

**Housing Authority of the City of Denton  
Minutes for the August Meeting of the Board of Commissioners**

The August meeting of the Denton Housing Authority (DHA) Board of Commissioners was held Tuesday, August 18, 2020 at 12:00 pm by toll free teleconference.

**I. CALL TO ORDER**

Sheryl English, Chairman of the Board of Commissioners for DHA, called the meeting to order at 12:02 pm.

Commissioners Present on Call:	Sheryl English, Chairman Pat Smith, Vice Chairman Beverly Bryant, Commissioner Derbha Jones, Commissioner Joseph Mulroy, Commissioner Sherri McDade, Secretary/ CEO
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Others Present:	Kristin English, Deputy CEO Darlene Hattox, Director of Finance Mattye Gouldsby Jones, Attorney Coats Rose Ramon Guajardo, Sr. Consultant Ramel Co.
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**II. OPEN FORUM**

No speakers were present on the call.

**III. EXECUTIVE SESSION**

Chairman English suspended the regular meeting at 12:03 pm to go into closed session pursuant to §551.071 of the Texas Government Code to seek the advice of its attorneys about a pending or contemplated litigation or about a settlement offer; or to consult with its attorney on a matter in which the duty of its attorney under the Texas Disciplinary Rules or Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act and/or pursuant to §551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the Authority in negotiations with a third person; discussion with Consultant regarding development and/or pursuant to §551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or charge against any officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

- a. Briefing on real estate opportunity
- b. Consult with attorney regarding legal issues related to disclosures under the Public Information Act

*Chairman English reopened regular session at 12:55 pm*

**IV. ACTION, IF ANY, RESULTING IN CLOSED SESSION DELIBERATION**

No action taken.

**V. DISCUSSION AND ACTION ITEMS**

- a. Approval of Ethics Policy

Commissioner Mulroy stated that the Ethics Policy itself is good. He stated that the attached Disclosure of Interests Form needs to align with the language of the Ethics Policy. Commissioner Mulroy stated that the board may consider a more streamlined disclosure form because the one provided seems intrusive and

cumbersome. He provided an overview of his comments to the policy and attached disclosure form. Motion was made by Commissioner Mulroy to approve the Ethics Policy, but would like legal counsel to review the Disclosure of Interests Form and align the language with the body of the Ethics Policy. Then, bring the Disclosure Form back to the board for approval. Motion was seconded by Commissioner Jones and approved by unanimous vote.

b. Approval of Sales Contract for 1005 Wilson St.

Commissioner Mulroy stated that the contracts need to list DHA as “Housing Authority of the City of Denton.” Motion was made by Commissioner Mulroy to approve the sales contract for 1005 Wilson St. Motion was seconded by Commissioner Bryant and approved by unanimous vote.

c. Approval of Sales Contract for 1009 Wilson St.

Motion was made by Commissioner Mulroy to approve the sales contract for 1009 Wilson St. Motion was seconded by Commissioner Bryant and approved by unanimous vote.

d. Monthly Progress Report- Construction of the Enclave

Ramon, Guajardo, Sr. stated that estimated completion is 2<sup>nd</sup> quarter of 2021, with the leasing office to be completed around the first of the year.

e. Approval of Minutes: June 16, 2020

Motion was made by Commissioner Mulroy to approve the minutes for June 16, 2020. Motion was seconded by Commissioner Jones and approved by unanimous vote.

f. Approval of Minutes: June 30, 2020

Motion was made by Commissioner Mulroy to approve the minutes for June 30, 2020. Motion was seconded by Commissioner Jones and approved by unanimous vote.

g. Administrative Report: Covid-19 Update

Commissioner Mulroy asked if we have an external technical service provider. Ms. Hattox stated that it is Willowbend Systems, who also provide the cloud system.

h. Financials: May 2020 and June 2020

Commissioner Mulroy asked staff to bring back an update on the cash management spreadsheet that they were working on.

Vice Chair Smith asked about the current audit. Ms. McDade stated that the audit is complete, but HUD extended the due date from June to the end of the year.

No questions about the financials.

i. Review FY 2020-2021 Annual Budget

Ms. McDade stated that the current operating budget was provided to the board. She stated while working through the numbers for the next fiscal year budget, HUD provided us more funding. Ms. McDade stated that she would like to get more updated financials to work on a budget from and give a better idea of our income and expenses. She stated what we have now is not a true picture of where we are. Ms. McDade stated that she is requesting the board extend our current budget through the end of the year.

Motion was made by Commissioner Mulroy to extend the current budget through December 31, 2020.

Motion was seconded by Commissioner Bryant and approved by unanimous vote.

## **VI. OLD BUSINESS/ DISCUSSION AND ACTION ITEMS**

a. Approval of RFP Salary Comparability Study and Job Descriptions

Ms. McDade stated that she plans to wait until after the first of the year to issue the RFP due to covid-19 and our desire to have a better chance of getting proposals back.

Motion was made by Commissioner Mulroy to approve the RFP Salary Comparability Study and Job Descriptions. Motion was seconded by Commissioner Bryant and approved by unanimous vote.

b. Approval of RFQ- Property Conditions Assessment Services

Ms. McDade stated that we will wait until after the first of the year to put this RFQ out as well. Motion was made by Commissioner Mulroy to approve the RFQ- Property Conditions Assessment Services. Motion was seconded by Commissioner Bryant and approved by unanimous vote.

**VII. ADJOURNMENT**

The meeting adjourned at 1:25 pm.