



Frisco Housing Authority

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Minutes

Board Meeting

December 16, 2013

Monday 5:30 PM

Frisco Housing Authority Office

9400 3rd Street #405

Frisco, Texas 75033

Call to Order

Meeting was called to order at 5:35 PM by Fred Lusk

Present were Commissioners -, Fred Lusk, Robert Uhls, Marie Walters

Staff- Susan Kaeufer, Sal Storaci

Guests- Stacy Brown, City of Frisco

Jenny Page, City of Frisco

New Commissioner Paul Gosnell arrived later

1. Welcome New Board Member Paul Gosnell

Paul was running late and this item was placed later on the agenda

2. Consider and Act on the approval of the July 2013 Minutes

Minutes from the July 2013 meeting had been read from the emails. A motion to approve the minutes was made by Robert and 2nd by Marie. Motion was approved unanimously.

3. Election of New Board Officers and Determine New Signers on the Bank Accounts

There was discussion of the need for new officers and signers on the bank accounts due to the new member of the board. Fred Lusk was nominated to remain Chairman by Robert with Marie seconding the nomination. Motion was approved unanimously. Charles was nominated to remain Vice Chair by Marie and it was 2nd by Robert. Motion was approved unanimously. It was determined that the bank signers could remain the same and then there would be no need to change records at the bank at this time. It was moved that this be done by Robert with Marie's 2nd. Motion was approved unanimously.

4. Review Revised 2013 Budget and vote on proposed Resolution 12-13-1

After Discussion of amended Budget for 2013 Robert moved that Resolution 12-12-1 be approved and Marie 2nd the motion. The vote to approve was unanimous and the resolution was approved.

5. Review 2013 Budget and vote on proposed Resolution 12-12-2

After Discussion of the Budget for 2014 Robert moved that Resolution 12-13-2 be approved and Marie 2nd the motion. The vote to approve was unanimous and the resolution was approved.

6. Discuss and Approve Year End 2013 Delinquency Write Offs

Approval was requested for the year end write off of \$315.76 in delinquent rent and charges for the skip from 401 DelaRosa. Robert proposed approval of the write off and Marie 2nd it. Motion was approved unanimously.

7. Discuss and approve a Housing Authority credit card as advised by Urlaub Accounting

The board discussed getting a American Bank credit card since the bank now has credit cards instead of just debit cards and that it has been the recommendation from Urlaub, our fee accountant, that a credit card be obtain instead of the Executive Director using her personal credit cards for purchases not done by a two signature check. Until now, this has not been possible without changing our bank accounts to another bank. Robert made the motion to obtain a credit card for the housing authority and Marie 2nd the motion. Motion was approved unanimously. It was discussed that at this time there was only need to have one card for the ED and that the credit cards for Loews and Home Depot which we already have are sufficient for our other supply needs.

Paul Gosnell joined the meeting and the agenda was suspended at 5:57 PM

Paul Gosnell arrived and the discussion of the credit card was stopped to greet Paul and introduce him to the board. His oath of office was given to him by Jenny Page. Charles's oath was given to Sal for later and Jenny left for another meeting at City Hall.

Meeting resumed at 6:05PM

8. Administrative Update

City Inspection from 11/15/2013 was discussed

Today's inspection from JMH was discussed. To be used as a punch list for next REAC

Recent Conferences and meeting updates given

No waiting lists open in the area. We may open our waiting list next year

Discussed bathroom rehab plans

Discussed putting files on Document Imaging

Invited Board to Preston Trail Community Event on Saturday 12/21 10:30-11.00AM

Told the board we were very happy with PHA-WEB the new software we are using

(1.) Welcome New Board Member Paul Gosnell

Fred welcomed Paul and discussed the workings of the Frisco Housing Authority Board. Discussion and questions on various issues were mentioned and discussed. Funding sources, Standards from HUD, High Performer status, Plans, City Involvement, as well as other items.

Adjourn

A motion was made to adjourn by Robert and 2nd by Marie. Meeting was adjourned at 6:40PM.

Approved: _____ Fred Lusk, Chairman

Date: _____

Witness: _____ Susan Kaeufer, Executive Director

Date: _____