

**Housing Authority of the City of Laredo**  
Regular Board of Commissioners Meeting  
LHA Board Room  
2000 San Francisco Ave.  
Laredo, Texas 78040  
Friday, October 11, 2019  
1:30 P.M.

**A-19-R-9**

**Minutes**

**October 11, 2019**

1. **CALL TO ORDER** Chairman Ceballos called the meeting to order at 1:36 p.m. and thanked everybody present for attending the meeting.
2. **PLEDGE OF ALLEGIANCE** Chairman Ceballos led them in the recital of the pledge.
3. **ROLL CALL AND DECLARATION OF QUORUM**

Ms. Alma Mata, Executive Director, proceeded with roll call and stated that there was a quorum. Chairman Ceballos mentioned that Commissioner Ms. Guerra had texted him that she was running a little late due to a tire problem.

Chairman Ceballos introduced Ms. Freeman who he thinks everybody already know and who is the most recent appointee as Commissioner and mentioned that they are very grateful that she accepted the appointment and stated that Ms. Freeman had been very critical to the Russell Terrace effort and had been a resident at Russell Terrace; she has experience with prior Boards in regards to how they operate and she saw what they had to go through in addressing the Russell Terrace Redevelopment, so Ms. Freeman's service with the Board is greatly appreciated as well as her prior work and it is very valuable to the Board, the staff and those served by the Agency to have Ms. Freeman's input.

Chairman Ceballos mentioned that they do things very transparently and have plenty of discussion on the items that affect different things and different people and they are very happy and pleased that Ms. Freeman accepted and that the Mayor made the appointment which is very appropriate, so Chairman Ceballos welcomed Ms. Freeman who stated that she looks forward to working with the Commissioners and mentioned that she is a community advocate and it just gives her another outlet to help people in the community and stated that she is very grateful for the opportunity.

**Commissioners Present**

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

**Commissioners Absent**

**Staff Present**

Alma D. Mata, Executive Director  
Bulmaro Cruz, Project Specific Manager  
Victor Reyes, III, Project Specific Manager  
Monica Rivera, Property Manager  
Rosie Ortiz, Property Manager  
Maria Teresa Delgado, Property Manager  
Martin Chaires, Project Specific Manager  
Alexis Chaires, Project Specific Manager  
Melissa Ortiz, Director of Section 8  
Jessica Martinez, Program Coordinator  
Daniel Colina, Accountant  
Juan S. Mendive, Planning & Systems Administrator  
Denise Guzman, Property Manager  
Griselda Resendez, Property Manager  
Alina Rios, Property Manager  
Leticia Sosa, Office Clerk  
Alfonso Treviño, Project Specific Manager  
Christy Ramos, Administrative Assistant  
Robert Peña, IT Director  
Jennifer Barrientos, Director of Finance  
Esmeralda Martinez, Property Manager  
Alfonso Herrera, Facilities Specialist  
Maria De Lourdes Hernandez, Procurement Officer  
Doug Poneck, Attorney  
Ricardo De Anda, Attorney

**Others Present**

Rosa Delia Ochoa, Central Resident Council Secretary

**4. CHAIRMAN'S COMMENTS**

There were 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 FOR BOARD OF COMMISSIONERS AND STAFF**

Chairman Ceballos mentioned that there were no conflicts of interest.

## **7. APPROVAL OF MINUTES**

### **A. Approval of Minutes for Board of Commissioners meeting on September 13, 2019**

**Commissioner Dr. Rodriguez moved to accept the minutes as presented.**

**Vice-Chairman Dr. Garza seconded the motion.**

**Motion passed unanimously.**

Chairman Ceballos mentioned, for that record, that Commissioner Ms. Guerra joined them at that moment for the meeting.

## **8. PRESENTATION BY CENTRAL RESIDENT COUNCIL**

Ms. Rosa Delia Ochoa who is the Secretary of the Central Resident Council presented to the Board due to Ms. Rosie Rios not being able to attend the meeting. Ms. Ochoa mentioned that the Central Resident Council regularly meets on the last Monday of the month and mentioned that their current project is to have a Loteria with the participation of all the Resident Councils in order to raise funds for the children Christmas Celebration. Ms. Ochoa also mentioned that what they had talked about lately was in reference to the security in the Colonias.

