

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting

Zoom Video Link:

<https://us02web.zoom.us/j/83155794578>

Call in Number: 1-346-248-7799

Webinar ID: 831 5579 4578

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Thursday, January 14, 2021

12:00 P.M.

Board of Commissioners

Jose L. Ceballos, Board Chairman
Dr. Sergio D. Garza, Vice-Chairman
Anita L. Guerra, Commissioner

Dr. Marisela Rodriguez Tijerina, Commissioner
Gloria Ann Freeman, Resident Commissioner

NOTE: Due to 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-21-R-01

Minutes

January 14, 2021

1. CALL TO ORDER

Chairman Jose L. Ceballos called the meeting to order at 12:09 p.m., wished everybody a Happy New Year and stated that he appreciated everyone making time to join the meeting by zoom and also mentioned that he introduced an item in the agenda which is an invocation prayer and is completely optional; they can participate or they can step out or silence if they would like and stated that he introduced it particularly because he feels that he finds himself praying much more than he ever has and thinks that it is definitely a good resource to keep in mind as they serve and to also think of others as they live and survive through hardship particularly with the COVID situation which has already affected some families; in his family, fortunately, it has not happened, but it has begun to get very close and would like to keep in mind all those families as they continue facing this for almost a year and with yesterday's announcement of 2,100 positive cases in one day and the hospitalization rate being what it is, he finds it to be very appropriate and will keep it on the agenda indefinitely, so Chairman Ceballos asked Jessica Martinez to lead them in their first invocation.

2. INVOCATION PRAYER

Ms. Martinez guided them in prayer: "Heavenly Father, we come to you at this moment asking you to lead and guide us as we partake in the meeting and thank you Father God for the gift of life you gave us today, for the blessing to be able to open our eyes; we ask Father Lord that you send your angels to camp around us Father God as we go through the day, our work, our life

and through our City, send your angels to protect us and we ask Father God for your strength and for your healing hand to be with every single person who is currently sick and facing these difficulties, Father send your healing hands to them, that they may feel you and they may see your hand in their lives Father Lord; we pray Father God that you guide us every single second, that you protect us Father God and that at the time of our need, we look and we seek your face Father God; that whenever there is anything missing in our lives, that we will seek your hand and you know that you will provide to our needs; we pray that you lead this Board Father God, lead their families, protect them and protect every single member of this agency as we continue to work to provide the services to our community; Father God we ask you to protect any first line care worker at this time; Father they put and risk their lives day in and day out for the safety of our own health Father God, in the name of Jesus Christ we pray, Amen.”

Chairman Ceballos thanked Ms. Martinez and stated that it was a great invocation, a very good prayer.

3. **PLEDGE OF ALLEGIANCE** Chairman Ceballos led them in the recital of the pledge.
4. **ROLL CALL AND DECLARATION OF QUORUM** Mrs. Mary Gaona, Executive Director, proceeded with roll call and Chairman Ceballos stated that they had a quorum.

Commissioners Present

Jose L. Ceballos, Chairman (by zoom)
Dr. Sergio D. Garza, Vice-Chairman (by zoom)
Dr. Marisela Rodriguez Tijerina, Commissioner (by zoom)
Anita Guerra, Commissioner (by zoom)
Gloria Ann Freeman, Resident Commissioner (by zoom)

Commissioners Absent

Staff Present

Mary Gaona, Executive Director (by zoom)
Robert Peña, Director of IT (by zoom)
Melissa Ortiz, Director of Section 8 (by zoom)
Bulmaro Cruz, Director of Construction Projects (by zoom)
Diana Cruz, Human Resource Manager (by zoom)
Jessica Martinez, Director of Community and Economic Development (by zoom)
Sara Vicharelli, Interim Director of Housing Management (by zoom)
Jennifer Barrientos, Director of Finance (by zoom)
Ricardo De Anda, Attorney (by zoom)

Others Present

Dr. Waldo A. Lopez, Health Consultant (by zoom)

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)

There were no citizens comments.

6. DISCLOSURE OF CONFLICTS OF INTEREST FOR BOARD OF COMMISSIONERS AND STAFF

Chairman Ceballos asked if there were any disclosures from the Board or from the staff on line. There were no disclosures.

