

**Housing Authority of the City of Laredo**  
Regular Board of Commissioners Meeting  
and Budget Workshop  
Zoom Video Link:  
<http://us02web.zoom.us/j/83949698489>  
Call in Number: 1-346-248-7799  
Webinar ID: 839 4969 8489  
LHA Board Room  
2000 San Francisco Ave.  
Laredo, Texas 78040  
Friday, May 1, 2020  
1:30 P.M.

NOTE: Due to the recent COVID-19 health concerns, this meeting will be held by telephonic/video Conferencing and the public may join via conference call number or via website provided above.

**A-20-R-3**

**Minutes**

**May 1, 2020**

1. **CALL TO ORDER** Chairman Ceballos called the meeting to order at 1:37 p.m. and stated that they are doing the meeting digitally using zoom and also recording it using a microphone recorder at the Board Room.
2. **PLEDGE OF ALLEGIANCE** Chairman Ceballos led them in the recital of the pledge and stated that he wants to thank Robert Peña for the setup which he knows has been a lot of work, so he thanked him for his work in setting up the conference room for the meeting; Chairman Ceballos had planned to be present, but had another meeting scheduled at 2:00 p.m. which he will go a little late because he needs to be at this meeting.
3. **ROLL CALL AND DECLARATION OF QUORUM** Chairman Ceballos asked Ms. Mata to do roll call, but before he wanted to thank the police officer whom he saw there at the Board Room and wondered if he was still there because he wanted to thank him for his role in the community and stated that he has a brother who is a police officer; therefore, he knows the challenges they face, so he wants to acknowledge him for the work they are doing across the City and other officers across the State.

Ms. Mata proceeded with roll call. Chairman Ceballos stated that Vice-Chairman Dr. Garza is traveling and will not be to join the meeting and Commissioner Dr. Rodriguez will be joining the meeting later. Chairman Ceballos stated that they have a quorum.

**Commissioners Present**

Jose L. Ceballos, Chairman  
Dr. Marisela Rodriguez, Commissioner (by zoom)  
Anita Guerra, Commissioner  
Gloria Ann Freeman, Commissioner

**Commissioners Absent**

Dr. Sergio D. Garza, Vice-Chairman

### **Staff Present**

Alma D. Mata, Executive Director  
Robert Peña, IT Director  
Jennifer Barrientos, Director of Finance  
Doug Poneck, Attorney (by zoom)  
Ricardo De Anda, Attorney (by phone)  
Mary Gaona, LHA Consultant (by zoom)

### **Others Present**

## **4. 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 asked if there was anybody on the phone or in person. Ms. Mata stated that there was nobody, so there were no comments.

## **5. DISCLOSURE OF CONFLICTS OF INTEREST FOR BOARD OF COMMISSIONERS AND STAFF**

Chairman Ceballos mentioned that there were none.

## **6. STANDING REPORTS AND PRESENTATIONS ( No Action to be taken on these items)**

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

Chairman Ceballos mentioned that he had made some comments to Ms. Mata about some of the items in the packet and asked her for additional information on some of the items.

Chairman Ceballos asked Ms. Mata for a quick update on Russell Terrace and mentioned that the Commissioners will get an additional supplement of information based on his review of the Executive Director's Report, which Ms. Mata will send probably by Monday or later on the weekend, so they will see some updates to the Executive Director's Report; those updates relate to Section 8 SEMAP and IT Projects which are generally the main things on that update.

Chairman Ceballos asked Ms. Mata to give them a quick update on Russell Terrace as to where they are with the bank and the conversion. Ms. Mata stated that they completed the project and are pending the last inspection by the Bank's Inspector and mentioned that there is an item on the agenda to authorize for an extension of the loan and said that they have met all the requirements but one for the loan, being that they had the relocation plan that called for them to relocate within the property and they could not start leasing up until they completed all the units, so at this point they are working on

the lease up, but the loan agreement requires them to have a three month stabilization rate of 90% and they cannot meet that because they just completed the project and the agenda item will request them to extend an additional six months so that they can meet the stabilization requirement and mentioned that they had a requirement for a survey and they were able to work through the bank and the title company to avoid having to incur additional cost for the survey, so the existing survey they have was accepted by the title company to produce the endorsement that was required. Chairman Ceballos asked how much they saved for the extra work they did. Ms. Mata responded that for the survey requirements they were looking in the range of \$40K to \$60K for the survey with all the specifications the bank had, so it was a big savings on the work they did with the company and Chairman Ceballos. Chairman Ceballos asked if they absorbed any additional cost. Ms. Mata mentioned that if she understood correctly about Chairman Ceballos asking if they absorbed any additional cost by amending or signing the modification agreement and extending the loan, Ms. Mata stated that they are absorbing an additional cost of \$2,160 for the closing on that month.