Chairman Ceballos mentioned that they already have a program for security which will be rotating among the different Colonias and they will start with Colonia Guadalupe where there has been problems as well as along the creek area, so once it gets established they will also have presence at the other Colonias. Ms. Ochoa mentioned that it was their understanding there was going to be a security on each Colonia. Ms. Mata mentioned that they had informed at the last meeting that they would enter into a contract with off duty Laredo Police officers in order to form a group that would cover the different Colonias, but they will be rotating; they will not be fixed on any particular Colonia.

Chairman Ceballos mentioned that they started with four officers who would be working through the week at different hours; they have been working for four weeks, so once they provide their report they will prepare a schedule and they will not inform the residents. They will be visiting the different Colonias where there are issues. Ms. Ochoa mentioned that it would be good because people usually know when there is one person and wait for that person to leave to take advantage, so it would be good that they will go at any different times; Ms. Ochoa thanked the Commissioners. Chairman Ceballos mentioned that now that Ms. Freeman is part of the the Board, residents could communicate with her in regards to any important issues that she could bring to the Board.

## **9. PRESENTATIONS (No Action to be taken on these items)**

### **A. Disabled American Veterans Chapter 76**



Ms. Mata informed that they had planned to have a presentation, but they were asked to move it to the next meeting.

Chairman Ceballos mentioned that he would need to be at another meeting at about 2:15 p.m.; therefore, he asked Vice-Chairman Dr. Garza to preside over the rest of the meeting and stated that he would like to take the items where the Board might need some of his input and that might need to be considered in executive session, particularly the item related to the acquisition of real estate, Item 12M, and stated that he would like to entertain a motion to move the item and to take it into executive session and asked the Commissioners if they would like to take all the other executive session items. The Commissioners agreed; therefore, Chairman Ceballos mentioned that the motion would be to take all potential executive session items, 10L, 10M, and 10N.

**Chairman Ceballos moved to take Items 10L, 10M, and 10N into executive session.**  
**Vice-Chairman Dr. Garza seconded the motion.**  
**Motion passed unanimously.**

Ms. Barrientos mentioned that the items are actually 12L, 12M and 12N, so Chairman Ceballos mentioned, for the record, that it will be Items 12L, 12M and 12N into executive session and called the Commissioners, Ms. Mata, Mr. Mendive, Ms. Barrientos, Mr. Jasso, Mr. De Anda and Mr. Poneck into executive session.

## **10. STANDING REPORTS (No Action to be taken on these items)**

### **A. Executive Director's Report**

Vice-Chairman Dr. Garza stated that they will dispense Items 10A & 10B and will move to Item 10C.

### **B. Unaudited Financials for the month of August 2019**

### **C. Status on the FY 2018-2019 Audit**

Ms. Mata presented to the Board and stated that they are still in the collection section and they anticipate the auditors to do their onsite visit the week of the 21<sup>st</sup> – 25<sup>th</sup> of this month and said that they completed 21 out of the 28 documents of the collection that were presented to the auditors, so they are currently working on the remaining seven documents which she has been advised that they should have that completed before the onsite visit.

### **D. Status on the Community Safety and Security (Peace Officer) Program**

Ms. Mata presented to the Board and mentioned that they had engaged with the security officers, off-duty police officers who have been patrolling the property and stated that they have not had any reports of crime, however, they pulled the statistical data from the Laredo Police Department regarding calls that come from the properties

which is included in the packet provided to the Commissioners. Ms. Mata mentioned that Colonia Guadalupe came in with the highest number of calls, 51 calls, and stated that it is the largest property they have, so they will be able to see the trends they have on each property. Commissioner Ms. Guerra asked what they would consider on the other calls category. Ms. Mata mentioned that it would be like EMS calls and stated that in some properties they just had a couple prowler or vagrants calls and the ones they see are the ones that had higher levels, a higher volume of calls and stated that together with the report they also have a listing of the actual calls.

Vice-Chairman Dr. Garza asked in reference to the 72% harassment calls. Ms. Mata mentioned that the color was very similar, but the 72% in Colonia Guadalupe is for other. Vice-Chairman Dr. Garza stated that he was worried about it. Ms. Mata stated that they will continue to bring the information on a monthly basis. Vice-Chairman Dr. Garza congratulated Ms. Mata for the charts and stated that it makes things much easier.

