

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 27th day of September 2018 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

Constituting a quorum, with the following also present:

Jane Everett	Executive Director
Duff O'Dell	City Council Liaison

CITIZENS COMMENTS

No Citizen comments.

REGULAR MEETING – CALL TO ORDER

Chairperson Troeger called the meeting to order at 4:30 p.m.

Item #1 – Recognition of the Grapevine Garden Club

Chairperson Troeger thanked Suzi Guckel from the Grapevine Garden Club for their 12 years of service (at least) maintaining the resident gardens on Texas Street and presented them with a Certificate of Appreciation. A plaque will be planted in the garden bed at the entrance of Texas Street in their honor.

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 September 24, 2018. The Executive Director informed the Board the waiting list for 0 and 2 bedrooms will probably need to be opened at the end of the year.

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

- A shower pan in a unit on Texas St was leaking and required the removal of the tile in the shower to repair. The tile was old and brittle so GHA had to remove all of the tile in the restroom and renovated the entire restroom. As these units age, we may see more of these types of repairs.
- The Executive Director worked through a misunderstanding between our residents on Brewer St and their neighbor.
- The Executive Director attended Lease Violation and Eviction training and discovered GHA needs to update the ACOP and policies.

D. Resident Advisory Board update for the July and August 2018 meetings

The Board was provided the minutes from the July 20, 2018 and August 17, 2018 Resident Advisory Board meetings. The Executive Director met with the residents July 20, 2018 to gather ideas for how they would like to see the Capital Funds spent on the units and grounds. Provided to the Board was an email submitted by a resident for their consideration. The minutes from the September meeting were not completed in time.

NEW BUSINESS

Item #2 - Consideration of the minutes from the July 26, 2018 meeting and take any necessary action.

The Board was provided the minutes from the July 26, 2018 meeting for approval.

Commissioner Rice moved and Commissioner McHugh seconded to accept the July 26, 2018 minutes as presented.

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

Motion passed

Item #4 - Consideration and approval of salary actions for fiscal year 2019 and take any action.

The Board was presented with information regarding a proposed 2.5% market adjustment and 2% merit increase to staff salaries.

Commissioner Rice moved and Commissioner Anderson seconded to approve the amended proposed market adjustment effective October 2018 and merit increase effective with the anniversary date.

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

Motion passed

Item #5 - Consideration and acceptance of the June and July 2018 monthly financial statements and take any necessary action.

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

Commissioner Rice moved and Commissioner McHugh seconded to approve the June and July 2018 financial statements.

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

Motion passed

Item # 6 - Consideration and acceptance of the 2017 Audited Financial Statements.

The Board was presented with a draft copy of the Fiscal Year 2017 Audited Financial Statements prepared by John A. Blakeway, CPA at the meeting. A copy of the audit report was not provided in time for the Board's review prior to the meeting.

Commissioner Rice moved and Commissioner Anderson seconded to accept receipt of the audit report pending review and consideration at the October 2018 meeting.

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

Motion passed

Item #7 - Report by the Ex Officio member of the Senior Advisory Board on the meeting held on August 7, 2018

Grapevine City Council member Duff O'Dell attended the Senior Advisory Board meeting and provided the Board with an update.

No action taken.

ADJOURNMENT

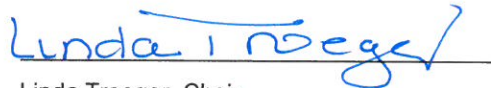
Commissioner Rice moved and Commissioner McHugh seconded that the meeting be adjourned.

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

Motion passed. Meeting adjourned at 5:26 p.m.

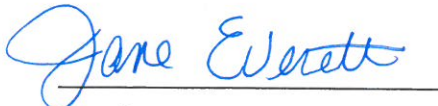
PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY
ON THE 25th DAY OF OCTOBER 2018.

APPROVED:



Linda Troeger, Chair

ATTEST:



Jane Everett,
Executive Director