

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting
&
Policy Workshop
LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040
Friday, August 23, 2019
1:30 P.M.

A-19-R-7

Minutes

August 23, 2019

1. **CALL TO ORDER** Chairman Ceballos called the meeting to order at 1:37 p.m.
2. **PLEDGE OF ALLEGIANCE** Chairman Ceballos, led them in the recital of the pledge.
3. **ROLL CALL AND DECLARATION OF QUORUM** Chairman Ceballos asked Alma D. Mata, Executive Director, to do roll call, so Ms. Mata proceeded with roll call and stated that there is a quorum.

Commissioners Present

Jose L. Ceballos, Chairman
Dr. Sergio Garza, Vice-Chairman
Dr. Marisela Rodriguez, Commissioner
Anita Guerra, Commissioner

Commissioners Absent

Staff Present

Alma D. Mata, Executive Director
Juan Mendive, Planning & Systems Administrator
Christy Ramos, Administrative Assistant
Leticia Sosa, Office Clerk
Jessica Martinez, Program Coordinator
Jennifer Barrientos, Director of Finance
Alina Rios, Property Manager
Sara Vicharelli, Leasing Specialist
Alfonso Trevino Jr., Project Specific Manager
Maria Hernandez, Procurement Officer
Melissa Ortiz, Director of Section 8
Doug Poneck, Attorney
Ricardo De Anda, Attorney

Others Present

Rosa Lilia Rios, Central Resident Council President

4. **CHAIRMAN'S COMMENTS**

No comments.

5. 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 the time. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

Chairman Ceballos stated that there were no comments.

6. DISCLOSURE OF CONFLICTS OF INTEREST

No comments.

7. PRESENTATION BY CENTRAL RESIDENT COUNCIL

Rosie Rios, Central Resident Council President, mentioned that they are working well with the new activities and food schedules from the kids café. She also mentioned that all the sites are doing well. They are having trouble filling the position for South Laredo Resident Council. Vice-Chairman Dr. Garza asked what the problem there is and why hasn't it been filled. Ms. Rios replied there is some push back by residents that don not want to obey due to past employees no longer employed with the agency. Ms. Rios hopes to fill the position this month. Chairman Ceballos asked Ms. Rios to say to hear item 8B regarding security services.

8. ACTION ITEM

- A.** Authorizing the Executive Director to enter into a Memorandum of Understanding with Texas A & M International University College of Nursing and Health Sciences to allow use of LHA facilities for educational activities associated with the clinical learning experience.

Mr. Juan Mendive, Planning and System Administrator, presented to the Board and stated that it has been an ongoing problem with the TAMIU College of Nursing when the students come to different sites to do environmental assessments and presentations for the tenants as well and mentioned that he wants to make sure there is an MOU in place which has been reviewed and edited by legal counsel and they will be following up with TAMIU, so they would like for the Board to approve the changes being discussed with TAMIU and they will bring the final version back to the Board. Chairman Ceballos asked if there would be a financial agreement. Mr. Mendive responded that there are no financial agreements.

Vice-Chairman Dr. Garza asked who they are working with at TAMIU. Ms. Jessica Martinez, Program Coordinator, mentioned that they are working with Rosa Saldivar who has been coming in and to her knowledge Ms. Saldivar continues working with TAMIU. Chairman Ceballos mentioned that his only comment is more like a technical

change because they referred to the Housing Authority of the City of Laredo and most of the time they just say Laredo Housing Authority, so he would like them to make that change.

Chairman Ceballos moved to approve the MOU as presented with the edits and any potential update from the TAMIU side.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

- B.** Discussion and possible action to authorize the Executive Director to execute contracts with off-duty Laredo Police Department officers for the purpose of providing onsite safety and security services, under the “community-policing” philosophy and approach, at LHA-owned housing developments.

