

**TEXAS HOUSING ASSOCIATION  
BOARD MINUTES**

**October 29<sup>th</sup>, 2020**

**VIRTUAL MEETING**

Vice-President Mike Chapman called the meeting to order at 10:00 a.m.

**Roll Call.**

Excused absences: Correspondence was received from the following excusing their absence from the board meeting:

|                 |                            |
|-----------------|----------------------------|
| Sherry McDade – | Denton Housing Authority   |
| Sandy Trevino – | Lamesa Housing Authority   |
| Johnna Gibson – | Corrigan Housing Authority |

No correspondence requesting an excused absence was received from:

|                   |                                 |
|-------------------|---------------------------------|
| Patrick Howard –  | Travis County Housing Authority |
| Horacio Pequeno – | Mercedes Housing Authority      |

Motion made by Robert Crow to approve the excused absences. Motion seconded by Aileen Montgomery. Motion approved unanimously.

**MINUTES**

Dee Zachary made the motion to approve the minutes of October 17, 2019, Mike Chapman seconded the motion. Motion approved unanimously.

**TREASURERS REPORT PRESENTED BY ROBBIE CROW**

Robert Crow presented the financial statement. THA is sitting very well financially. Training has done very well considering the circumstances. Stacia Waters moved to approve said report, Rebecca Leal seconded the motion. Motion approved unanimously.

**ADMINISTRATIVE COMMITTEE REPORT PRESENTED BY MIKE CHAPMAN**

The Administrative Committee reviewed the By-Laws for conflict of interest changes and the process for By-Law amendments. The By-Laws can be amended with a 45-day notice to membership.

Personnel Policy needs to be updated. The health insurance had 100% for hospitalization paid by THA with dental. There will need to be a change to the budgeted amount. THA does not have a group policy because there are not enough employees. There will be a limit set on what can be reimbursed based on what is set in the budget. THA may pay 100% if the budgeted amount allows. Retirement contributions will be based on ten percent of the base salary not including bonuses.

### **FINANCIAL COMMITTEE REPORT PRESENTED BY ROBBIE CROW**

The following changes are proposed to the budget; salaries to be changed from \$140, 000 to \$153, 200, this change will include a net bonus of \$5,000 to Linda and a recommendation of a net \$5,000 retirement bonus, also a net bonus of \$2,500 at Linda's discretion for Jennifer. Budget Line Item (BLI) 820 – employee benefits would change from \$37,000 to \$33,000 which is sufficient and reasonable. BLI 820.1 would be created under 820 as a separate line item for health benefits in the amount of \$9,582. Linda's health insurance would be paid for three months, Jennifer's for twelve months and then a new employee. This will decrease surplus to \$46,500. The revised budget request would be salaries to \$153, 200, benefits to \$33,000 and surplus to \$46,500. Cristi LaJeunesse made the motion to accept the revision to the budget. Kim McGilvray seconded the motion. Motion carried unanimously.

### **SCHOLARSHIP COMMITTEE REPORT PRESENTED BY STEVE Martin**

There is enough money in reserve to fully fund the scholarships. The committee discussed adding foster and stepchildren. The employee will self-certify the child applying is a dependent for a stepchild. Foster children will not be eligible, the State has funding they are eligible for to further education. Discussed adding a second year or extend the term we pay out the scholarship funds. It was decided due to the logistical and clerical burden the process will be left as is.

The Following committee reports were presented:

**BCHA** – Have not met since annual meeting in November. They are working on something in November but will schedule a dinner to round table. Linda Coleman is the new representative

**CHAT** – Met on September 10<sup>th</sup> and round tabled on disposition. The new representative is Peggy Gaydos. November 19<sup>th</sup> is the holiday luncheon with a HUD teleconference training.

