

Housing Authority of the City of Laredo
ANNUAL
Board of Commissioner Meeting
LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040
Wednesday, February 15, 2017
11:00 a.m.

A-17-R-2

Agenda

February 15, 2017

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL AND DECLARATION OF QUORUM
4. CHAIRMAN'S ANNUAL REPORT
5. NOMINATION AND ELECTION OF OFFICERS
6. CITIZENS COMMENTS

This is the opportunity for visitors and guests to address the Board of Commissioners on any issue. The Board may not discuss any presented issue, nor may any action be taken on any issues at this time. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

7. APPROVAL OF MINUTES

- A. Approval of minutes for Board of Commissioners meeting on January 13, 2017.

8. PRESENTATION BY CENTRAL RESIDENT COUNCIL

9. PRESENTATIONS (No Action to be taken)

- A. Presentation of the Housing Authority of the City of Laredo Audited Financial Statement for Fiscal Year Ending 03/31/2016, by Garza Gonzalez & Associates.
- B. Acting/Interim Executive Director's Report.
 1. Overall Monthly Report.
 2. Presentation of Unaudited Financials for the month of December 2016.
 3. Presentation and status of Farm Labor occupancy and outreach.
 4. Presentation of time management system biometric timeclocks and associated software/hardware.

5. Update on South Laredo Playground project status.
6. Update of Casa Verde Apartments and Russell Terrace Reconstruction Projects.

10. ACTION ITEMS

- A. Discussion and possible action to enter into a service agreement with Volunteers Serving the Need, a non-profit organization which serves Veterans, to assist in collecting housing and living conditions information from Veterans, including those at-risk of homelessness. The term of the agreement is 30 days and the cost is \$1,500.
- B. Discussion and possible action to award Project-Based Vouchers as per RFP LHA2016_1225_1 based on evaluation results.
- C. Discussion and possible action to award RFQ Architectural/Engineering Design Services LHA 2016_1218_2, for the Russell Terrace Revitalization Project and the Senior Citizen's Home Repairs Project, and authorize the Acting/Interim Executive Director to negotiate terms with the firm(s) selected and return for contract approval from the Board of Commissioners.
- D. Discussion and possible action to approve staff recommendation to award the purchase of Customized Metal Entry Doors, Metal Frames and Related Hardware as per ITB LHA2017_0117-2 294 specifications.
- E. Discussion and possible action to approve staff recommendation to award the purchase of Vinyl Windows as per ITB LHA2017_0117-1 840 specifications.
- F. Discussion and possible action to award Cabinet Materials and Related Hardware to lowest bidder.
- G. Discussion and possible action to award Refrigerators and Stoves to lowest bidder.
- H. Discussion and possible action related to Independent Financial Audit Management Report and Findings for fiscal year ending 3/31/16.
- I. Discussion and possible action related to documentation and management process to be used for online and paper fraud complaints that may be received by the agency.
- J. Discussion and possible action to adopt the Public Housing Flat rent to become effective May 1, 2017 and adopt Resolution No. 17-R-4.
- K. Discussion and possible action to adopt the continuance of the current Utility Allowance Schedules for the Public Housing Program effective March 1, 2017 and adopt Resolution No. 17-R-5.

- L. Discussion and possible action to adopt the continuance of the current Utility Allowance Schedules for the Section 8 Housing Choice Voucher (HCV) Program effective March 1, 2017 and adopt Resolution No. 17-R-6.
- M. Discussion and possible action to consider ratification of payment amount for the Rental Assistance Demonstration Project-Based Voucher (RAD PBV) Conversion Software.
- N. Discussion and possible action to approve and update the LHA Personnel Policy Section 1- Base Policies, (A) Recruitment Preferences to adopt a Veteran's Preference selection process.
- O. Discussion and possible action to approve and update the LHA Personnel Policy section 6- D. Sick Leave.
- P. Discussion and possible action to approve and update the LHA Personnel Policy Section 6- G. Bereavement Leave.
- Q. Discussion and possible action to review and approve the Acting/Interim Executive Director's proposed corrective action plans for 1) the Farm Labor Administrative Findings of January 17, 2017 and for 2) program deficiencies and findings identified during the Independent Financial Audit for fiscal year ending 3/31/16.
- R. Discussion and possible action to approve 2017-2018 Farm Labor Operating Budget.
- S. Discussion and possible action related to instructing the Acting/Interim Executive Director to develop of an agency-wide management and staff performance scorecard system to be implement for all staff - to effectively evaluate roles, responsibilities, and performance – by April 1, 2017.
- T. Discussion and possible action to delegate to the Acting/Interim Executive Director authority to procure and select a title policy insurer for the Russell Terrace redevelopment subject to proper advertisement of the procurement.

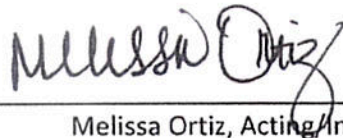
11. EXECUTIVE CLOSED SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE

The Board of Commissioners for the Housing Authority of the City of Laredo reserve the right to adjourn into Executive Closed Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, including Sections 551.071 (consultation with attorneys), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development).

- A. Discussion with legal counsel related to ongoing legal matters resulting from Board and Administrative actions occurring prior to January 26, 2016.

- B. Discussion related to personnel matters, including the Executive Director position.
- C. Consultation with attorney regarding request for documents related to prior contracts.
- D. Consultation with attorney regarding Russell Terrace redevelopment issues.

12. ADJOURNMENT

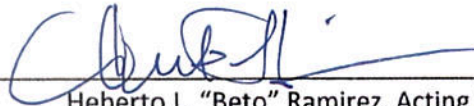


Melissa Ortiz, Acting/Interim Executive Director

The Housing Authority of the City of Laredo is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided who those who provide notice to the Executive Director at (956) 722-4521 at least 48 hours in advance. This meeting site is accessible to disabled persons. Disabled parking is provided in the north parking lot adjacent to the Administration Building, and disabled building access is located at the main entrance.

CERTIFICATON

This notice was posted at the Municipal Government Offices, 1110 Houston Street, Laredo, Texas, at a place convenient and readily ADA/accessible to the public at all times. Said notice was posted on Friday, February 10, 2017 at 4:30 p.m.



Heberto L. "Beto" Ramirez, Acting City Secretary