#### **E. Status and progress of ongoing construction projects**

Ms. Mata stated that in reference to Russell Terrace they continue to move forward and are at 71% completion and mentioned that they had some setbacks in the previous months regarding construction, but the crews have been working diligently to get more crews on board and to expedite the construction of that project, so in the last month they delivered close to 14 units and they anticipate delivering 28 units by the next Board meeting and said that they kind of doubled the force, but they are working diligently to make sure that they target the deadline of January 31<sup>st</sup>.

In regards to the Tiny Homes, the Bernal Sunrise Courts and Los Balcones Ms. Mata stated that they hit some speedbumps in the Bernal Tiny Homes related to the utilities permits and are working through those and are making some headways and hopefully by next week they get, specifically, the irrigation system and the meters they need installed before they can complete the landscaping which is really all that is left in that project, so as soon as they get those permits in, they will be able to get the irrigation installed and the meters and they will be able to get sidewalks, driveways and landscaping. Commissioner Ms. Guerra asked if she had an estimate on the completion. Ms. Mata stated that the units have been completed, that it is the outside that is pending. Commissioner Ms. Guerra asked again if it would be within a month. Ms. Mata responded that she hopes to get the permit by next week and would estimate for a couple weeks after that and by the next Board meeting they should be able to have the project completed. Ms. Mata mentioned that they encountered similar issues not only at this project, but also at Russell Terrace and mentioned that Russell Terrace seems to be like already clock work because they have already seen the plans.

#### **11. CONSENT AGENDA: Resolutions**

All of the items may be acted upon by one motion. No separate discussion or action of the items is necessary unless desired by a Commissioner.



- A. Authorizing Executive Director to enter into an inter-agency Memorandum of Understanding with Serving Children & Adolescents in Need (SCAN) to provide drug intervention activities/services through the Pregnant & Post-Partum and Parenting Awareness & Drug Risk Education Intervention Programs.
- B. Authorizing Executive Director to renew lease agreement with Webb County for the Springfield Acres Head Start Center located at the Ana Maria Lozano development.

**Commissioner Dr. Rodriguez moved to approve both consent items.**

**Commissioner Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

## **12. ACTION ITEM**

- A. Discussion and possible action to ratify the renewal Letter of Credit and Certificate of Deposit in the amount of \$1.5M and Commercial General Liability and Builder's Risk Insurance related to the Russell Terrace Revitalization Project.

Ms. Mata mentioned that this item relates directly to the extension of the construction loan and stated that they were awarded the extension through March, 2020 and together with it they will have to renew the Letter of Credit and insurance as well.

**Commissioner Ms. Guerra moved to ratify Item 12A.**

**Commissioner Ms. Freeman seconded the motion.**

**Motion passed unanimously.**

- B. Discussion and possible action to ratify the renewal of the Commercial Liability, Commercial Property, Automotive Liability, and Workers' Compensation Insurances for the Housing Authority of the City of Laredo.

Ms. Mata stated that this item is in reference to an annual renewal they have and wanted to present it to the Board.

**Commissioner Ms. Guerra moved to ratify Item 12B.**

**Commissioner Ms. Freeman seconded the motion.**

**Motion passed unanimously.**

- C. Discussion and possible action to award RFP No. LHA2019-1002-1 Russell Terrace Revitalization Project Construction Labor trades, including but not limited to plumbing, HVAC, and millwork, as it relates to rehabilitation units and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).

Jennifer Barrientos presented to the Board and stated that for the plumbing they have Orozco at \$148,800 and R & G Plumbing and Drain Services at \$123,480 and is recommending R & G Plumbing and Drain Services for the plumbing trade. For the HVAC Ms. Barrientos stated that there are two different brands and said that they have

the economic, one is the Goodman Brand and the other is the Rudd Brand and said that Vasquez Appliance Repairs bided \$80,000 for the Goodman and \$87,000 for the Rudd and Sunbelt Air Condition for the Goodman they bided \$106,800 and for the Rudd Brand they bided \$116,200 and would recommend Vasquez Appliance Repairs and then she asked Bulmaro Cruz as to the Brand they would choose. Mr. Cruz recommended the Rudd Brand.

