

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

The January meeting of the Denton Housing Authority (DHA) Board of Commissioners was held Tuesday, January 21, 2020 at 12:00 pm at the DHA Main Office, 1225 Wilson St. Denton, Texas.

**I. CALL TO ORDER**

Sheryl English, Chairman of the Board of Commissioners for DHA, called the meeting to order at 12:00 pm.

Commissioners Present:	Sheryl English, Chairman Pat Smith, Vice Chairman Derbha Jones, Commissioner Joseph Mulroy, Commissioner
Commissioners Absent:	Beverly Bryant, Commissioner
Others Present:	Sherri McDade, CEO Kristin English, Deputy CEO Darlene Hattox, Director of Finance Ramon Guajardo, Sr., Consultant with Ramel Co. Ramon Guajardo, Jr., Consultant with Ramel Co. Ben Marr, Project Coordinator Ramel Co.

**II. OPEN FORUM**

No speakers were present.

**III. DISCUSSION AND ACTION ITEMS**

a. Approval of Minutes: December 17, 2019

Commissioner Mulroy asked if staff were able to verify if the building (formerly Giving Hope) under Section 8 was recorded in the proper place on the financials. Ms. McDade stated that it is. Commissioner Mulroy asked about the duration of the Compass CD. Ms. McDade stated that staff are working on a report of CDs to provide to the Board and should have it by the next meeting.

Motion was made by Commissioner Mulroy to approve the minutes for December 17, 2019. Motion was seconded by Commissioner Jones and approved by unanimous vote.

b. Administrative Report: December 2019

Ms. McDade stated that she provided the Board with program updates on her report. She stated that we are in the process of issuing the 50 new Mainstream vouchers and briefing those voucher holders.

Ms. McDade stated that an inspector from the city has taken a look at the fire units at Heritage Oaks. They recommended that we have an HVAC Specialist look at the duct work and see if it is possible to bring the units back online without a total rehab.

Ms. McDade stated that she included drafts of Investment, Ethics and HR policies in the board packet. She stated that she is requesting that the board have a work session to discuss DHA policies. Ms. McDade stated that she also provided the previous 5- Year and Annual Plans in the packet, but that it is time to start working on a new 5-Year plan. She stated that the Strategic Plan that staff is currently working on with Commissioner Smith will go hand in hand with developing the 5-Year plan.

Ms. McDade stated that staff is working with the 2020 Census and with the upcoming Point in Time Count.

c. Monthly Progress Report- Construction of the Enclave

Mr. Guajardo, Jr. stated that they just had the first monthly draw meeting with Integrated. He stated that most of building 1 has been poured and they have most of the concrete loop around the building completed and will then be able to go vertical. Mr. Guajardo, Jr. stated that they are scheduled to receive lumber this week. He stated that there has been a lot of rain during construction of the project, but it is coming along. Mr. Guajardo, Jr. stated that turn schedules should start coming out in early summer. He stated that we will be seeing a project sign in the next 30-45 days facing Brinker Rd.

Ms. McDade stated that she will plan on attending the next draw meeting and will also be on site to meet the management team once in place.

d. Financials: November 2019

No questions regarding November 2019 financials.

#### **IV. OLD BUSINESS**

a. Review Edited Notice and Invitation for Bids- Real Property Sales

Ms. McDade stated that she provided the edited draft of the Invitation for Bids in the board packet. She stated that the changes were made based on prior board feedback, and she is willing to take additional edits. Commissioner Mulroy suggested that the language should state the bids must be received “by” 4:00, rather than “before” 4:00. Mr. Mulroy stated that on page 2 of 3 of the Instructions, the statement to include a completed Real Estate Sales Contract should be removed.

Commissioner Mulroy suggested rather than state the selection is based on highest and best use, it should state that selection is based on price dependent upon the proposed use.

Motion was made by Vice Chair Smith to approve the Notice and Invitation for Bids with the proposed edits. Motion was seconded by Commissioner Mulroy and approved by unanimous vote.

b. Review Edited Request for Qualifications for Single Family Developer Services

Ms. McDade stated that she provided the edited draft of the RFQ for Single Family Developer Services in the board packet and will take any additional comments to the draft. Commissioner Mulroy asked for clarification regarding whether Davis Bacon may or will apply to the project. Mr. Guajardo stated that Davis Bacon may apply if we have government funds involved in construction. He stated that we may have a developer come in and propose totally private financing, in which Davis Bacon would not apply. Commissioner Mulroy asked if the intention of the evaluating criteria is a maximum of 100 points or 105 points. Ms. McDade stated that the 5 additional points are intended to be bonus points for M/WBE Certification.

Commissioner Mulroy stated that the Section III Labor Standards Provisions mentioned in the General Conditions for Non-Construction Contracts should be included in the packet.

Motion was made by Vice Chair Smith to approve the RFQ for Single Family Developer Services with the proposed edits. Motion was seconded by Commissioner Jones and approved by unanimous vote.