7. APPROVAL OF MINUTES

A. Approval of Minutes for Board of Commissioners meeting on December 17, 2020.

Commissioner Ms. Freeman moved to approve minutes of Board of Commissioners meeting on December 17, 2020 as written.

Commissioner Dr. Rodriguez Tijerina seconded the motion.

Motion passed unanimously.

8. PRESENTATION BY CENTRAL RESIDENT COUNCIL

Chairman Ceballos asked if there was a representative present in the meeting from the Central Resident Council. Mrs. Gaona responded that there was no representative from the Central Resident Council. Chairman Ceballos stated that he did not have anything in particular in regards to the Central Resident Council and wondered if the Board had anything they would like to discuss on this item.

Commissioner Ms. Freeman stated that in the last couple meetings they had discussed several items to be passed down to the Resident Councils which have not been passed down all the way down to the residents and they need to find out where the breakdown is because the residents are not being advised on the COVID update, no popping fire crackers during the holidays, the parking issues and dogs loose which need to be addressed because there are residents letting their dogs out without being on a leash and mentioned that there are several key issues that have not been addressed and that have been discussed in the meetings and do not get down all the way to the chain of command. Chairman Ceballos asked Commissioner Ms. Freeman if she was referring in general for the Housing Authority or for Russell Terrace. Commissioner Ms. Freeman stated that she was referring about Russell Terrance and that she did not know how the other colonias are doing because she has not had contact with Ms. Vicharelli.

Chairman Ceballos asked Mrs. Gaona if she would address that. Mrs. Gaona informed the Board that she had a discussion with Commissioner Ms. Freeman about it and they spoke to Ms. Resendez, the Property Manager for Russell Terrace, who has sent out flyers, has visited several homes and has disseminated it and tried to do the enforcement; they are working on and looking at the lease as to how to address it via the lease and also through the attorney. Chairman Ceballos asked if they had identified the problem households and if they are too many. Mrs. Gaona stated that there are several and has three that she is ready to address; they are just looking to find the method to do it; the allowable method to the lease.

Chairman Ceballos informed Commissioner Ms. Freeman that it sounds like some of the items are in motion and stated that because they cannot meet with the tenants in person, it presents a real difficult impression issue and would suggest for him or any of the Board members to convene the Central Resident Council and cover these conflicts about COVID and general compliance, particularly in the midst of it and mentioned that he does not know whether they are having get-togethers over the size the City is permitting, but just as a reinforcement and informed that the flyers are getting to the households and recommended to keep that message going and mentioned that he is open to have a separate zoom call with the Central Resident Council leadership to try to reinforce it. Chairman Ceballos mentioned that the issue the Board has is that it is not advisable to meet people because it presents a hardship and stated that the only thing they could do would be to schedule some calls on a fixed schedule in order to keep the message flowing and also assuring that the Manager is doing her part to get the word out via phone calls. Chairman Ceballos thanked Commissioner Ms. Freeman for keep reminding them that they have work to do at Russell Terrace.

9. STANDING REPORTS AND PRESENTATIONS (No Action to be taken on these items)

Chairman Ceballos stated that there are a couple of items that Ms. Gaona would be covering in terms of policies that will go to the Board, but before Mrs. Gaona gets into it Chairman Ceballos stated that they are not coming to the Board today, but asked Mrs. Gaona to kind of speak a little bit about them which are tuition reimbursement in terms of developing capacity, retirement incentives in terms of playing a role because we have folks employed with the Agency that are 65 years old and over and with COVID being what it is, the Board may be considering going forward with an incentive package for them and the last thing would be an announcement policy for when they post jobs; oftentimes they have people that are within the organization, the job gets posted and there are capable people that are going to step into that role and it is unfair to others; although, everyone has to compete for the job and sometimes they already have a candidate that is already inside that can take that job, so they will not discuss that today, but he asked Mrs. Gaona to at least inform them which he is kind of doing right now, but his thought is that particularly on the advancement, that there would be a recommendation that comes to the Board if it is a management position to be filled, that it would be treated that way before it posts and if they feel that they do not have the candidate, then they will post the position.

Chairman Ceballos stated that he does not know what the COVID reality would do to the workforce whether it is going to improve it or make it worse, but those are the three policy items that will come back at a future meeting for discussion and wanted to mention it before they get into other details of Mrs. Gaona's report.