Ms. Barrientos mentioned that for the millwork for the vanity and kitchen cabinets for the 24 units they have three proposers which are Zarsky, Raul Navarro and Premium Cabinets and said that Zarsky came in at \$36,719.52, John Raul Navarro at \$46,800 and Premium Cabinets at \$79,496.16 and they recommend John Raul Navarro for \$46,800. Ms. Mata mentioned that the reason for the recommendation is because Zarsky has a larger time to deliver the cabinets. Vice-Chairman mentioned that at times they tend to go with the lower price. Ms. Barrientos mentioned that they had gone to see the other cabinets that have been installed in the other units and it will be the same. Ms. Mata mentioned that they have got a good product; currently they are purchasing from Zarsky Lumber who have a good product, but the issue is that they are trying to expedite the delivery of the units and they have also worked with Mr. Navarro on some of the cabinets at the Russell Terrace units and the lead time is really what concerns them, so it is just making sure that they have the material available.

Ms. Barrientos stated that for plumbing they are recommending R & G Plumbing and Drain Services Incorporation, for HVAC they are recommending Vasquez Appliance Repairs for the Rudd Brand and for the millwork John Raul Navarro.

**Vice-Chairman Dr. Garza moved to approve Item 12C as recommended.**  
**Commissioner Ms. Guerra seconded the motion.**  
**Motion passed unanimously.**

- D. Discussion and possible action to award concrete cutting, sidewalk concrete installation labor and door purchase, as it relates to the Russell Terrace Revitalization Project, as recommended by staff.**

Ms. Mata mentioned that on this item they will be making a recommendation only for the concrete cutting and the door purchase. Ms. Barrientos mentioned that for the concrete cutting they have two proposers which are Raul Villegas and Zapata Construction and they have the same price and would like to recommend to contract both and said that for the doors they have three bidders which are Lowe's, Zarsky and Best Windows and are recommending the lowest bidder, Lowe's at \$40,336.12. Ms. Barrientos mentioned that in regards to the doors they also want to include Best Windows due to the casing of the door frames which they usually have to purchase separately and Best Windows is combining the doors and the casings, so they are recommending Best Windows. Vice-Chairman Dr. Garza asked if it was for the same price. Ms. Barrientos confirmed and made the correction that they are recommending Best Windows for the doors.



**Vice-Chairman Dr. Garza moved to award the concrete cutting to both Raul Villegas and Zapata Construction and for the doors they award it to Best Windows.**  
**Commissioner Dr. Rodriguez seconded it.**  
**Motion passed unanimously.**

Ms. Mata stated that she wanted to clarify that on the concrete cutting they are not awarding to both, but are requesting authorization to work with both of them and said that it is under the threshold that requires Board authorization.

Vice-Chairman Dr. Garza verified that they will award concrete cutting to both Raul Villegas and Zapata Construction and the doors to Best Windows which will provide the doors and the casings. Commissioner Ms. Freeman asked if on the concrete both be at \$14,000. Ms. Mata stated that it was what she wanted to clarify, that they are not being awarded that; they are bidding the same, but they are doing concrete cutting on the same number of units. Ms. Barrientos mentioned that they are not doubling the work, but one of them might do five units and the other the rest of the units depending on how they are doing with the time issue and they want to make sure they can go with the other company. Vice-Chairman Dr. Garza asked that in total it would not be \$28,000. Ms. Barrientos mentioned it would be \$14,400 combined.

Vice-Chairman Dr. Garza mentioned that Chairman Ceballos was back joining them and will continue with the meeting.

- E. Discussion and possible action to award construction labor trades for the Balcones Apartments Transitional Housing Project, including but not limited to plumbing, concrete cutting, framing, and painting, as recommended by staff.**

Ms. Mata informed that they made efforts to get bids for the trades, however, they did not have enough to be able to present any and are asking the Board to table the item.

- F. Discussion and possible action to approve the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract for Calendar Year 2019 and to adopt Resolution 19-R-15 pursuant to a 45-day comment period.**

Mr. Barrientos presented to the Board and mentioned that the last time she brought the item to the Board HUD had given them extra funds for the grant which was applied to the BiblioTech and administrative and management fees and HUD sent them additional more funding for \$9,299 so they have to add it into the Capital Fund Grant, so they recommend \$8,317 to Amp 3 administrative and community modernization and \$929 in administrative fees.