Commissioner Dr. Rodriguez stated that she had a question in regards to the previous item having to do with the MOU with TAMIU and asked if legal had reviewed the MOU. Ms. Mata stated that it had been sent to legal Counsel for their review and they had sent it back with some edits. Commissioner Dr. Rodriguez mentioned that she had some concerns on the liability part, but stated that she would contact Mr. Poneck. Chairman Ceballos asked if TAMIU had requested it. Ms. Mata responded that it was the MOU Housing requested from TAMIU because there had been no MOU in the previous years, that it had just been a request from TAMIU to allow the students on LHA premises, so Ms. Mata stated that they are formalizing it. Chairman Ceballos mentioned that he does not see the liability section. Commissioner Ms. Guerra stated that there is personal liability. Ms. Mata mentioned that there is also a proof of liability correction. Mr. Mendive mentioned that it was the version he received from TAMIU and then they had it reviewed by legal counsel who returned it with edits, but kept the same format. Chairman Ceballos mentioned that there is usually a section on indemnification. Commissioner Dr. Rodriguez stated that it was what she was looking for and that it is actually the most important thing. Chairman Ceballos recommended to integrate it based on their common use.

Chairman Ceballos moved to bring back Item 8A, the MOU with TAMIU.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Chairman Ceballos moved to approve Item 8A with the provisions of the indemnity standard section they use in their MOU’s and at TAMIU.

Commissioner Dr. Rodriguez seconded the motion.

Motion passed unanimously.

The Board continued with Item 8B and stated that the intention is to provide more structure program and mentioned that he and Ms. Mata had met with Deputy Chief Maciel and other officers that have done work for the Agency in prior years and stated that the Police Department is offering them a vehicle at no cost like they had done before and added that the reason the service had lapsed was because the vehicle was

in disrepair and it was not being repaired and currently they have an MOU with the Police Department that allows them to have that vehicle and Housing pays for the gas and maintenance. Chairman Ceballos stated that there had been some incidents particularly in Colonia Guadalupe and stated that currently there is an initiative in the Zacate Creek area to deal with folks stricken with substance abuse issues and that are homeless, so there is an initiative to clean up and deal with those folks, so they think it is the right time. Ms. Mata mentioned that the funding will be provided from the AMP's and initially they will focus on Colonia Guadalupe and be there three times a week with staggered schedules because when they had security the tenants and people in general could figure out the time, so they will have a supervisor officer provide a schedule and stagger the shifts for the officers so that they will have continuous support at different times during the day as well as provide presentations with the kids and youth involvement to make sure that there is that police presence in the developments.

Chairman Ceballos stated that they will also be available if needed at other sites and have agreed to have four officers at \$30.00 per hour which is the competitive rate for the officers and stated that previously there were at \$20.00 and Ms. Mata will be interviewing the officers that are being recommended. Ms. Mata mentioned that they will have reporting from the officers regarding statistics within the properties and will be able to provide special, detailed assignments as well. Commissioner Ms. Guerra asked if they would be able to respond even if they would not be on the regular schedule. Ms. Mata mentioned that it was discussed with them that in case there would be a criminal act occurring they would be able to act as police officers as well. Chairman Ceballos mentioned that while they are on they could obviously be police officer and stated that the value they need is the statistical analysis and stated that there will be a lead officer coordinating the other officers. Chairman Ceballos remembers that there has been human trafficking in the Colonia recently so maybe they could be investigating further and they will not be here to be punitive, it will be for security and comfort and if there will be community events they will be participants in that event and if there would be an after school activity that will merit their interaction they will be available and not just patrolling because before it was just patrolling. Commissioner Ms. Guerra mentioned that she would like them to provide reports in that regard. Ms. Mata mentioned that she could have it as part of the Executive Director's report. Mr. Ceballos mentioned that if it would be confidential they would provide it to the Commissioners at the meeting, but it will be left behind to be kept by the Administration.

Chairman Ceballos mentioned that Mr. De Anda worked on the contract and stated that the indemnification is included and added that Mr. De Anda met with them and the officer's team leader.

Commissioner Dr. Rodriguez moved to accept Item 8B as presented.

Vice-Chairman Dr. Garza and Commissioner Ms. Guerra both seconded the motion.

Motion passed unanimously.

- C. Discussion and possible action to award Request for Proposals (RFP) No. LHA 2019-0718 Inner City Housing Reinvestment Analysis and Metric Development and authorize the Executive Director to finalize negotiations and contract with the top evaluated proposer or proposers.