A. Executive Director's Report to include status of Rapid Rehousing Grant Program, and ongoing construction projects.

Mrs. Gaona stated that in regards to staff development, they had three staff members that took some staff development via zoom or electronic methods and

also mentioned that there are vacant positions that she will be discussing further through the course of the meeting.

Mrs. Gaona presented the vacancy report for River Bank Village and mentioned that they were not able to get a hold of Casa Verde due to having difficulties with their staff being out, but they informed us that they had seven vacancies also; they just did not have the breakdown as far as which units.

Mrs. Gaona mentioned that the social media for December remained, basically, the same and that they had some social media that came out for COVID recently; therefore, the numbers should be going up as far as the followers and likes.

In regards to the Public Housing properties, Mrs. Gaona stated that the PIC score is at 99% and mentioned that they would want to look at opening the waiting list next month; they have already started discussing it and stated that they are low in the three-bedrooms and are probably opening the waiting list in February for Public Housing and in March for Section 8, so it will be coming soon. For Colonia Guadalupe they had 25 vacancies as of December 31, 2020, but currently they have 17 vacancies due to having completed doing the transfers. Chairman Ceballos congratulated everybody involved because he knows that it is a lot of work getting it done. Mrs. Gaona informed that Ana Maria Lozano and Carlos Richter had eight vacancies, but included in those eight are two that they are occupying as offices, so really they had six vacancies and are now down to four vacancies, they are working on those units to get them housed; at Senior Home they had 11 vacancies as of December and they recently moved in families, so they are down to nine vacancies; at Meadow Acres and South Laredo they have five vacancies and at Farm Labor they are also at five vacancies. In Asherton they have ten units and they are looking at sending staff over to get those units ready; they have three people in the waiting list, so they should be moving in those families; at Russell Terrace they have 6 units that are vacant; two of those were the offices they had which will be leased and at Meadow Elderly they are at 100% occupancy.

Chairman Ceballos stated that he had talked to Mrs. Gaona about making sure Russell Terrace is completely removed of any storage or any sheds and go back to how it used to be or better and mentioned to Ms. Vicharelli and others on the team that he knows there were questions about whether they would keep the storage they built and stated that all of that needs to come down for it needs to be just residential. Mrs. Gaona stated that they will be taking care of that.

Mrs. Gaona stated that next is the IT project and asked Mr. Peña if he would present it, so Mr. Peña informed that everything is moving along; the projects are moving forward and are expected to maintain the current pace.

Mrs. Gaona informed that for Section 8 utilization, the PIC score is 98% and the utilization rate is at 96% for unit and at 95% for funding. Chairman Ceballos asked Mrs. Gaona if the coordination between departments is working out and getting

better in terms of keeping that 98% average. Mrs. Gaona confirmed. Chairman Ceballos congratulated Section 8, Finance and everybody involved and Mrs. Gaona for coordinating it.

Mrs. Gaona presented the statistics report for December and mentioned that they had several incidents that the managers are addressing which are included in the report and stated that a lot of it has to do with checking the park as Commissioner Ms. Freeman had mentioned and at Colonia Guadalupe they had 13 visits to the park where there was congregation and also at Ana Maria Lozano there were 13 reports and stated that there is still a lot of people not following the guidelines.

Jessica Martinez presented on the Rapid Rehousing Program and mentioned that last Friday they were able to do some preliminary assessments for nine individuals and stated that they had a total of about 12 or 13 people they sat down with, four of which already had Section 8 vouchers, but the other individuals already started preliminary assessments and yesterday they completed the second private interview, so they are moving forward with the rest of the private interviews to continue the process and informed that they saw four families, two elderly, one veteran and an individual who all did their first assessment and introduction to the Rapid Rehousing Program. Chairman Ceballos asked Ms. Martinez to inform the Board how many clients they are targeting so that they get a concept of what the total census will look like. Ms. Martinez stated that right now they are going to target those nine individuals because they actually have an increase in families, so the family rental is a little bit more expensive than the individual rentals, so they are going to focus on just the nine families and getting them housed to be sure that their funds are enough, so if they have funds she will see how many more individuals can enter the program. Chairman Ceballos asked if Ms. Martinez is prep to cover the pallet shelter concept. Ms. Martinez confirmed and Chairman Ceballos asked her if she would cover that.

