

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

The June meeting of the Denton Housing Authority (DHA) Board of Commissioners was held Tuesday, June 16, 2020 at 2:00 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 2:01 pm.

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

No speakers were present on the call.

III. EXECUTIVE SESSION

The Commissioners may conduct a closed meeting 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.

The board did not go into executive session.

IV. DISCUSSION AND ACTION ITEMS

a. Approval of Minutes: May 19, 2020

Motion was made by Commissioner Jones to approve the minutes for May 19, 2020. Motion was seconded by Commissioner Mulroy and approved by unanimous vote.

b. Administrative Report: May 2020

Ms. McDade stated that she can answer any questions regarding her report provided in the board packet. There were no questions regarding the administrative report.

c. Monthly Progress Report- Construction of the Enclave

The progress report was provided in the board packet. Ramon Guajardo stated that framing is continuing and there are no issues to report. He stated that projected completion is approximately a year away.

d. Financials: April 2020

Commissioner Jones asked about the bad debt listed on page 7 of the April financials. Ms. Hattox stated that is a reserve set up in the event we are unable to collect all of the port-in money from other housing authorities. She stated we are doing a great job of collecting and that amount should go away at the end of the year.

V. NEW BUSINESS/ DISCUSSION AND ACTION ITEMS

a. Approval of Resolution 06-20- Approval of the Contract with Ramel Company, LLC as Consultant for Development and Financial Services

Ms. McDade stated that DHA has been working with Ramel for several years. She stated that the procurement of professional services does not require us to issue an RFP. Commissioner Mulroy brought to attention that the consulting fee has increased 10%. Ms. McDade stated that Ramel has not requested an increase since 2015.

Legal counsel provided an overview regarding the review of the procurement for consulting services.

Motion was made by Commissioner Bryant to approve the contract with Ramel Company, LLC as Consultant for Development and Financial Services. Motion was seconded by Commissioner Jones and approved by unanimous vote.

b. Review Draft Request for Proposal- Salary Study and Job Descriptions

The board will continue to review the Request for Proposal for Salary Study and Job Descriptions. Ms. McDade stated that we will bring it back to the board next month for approval.

c. Review Draft Request for Qualifications- Physical Needs Assessment

The board will continue to review the Request for Qualifications for Physical Needs Assessment. Ms. McDade stated that we will bring it back to the board next month for approval.

VI. ADJOURNMENT

The meeting adjourned at 2:19 pm.