Maria Hernandez, Procurement Officer and Jennifer Barrientos, Finance Director, presented to the Board. Ms. Barrientos mentioned that they procured for the Inner City Housing Reinvestment Analysis and Metric Development.

Chairman Ceballos stated that it relates back to the Inner City and mentioned that after the Inner City Summit a group decided that they should come up with a metric that demonstrates what the return on the investment will mean to the City, to the taxing entity and to the stakeholders in the Inner City downtown and in regards to what it costs to serve per acre and what they would get back so they compared Wal-Mart to Housing Development and it would allow them to demonstrate to the City to help redevelop the old neighborhoods downtown and stated that both City Managers and some Council Members were present and one stayed through the whole meeting, so the group they are seeking will help them demonstrate in technical terms what has worked in other cities and local data to show if they invest in one block or the creation of 100 units, the return that they will get to the taxing entity in water services, sewer services, collection of those services, and also an economic development for the area and most important the ad valorem contribution. Chairman Ceballos mentioned that they had two calls in reference to the RFP and the comments from both were that they need to do a housing study to establish the demand in order to generate the metric, so the finality of the study is a report that will say to the City, the County, the taxing entities and maybe even Laredo College that if they reinvest in Inner City the return that they will see in so many more years so that people will see the relationship in investing in the Inner City which could be low interest loans, grants for private or public housing developments, offering build ready lots so that actually builders can come back and build on those lots.

Vice-Chairman Dr. Garza asked if there were other people involved like the Historical Society if they are talking about downtown. Chairman Ceballos responded that they informed them in the RFP that they will have to work with the Historical Society and that will also include other housings like Habitat and Azteca and anybody that has an interest in redevelopment can be part of it and stated that both firms that responded have experience because they have done similar work and both firms were very interested and engaged; more than six firms were contacted. Commissioner Ms. Guerra asked if he was confident with either one, but one of them stood out and if he was involved. Chairman Ceballos confirmed that he is confident and stated that he was not involved in the scoring, that he was in the pre-conference, but he was not in the committee. Vice-Chairman Dr. Garza asked Chairman Ceballos what he knows about their work. Chairman Ceballos mentioned that Angelou drafted the City of Laredo Comprehensive Plan, at least the Economic Development Chapter, so he knows Laredo. HR happens to be involved in two similar projects, one of them in San Antonio with some housing study proponents and are doing one in Fort Worth. Vice-

Chairman Dr. Garza mentioned that it was interesting that HR was involved in Urban Centers that offer jobs and sustaining high quality of life for diverse communities. Chairman Ceballos mentioned that they are both capable firms and that their qualifications are not based on fees, they are both under the same ballpark, so based on what they talked it could be the scope and maybe a little higher, maybe costlier, but they could have interest from the City in joining them and do some of the work to generate this metric for the report and stated that Community Development has expressed an interest and they can also get some data that they need, so they told them that they will get to a scope that is comfortable and they can negotiate it and at this time they are looking for qualifications and said that both will meet the threshold that is required. Both Vice-Chairman Dr. Garza and Commissioner Ms. Guerra wondered what made the difference on one being higher by one point. Ms. Barrientos mentioned that they looked at the technical aspect and the experience and how they would present the work. Vice-Chairman Dr. Garza asked is by experience they were looking at years of experience or experience of project. Ms. Barrientos responded that it was in regards to experience in similar work and past performance including contract work. Chairman Ceballos stated that they are happy with both and that HR is remodeling in Texas and will probably doing work in major cities and said that it does not get better than getting experience in the City of San Antonio and said that Angelou probably knows Laredo better than HR because HR has not done work in Laredo, but they are looking at folks that have experience in the work they need to do and stated that it is going to cost more for HR to gather data than Angelou, but they are doing similar jobs in Texas concurrently which he thinks will be beneficial and stated that the decision will be how much study they will do. Ms. Barrientos mentioned that they know they will still negotiate once they have the scope of work so the pricing could change. Chairman Ceballos mentioned that HR said they demand some housing information, so they want to do some of that.

Commissioner Dr. Rodriguez moved to award RFP No. LHA 2019-0718 Inner City Housing Reinvestment Analysis and Metric Development to HR&A.