Chairman Ceballos informed the Commissioners that with the COVID situation, some cities have seen an increase in street homeless and people that have been displaced that are maybe not traditionally homeless and although we build mostly permanent housing and have one apartment complex that is transitional which is in construction, this is the lowest of the homeless population, the segment that is the hardest to reach and it is the product that is being used in the west coast and is being brought to Texas by way of a Dallas nonprofit in Austin who as you all know has a chronic number of homeless folks that were living under the overpasses that the Governor displaced over to a site, so that site is getting transitioned into that type of shelter and mentioned that he brings it up and is being very blunt because he does not see the leadership beyond the nonprofit; he does not see anybody else stepping up to do it and it is something they really need to entertain because the outdoors of people living at Bruni plaza is not a good thing to have anywhere; it is not a good thing for anybody, whether male, female or child, so it is a product that looks to maybe make it easier for the City of Laredo to approve a unit without

the complexities of having them scrutinized if they design something and comply, so this presents an option to use a model that is being used elsewhere.

Ms. Martinez mentioned that it is a pallet program shelter and said that the accessibility is that it is already prefabricated and some of the benefits are that all of these pallet shelters are prefabricated at the headquarters, so when they are shipped, it is already all inclusive into seven panel pieces that are easy to build in less than one hour with very minimal tools and are outfitted with timer controls, safety features and electricity, so as soon as the walls go up they are ready to be habituated and some of the features are that they have locking doors and windows and a secure ventilation system and the material lifespan is more than 10 years; they have folding bunks and they can accommodate from two to four beds and they can customize the amount of beds per unit; they are easy to build, clean and sanitize which is very good at this point dealing with COVID and are resistant to mold mildew, bedbugs and resist up to 110 MPH wind rating and have fire extinguishers, smoke detectors and can be disassembled and stacked up if they are not going to use them. Ms. Martinez stated that some of the options they have is electric kits; they have 110 voltage activity; they are electric ready; they have heaters, air conditioning, mattresses and emergency doors also and the two models, shelter 54 and shelter 100, which are the two models this company currently has are light weight, easy to assemble, adaptable to hot and cold climate, easy to clean, safe, secure and private; these shelters are built without any restrooms or indoor kitchen which is less expensive to build, but it also promotes the community to get involved and have a community restroom and a community kitchen and the individuals who habituate these shelters can get together and mingle.

Ms. Martinez presented Shelter 64 which is 64 sq. ft., currently at \$4,900.00, where they can fit up to two beds or it can be one bed and a desk and Shelter 100, which is 100 sq. ft., starting at \$7,000.00 which has more space in between and they can customize the two beds or four beds and will have a built in shelter, so it provides immediate shelter to the homeless population. Ms. Martinez showed an example of how it was set up in Sonoma County in California and as they could see, they set up the shelters in a row with the community locations around it and showed a site map at Sonoma County which is a much larger shelter facility where they have medical, administration and more amenities for the residents there, so it was a quick example of the map site they have there with some of the shelters already set up.

Ms. Martinez stated that they have La Esperanza Community in Austin, Texas by the Other Ones Foundation which is currently under construction and the Bonton Farms by the Human Impact Organization which is currently in operation, so those are the two locations and hopefully soon Laredo, so it was just a quick overview of the pallet shelters.

Chairman Ceballos mentioned that the question is how they would pay for it or who will pay for it and the other question would be where and stated that the question of the hard reached homeless has not been answered and they think that they could probably locate some between the Salvation Army and Holding who have supporting services which is an asset and stated that the Housing Authority role is not to be an operator of social services in that way, in terms of running a shelter, and mentioned that the biggest asset is that they can build things and develop things which is what they like to do and informed that there are still over \$1M in COVID money that the City has received from a \$2.7M or maybe more than that, but there is at least \$1M available and the City is entertaining proposals, so this will probably be in the form of some sort of proposal.