**Chairman Ceballos moved to approve those additional funds as stated by staff.**  
**Vice-Chairman Dr. Garza seconded the motion.**  
**Motion passed unanimously.**



- G.** Discussion and possible action to approve the write-off of non-collectable amounts for vacated units from April 1, 2019 through September 30, 2019 in the amount of \$11,146.54, as recommended by staff.

Ms. Barrientos mentioned that she wanted to make some clarification and stated that last time they brought the write-offs to the Board, it was through March 1, 2019 and said that she wants to including March 1, 2019 through September 30, 2019, the write-off amount being \$11,146.54 for Public Housing developments and stated that there was a break down of how much amount there is for each development totaling the \$11,146.54. Chairman Ceballos asked if there was a reason why they had gone up to \$1,800 with Medina in Guadalupe and if it was a legal case. Ms. Barrientos responded that Ms. Rios the Amp Manager was present and would inform. Ms. Rios stated that Mr. Medina was one of the tenants that was paying flat rent of \$862, so it was actually two months and late fees.

**Chairman Ceballos moved to approve the item 12G as presented.**

**Commissioner Dr. Rodriguez seconded the motion.**

**Motion passed unanimously.**

Chairman Ceballos informed Ms. Freeman that usually when they see something that is a lot of money they would ask questions as to why they got so far behind and mentioned that it is rents when people leave and left behind, so for accounting reasons they have to write them off so when she would see that report again and would see something strange, she could ask why it got to that amount.

- H.** Discussion and possible action to authorize the initiation of a thirty (30) day comment period as required by HUD for the amendment of the Waiting List Local Preferences and adopt Code of Conduct Preamble of the Section 8 Administrative Plan.

Melissa Ortiz, Director of Section 8, presented to the Board and stated that earlier in the year when the auditors were conducting the field work for the waiting list files they were reviewing the local preferences they had a local preference that is not allowable, so they went back and reviewed the definition that concerns family with children and stated that they will remove it from the Administrative Plan and would leave all the rest the same, so it will be elderly family, disabled family under families that include victims of domestic violence, dating violence, sexual assault or stalking and are hoping to bring it back at the December meeting once they have completed the 30-day comment period. Chairman Ceballos asked if Ms. Ortiz had consulted with Rod Solomon. Ms. Ortiz stated that Ms. Mata had communicated with him. Chairman Ceballos asked if he was in concurrence. Ms. Mata confirmed.

**Chairman Ceballos moved to accept the change in the local preference policy as described by staff.**

**Commissioner Ms. Freeman seconded the motion.**

**Motion passed unanimously.**

- I. Discussion and possible action to authorize the initiation of a thirty (30) day comment period as required for the amendment of the Waiting List Local Preference Policy of the Public Housing Admission and Continued Occupancy Policy.

Mr. Juan Mendive presented to the Board and stated that they need this for the Admissions and Occupancy Policy for Public Housing and is the exact same change they are doing to the Administrative Plan.

**Chairman Ceballos moved to accept the amendment as prepared by staff to remove the working family preference from the Public Housing Admissions.**

**Commissioner Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

- J. Discussion and possible action to upgrade the existing Time and Attendance Management System, as recommended by staff and authorize the Executive Director to finalize contracts and negotiations with the selected firm.

Chairman Ceballos asked if they had gone through the testing or review and if it will allow them to go digital. Ms. Mata confirmed and stated that staff in the HR and Finance Departments have gone through demos for all three of the proposers and they made the recommendation to go with Kronos who has all the functionality they need and they have also received input from the incoming HR Manager as well, so there is staff in the HR and Finance Departments that have worked with it previously and are comfortable with the recommendation as well. Commissioner Ms. Guerra asked if there is a Biometric element to it and if it was the thumb. Ms. Mata confirmed.

Ms. Mata mentioned that if they look at the pricing, they will notice that E-PAY is less expensive to implement, but over the course of five years they would actually be better off with Kronos financially and as she had mentioned they took input from the HR Manager that will be starting on the 21<sup>st</sup>, who has worked with the system before and it has proven to work well for other agencies and they have been able to manage over 1800 staff members in various states through the system as well.