Commissioner Ms. Guerra seconded the motion.

Motion passed unanimously.

Chairman Ceballos asked Ms. Barrientos to send a thank you note expressing that maybe they will work with them in the future and also to those that were reached out. Ms. Barrientos responded that she will.

9. ANNUAL POLICY WORKSHOP AND POSSIBLE ACTION

The annual policy workshop will provide an opportunity to review and recommend agency policies, including but not limited to Personnel, Public Housing Admissions & Occupancy, Housing Choice Voucher Administrative Plan, Rental Assistance Demonstration Program, Permanent Supportive/Transitional Housing Program, Financial, and Procurement.

- A. Discussion and possible action to amend and/or approve Laredo Housing Authority policies and adopt Resolutions accordingly. Specific policies finalized for adoption will be identified during Board action.

Chairman Ceballos stated that this task has proven to be extremely intense, with conflicts, time consuming and it has also been very educational as Vice-Chairman Dr. Garza mentioned; they will take one policy and mentioned that they had scrubbed through the Code of Conduct before which has come back with some citations that are pending and Mr. Poneck will finish it with citations and will come for adoption at the next meeting; the one they will and adopt is the Permanent/Supporting Transitional Housing Program only because they want to house people at the Tiny House Project by the time they will actually have the announcement.

Ms. Mata mentioned that this policy is going to serve for the Tiny Homes Project as well as the Balcones apartment Complex and potentially for any future projects they might have and they also mentioned Russell Terrace. Chairman Ceballos would like to hear the reaction from Ms. Barrientos and Ms. Ortiz because they have not seen it, which is a draft for the Board to discuss it.

Chairman Ceballos mentioned to Commissioner Dr. Rodriguez that he would like the idea of having College students that are homeless and maybe how much LCC would need to be involved and mentioned that he would also need help on setting the rates and also that they want to make sure they are serving the right population, so they will need help in evaluating it and, lastly, for veterans because he attended a veterans meeting the day before and it was all about second chances because apparently there is a huge relapse on issues regarding veterans and criminal records when in reality they have PTSD issues, so that is what they will face.

Vice-Chairman Dr. Garza asked Chairman Ceballos if he meant TAMIU students also. Chairman Ceballos confirmed. Commissioner Ms. Guerra mentioned that there are homeless students living in their cars at TAMIU, so she is sure they are also at LC too.

Chairman Ceballos mentioned that they are considering Los Balcones for the students in many as 10 units, but they want to have one unit that would be service oriented or just go to 9 and dedicate one to services, so if they would like to have one unit for TAMIU students, they could do that; it just has to be written in the policy. Vice-Chairman Dr. Garza mentioned that the policy could say at the current College or University. Chairman Ceballos confirmed and also mentioned that it is already included. Chairman Ceballos mentioned that the units have two bedroom, so they will have four students in the two bedroom units with a cohabitation lease and each will have a lease with the Housing Authority; students who have been referred by the College and said to Commissioner Dr. Rodriguez that it would be the extent to the college to refer the students to go get into a lease with the Housing Authority and mentioned about having the unit outfitted with furniture and a workstation, which is how they envision the unit and the tenant or student will enter into a lease with the Housing Authority and

stated that the lease has not been prepared yet. Ms. Mata mentioned that the policy will require life skills, so if they see a tenant that requires life skills so the police will allow for a plan. Chairman Ceballos mentioned that it will be an individual action plan. Vice-Chairman Dr. Garza asked if it would include technology like Wi-Fi. Chairman Ceballos confirmed because if they are truly homeless students they are not going to have anything, just a backpack probably, so it needs to have the bed, furniture and even thinking of a desktop, so they will work with the college and get input on the layout depending on what the student needs. Vice-Chairman Dr. Garza asked that since this is their idea why could not they design it the way they feel depending on the student's situation. Chairman Ceballos mentioned that he did an internship for three and a half months and asked if anybody lived in a dorm. Vice-Chairman Dr. Garza responded he had, so Chairman Ceballos mentioned that those who had lived in a dorm could help them and asked what they would want in a dorm. Vice-Chairman Dr. Garza mentioned space and Commissioner Dr. Rodriguez stated she would like Wi-Fi, so Chairman Ceballos stated that Commissioners could work on the layout together.

