

State of Texas
County of Tarrant
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority held a meeting in regular session on this the 22nd day of August 2013 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Joetta King	Commissioner
Karen Rice	Commissioner
Oleta White	Resident Commissioner

Constituting a quorum, with the following also present:

Sharron Spencer	Liaison to City Council
Debra Wells	Executive Director

CALL TO ORDER

CITIZEN COMMENTS

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. 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 Activity Report

The Board was provided with an update on expended funds for the capital funds and modernization projects.

Item #3 Quarterly Investment Report

The Board was provided with the Quarterly Investment Report ending June 30, 2013.

Item #4 Report of Public Housing and Section 8 Activity and issues

The Board was provided with a report for Public Housing and Section 8 activity and issues.

Item #5 Minutes from the Resident Advisory Board Meetings

The Board was provided minutes from the Resident Advisory Board meetings held on June 21, 2013, July 19, 2013 and August 16, 2013.

NEW BUSINESS

Item #1 Consideration of the minutes from the June Board Meeting

The board was provided with the minutes from the June 13, 2013 board meeting for approval.

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

Ayes: Everett, King, Rice and White
Nayes: None
Absent: Bacon

Motion passed.

Item #2 Consideration and acceptance of Resolution 13-03 to Accept the 2013 Capital Funds

The board was provided with the award of \$90,999 for the Capital Funds Program for fiscal year 2013.

Commissioner King moved and Commissioner Rice seconded to accept Resolution 13-03 for board acceptance of 2013 Capital Funds award.

Ayes: Everett, King, Rice and White
Nayes: None
Absent: Bacon

Motion passed.

Item #3 Consideration and approval of Resolution 13-04 to amend the Personnel Policy

The board was provided with a revision to the Personnel Policy regarding Sick Time Buy Back. The revision added that employees were allowed to take 40 hours of sick time during the year in addition to the requirement of 160 hours of sick time on the books to receive sick time buy back pay.

Commissioner Rice moved and Commissioner King seconded to amend the Personnel Policy to coincide with the City of Grapevine's Sick Time Buy Back Policy.

Ayes: Everett, King, Rice and White
Nays: None
Absent: Bacon

Motion passed

Item #4 Report and acceptance of the monthly financial statements for the months of April and May 2013

Commissioner Bacon was unable to attend the meeting so the item was tabled.

Commissioner King moved and Commission White seconded to table the item.

Ayes: Everett, King, Rice and White
Nays: None
Absent: Bacon

Motion passed

Item#5 Consideration and acceptance of amendment to Addendum C Dwelling Lease

The Board was provided with Addendum C Dwelling Lease and discussed the request to amend the Lease to include wording that states the residents are required to live in the unit.

Commissioner Rice moved and Commissioner King seconded that the sections highlighted in red of Addendum C Dwelling Lease be amended.

Ayes: Everett, King, Rice and White
Nays: None
Absent: Bacon

Motion passed

Item #6 Consideration and acceptance of the Capital Funds Five Year Plan for 2014-2018

The board was provided with a proposed Capital Funds Five Year Plan for 2014-2018 for discussion. One of the Resident Advisory Board request was for a dog park. It was decided the up keep and liability of the dog park would be cost prohibitive. The other items requested were back screen doors and air vent cleaning. It was decided cleaning of air vents and screen doors should have a higher priority so they were moved to an earlier year. The board requested information on how frequently the air vents needed to be cleaned and if the vendor would give us a break on the cost due to the quantity of work.

The board also suggested some of the landscape money used to prune trees annually could be spent on putting in decorative beds at the entrance of the streets.

Commissioner King moved and Commissioner White seconded to accept the Capital Funds Five year Plan for 2014-2018 as amended.

Ayes: Everett, King, Rice and White
Nays: None
Absent: Bacon

Motion passed

Item #7 Consideration and acceptance of the 2012 Audit Report

The board was provided with a draft of the 2012 Audit Report for their consideration. They were informed there was a finding this year regarding failure to run HUD's required EIV report on new admissions no later than 120 days after admission to program. The board was informed that EIV has been run on all new admissions and the new procedure put in place.

Commissioner Rice moved and Commissioner King seconded to accept the 2012 Audit Report.

Motion passed

ADJOURNMENT

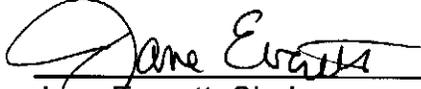
Commissioner King moved and Commissioner White seconded that the meeting be adjourned.

Ayes: Everett, King, Rice and White
Nays: None
Absent: Bacon

Motion passed. Meeting adjourned at 5:25 p.m.

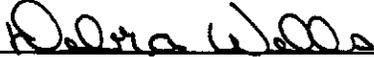
PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE
GRAPEVINE HOUSING AUTHORITY ON THE 03RD DAY OF OCTOBER,
2013.

APPROVED:



Jane Everett, Chair

ATTEST:



Debra Wells,
Executive Director