

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
HOUSING AUTHORITY OF THE
CITY OF MCKINNEY**

The meeting of the Board of Commissioners of the Housing Authority of the City of McKinney, Texas, was held at 1200 N. Tennessee St. at 5:15p.m. on April 27, 2010.

Chairman Arthur Simmons called the meeting to order at 5:22 p.m. and established a quorum.

The following Commissioners were present:

Elinor Williams
Arthur Simmons
Dennis Williams

The McKinney Housing Authority staff members in attendance were:

Beth Bentley
Laury Bravo
Contessa Corkern
Roslyn Miller

The members of the public in attendance were:

Sereta Johnston, Margaret May, Nicki Leeks and Zabrina Sneed representing the Resident Council.

Chairman Simmons called for comments from the public. Commissioner Dennis Williams stood on behalf of the Salvation Army of McKinney to present a plaque and thank MHA for their volunteer service. The Chairman thanked the members of the public for coming and asked for comments. There were none.

The first order of business was to review and adopt the minutes of the meeting held March 4, 2010. Commissioner Dennis Williams motioned to approve the minutes as presented. Commissioner Elinor Williams seconded the motion. A vote was taken with the following results.

Ayes: Elinor Williams
Dennis Williams
Arthur Simmons

Nays: None

The Chairman called for a motion to approve the minutes for the meeting held April 13, 2010. Commissioner Dennis Williams motioned to approve the minutes as presented. Commissioner Elinor Williams seconded the motion. A vote was taken with the following results.

Ayes: Elinor Williams
Dennis Williams

Arthur Simmons

Nays: None

The next order of business was to consider/discuss/act on the Resident Council report. Commissioner and Resident Council President Elinor Williams presented a summary of the actions taken in the April Resident Council meeting. Ms. Williams advised of the election of officers, the proposed budget and projects for the year and overall resident concerns. Commissioner Dennis Williams offered suggestions for the Resident Council to partner with local churches. No action was required.

Chairman Simmons then called for the next item on the agenda which was to consider/discuss/act on the Fiscal Year End 2011 Operation Budget (10.07). Staff accountant Laury Bravo reviewed the proposed budget. Executive Director Beth Bentley advised the board of the agency's effort to minimize cuts to benefits and job loss to meet the budget requirements. Commissioner Dennis Williams motioned to approve the budget as presented. Commissioner Elinor Williams seconded the motion. A vote was taken with the following results.

Ayes: Arthur Simmons
Dennis Williams
Elinor Williams

Nays: None

The next item on the agenda was to consider/discuss/act on the January 2010 Program Financials (10.08). Laury Bravo reviewed the allocations for the the operating budget. Commissioner Dennis Williams motioned to approve the allocations as presented. Commissioner Elinor Williams seconded the motion. A vote was taken with the following results.

Ayes: Dennis Williams
Elinor Williams
Arthur Simmons

Nays: None

Chairman Simmons called for the consideration of the next financial item, Check write-offs for aged Public Housing, Disaster Housing Assistance Payments and Section 8 checks (10.09). Laury Bravo advised the board that the checks in review were for vendors or clients that had not cashed the checks or were unable to locate. The agency has made effort to contact the parties. The agency will void checks over 180 days old in the write-off process. A motion was made to approve the item by Commissioner Dennis Williams. It was seconded by Commissioner Elinor Williams. A vote was taken with the following results.

Ayes: Dennis Williams
Elinor Williams
Arthur Simmons

Nays: None

The Chairman then called for the next item on the agenda to consider/discuss/act on the Section 8 Housing

Assistance Payments Report (10.10). Laury Bravo summarized the report of the Section 8 budget for Fiscal Year End 2010. The summary included the housing assistance payment allocation from Housing and Urban Development. Ms. Bentley offered a brief history of the previous funding for the Housing Choice Voucher program in contrast to the current allocation funding. Commissioner Elinor Williams motioned to approve the report. Commissioner Dennis Williams seconded the motion. A vote was taken with the following results.