Ms. Mata mentioned that the policy allows and recommends having a committee of different community partners to look at how they do the application and the selection criteria to qualify for the residents that will be housed. Chairman Ceballos mentioned that the model came from him and it was used at Bethany House when they would have a lot of people and would staff by phases, they would have Border Region, Gateway Community Center, Scan and the staff person would follow them and develop the individual action plan based on the what the committee felt was important, for example for somebody that had not had a job in three months, they would recommend to attend Workforce, so it would basically be an individual action plan to hold them accountable. Commissioner Ms. Guerra mentioned that she liked the selection screening including things affecting health and safety welfare, especially if having students from TAMIU and LC, because they would not want them derailed from their studies by their neighbors. Chairman Ceballos mentioned that they kept the committee to five members to be practical and they will come for about an hour just to give the need of the selection and then staff will work through it.

Commissioner Ms. Guerra asked who would do the follow up as to check on their past performance, records, criminal background checks or past landlords and if that will be a LHA person. Ms. Mata responded that it would be an LHA liaison that they will have to assign and said that they are contemplating bringing somebody on board and that person will actually handle that as well as creating the action plan. Commissioner Ms. Guerra asked if that person will also be doing counseling one on one basis. Ms. Mata confirmed and Chairman Ceballos mentioned that they had budgeted for that position which is the professional counseling which they had considered for Section 8, but it will help and stated that maybe they should add in conformance with the Professional Licensed Counselor requirements. Commissioner Ms. Guerra asked if there would be any conflict with also doing the intake. Ms. Mata mentioned that they could

separate it and have a Liaison and then also the Counselor. Commissioner Ms. Guerra mentioned that it is very important who would do the screening for the Balcones because since it is going to be a small community it will have an impact on their lives because somebody with drug use cohabitating in a small community with drug addicts she would like the selection to be very rigorous because is a small space and they will probably have a lot of applicants and they are going to be homeless students that are trying to do better with their education. Chairman Ceballos mentioned they will have an administrator doing the screening and then they will also have the Counselor.

Vice-Chairman Dr. Garza asked if it would be soundproof. Chairman Ceballos mentioned that for the students they will soundboard all around them and they actually picked the units at the end so that they will have the brick wall at the end and asked the Commissioners if they want to keep just two units for the students or if they would like to add more and said that he two units would be enough for LC. Commissioner Dr. Rodriguez mentioned that the most students they experience by year is five and it is something that the student needs to disclose. Vice-Chairman Dr. Garza asked if they could do two units for LC and two for TAMIU. Chairman Ceballos mentioned that they could say up to four units and if one would not get filled then they could put a family. Vice-Chairman Dr. Garza asked if they could consider that some students might not be homeless, but may not be able to afford a dorm because it is pricy. Chairman Ceballos mentioned that it could be considered during the referral, if it would be at risk of homelessness referral. Commissioners agreed.

Chairman Ceballos mentioned that the public posting will be posted for 15 days on the website for 15 days and they will also reach out to homeless preference to be considered within the waiting list in fairness to people that are on the waiting list and the admissions committee will get to decide, but at least people will be considered.

In reference to Bernal Chairman Ceballos stated that they are designating one for elderly, one unit for a working family and one unit for a honorably discharged veteran and mentioned that Bernal Courts are permanent supportive, so someone can stay there indefinitely and stated that Balcones is transitional which means that they can stay there based on the definition approving up to 24 months if they meet the income criteria. Ms. Mata asked regarding the transitional, if it was 24 months overall. Chairman Ceballos responded that it would be consecutively or overall. Vice-Chairman Dr. Garza asked if it could be up to 48 months for students only and maybe an extra semester to finish.

Mr. Mendive mentioned that they will have a waiting list for this program, but they will screen all the different waiting lists. Chairman Ceballos confirmed and mentioned that all that are homeless and that have a homeless preference. Ms. Mata mentioned that they will screen everyone that is on a waiting list to give them the opportunity to apply for this projects and then the committee will

make their recommendations, so whoever that applied has to reapply. Chairman Ceballos mentioned that Mr. Mendive was referring to what would happen to the applicant that does not get selected.