**CTHA** – have not met due to COVID

**TOP of Texas** – missed meeting

**HAVE** – have not met since June

**NETHA** – Met in January have but not met since then. Will meet in November for annual Thanksgiving get together.

**NTHA** – Met in February and elected Wayne Pollard as the representative and have not met since then.

**SETHA** – Last meeting was end of November 2019

**WTCPHA** - have not met, selected John Salcido for another term for THA representative.

## **NEW BUSINESS**

The By-Laws were discussed. Wayne Pollard addressed the concern regarding conflict of interest statement. Stacia Water discussed rules of dictatorship. Wayne Pollard, Steve Martin and Selarstean Mitchell are strongly opposed to the idea that serving on THA and TXNAHRO Boards at the same time are a conflict of interest. A discussion on how we get when committees are meeting out to the membership commenced. Can it be emailed out to everyone? Do we want to get a percentage of the voting body for approval. Kim McGilvray suggested we give people and opportunity to speak maybe by email or phone in comments. Wayne Pollard suggested a vehicle needs to be put in place to suggest changes to the By Laws. Stan Dulaney stated that any member could address a member of the committee for comments or changes. Kim McGilvray said she felt Wayne Pollard was just seeking clarification on how the By-Laws are amended, the process for amendment. Jennifer recommended having and comments or recommendations sent to her so she can get it to the correct committee person. Stacia Waters said that when a committee meets all topics may be discussed that fall under that committee's responsibility. Stan Dulaney disagreed and said that any committee member could be approached or the chair of the committee to take the comment or suggestion to the committee for consideration. Robbie Crow stated that committees just review and make recommendations, the board makes the ultimate decision after hearing the recommendations by the committees. The board makes the decision if the changes are added or go out to the membership. Wayne Pollard said he would put it before his regional organization to see if they had input. Stacia Waters said that she could see how for a new representative the processes could be unclear.

Discussed Jennifer Dugan's contract. Mrs. Dugan will be hired as the executive director for a term of nine months. At the August board meeting her contract will be put on the agenda. During August her performance will be evaluated, and the contract will start October 1<sup>st</sup>, 2021. Kim McGilvray made the motion to approve the nine-month contract and add the renewal to the August THA Board meeting. Joyce Young seconded the motion. Motion carried unanimously.

Signature cards must be updated at the bank. Stacia Waters made the motion to change the signatures cards at the bank. Robbie Crow seconded the motion. Motion carried unanimously.

March meeting might be held at the host hotel. Mike Chapman made the motion to meet on the 24<sup>th</sup> for committee meetings and the 25<sup>th</sup> for the board meeting. Kim McGilvray seconded the motion. Motion carried unanimously.

Andrew Laabs reminded the board that the Personnel Policy changes needed to be adopted. Robbie Crow made the motion to adopt Personnel Policy changes. Stacia Waters seconded the motion. Motion carried unanimously.

Robbie Crow will be retiring in September. Nominations for treasurer will need to be added to the March agenda.

**ADJOURN** - Wayne Pollard made the motion to adjourn. Stacia Waters seconded the motion. Motion carried unanimously.

Submitted by Cristi LaJeunesse, Secretary

## IN ATTENDANCE

| Officer   | Name                              | Term Expires |
|---|-----------------------------------|--------------|
| 1st VP  | Mike Chapman (Lubbock)            | 2022         |
| 2nd VP  | Kim McGilvray (Decatur)           | 2022         |
| Treasurer   | Robby Crow (Nacogdoches)          | 2022         |
| Secretary   | Cristi LaJeunesse (Kenedy, et al) | 2022         |
| Pres. Elect   | Stacia Waters (Atlanta)           | 2022         |
| Past President  | Rebecca Leal (Poteet)             | 2022         |
| Regional Directors ( <a href="#">Regional Organizations</a> ) |                                   |              |
| BCHA  | Dee Zachry (Dublin)               | 2022         |
|   | Linda Brady (Coleman)             | 2021         |
| CTHA  | Joan Wright (McGregor)            | 2022         |
| CHAT  | Debbie Villarreal (Kenedy)        | 2022         |
|   | Peggy Gaydos (Ingleside)          | 2021         |
| HAVE  | Daisy Flores (Cameron Co.)        | 2022         |
| NETHA   | Stan Dulaney (Gladewater)         | 2022         |
|   | Steve Martin (Mt. Pleasant)       | 2021         |
| NTHA  | Wayne Pollard (Tarrant County)    | 2022         |
|   | Selarstean Mitchell (Fort Worth)  | 2021         |

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|        |                        |      |
|--------|------------------------|------|
| SETHA  | Joyce Young (Baytown)  | 2020 |
| TOTHA  | Sandy Treviño (Lamesa) | 2021 |
| WTCPHA | John Salcido (Pecos)   | 2022 |
|        | Andrew Laabs (Odessa)  |      |

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