#### **V. NEW BUSINESS**

a. Draft DHA Investment Policy

Commissioner Mulroy stated that page 6 needs to state that the depositories need to be FDIC insured. He stated that the draft is very clean and asked what the next step will be. Ms. McDade stated that she will review the policy with the Fee Accountant and make any necessary changes to get us in line with the policy. She stated that she will be bringing our investments back to the Board to discuss if any changes should be made.

Motion was made by Commissioner Mulroy to approve the DHA Investment Policy with the proposed edits. Motion was seconded by Commissioner Jones and approved by unanimous vote.

b. Draft DHA Ethics Policy

Ms. McDade stated that most of the Ethics Policy is comprised of housing authority state laws and rules. She stated that next steps will be putting together all of the forms and documents for board and staff to review and sign. Commissioner Mulroy stated that the revised HR Policy should include a Code of Conduct section and he suggests including that disclosure language in the Ethics Policy. Commissioner Mulroy asked for clarification of the language regarding Representation of Private Interests (pg 9). Ms. McDade stated that she will get some clarification on that section.

c. Draft Human Resources Policy

Ms. McDade stated that she provided a very rough draft of what she is working on in regards to the updated HR Policy. She requested that a work session be scheduled to discuss this policy. Mr. Mulroy provided Ms. McDade with his notes on the draft that was provided and offered to meet with staff to discuss. The Board agreed to table this item and allow staff to continue to work on the draft policy. Mr. Mulroy stated that a salary study would be helpful to staff and the Board in relation to the HR Policy. Ms. McDade stated that she is also in the process of putting the current job descriptions together for Board review.

d. Updated Administrative Plan

Commissioner Mulroy provided Ms. McDade with a list of comments and questions. Ms. McDade stated that she would like to meet with Commissioner Mulroy to discuss and answer all of his questions in relation to the Administrative Plan.

e. 5-Year and Annual Plan

Ms. McDade stated that the plan includes Section 8 participant input. She stated that she will conduct meetings at the DHA owned properties and a meeting at the Main Office as well. Ms. McDade stated that the Board will hold a public hearing prior to approval of the plan.

Mr. Mulroy stated that after reviewing the last 5- Year Plan he sees that the Board should have been staying on top of that plan, and he suggests that Ms. McDade let the Board know if she needs assistance in following through with the plan that the Board commits to. He stated that there needs to be good communication with how the Board can help Ms. McDade reach the goals that are set in the plan. Commissioner Jones stated that she sees a lot of work being put into what was proposed in the last 5-Year Plan and that a lot of the document updates are nearing completion.

f. Strategic Plan

Ms. McDade stated that staff had an initial Strategic Planning Meeting with Commissioner Smith and will be scheduling the next meeting for February.

g. Request for Commissioner Work Session- DHA Policies

Ms. McDade stated that it will be helpful to have some smaller meetings where we focus on specific areas. Commissioner Jones asked if Commissioners could participate in the work sessions by phone if needed. The Commissioners agreed that they can certainly give it a try and it is understood that not everyone will be able to be present for every meeting.

h. Request for Commissioner Work Session Regarding Development

Ms. McDade stated that we will need to include some development in the 5- Year Plan. So, a work session will be beneficial.

i. Request for Commissioner Work Session Regarding PFCs

Ms. McDade stated that we don't always have business under all of the PFCs. She stated that she can have PFC meetings every month to provide a report on leasing and financials or she can include those updates under her Administrative Report in the DHA meeting if there is no action to be taken. The Board agreed that as long as there is no action to be taken, it shouldn't be a problem to include updates at the DHA meeting.

Commissioner Mulroy provided a template that he uses to show the dates that action items were brought to the Board and then track the progress and completion of those items. He stated that staff can modify the document and use it to track items that are being worked on.

Commissioner Mulroy stated that there have been previous conversations about the contract with Ramel Company. He stated that he believes we have extended that contract passed the allowed time frame of the initial contract. Commissioner Mulroy stated that we could be violating the terms of the contract that allowed two 1-year extensions. He stated that he has concern that we may have created a procurement problem and suggests that we hold future payments to Ramel until we get a legal opinion on a solution. Commissioner Mulroy stated that DHA is allowed to use the City Attorney's office under Section 392.040 of the Texas Local Government Code, and they can probably get us a quick answer at a reasonable dollar. Chair English stated that DHA has attorneys. Ms. McDade stated that we will reach out to our attorney for a legal opinion and report back to the Board. She stated that if it turns out that we need to; she can request the City Attorney's office to look at it.

## **VI. EXECUTIVE SESSION**

*Chairman English suspended the regular meeting at 1:03 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. Update and review evaluation request for CEO

*Chairman English reopened regular session at 1:12 pm*

## **VII. ACTION, IF ANY, RESULTING FROM CLOSED SESSION DELIBERATION**

No action taken.

## **VIII. ADJOURNEMENT**

The meeting adjourned at 1:13pm.