Ms. Melissa Ortiz mentioned that she did not know whether it would be right for the committee to look at the waiting list or if they would like to start fresh with a separate waiting list with their own preferences instead of targeting and getting people out of the waiting list. Ms. Mata mentioned that they will remain in the waiting list. Chairman Ceballos mentioned that there seems to be a gap and recommends that they maintain a waiting list in case ten people apply and only three get housed. Ms. Mata mentioned that people in Section 8 waiting list will not be removed from the waiting list even if they were housed because they could be assisted at a transitional unit while they wait for their place in Section 8.

Chairman Ceballos mentioned to clarify, that it would be like an assistance somewhere else and they do not have to give up their Section 8 status, so if the Board says they do not lose their spot, it will be fine, they do not lose their spot in Section 8 and said that they are thinking they are pulling them from Section 8, but they are not. Ms. Mata asked that if she houses them at Tiny Homes which is a permanent housing, but it comes up that they are next in the Section 8 waiting list, then at that point they would offer them the voucher and it would be up to them to decide if they want to go with Section 8 assistance or if they want to stay. Commissioner Ms. Guerra asked whether there is any problem with them getting the assistance and remaining in the Section 8 waiting list. Chairman Ceballos mentioned that the only problem is that they cannot receive two housing assistances and they would either be on Tiny Homes or in Section 8. Chairman Ceballos mentioned that there is a writing gap on the matter of keeping the waiting list and it needs to be added, so it needs to be written when they develop the customized program; they will not be able to meet as long as they provide fair housing for those intended within the categories and it does not mean that they have to open up for everybody.

Commissioner Dr. Rodriguez asked if they have to add that once they get selected they would have to adhere to Laredo Housing rules and regulations not necessarily going into detail. Chairman Ceballos mentioned that the other thing that is missing is the student rent which he thinks needs to be different from the standard rent and mentioned that he was really struggling on the rent part of it because they look at a low income family or an elderly person with assistance they can only afford maybe \$300.00, so they are trying to get into that bracket and he would really want feedback about where they want to be as far as the rent and referred them to the rents chart and mentioned that at 50% he thought was good, but in reality he considers that it is still high and stated that they need to be at no more than \$500.00 with utilities which means that the net rent will be about \$300.00 and mentioned that the students rent will have to be separate. Chairman Ceballos asked how much it would be for one bedroom. Ms. Mata mentioned that it is \$200.00 for one bedroom. Chairman Ceballos mentioned

that for the smallest unit at the Tiny Homes is 280 sq. ft. if they do .75 sq. ft. at \$210.00 with utilities, the one bedroom at .75, 450 sq. ft. at \$338.00 with utilities and said that there is one two bedroom unit at Tiny Homes and the rest are at Balcones and mentioned that the trick is that if they decide to cover utilities, they will have an electrical expense which he does not think it works with the students and he thinks that they will have to cover it, so he said that at .75 at Balcones it is \$450.00 which he stated esta regalado with utilities and stated that utility allowance is \$130.00 and then mentioned that students, if they are homeless, they cannot afford the rent. Commissioner Dr. Rodriguez mentioned about talking to the City for transportation because most likely students will not have cars. Chairman Ceballos asked Commissioners if it should only be a nominal amount of 50, 60, or 70 dollars for the students and then ask for a waiver if necessary. They mentioned that maybe \$100.00 per student per month. Commissioner Ms. Guerra mentioned that they could do work study. Commissioner Dr. Rodriguez mentioned that if they are homeless and do not have an address they cannot get financial aid they will need to have a temporary address because they cannot apply for financial aid if they leave the address section blank.

Chairman Ceballos recommended that for the students it would be \$75.00 and if they cannot afford it then they would request a waiver and for the Executive Director to decide how they will make arrangements or if she waives it completely in consultation with LC and TAMIU. Commissioner Ms. Guerra asked if it will change if it does not work. Chairman Ceballos responded that it would be whenever the Board decides. Ms. Mata mentioned that if they decide to increase it, it will also allow them to do it. Commissioner Ms. Guerra suggested that with a 90-day notice. Chairman Ceballos mentioned that with the other units they could do 30% but the problem is that if somebody just makes \$200.00 a month will not be able to cover utilities, so it would be like a tax credit. Commissioner Ms. Guerra mentioned that it should be different with the students. Commissioner Dr. Rodriguez mentioned that if it is going to be two years, to be able to finish in two years students have to be full time, so they mentioned that they had said they were going to do 52 months for the students.