Chairman Ceballos asked if there were any questions in regards to Russell Terrace and then he mentioned they will move to action item 7A.

- B. Unaudited Financials for the month of March 2020
- C. Community Safety and Security (Peace Officer) Program Report
- D. Status and progress of ongoing construction projects

## **7. ACTION ITEM**

- A. Discussion and ratification authorizing the Executive Director to execute a modification agreement with BBVA Compass Bank to extend the Russell Terrace Revitalization loan conversion date to September 21, 2020 and adopt Resolution No. 20-R-5.

Chairman Ceballos mentioned that the extension is not really costing much beyond a nominal fee and stated that it will give staff enough time to lease up and he thinks Ms. Mata and Ms. Ortiz had mentioned that probably within 60 to 90 days they would be at that level because they have sufficient people on the waiting list. Ms. Mata confirmed and stated that they have a healthy waiting list for that property and for all of the Section 8 Program.

**Chairman Ceballos moved that they accept the item to extend the conversion date to September 21, 2020 as presented.**  
**Commissioner Ms. Freeman seconded the motion.**  
**Motion passed unanimously.**



- B.** Discussion and possible action to renew the Blue Cross Blue Shield employee group health insurance plan, for the period of June 2020 to May 2021, as recommended by staff.

Chairman Ceballos mentioned that they have the information on the packet and stated that he understands that it is being renewed at the same amount and they can refer to the communication sheet; then he asked Ms. Mata if she had anything else to add. Ms. Mata mentioned that the coverage period is June 1 through May 31 and stated that they did not have any big expenses during the past year, so the insurance agent was able to secure the rates to stay the same, so they are happy about it because other people have seen increases in their rates.

**Chairman Ceballos moved to approve item 7B as presented for the renewal.**

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

**Motion passed unanimously.**

- C.** Discussion and possible action to approve the write-off of non-collectable accounts in the amount of \$9,521.97 for vacated units from October 1, 2019 through March 31, 2020.

Chairman Ceballos stated that they have the breakdown and that his only question was on Guadalupe and Russell Terrace and asked if somebody could explain. Ms. Barrientos mentioned that for Russell Terrace there was a court proceeding with the particular tenant and the tenant was not paying rent while going to Court and for Guadalupe it is for a resident that left during this period. Ms. Mata mentioned that for Russell Terrace they had two vacancies and one of them was a court case and they left a pending balance of the duration of the court proceedings which is the high amount on Morales and for Colonia Guadalupe they had a total of eight vacancies that had balances due left behind which is why they see a high amount on that property.

Chairman Ceballos asked if they had any questions for Ms. Mata. Commissioner Ms. Guerra asked why some had an amount as low as .30 cents and others had a high amount and also asked what the balance was last time. Ms. Barrientos explained that when residents come in they have a security deposit, so any amount they leave pending they get it from the security deposit and the amount left is based on the credits they are given, so .30 cents could be the balance. Commissioner Ms. Guerra asked what the amount was last time. Ms. Barrientos responded that it was about \$10,000. Some Commissioners had problems hearing Ms. Barrientos, so she mentioned that Commissioner Ms. Guerra was asking why there were balances less than one dollar and explained again that from the security deposit they pay any outstanding balances, so those small balances would be after they applied the security deposit and that they are rental or maintenance charges. Chairman Ceballos asked if in those cases tenants do not return to any assistance program if they do not pay those balances. Ms. Barrientos confirmed. Chairman Ceballos asked who would keep that listing. Ms. Barrientos responded

that they put it in the HUD online resource that they have a balance, so anywhere they will go in the United States to apply for assistance it will come up and they will have to pay that balance. Commissioner Ms. Guerra asked who will be the person to make sure they put it on PIC. Ms. Barrientos responded that it would be each property site Manager. Ms. Mata mentioned that it is part of the close up process for each tenant when they move out or are moved out, so it is part of the checklist they have to do for each close out. Commissioner Ms. Freeman asked if there is some documentation that goes into the tenant file, so that it could be checked if they come back. Ms. Mata confirmed.