Chairman Ceballos mentioned that they already have, as of yesterday, one site that is interested that would like to have a few of those units, who is not a builder but a service provider, so Chairman Ceballos stated that he would ask the Board to be open minded and mentioned that it is perhaps going to be striking because they never had this and asked them to keep themselves engaged and mentioned that they have a new council member and Chairman Ceballos will keep them informed before they agree to locate any of this and they will probably go touch and feel one of these demonstrations that are in Texas before they make a commitment and mentioned that it is not happening just by the Housing Authority; this project was presented to the homeless coalition group of service providers, so they are all informed; they held a virtual online tour with the company that produces them and that comes and installs them and stated that one of the questions they may have is if they could produce one of them since they have a team that builds them and mentioned that probably they could and that it is something that is very comparable in price too, but thinks that the hurdle with the City departments to sell them something we are producing is going to take them longer and it is going to be very trying, so the strategy Chairman Ceballos is using is to include them in making a decision to support this kind of shelter even though he knows the life may not be 10 years in Laredo, it may be seven or eight years because of the heat, so it would be faster getting the City moving and accepting this unit and maybe when they actually have it, feel it and touch it, they will agree that we should develop our own, but developing our own projects has been very trying with the City departments; it takes a long time and made reference to reports from Balcones and Ana Maria Lozano as to how trying it is to get permits which is the reality and some of it is out of their control too; there are departments at the City that are skeleton crews because of COVID right now, so those are Chairman Ceballos insights and asked if someone had a question.

Commissioner Ms. Freeman stated that she applauds Chairman Ceballos and the Homeless Coalition for helping in trying to find a solution to house the homeless during times of crisis like COVID or the freezing weather and stated that it is something the City really needs to look into. Chairman Ceballos mentioned that nobody wants to take these long term decisions as to where to put an outdoor site that looks like this and stated that he has been dealing with this for about 20 years

and mentioned that it needs to be addressed now that they have new people in Council who might be a little more progressive and maybe they will entertain that and stated that Dr. Waldo Lopez has seen them in their plight, always pushing and pushing and sometimes Chairman Ceballos takes the heat or produces the heat, but somebody needs to do it. Chairman Ceballos mentioned that he saw Dr. Lopez' draft of the letter to the Health Commissioner and stated that he is in support of it and stated that he does not share the Homeless Coalition anymore, but somebody needs to sign it and send it to the Commissioner related to the homeless and stated that they have been asking for attention to be given to the homeless in terms of vaccination and even before in terms of testing and they have not had any specialized groups that serve that population and is afraid that they have probably lost some people that just go unknown and mentioned that they lost a homeless lady recently, either yesterday or the night before, and saw that news story come online on LMT or KGNS yesterday and they were investigating the causes, so they will see what develops there.

Chairman Ceballos stated that what it means to the Board is that if they do not get in the midst of this, most other nonprofits do not have the capacity to do it and it won't get done and mentioned that they have the attention of the departments and they need to get more of the attention of City Management and will get the attention of the new Council person downtown for sure. Chairman Ceballos asked if they had any questions, comments, guidance or any restraints.

Dr. Waldo Lopez stated that this is his first time attending the Commissioners meeting and thanked them for inviting him to participate in the meeting and stated that he just wanted to commend Chairman Ceballos whom he has known for over 20 years and stated that the meeting where he met him was at a Homeless Coalition meeting and mentioned that Chairman Ceballos always advocated for the homeless who are human beings that deserve to live and have access to food, shelter and also to medical care, so they will continue to join these forces to make their life better in Laredo and stated that there are a couple of models in San Antonio and in Austin that they can maybe emulate, so he is looking forward to continue to be part of these efforts and is honored to be part of this team.

Chairman Ceballos thanked Dr. Lopez for his role and stated that he knows Dr. Lopez is in the midst of recovery from the virus and he would probably, at another time, not be in a meeting, but does want to be in this meeting; therefore, Chairman Ceballos appreciates it and mentioned that he is going to lean on Dr. Lopez to build that public health model for any site, wherever they take those pallet shelters, Dr. Lopez should be involved and help design the public structure for it; those nonprofits need the expertise from Dr. Lopez and also mentioned that they will keep praying for him so that he keeps doing better.

Chairman Ceballos stated, for the record, that Commissioner Ms. Guerra is joining the meeting at this time and thanked her for joining.