**Vice-Chairman Dr. Garza moved to approve Kronos as recommended by staff.**

**Commissioner Dr. Rodriguez seconded the motion.**

**Motion passed unanimously.**

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

Chairman Ceballos mentioned that they were not ready to adopt any of those policies and recommended to bring the item back. Ms. Mata mentioned that the Finance



Department has worked diligently and thinks that they are prepared, but they do not have an urgency to get them done at the meeting and they can bring them back. Chairman Ceballos mentioned that it was being considered due to time because they will probably need another hour to do it, so they can do it at the next meeting.

Chairman Ceballos asked if they had enough policy on the Permanent Supportive Housing in regards to Tiny Homes to get the admissions. Ms. Mata confirmed and stated that Mr. Mendive worked with one of the consultants and also that they had some staff attend the Permanent Supportive Housing Conference, so they have some more input and clarity. Chairman Ceballos asked if they have a skeleton in place. Mr. Mendive confirmed and mentioned that they are working on that skeleton and that they have some questions that came back from the consultant and also Ms. Jessica Martinez had some questions after the session she attended, so there are certain things that they need in place just because they are dealing with a special population and they want to make sure they have a real good policy in place and said that they already have a good skeleton, but there are some things they want to develop in regards to visitation and occupancy standards, so they will have something ready for the next meeting.

- L.** Discussion and possible action to make changes to the River Bank Village, LTD partnership, including replacing Key Principal and Guarantor.
- M.** Discussion and possible action related to the acquisition of real estate properties in the inner city. This item may be addressed in executive session pursuant to Texas Government Code Sections 551.071 and 551.072.
- N.** Discussion and possible action related to the evaluation of staffing and possible changes to the organizational structure and filling of management positions. This item may be discussed in Executive Session, pursuant to Section 551.074 (personnel matters).

### **13. 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).

**The Board went into executive session at 1:46 p.m.**

**The Board reconvened from executive session at 3:14 p.m.**

Vice-Chairman Dr. Garza mentioned that there was no action taken in executive session.

### **14. ACTION ON ANY CLOSED ITEM**

Vice-Chairman Dr. Garza mentioned that in regards to the items taken in executive session, the would entertain a motion for Item 12L.

**Commissioner Dr. Rodriguez moved to authorize staff to consult with Mark Foster and take necessary action conditioned on notifying the Board.**

**Commissioner Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

**On Item 12M Commissioner Dr. Rodriguez moved to authorize staff to proceed with the feasibility study discussed during executive session.**

**Commissioner Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

In regards to Item 12N Vice-Chairman Dr. Garza asked Ms. Mata for her recommendation. Ms. Mata stated that for the position of Community and Economic Development she recommends Jessica Martinez for Director of that department.

**Commissioner Dr. Rodriguez moved to to accept Ms. Mata recommendation.**

**Commissioner Ms. Guerra seconded the motion.**

**Motion passed unanimously.**

Ms. Mata requested the Board to authorize her to fill temporary positions.

**Vice-Chairman Dr. Garza moved to authorize the Executive Director to make any temporary assignments until next meeting.**

**Commissioner Dr. Rodriguez seconded the motion.**

**Motion passed unanimously.**

Ms. Mata mentioned that she would like to recommend change to the organizational structure to create a position in the IT department as Assistant IT Director.

**Vice-Chairman Dr. Garza moved to authorize the Executive Director to make changes to the organizational structure to add an Assistant Director of IT.**

**Commissioner Dr. Rodriguez seconded the motion.**

**Motion passed unanimously.**

Vice-Chairman Dr. Garza stated that at this time the Board will go back to Items 10A and 10B.

## **15. ADJOURNMENT**

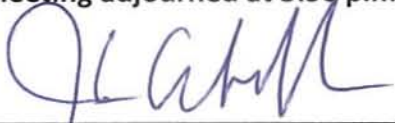
**Vice-Chairman Dr. Garza moved to adjourn the meeting.**

**Chairman Ceballos seconded the motion.**

**Motion passed unanimously.**



Meeting adjourned at 3:50 p.m.

A handwritten signature in blue ink, appearing to read 'J. Ceballos', written over a horizontal line.

Jose L. Ceballos, Chairman

A handwritten signature in blue ink, appearing to read 'Alma D. Mata', written over a horizontal line.

Alma D. Mata, Executive Director