**Commissioner Ms. Guerra moved to approve item 7C.**

**Chairman Ceballos seconded the motion.**

**Motion passed unanimously.**

- D.** Discussion and possible action to authorize the Executive Director to use AMP reserves at the Senior Home Development for the replacement of the facility water pressure pump system and back up water heater.

Chairman Ceballos stated that they had given Ms. Mata authorization previously to address this item, but asked Ms. Mata to put it back on to be able to update the Board on amounts and anything else that has been identified recently, so if they go to the communication under 7D tab they have listed their intention to address water pump issues and water heater issues and Chairman Ceballos comments to Ms. Mata is to not continue repairing existing pumps or systems and to go to replacements; in the past they had been repairing things and although it is ok, they keep going back years later and repairing, so the amounts they see in the communication reflect the brand new replacement of items and stated that there is a water system that supplies the building that requires a backup and they do not have a backup which will probably be a water heater that is there which is, basically, the same thing as a backup or maybe something different depending on what suits the facility best, but they talked about this items before and recently they lost water pressure at Senior Home and Ms. Mata was there up until the night with a number of staff and it was a very difficult situation and he thinks that everybody learned from that experience; it revolved about losing one of the pumps that pressurizes the water so it can go up the seven stories there and mentioned that it started because the City cut off the water to the area and they lost pressure and then they lost the pump and then the pump got back on and they could not get the pressure back on, long story short, they learned a lot about that process and, basically, they are going to replace that pump which was repaired, so it is an additional expense. Chairman Ceballos mentioned that they qualified them before as emergency items which most certainly are when people are not able to take care of their personal needs because we do not have enough water pressure and they are important, so he asked Ms. Mata to put them back so that the Commissioners would be aware.

Chairman Ceballos stated that Mr. De Anda, Ms. Mata and seven or eight other folks are in the emergency response team for COVID-19 at Senior Home; they have calls about twice a week on Tuesdays and Fridays which are pretty comprehensive and those matters have come up and they have to resolve them and he wants to make sure that when they talk about the next item, one of their weakness if they could call it weakness, is vulnerability at Senior Home and the senior residents in our sites, so it is important that the site be in tip top shape the best they can, so they do not complicate things when they have COVID-19 emergency, so they will get more into it on the next item. Chairman Ceballos asked Ms. Mata if she had any more to add. Ms. Mata stated that she did not, that Chairman Ceballos had covered all of it; it will only be for them to take a look at the financial, the current AMP reserve amounts and the request they are making of \$70K.

Chairman Ceballos mentioned that he will take questions after this comment and stated that this facility will probably have to go through a redesign once they level off with the emergency because there are things that are going to change permanently and, fortunately, there are a lot of people in their team that are looking at different ways on how to improve it, but the idea of the common area being what it used to be like a restaurant and it is the one facility where they are commonly gathering because it is the only space they have aside from the small courtyard, so they will have to spend some money redesigning the counters, office spaces and common areas; they are not doing that today, just to keep up with the facility because it is going to require, within the next few months, to come up with a design that at least will help create some distancing and also mentioned that the way they have been responding has been really well; they have not had a single case out of the 120 residents or so and they have 100 units there, but they need to keep up with the facility because the last thing they want is to have an emergency with the system failing and also mentioned that the design needs to work to be able to keep people healthy, so they will hear more about it.

Chairman Ceballos stated that he will make a motion to ratify utilizing the requested amount in the anticipated estimated balance of \$70K for replacing the water pump that the water heater needs at the Senior Citizens Center. Commissioner Ms. Guerra seconded the motion. Chairman Ceballos asked if there was any discussion.

