

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

The February meeting of the Denton Housing Authority (DHA) Board of Commissioners was held Tuesday, February 15, 2022 at 12:00 pm. at the Heritage Oaks Apartments Community Room, 2501 N. Bell Ave. Denton, Texas.

**I. Call to Order**

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

Commissioners Present:

Beverly Bryant, Chair  
Dianne Baker, Vice Chair  
Kataunta Jones, Commissioner  
Birdia Johnson, Commissioner  
Tracy Matthews, Commissioner  
Sherri McDade, Secretary/ CEO

Others Present:

Kristin English, Deputy CEO  
Kristy Fritz, Director of Finance  
LeMaya Woods, Director of HCV  
Ramon Guajardo, Ramel Co., LLC

**II. Open Forum**

No speakers were present.

**III. Executive Session**

*Chair Bryant suspended the regular meeting at 12:02 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 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. Receive a report from Development Consultant regarding real estate and development projects

*Chair Bryant reopened regular session at 12:22 pm.*

**IV. Action, if any, resulting from Closed Session Deliberation**

No Action

**V. Discussion and Action Items**

a. Approval of Resolution 01-22- Approval of Amendment to HR Policy: Juneteenth National Independence Day

Motion was made by Vice Chair Baker to approve Resolution 01-22. Motion was seconded by Chair Bryant and approved by unanimous vote.

b. Review of Family Self Sufficiency Program

Ms. McDade gave a brief overview of the Family Self Sufficiency Action Plan draft that was provided to the Board. She also gave an overview of the Ready to Rent Program that staff is working on.

c. Approval of Minutes: December 14, 2021

Motion was made by Commissioner Jones to approve the minutes for December 14, 2021. Commissioner Matthews noted a correction to the minutes stating that he abstained from voting on item IV- Action if any Resulting from Closed Session Deliberation in regards to the salary increase for the CEO. Motion was seconded by Vice Chair Baker. Motion was approved by unanimous vote to approve the minutes with the noted correction.

d. Financial Statements: October 2021, November 2021, and December 2021

Ms. McDade asked the Board if they would like to set up a meeting with the Fee Accountant who can explain the financials and answer any questions they may have. Vice Chair Baker stated that she would be interested.

e. Administrative Report: January 2022

Ms. McDade gave an overview of the administrative report. She stated that we will be asking Nelrod to review the last draft of the HR Policy after they complete the salary study and review of job descriptions. Then, we will be bringing it back to the Board for review. Ms. McDade stated that we would like to put the RFP for Strategic Planning out again, as we only received one response to the previous RFP and we were not familiar with the respondent. She stated that we are currently working on the Annual Plan and provided a timeline leading up to HUD submission of the plan in July.

Vice Chair Baker had some questions regarding the waiting list and whether staff are doing everything they can to issue vouchers- noting what seems to be an increase in the homeless population in Denton. There was a lengthy discussion amongst the Commissioners and Ms. McDade about the lack of affordable units, lack of landlords willing to accept the voucher, barriers some voucher holders face, and a lack of funding.

f. Role of Commissioners

Chair Bryant stated that she requested to add this item to the agenda. She stated that she wants to ensure that the Commissioners know their roles on the board and everyone is comfortable with their roles. She stated that she felt there was a disconnect at the last meeting and that she will make sure she is better aware and has all the information at future meetings. Ms. McDade stated that due to covid, Commissioner training has not been available. She stated that when it becomes available, we will get the board registered. Ms. McDade stated that she will try to do better at communicating the agenda to the Chair so that she may be better prepared for meetings. She also stated that she will make an effort to slow down, meet individually if necessary, and better explain what we do as an agency so that everyone will be better prepared for board meetings.

## **VI. Adjournment**

Meeting adjourned at 1:23 pm.