Chairman Ceballos asked Mrs. Gaona if there is anything else on her report that she would like to highlight. Mrs. Gaona responded that she just would like to take the opportunity to thank Ms. Martinez and Stephanie who went out this weekend and stated that they came to her on Friday at 5:30 p.m. in regards to a family sleeping in a car and they did not know what to do, so Mrs. Gaona gave them a resolution for it and they went out looking for them, but were not able to find them Friday night, so Friday night the family still had to sleep in their car and Saturday they still continued looking for them and they found them and were able to place them in a hotel, so Mrs. Gaona wanted to thank them for going out of their way. Chairman Ceballos stated that he has already said enough, but wants to echo Mrs. Gaona and stated that he appreciates them both and mentioned that what happens a lot of times in the service community is that folks become death servants as opposed to field servants and even now with COVID, it is scary to be out, so he thanked them again for doing that for that family.

Jennifer Barrientos, Director of Finance, presented the Unaudited Financials for April through December of 2020 from COCC to Amps and stated that it is showing net profit and additionally from Section 8 to Farm Labor and the highlights of revenues and expenses should be at 75% or below and the details are included in the BOC packets; for the salaries and benefits savings, they have a total of \$319,377.00 and the PFC's, the Laredo Housing Facilities Corporation, the Laredo Housing Opportunities Corporation and the Laredo Housing Development Corporation showed the revenues and expenses as of December 2020; for the 2016 Capital Fund Grant they still have remaining funds to expend of \$101,627.00 with pending items for the landscaping and surface upgrading at Ana Maria Lozano, the concrete flat work at Senior Home and the wall gypsum service board at Asherton; for 2017 Capital Fund Grant they still have remaining \$549,727.00 for Ana Maria Lozano administration community modernization project and the flat work at Asherton; for 2018 they still have remaining funds to expend of \$1,013,566.00 for the Colonia Guadalupe administration modernization; Senior Home, sewer line replacement, restroom retrofit and electrical upgrade and part of the Meadow Elderly RAD Conversion; for Meadow Acres and South Laredo is the gypsum board replacement and for Asherton, the shower renovation, lavatory, faucets and toilet replacement. For the 2019 grant which they started recently, they still have \$1,671,568.00 to expend for the majority of the work; some work items have started and some are still pending; for the 2020 grant they were awarded \$1,798,213.00 and they have not started any work items for this grant.

Ms. Barrientos asked if there were any questions; there were none. Chairman Ceballos thanked Ms. Barrientos for the presentation.

B. Presentation on policy items to be discussed for action in future meetings.

Chairman Ceballos asked Mrs. Gaona if there was anything she would like to add in regards to the policies that will be coming to the Board. Mrs. Gaona stated that she did not.

10. ACTION ITEM

- A.** Discussion and possible action to adopt Resolution No. 21-R-01 and adopt the Utility Allowance Schedules for the Section 8 Housing Choice Voucher (HCV) and Project Based Voucher (PBV) Program effective March 1, 2021, as recommended by staff.

Chairman Ceballos asked Mrs. Gaona if they are adopting the item as presented. Mrs. Gaona stated that they would like to table items 10A and 10B and mentioned that they have spoken to Nelrod and they are still not complete with the process and stated that they have contracted Nelrod since November 4, 2020 and expected them to have it ready, but it is not ready due to COVID. Chairman Ceballos stated that they need to do it ahead of March 1 and asked if she will bring it back. Mrs. Gaona stated that if they can have it for the next meeting they will bring it and if not, it would be for February.

Chairman Jose L. Ceballos moved to table items 10A and 10B.

Commissioner Ms. Guerra and Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

- B.** Discussion and possible action to adopt Resolution No. 21-R-02 and adopt the Utility Allowance Schedules for the Public Housing Program effective March 1, 2021, as recommended by staff.

This item was tabled as per motion above on item 10A to table items 10A and 10B.

- C.** Discussion and possible action related to the current COVID-19 health concerns and impacts to agency. This item may be discussed in executive session pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).
- D.** 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 551.071 (consultation with attorneys) and 551.074 (personnel matters).
- E.** Discussion with legal counsel related to Section 8 Housing tenant and related policy matters, with possible action. This item may be discussed in Executive Session 551.071 (consultation with attorneys) and 551.074 (personnel matters).