Commissioner Ms. Guerra stated that she agrees with Chairman Ceballos that it is very important because they are seniors; it is a group home and she is sure that a lot of them have underlying issues and they need to have all contingencies covered. Chairman Ceballos stated that he completely agrees and stated that sometimes it is hard to make decisions and judgements, which is his role, but the folks that work there really have a tough job; it is a large responsibility when they have 100 tenants coming in through the same one door looking for different things and doing a lot for them at the stage of their lives and their conditions, so they have to not only acknowledge the staff's efforts, but skilling them as well and just being grateful for their work because in reality if it had not been for those



emergencies in that facility; it is very unique and very different from the other ones, so he wants to acknowledge the staff for their work there.

Commissioner Ms. Freeman mentioned one more statement, for the record, she asked if for this kind of expenditure, and mentioned that she agreed that both systems need to be replaced, they need to implement a schedule, a plan for maintenance for every six months or every three months to make sure that the expenditure is going to be protected and the system will be fully functioning when needed. Ms. Mata mentioned that it is something they have encountered when they are looking at the systems they currently have and the issue they are having is that there was no maintenance plan that had been followed and she does not know how long they have been in place entirely, but a maintenance plan could have avoided the failures they had for those pumps and those systems, so it is something that when they replace it, they will go with the professionals that replace it and implement a maintenance schedule for them to make sure that they are testing them periodically and that they are receiving the lubrication and the type of maintenance they need as frequent as they do to avoid having the issues because is just a system that does not get used on a daily basis. Chairman Ceballos agreed and mentioned that Commissioner Ms. Freeman is always on the mark and stated that it is going to be important to quality control externally with the contractor so that they are not susceptible to their own vendors not performing and she will have a quality control plan executed through a private party that reports back to somebody else than the site staff.

**Chairman Ceballos moved to approve item 7D to ratify utilizing the requested amount in the anticipated estimated balance of \$70K for replacing the water pump with the Board's recommendations stated above.**

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

**Motion passed unanimously.**

**E. Discussion and possible action related to the COVID-19 emergency plans, measures, and expenditures.**

Chairman Ceballos stated that Ms. Mata would give them a general overview as to where they are and what the committee work has gone and then he will ask Mr. De Anda for his input. Ms. Mata mentioned that in general they implemented changes discussed at the last meeting regarding the operations at the offices and stated that they continue not seeing tenants face to face other than by appointment and are dealing with them through e-mails, telephone and zoom; they have been able to meet some tenants through zoom meetings which has been working well and other staff is continuing to follow the protection requirements by wearing a mask, wearing gloves, maintaining the social distance spacing and in addition, they continue with the suspension of the inspections at the units; they are only allowing the staff to enter a unit if it is an emergency in case of a gas leak or water leak or anything of that sort; they allow the staff to go in for that and they are wearing extra protective gear for those orders and other

than that they are not allowing staff to go into the units for their own safety, our safety and the safety of our tenants.

Ms. Mata mentioned that when it comes to expenditures they absorbed close to \$14,000 in expenditures directly related to COVID-19 which is not reporting the added staff or over time that staff have to put in; it is just on materials they had to purchase to update the masks, gloves, hand sanitizer devices, the touchless paper towel supplies and those type of expenditures which are being reported now and it has amounted to about \$15,000.

Chairman Ceballos asked Ms. Mata to inform about what the plans are for staff working in the different categories. Ms. Mata stated that they have three different categories that were implemented at the last Board meeting which is the individuals that have been impacted by COVID-19 and they have the high risk which are individuals that are 62 years of age or older and have an underlying condition, so those staff members have been assigned to work from home and they have been out as of the Board's instructions of the last meeting and following that they have a high at risk group that are either 62 years of age or have an underlying condition, so for them they have reduced their work hours; they are working on a modified schedule; they work three days out of the week and two days out of the week they work from home so they can reduce their exposure and when they are working onsite, they are limited to have contact only in groups of two to reduce their exposure and with the Governor issuing orders to reopen she would recommend bringing that group back to work full time as she mentioned they have been working three days from the office and two days from home, so Ms. Mata is recommending to bring them back and maybe they can still continue to limit their exposure and keep them working two people at a time in small groups, but have them come back to the office on a full-time basis, so it would be Ms. Mata's recommendation for that group and the staff they have which is high at risk, the combined age and underlying conditions, that they continue to work with them as they move forward depending on the numbers.

