #2 Consideration and approval 2016 Operating Budget

The Board was provided with the 2016 Operating Budget with the requested revisions for salary increases of 3.2% for housing staff, two Public Housing Coordinator positions and the reduced hours for the Executive Director of 60 hours per pay period.

The request for a budget for the HCV Program closeout cost was not included since we no longer have the program. As a solution for not being able to provide

a budget, Allen Cornell provided a breakdown that included the cash balance in the account less estimated cost related to the closeout of the program.

The proposed 2016 Operating Budget projects a Net Income of \$23,120.

Commissioner Rice moved and Commissioner Rushing seconded to accept the 2016 Operating Budget as presented.

Item #3 Consideration and acceptance of the October 2015 Monthly Financial Statements

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

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

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

Motion passed.

ADJOURNMENT

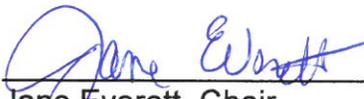
Commissioner Rice moved and Commissioner Bacon seconded that the meeting be adjourned.

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

Motion passed. Meeting adjourned at 5:00 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY ON THE 28TH DAY OF JANUARY 2016.

APPROVED:



Jane Everett, Chair

ATTEST:



Debra Wells,
Executive Director