Chairman Jose L. Ceballos moved to take items 10C, 10D and 10E into executive session and mentioned, for the record, that on item 10C they will be discussing matters that will impact how they run Senior Home and they will probably come out and make a recommendation on the operations of the Senior Citizens Home downtown and would like for it to be on the record before they go into executive session. In regards to item 10E Chairman Ceballos mentioned that they will be discussing some recent issues that have surfaced relating to one particular case and they will go into detail with regards to that case and potentially make some policy changes resulting from that occurrence to approve the process and procedures.

11. 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 Jose L. Ceballos moved to go into executive session to take items 10C, 10D and 10E. Vice-Chairman Dr. Garza and Commissioner Ms. Freeman seconded the motion. Motion passed unanimously.

The Board went into executive session at 12:58 p.m.

The Board reconvened from executive session at 2:06 p.m.

12. ACTION ON ANY EXECUTIVE SESSION ITEM

Chairman Ceballos stated that no action was taken in executive session and mentioned that as it refers to item 10C related to the COVID health concerns:

Chairman Jose L. Ceballos moved that the Housing Authority adopt what is a reasonable mandate protocol for testing of all service contractors including home health aides and others to require them to be tested at a minimum once every 30 days under the guidance and as may be determined by our Public Health Consultant Dr. Waldo Lopez as may need to make any adjustments to this implementation.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Chairman Ceballos stated, for the record, that the Board did discuss the vaccine implementation of some policy related to the vaccine and they have asked Attorney Ricardo De Anda to continue research on how they could potentially implement a policy that would provide additional safeguards to our staff and tenants at the Senior Citizens Center which will come back to the Board at a later date.

In regards to item 10D, discussion and possible action related to the evaluation of staffing and possible changes to the organizational structure and management positions, Chairman Ceballos stated that no action was taken in executive session and mentioned that there were some items that were discussed and stated that he will make a motion on three multiple items under re-titling of positions:

Chairman Jose L. Ceballos moved that the accountant position will be re-titled to Senior Accountant; the Planning and Systems Administrator will be re-titled to Executive Administrator and Finance and other Clerks positions will be titled Clerk in general terms, without the specialty and the other part of the same motion is to appoint Valeria Cabello as the permanent Purchasing Agent or Purchasing Officer and the last one, No. 3, is to appoint, at a time to be set by the Executive Director, Stephanie Garcia as Project Coordinator from where she is today as Case Manager.

Commissioner Ms. Freeman seconded the motion.

Chairman Ceballos stated that before they vote, the instructions to the Director are to bring back an administrative organizational chart at the next meeting and to set aside sufficient time to cover that in detail at the next opportunity.

Motion passed unanimously.

In reference to item 10E, discussion with legal counsel related to housing tenant and related policy matters with possible action, Chairman Ceballos stated that this item was discussed in detail in executive session in consultation with the attorney and as it relates to a Section 8 tenant case in general terms, there will be a charge as directed in executive session for the Attorney who will proceed in accordance to that; in terms of the action they will take, it is to essentially respond to this particular case in an improvement to our administrative procedures and safeguard any gaps and then the following motion was made:

Chairman Jose L. Ceballos moved to introduce an administrative action that would require two things: no. 1, that when they are presented with a landlord information, that there would be affidavits of ownership that would need to be signed and that would have been developed by the attorney and no. 2, that the ownership be confirmed by our staff in writing with the appraisal district either online or in person for any said ownership that is stated to the Agency on any Section 8 property.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Chairman Ceballos stated that he would like the Director to bring back the actual write up of this policy and to make it part of the report for next month.

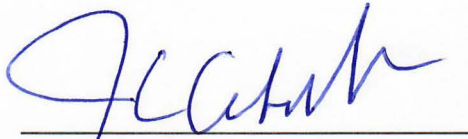
13. ADJOURNMENT

Chairman Jose L. Ceballos moved to adjourn the meeting.

Vice-Chairman Dr. Garza, Commissioner Dr. Rodriguez Tijerina, Commissioner Ms. Guerra and

**Commissioner Ms. Freeman all seconded the motion.
Motion passed unanimously.**

Meeting adjourned at 2:12 p.m.



Jose L. Ceballos, Chairman



Mary Gaona, Executive Director