Commissioner Dr. Rodriguez mentioned, for the record, that she was joining the meeting at this time.

Commissioner Ms. Guerra asked for the numbers for each of the groups. Chairman Ceballos asked not to show any names. Ms. Mata mentioned that she will provide the numbers on each category and mentioned that for the impacted group, they currently do not have anybody that has been impacted with COVID-19 out; they have impacted employees that are working from home because they do not have childcare which are three employees under that category; under the high risk category which is a combined age and underlying condition they have 12 employees working from home and under the at risk which is either age or underlying condition they have 18 employees with modified schedules and in regards to employees working from home, the majority of those are either construction employees or public housing maintenance staff and mentioned that



they do not have any Directors in that group, so all the Directors are actually showing up at the office; they do have one of the Directors and a Coordinator that are on modified schedule. Commissioner Ms. Guerra asked in reference to the group Ms. Mata is recommending to come back. Ms. Mata mentioned that she recommends to bring back the staff that is on modified schedule, but to maintain the group size to two or less and suggests to keep the 12 employees that are out working from home to keep them out until they see what effects they will have once they start reopening because she is afraid the numbers might spike and they are the vulnerable category. Commissioner Ms. Freeman asked if she was talking about bringing the group consisting of 18 employees. Ms. Mata confirmed and stated to keep in mind that they will be working a full schedule rather than having those added days off.

Chairman Ceballos stated that he would ask for those who are working from home who are in the high at risk category that there would be some form of checking twice a day that they do not run into a situation that people are abusing their time; have some way to have them check in and mentioned that before they came to the meeting he was talking with Mr. Poneck that they had a couple of cases where employees were traveling during their work from home hours, so he thinks that the Board would expect that even when they cannot perform their duties it would be in their interest and for their benefit, so HR should have a way of make them check in somehow and if they are ready to return to work, that it be requested.

Commissioner Dr. Rodriguez also mentioned about doing personal things during that time and stated that some public institutions refrain employees to not put anything on social media that pertains to their personal things; if it is something to promote the Agency, obviously it would be a different matter because it is business matter, but if it is personal, she agrees with Chairman Ceballos that they should not be traveling; they should be on call, basically, at the mercy of their laptop or however they are working remotely during this time.

Commissioner Dr. Rodriguez mentioned that Ms. Mata already went through this, but in reference to the Governor's order she remembers that they have a new checklist already in place, so with the employees coming to work Commissioner Dr. Rodriguez asked if there is a station they will promote for employees to adhere to that checklist like checking their temperature when they enter to do their work and if anything has changed in accordance to the Governor's checklist because there is quite a few things in that plan.

Ms. Mata mentioned that they implemented all of those at Senior Home because they are able to control people going in and out for visitations, but with the staff they are limited in the number of thermometers they have, so they have an order coming in on Wednesday which has been delayed week after week; they have been waiting for that order for about a month for that equipment, but at the offices they have been asking staff on a daily basis what their conditions and if they have been sick and anybody that has reported sick goes through that

questionnaire when they return. Chairman Ceballos mentioned that what he would suggest along the lines Commissioner Dr. Rodriguez is suggesting is to do it a little bit more formally for them to paper check in and it can be private with maybe one per person and asked Commissioner Dr. Rodriguez how the College is doing it, if it is one per person or if it is one per department. Commissioner Dr. Rodriguez stated that they are finalizing those plans, but their thoughts are that it would be one per person; they do not have to fill out the questionnaire, it would just be the form, kind of when they go to the doctor about whether anything changed from the last time they signed it and stated that it would be better to do an electronic version where they can just submit that there were no changes, but definitely, record a log because God forbids, if something happens and there is a COVID-19 situation they would have to demonstrate their good faith effort in trying to do their best in mitigating the spread of the virus.