Ayes: Dennis Williams
Arthur Simmons
Elinor Williams

Nays: None

The Chairman then called for the March 2010 Public Housing Delinquency Report (10.11). In addition, the next item was the proposed write-offs through March 31, 2010 (10.12). Roslyn Miller advised the board of the agency's procedure for delinquent rents. A report of the month of March was presented to the board to review. Also a report of the proposed write-offs for the month of March was included for approval. The Chairman called for a motion to approve the delinquency report and write-offs. Commissioner Elinor Williams motioned to approve the write off amount of Three thousand and forty seven dollars and one cent. Commissioner Dennis Williams seconded the motion. A vote was taken with the following results.

Ayes: Dennis Williams
Elinor Williams
Arthur Simmons

Nays: None

The next item on the agenda was to consider/discuss/act on the landscaping study results. Ms. Bentley advised the board of the agencies cost study to employ residents to provide landscaping services for the property. The maintenance department did actual time studies for servicing all four properties. The cost was then factored in with the time and manpower needed to complete the task. The outcome resulted in the fact that it would be more cost effective to use contractor services. The agency also reviewed the services of the McKinney Score program and Job Corp. No action was taken.

The next item on the agenda was to consider/discuss/act on the Utility Allowance Schedule for Public Housing (10.14) Roslyn Miller advised the board of Housing and Urban Development's annual requirement for Public Housing Authorities to survey the utility cost for the service area. The agency commissions a known vendor to complete the surveys and provide appropriate cost schedules for our area. The survey results are then presented for board adoption. Commissioner Dennis Williams motioned to approve the Public Housing Utility Allowance Schedule for 2010. Commissioner Elinor Williams seconded the motion. A vote was taken with the following results.

Ayes: Elinor Williams
Arthur Simmons
Dennis Williams

Nays: None

The Chairman called for the next item on the agenda which was to consider/discuss/act on Utility Allowance Schedule for Section 8 (10.15). Roslyn Miller advised the board that the same process was done for the Section 8 utility allowance as the Public Housing. Commissioner Dennis Williams motioned to approve the Section 8 Utility Allowance Schedule for 2010. Commissioner Elinor Williams seconded the motion. A vote was taken with the following results.

Ayes: Dennis Williams
Elinor Williams
Arthur Simmons

Nays: None

The next item on the agenda was to consider/discuss/act on an update on May 1, 2010 Make Ready Project (10.16). Contessa Corkern introduced herself to the board and summarized the many summer projects that were planned for the agency. Ms. Corkern provided a detailed report of the partnership with the local community to renovate and or repair vacant units. No action was taken.

The Chairman then called for the next item on the agenda consider/discuss/act on draft policies for Public Housing and Section 8. Roslyn Miller advised the board that the policies are used to govern the operation of the programs. Ms. Miller advised that the proposed policies would be emailed along with recommended changes. The board was asked to include their recommendations as well. No action was needed.

The Chairman asked for Ms. Miller to address item thirteen. The item was to consider/discuss/act on Public Housing Eligibility Update (10.017). Ms. Miller reviewed the Eligibility update presented in the board packet. The update reviewed the agency's effort to lease up vacant units and manage the wait list. A request was made to close the Public Housing wait list due to the number of applicants. The Chairman called for a motion to close the list. Commissioner Williams motioned to close the list. Commissioner Elinor Williams seconded the motion. A vote was taken with the following results.

Ayes: Dennis Williams
Elinor Williams
Arthur Simmons

Nays: None

The next item on the agenda was to consider/discuss/act on American Recovery and Reinvestment Act (ARRA) Schedule (10.18). Ms. Bentley gave an update of current actions and reviewed the contractors proposed schedule for the work at Cockrell. No action was taken.

The Chairman then called for a motion to enter executive session. Mr. Dennis Williams made the motion. It was seconded by Commissioner Elinor Williams. The board entered executive session at 6:43pm.

The board returned at 7:00pm. The Chairman called for a motion to adjourn. Commissioner Dennis Williams motioned to adjourn. Commissioner Elinor Williams seconded the motion. The meeting was adjourned.

Arthur Simmons, Chairman

Secretary