

Housing Authority of the City of Denton
Minutes for the Special Called March Meeting of the Board of Commissioners

The Special Called March meeting of the Denton Housing Authority (DHA) Board of Commissioners was held Tuesday, March 9, 2021 at 12:00 pm via WebEx.

I. CALL TO ORDER

Sheryl English, Chairman of the Board of Commissioners for DHA, called the meeting to order at 12:06 pm.

Commissioners Present on Call: Sheryl English, Chairman
Pat Smith, Vice Chairman, left meeting at 1:57 pm
Beverly Bryant, Commissioner, left meeting at 1:00 pm
Joseph Mulroy, Commissioner
Sherri McDade, Secretary/ CEO

Others Present: Kristin English, Deputy CEO
Darlene Hattox, Director of Finance
Cynthia Richards, Director of Housing
Mattye Jones, Coats Rose
Paige Mebane, Coats Rose
Ramon Guajardo, Ramel Co., LLC

II. OPEN FORUM

No speakers were present for open forum.

III. EXECUTIVE SESSION

Chairman English suspended the regular meeting at 12:07 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. Container Home Project
- b. Consult with attorney to seek advice on legal matters- Renaissance Courts
- c. Report from Development Consultant

Chairman English reopened regular session at 1:29 pm.

IV. ACTION, IF ANY, RESULTING FROM EXECUTIVE SESSION

None

V. DISCUSSION AND ACTION ITEMS

- a. Approval of Revisions to Disclosure of Interests Form- Ethics Policy

Commissioner Mulroy stated that as presented, the form is still cumbersome and intrusive. He requested a meeting to simplify and streamline the document. Ms. McDade stated that she will take the comments under advisement and continue to work on streamlining the form and keeping it in alignment with the Ethics Policy. She stated it will be brought back to the Board.

b. Approval of Minutes: December 15, 2020

Motion was made by Commissioner Mulroy to approve the minutes for December 15, 2020. Motion was seconded by Vice Chair Smith and approved by unanimous vote.

c. Financials: October through December 2020

No questions pertaining to financials. Ms. McDade stated that the auditor may be coming to the April meeting to present the audit.

d. Administrative Report

No questions pertaining to administrative report.

e. Report on Severe Weather Event

Ms. McDade stated that we are currently working on insurance claims related to the storm.

f. Draft Request for Proposal Consultant for Strategic Planning Process

Commissioner Mulroy asked if we had an idea of budget for this plan. Ms. McDade stated she would estimate \$10,000. Commissioner Mulroy stated that he hopes the planning process will be done in person and due to the pandemic this may prolong the completion of the process.

g. Review Health & Safety Policy – Face Coverings

Ms. McDade requested that DHA keep the face covering requirement in place and keep the offices closed to the public at this time. She stated that we are still in the process of having some work done to the lobby areas in an effort to make safer contact with our residents and participants. Commissioner Mulroy stated that he wants to make sure we are prepared prior to opening back up to the public. The Commissioners all agreed and support keeping the face covering requirement in place for staff in the office at this time.

h. Administrative Plan

1. Chapter 1: Overview
2. Chapter 2: Fair Housing and Equal Opportunity
3. Chapter 3: Eligibility
4. Chapter 4: Applications, Waiting List and Tenant Selection
5. Chapter 5: Briefings and Voucher Issuance
6. Chapter 6: Income and Subsidy Determinations
7. Chapter 7: Verification
8. Chapter 8: HQS and Rent Reasonableness Determinations
9. Chapter 9: General Leasing Policies
10. Chapter 10: Moving with Continued Assistance and Portability
11. Chapter 11: Reexaminations
12. Chapter 12: Termination of Assistance and Tenancy
13. Chapter 13: Owners
14. Chapter 14: Program Integrity
15. Chapter 15: Special Housing Types
16. Chapter 16: Program Administration
17. Chapter 17: Project- Based Vouchers
18. Chapter 18: Project- Based Vouchers Under RAD (Not Applicable)

Commissioner Mulroy stated that he has reviewed the Admin Plan and has taken notes. Ms. McDade stated that we would set up a meeting with Commissioner Mulroy and staff to review the plan and consider his questions and proposed revisions.

VI. ADJOURNMENT

The meeting adjourned at 2:03 pm.