Chairman Ceballos stated that as part of the motion, for them to keep in their notes is that he was not going to be requesting to allow the at risk category that is on a modified schedule to return back effective Monday, for them to keep in their notes, but next he will speak to Attorney De Anda to see what he envisions will be the changes they potentially will be entertaining as a committee for the Public Housing area and Senior Home and at the other sites. Commissioner Dr. Rodriguez stated that the other thing she was working with Ms. Mata which might be useful as they are opening to this normal world is that they need to work on protocols for the employees and protocols for vendors and if they have any protocols for visitors when they go into any housing whether it is for the 65 year old or above or just any household making sure that tenants understand that six ft. rule.

Chairman Ceballos mentioned that right before Commissioner Dr. Rodriguez came they covered a little bit of that and it is actually on the committee that would be his job to kind of craft, but actually it is on Ms. Mata's side, so they split the work along with Ms. Mata and Mr. De Anda and they will be working through different things over the weekend and probably early next week to get those things refined and mentioned that he also sent over to Ms. Mata, Ms. Barrientos, Ms. Gaona and others that he would like to see an RFP for a health expert to be retained to help them develop long term protocols with that expertise and mentioned that he is on the committee along with Mr. Poneck, Mr. De Anda and Ms. Mata and he mentioned to them that there are some public health judgements that they should not or none of them should be making and stated that they had been kind of leaning on Dr. Gonzalez at the Health Department, but he really prefers that the person works for the Agency with the staff and craft long-term protocols, so they will put it out over the next couple weeks and hopefully award to hire someone that can develop the procedure manual.

Mr. De Anda mentioned that just as Chairman Ceballos had mentioned they have been focusing on the Senior Citizens Home for obvious reasons not only because of the at risk nature of the tenants that reside there, but also because of the fact that it is a multi-story building that is a high density residence and that has included

forming a committee that involves everybody up and down the chain from Ms. Mata to the cleaning staff, so that everybody is on board with respect to tightening up the protocol and keeping it tight, so that there is as few leaks as possible in order to prevent any infection at that site and stated that Ms. Mata has put together a staff of three people they call Safety Liaison who are people that you would normally consider a security officer, but in this case it is someone who is looking specifically at who goes in and out of that building and mentioned that they have changed the inside layout of the building so that the Safety Liaison people will have a better view of who is coming in and out and they have been trained to focus on our residents to make sure they are safe and that they are following the protocol and also to make themselves available to help our residents who may not need to go out if they will get things for them, making sure that the palomitas that come in are properly disinfected and their hands are clean, making sure that any packages that come into the structure left by the post office or anyone else is clean and disinfected before it comes into the building, constant cleaning of the elevator and the common areas, so they have been focusing on the Senior Citizens Home and they have also been able to get the City Health Department to agree to testing our front line staff at the Senior Citizens Home so that we do not bring in ourselves inadvertently.

Mr. De Anda mentioned that Hector Gonzalez from the Health Department has gone to the Senior Citizens Home and has inspected it and he felt that we were doing a good job in mitigating the spread of the virus so that it does not get into the living areas and stated that in the meantime they have been relying on the City ordinances with respect to the AMPs and stated that City ordinance for example bans social gatherings and the use of masks, but now with the Governor stepping in they will be focusing on the AMP units first of all to make sure that the employees are as safe as they can be and still be able to provide services and secondly, to make sure that people understand that the Governor's order does not supersede the City ordinance, for example, that prohibits social gatherings and the use of masks in any public area, so now they will be focusing on the AMP projects to make sure that they do not have any outbreaks there and of course, they have been very busy as Ms. Mata has pointed out with the at risk employees and mentioned that Ms. Mata came up with a good plan in regards to how to protect the employees as best as they can which he thinks is working out.

Mr. De Anda stated that they had two tenants that were infected at one of the housing projects, but those were quickly taken care of and they followed up with contact tracing on those two tenants and they made themselves available to those tenants for any help they needed with respect to their quarantine and they worked with the City Health Department in terms of taking care of those tenants.

