

**Housing Authority of the City of Laredo**  
**Special Board of Commissioners Meeting**  
**&**  
**Organizational Structure Workshop**  
**LHA Board Room**  
**2000 San Francisco Ave.**  
**Laredo, Texas 78040**  
**Saturday, February 8, 2020**  
**9:00 A.M. – 12:00 P.M.**

**A-20-S -1**

**Minutes**

**February 8, 2020**

1. **CALL TO ORDER** Chairman Ceballos called the meeting to order at 9:00 a.m.
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.

**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  
Juan S. Mendive, Planning and Systems Administrator  
Christy Ramos, Administrative Assistant  
Esmeralda Martinez, Project Manager  
Rosy Ortiz, Project Manager  
Maria T. Delgado, Project Manager  
Sara Vicharelli, Interim Director of Housing Management  
Diana Cruz, HR Manager  
Victor Reyes, III, Project Specific Manager  
Bulmaro Cruz, Project Specific Manager  
Jessica Martinez, Director of Community and Economic Development  
Jennifer Barrientos, Director of Finance  
Melissa Ortiz, Director of Section 8  
Daniel Colina, Accountant  
Alina Rios, Project Manager  
Robert Peña, IT Director  
Alexis Chaires, Project Specific Manager  
Griselda Resendez, Project Manager  
Ricardo De Anda, Attorney

#### **4. CHAIRMAN'S COMMENTS**

Chairman Ceballos stated that they continue to appreciate the work at Russell Terrace and informed that they get a lot of positive comments about Tiny Homes and thanked everybody that was involved and that continues to be involved in those projects and mentioned that he thinks they are getting ready to house the families

#### **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 none.

#### **7. ACTION ITEM**

- A.** Discussion and possible action related to the acquisition of real estate property and relevant feasibility studies. This item may be addressed in executive session pursuant to Texas Government Code Section 551.071 (consultation with attorneys) and 551.072 (deliberations about real property).

Chairman Ceballos stated that the agency is currently looking at properties to develop in particular in Laredo, in the inner city, and they will be discussing advances in one project and they will come back if there is any action and stated that he would like to take both items into executive session at the same time, Item 8A, Organizational Structure Workshop which will provide an opportunity to update the organizational chart and fringe benefits

Chairman Ceballos stated, for the record and for the staff present, that the Board met last time and asked to come back with some improvements in regards to the organizational chart and to review the structure and also functionality positions and the Board is going to discuss that today and mentioned that there may or may not be action when they come out and he knows that some may have questions when they came out and they did not really said much, but they can be sure that if there is any actions they will provide the details when they come back and if some are not present he mentioned that the Board is acting in the spirit of trying to serve everybody in regards to qualifications, temporary and all different positions and the Board is trying to do the most they probably can which is the idea behind having the exercise, so they will come out and provide any details whether there is action or not and this time they will provide

as much details they can in public session; they will go in executive session and discuss performance in positions open and asked if there were any questions. Chairman Ceballos stated that the change this time is that when they come out he will speak about what they discussed and if there are any reservations about what happened there will be some clarity of what was discussed, so they will entertain items 7A and 8A in executive session.

#### **8. ORGANIZATIONAL STRUCTURE WORKSHOP**

The organizational structure workshop will provide an opportunity to review and amend the organizational chart and fringe benefits.

- A.** Discussion and possible action to update the agency organizational chart and fringe benefits. Specific evaluation of organizational positions and staff may be addressed in executive session pursuant to Texas Government Code Section 551.074 (personnel matters) and Section 551.071 (consultation with attorneys).

#### **9. EXECUTIVE 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).

**Chairman Ceballos moved to take Items 7A and 8A into executive session.**

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

**Motion passed unanimously.**

Chairman Ceballos called the Commissioners, the Attorney and directive staff into executive session.

**The Board went into executive session at 9:11 a.m.**

**The Board reconvened from executive session at 11:50 a.m.**

#### **10. ACTION ON ANY EXECUTIVE SESSION ITEM**

Chairman Ceballos stated that there was no action taken in executive session and stated that in reference to item 7A, they will bring it back at the next meeting and stated that it is delicate discussion because it involves real estate and would not want to say much while they are still negotiating and one of the properties they are still negotiating, the term will expire as far as an agreement, so one of the properties requires that they extend the feasibility period at least 45 days so they can get some stuff done. Ms. Mata mentioned that she needs authorization to extend the period and then she will bring it back.



Chairman Ceballos moved to authorize the Executive Director Ms. Mata to extend the feasibility period and stated that he understands that the Seller agrees to amend the contract. Ms. Mata mentioned that they are just waiting on the amended contract. Commissioner Ms. Guerra seconded the motion. Motion passed unanimously.

In reference to item 8A regarding the agency organizational chart and fringe benefits, Chairman Ceballos stated that he would entertain a motion.

Chairman Ceballos moved that what was discussed in reference to item 8A is for the Agency to create within the Director of the Economic and Development Department full time positions which would be funded with health, leave and retirement benefits for full time positions and that those positions be established under a Grant Funded Program and that it be set in writing with every staff member to establish the funds available based on federal funds coming to the Agency. Commissioner Dr. Rodriguez seconded the motion. Motion passed unanimously.

Chairman Ceballos asked if there were any questions or additions.

Ms. Mata mentioned that it would be health, leave, retirement, long-term disability and life insurance. Chairman Ceballos mentioned that it would be as clarified by the Executive Director Ms. Mata and also stated that it needs to be noted that there would be four Specific Project Manager positions and then one separate position funded by Public Housing; Chairman Ceballos moved to approve this amendment. Commissioner Dr. Rodriguez seconded the motion. Motion passed unanimously.

## 11. ADJOURNMENT

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

Meeting adjourned at 11:56 a.m.



Jose L. Ceballos, Chairman



Alma D. Mata, Executive Director