

State of Texas  
County of Tarrant  
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority held a public hearing and then met in Regular Session on this the 28th day of February 2019 in the Conference Room of the Grapevine Housing Authority, with the following members present to wit:

|                   |                       |
|-------------------|-----------------------|
| Linda Troeger     | Chair                 |
| Bonnie McHugh     | Vice-Chair            |
| Karen Rice        | Finance Officer       |
| Ethel Anderson    | Resident Commissioner |
| Teri Rhodes-Cantu | Commissioner          |

Constituting a quorum, with the following also present:

|                |  |
|----------------|--|
| Duff O'Dell    | City Council Liaison                   |
| Greg Jordan    | CFO City of Grapevine                  |
| Jane Everett   | Executive Director                     |
| Jean Ann Lok   | Resident                               |
| Linda Wyatt    | Resident                               |
| LaDrena DeCuir | Ph.D. Student Texas Women's University |

#### **PUBLIC HEARING called to order at 4:30**

Item #1 Public Hearing to obtain input from the city residents in reference to the Agency's Admissions & Continued Occupancy Policy, Dwelling Lease, Addendums and Agency Policies.

Ms. DeCuir introduced herself and stated she was a student at Texas Women's University studying public policy.

Commissioner Rice moved and Commissioner Rhodes-Cantu seconded to close the Public Hearing.

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None  
Absent: None

Motion passed. Meeting adjourned at 4:31 p.m.

#### **CITIZENS COMMENTS**

No Citizen comments.

#### **REGULAR MEETING – CALL TO ORDER**

Chairman Troeger called the meeting to order at 4:31 p.m.

Item #2 Report of the Executive Director (Informational Only)

A. 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 February 25, 2019.

B. Capital Funds Report and Work in Progress

The Executive Director reported to the Board on the current Capital Funds and corresponding projects.

C. Report of Public Housing Activity and Issues

- Update on the roof replacement. The TML Adjustor came out, GHA received a report that buildings on Starr Place and Texas St need to be replaced; no other buildings need to be replaced. GHA has requested a local roofer to assess the buildings as well.
- The Executive Director asked if any Commissioners were interested in attending the TXNAHRO conference since it will be held at the Gaylord this year.
- The Executive Director updated the Board on the foundation movement in the office. Olshan Foundation, has done work on the office before, came and assessed the damage. The verbal estimate was \$6000.

D. Minutes from the Resident Advisory Meetings held January and February 2019

The Board was provided the minutes from the January and February 2019 Resident Advisory Board meetings. Elections were held in January, Rita Waite is the new President and Judy Horn is the new Vice President.

NEW BUSINESS

Item #3 - Consideration of the minutes from the January 24, 2019 meeting and take any necessary action.

The Board was provided the minutes from the January 24, 2019 meeting for approval.

Commissioner McHugh moved and Commissioner Rhodes-Cantu seconded to accept the January 24, 2019 minutes as presented.

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None  
Absent: None

Motion passed

Item #4 - Consideration and acceptance of Resolution No. 19-02 approving and accepting the changes to the Agency's Admissions and Continued Occupancy Policy (ACOP), Dwelling Lease, Addendums and Policies.

The Board was presented with revised electronic documents of the ACOP, Dwelling Lease, Addendums and Policies for review prior to the meeting.

Commissioner McHugh moved and Commissioner Rice seconded to adopt Resolution No. 19-02 approving changes to the Agency's Admissions and Continued Occupancy Policy (ACOP), Dwelling Lease, Addendums and Policies.

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None  
Absent: None

Motion passed

Item #5 - Consideration and approval of Resolution No. 19-03, to authorize the Executive Director to enter into a contract with Allen Cornell, CPA for Fee Accountant Services for fiscal year 2019 and take any necessary action.

The Board was presented with the engagement letter from Allen Cornell, CPA for fee accounting services and Resolution No. 19-03.

Commissioner Anderson moved and Commissioner McHugh seconded to approve Resolution No. 19-03 to authorize the Executive Director to enter into a contract with Allen Cornell CPA.

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None  
Absent: None

Motion passed

Item #6 - Consideration and acceptance of the December 2018 and January 2019 monthly financial statements and take any necessary action.

The Board was provided electronic financial statements for the months of December 2018 and January 2019. Commissioner Rice reviewed the December 2018 financial statements and found them to be acceptable.

Commissioner Rice moved and Commissioner McHugh seconded to accept the December 2018 and January 2019 financial statements.

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None  
Absent: None

Motion passed

No action was taken on the January 2019 financial statements.

Item #7 - Report by the Ex Officio member of the Senior Advisory Board on the February 4, 2019 meeting.

Commissioner Rhodes-Cantu updated the Board the Senior Advisory Board meeting on February 4, 2019 was cancelled due to not having a quorum.

No action taken.

ADJOURNMENT

Commissioner Rhodes-Cantu moved and Commissioner McHugh seconded that the meeting be adjourned.

Ayes: Troeger, McHugh, Rice, Anderson & Rhodes-Cantu  
Nays: None  
Absent: None

Motion passed. Meeting adjourned at 4:55 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY ON THE 28th DAY OF MARCH 2019.

APPROVED:

  
Bonnie McHugh, Vice Chair

ATTEST:

  
Jane Everett,  
Executive Director