Chairman Ceballos stated that the recommendations were: The term for the students to be up to 52 months and the rate for the student to be \$75.00 and a process for a waiver if needed and for the rents to be .75 cents in Bernal with utilities and the non-student rents at Balcones to be at .90 cents with utilities, so the difference between a two bedroom at Balcones is \$540.00 with utilities and at Tiny Homes is \$450.00 for the two bedroom and said that if they see a problem they can bring it because they are not housing anybody yet.

Commissioner Ms. Guerra asked if they could create a form for the selection screening because she would like something in writing and people get busy and they are going to be worried.

Chairman Ceballos stated that the other recommendation is to separate the administrative from the Counseling and to create a form for the selection process and Commissioner Ms. Guerra added also to provide a report on the screening process for the people to be housed in the special units. Ms. Mata mentioned that they only go through that process when they have vacancies. Commissioner Ms. Guerra stated that it would be fine and that especially with the transitional program they will be purging people out as needed, so to bring the report back when she needs to bring it.

Chairman Ceballos mentioned that it is going to be a lot of work and he would like to authorize the formation of the committee as designed to initiate the process and maybe work through some of the other items at least to initiate it and also initiate the creation of the waiting list for the program and also to look at the existing people to begin the admissions review process for recommended tenants for the Tiny Homes and to start the process and come back with a final policy and maybe make those changes and send them to the Board for input. Commissioner Ms. Guerra mentioned that they took care of the fact that they can stay on the Section 8 waiting list. Chairman Ceballos confirmed.

Chairman Ceballos mentioned that there is still a lot of work with the cohabitation which will be an interesting document and for now it will read that it will have four student units and stated that for the Admissions Committee it would be to work with the draft and at least to have some prospects by the time they will be delivering that project. Chairman Ceballos mentioned that on the program rents they removed the 50% for the rents and stated that in regards to the lease term, it is not usual that they do a six-month term, but given the population, they would want to do it to get turn over on the units, so if there is a person that just lost the job and only needs a few months or get them in the Section 8 list and will be out of the transition, so that is why it would be a six-month lease.

Ms. Mata asked if it would also be for the Tiny Homes too. Chairman Ceballos mentioned that they need to address that; it will only be for the transition and stated that it would not hurt to do a six-month lease at Tiny Homes too. Ms. Mata mentioned that if it is going to be permanent it would be lot of paper work. Chairman Ceballos mentioned that ideally they would stay for a long time.

Chairman Ceballos asked if there were any questions on the Agencies being designated and stated that it would be a representative from SCAN, a representative from Border Region, a representative from Gateway and a representative from either LISD, UISD, Laredo College or TAMIU and if they only want the College It be ok; it is up to the Board. Vice-Chairman Dr. Garza recommended Laredo College and TAMIU. Commissioner Ms. Guerra asked if they usually get attendance from these communities. Chairman Ceballos responded that they have not done it in a while, but that they had tried it with Bethany House. Commissioner Ms. Guerra mentioned that her concern would be

that they will be people that would respond and be very committed. Chairman Ceballos mentioned that sometimes they will just send a representative which they would not want, but rather staff like from Border Region they would want somebody at a case manager level or above; they would not want a driver or someone that does not have the expertise. Commissioner Ms. Guerra asked that once they appoint the person they cannot send a proxy. Chairman Ceballos responded that they will work with the Agency and stated that they are leaving it to the Director to appoint the person or to work with the committee and he mentioned that if they would get the wrong person, they will call the Director. Ms. Mata asked if the Board would be recommending. Chairman Ceballos mentioned that it is what they are doing and will need to be added.