Chairman Ceballos mentioned that this whole emergency response process called for creating additional signage, directional and also protocol signage, in the buildings and also mentioned that the staff has already been tested at Senior Home and some of the Managers and stated that the biggest vulnerability beyond



our tenants is that we have palomitas and health aides that are coming in numbers of 80+ daily, so it will be the next request to the Health Department to be able to test them and stated that they were informed by Dr. Gonzalez that there are some private labs or emergency rooms that have tests available and are sent to labs and they got pricing for those which vary from \$70.00 to \$150.00, so they had two staff members being tested and other staff members felt like they needed to isolate, so they allowed it and moving forward they may still do that, but now they have the ability to go get some tests so that they are not able to completely shut down as it happened with the Section 8 Department and part of the Construction Department, so they have kept the Health Department engaged more than once a week and mentioned that they also devised or developed through the construction team a hand wash station at one of the sites and they have since got requests to fill more; they still have more to put out themselves and as Commissioner Dr. Rodriguez mentioned about a station to check in for the construction, moving forward, if the hand washing station really works, it will be an absolute requirement and they will have to go at various times during the day and will have to learn that it is the process.

Chairman Ceballos stated that as they all well know he does a lot of work with the Homeless Advocate, so they also have a weekly call with that group and mentioned that Ms. Mata and Ms. Ortiz have been helping him to kind of marshal that group along with housing planning and mentioned that they still have one homeless person that tested positive who is very difficult to direct or hard to reach person and is still in the medical process which is really interesting because he tested positive, went through 26 some days and after retest he came back positive, so he went back positive for another 7 days and stated that he is mentioning this because they are allowing to take a leadership role and said being allowing because they could curtail it, so they have been able to help more than just us in terms of the community, so they have three new hand wash stations that will probably be finished up today and one will go in Colonia Guadalupe and they have two on rental that are at Holding and the Salvation Army, which he would like those to become permanent there, but one more along IH35; they got one at la Frontera Beer Garden which was allowed to be put at the right of way for which they got a City permit and that is working and he will provide feedback at a later time.

Chairman Ceballos mentioned that the City has three units for isolation housing which they have not used and they kind of turned the Tiny Homes into three of those as well and then they added five more at Farm Labor which he does not think they are going to need because if everything goes well, thinking positive, if they do not see a significant rebound they should not be needing to isolate; they only isolated one staff member that decided that could not go back home and, fortunately, the association with the positive turned out to be negative, so the two cases from staff turned out to be negative and everybody returned to work, but now the good thing is that they can probably go to the Health Department quickly

or go to the private sector and get the associated staff tested quicker so they do not have to lose people more indefinitely over a long term.

Chairman Ceballos asked if there were any questions from the Board. Ms. Mata mentioned that there were none. Chairman Ceballos stated that they will circulate some procedures to all the Board for them to provide some feedback; they actually need that feedback because sometimes they become an equal chamber in committees and they can always use a fresh set of eyes looking at a procedure or a recommendation.

Chairman Ceballos asked Ms. Mata to restate what she would like the board to do. Ms. Mata stated that she is requesting the Board to allow for those that are on modified schedule to return to work on a full-time basis and that they continue to limit their work group size to two or less and in regards to the staff that has been working from home, that they implement a method to communicate with them at least twice a day.

**Chairman Ceballos moved to approve Ms. Mata's request mentioned above.  
Commissioner Dr. Rodriguez seconded the motion.  
Motion passed unanimously.**

#### **8. 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).

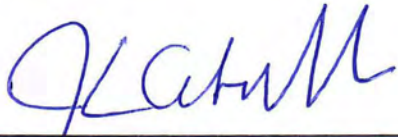
#### **9. ACTION ON ANY EXECUTIVE SESSION ITEM**

#### **10. ADJOURNMENT**

Chairman Ceballos asked if there were any final comments before they close and stated that he wanted to thank particularly Ms. Mata and Ms. Barrientos, the leadership department for stepping up and stated that he knows it has been very trying with the demands at Senior Home, so he wants to congratulate Ms. Mata, Ms. Barrientos and Ms. Rivera, Manager at Senior Home, and all the folks that are involved in that team and also Mr. De Anda for his role and Mr. Poneck for being available on an emergency, his role has been very helpful and to everybody involved he appreciates them and is very grateful to them

**Chairman Ceballos moved to adjourn the meeting.  
Commissioner Ms. Guerra seconded the motion.  
Motion passed unanimously.**

Meeting adjourned at 2:42 p.m.



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Jose L. Ceballos, Chairman



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Alma D. Mata, Executive Director