Ms. Barrientos asked in reference to Russell Terrace if she could go to HUD and asked if they can do those five units because she thinks that they may have to submit the performa again if it is going to change a little and also if they can justify the elderly, working family and the veteran so that everybody would know the exact definition because the veteran is self-explanatory but the elderly is 62 and over. Chairman Ceballos stated that she can add it because 62 and above is standard and said that if she wanted to add the language because they are not going to adopt it, but she can add it. Ms. Barrientos asked to get clarification on the utility assistance if they will include that with the \$15,000 already approved for the homeless. Chairman Ceballos mentioned that it is consistent with it and that it may not be necessary if it ends up being all utilities. Ms. Mata mentioned that they also need to discuss security deposits. Chairman Ceballos asked what the standard was. Ms. Mata mentioned that it is \$60.00 for the elderly and the disabled and for the veteran is \$100.00. Chairman Ceballos mentioned they were very reasonable and stated that it was not for the students, but for the other families.

Chairman Ceballos moved that they initiate the admissions component of the policy to assemble the Admissions Committee as described in Item Section A, striking LISD and UISD which will not be part of the committee and that the four units will be at .75 cents for Bernal, .90 cents for Balcones which are the rent standards; four units being dedicated for students at Balcones, that a waiting list be created for the program and to be handled by the Admissions Committee which will be the initial set up and that forms be created and that there will be separation between the administrative component and the counseling component and that forms be used to document it; rent deposits to be at \$100.00 and for the Executive Director to bring back the policy and to report progress on a monthly basis. Ms. Mata asked if it will allow them the publication of the program. Chairman Ceballos confirmed and stated that they will have to open it up and asked if anybody had any questions or comments. Commissioner Dr. Rodriguez seconded the motion. Motion passed unanimously.

Mr. Mendive asked about the pre application process on page 5, letter d, in reference to maintaining a list of people to be notified when the waiting list opens. Chairman Ceballos mentioned that they just created that and that the pre application would be important to give them an idea, so they will still keep the pre application component, but they will activate a waiting list. Ms. Mata mentioned that currently it is written as if they do not have a waiting list, so they will have to go back and change all. Chairman Ceballos stated that it is written that they will open it up and the committee would say they have 50 applicants and they will return, so they will keep a list because there might be more applicants coming than they are on the list and they deserve to stay on.

Melissa Ortiz asked if they could consider Casa instead of Gateway and stated that they already have MOU's for the homeless preference with Bethany, Scan, Border Region, and Casa de Misericordia. Chairman Ceballos stated that he would prefer to add somebody from the medical and said someone from Medical Health Center. Commissioner Dr. Rodriguez agreed and recommended to keep LISD and UISD on board because they have more insight as to who is homeless or who is going through foster and they get the insight of it and it does not hurt.

Chairman Ceballos mentioned that he would amend the motion to add Casa Misericordia, LISD and UISD as well.

Chairman Ceballos mentioned that it would be a nine-member committee, that they added Casa de Misericordia and that a quorum be considered by three members being represented from the Agencies, and that Ms. Mata will report to the Board on a monthly basis.

**Chairman Ceballos mentioned that it has been moved and seconded.
Motion carried unanimously.**

Chairman Ceballos mentioned that he recommended Mr. Mendive and Ms. Mata to seek a Consultant to help if needed with each of the policies so that they will get something that is a little more refined when it comes to the Board as opposed to the Board working through each item and stated that maybe Mary Gaona could help with the finance aspect, but would leave it up for them to decide.

It was mentioned that they worked on the Procurement and Disposition Policy on Wednesday and they had covered a lot on it, but not enough to cover it during the meeting. Mr. Mendive mentioned that they could give two policies to Ms. Gaona to help them review and she said that she has helped with the financial package, made recommendations and Mr. Poneck edited it as well and said that there is partial that they will want to include in the Procurement and Disposition policy. Chairman Ceballos recommended to give Mr. Poneck some deadlines on final documentation.

10. 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 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).

11. ACTION ON ANY CLOSED ITEM

12. ADJOURNMENT

Chairman Ceballos moved to adjourn.
Vice-Chairman Dr. Garza second the motion.
Motion passed unanimously.

Meeting adjourned at 3:22 p.m.



Jose L. Ceballos, Board Chairman



Alma D. Mata, Executive Director