

**Housing Authority of the City of Laredo**  
Regular Board of Commissioners Meeting  
Zoom Video Link:

<https://us02web.zoom.us/j/89836221302>

Call in Number: 1-346-248-7799

Webinar ID: 898 3622 1302

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Friday, February 12, 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-02**

**Minutes**

**February 12, 2021**

**1. CALL TO ORDER**

Chairman Jose L. Ceballos called the meeting to order at 12:04 p.m.

**2. INVOCATION PRAYER**

Ms. Martinez guided them in prayer: "Thank you Heavenly Father for allowing us to be here today, thank you for giving us another day; we pray that you protect us, that you take care of us and every single family member represented at this time in this meeting, that you protect every single one of us and ask that you are with those who have lost their family members to COVID and that you give them the strength and comfort that they need at this time; thank you so much for everything that you have done for us this far in the name of Jesus I pray, Amen." Chairman Ceballos thanked Ms. Martinez for the invocation.

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

Chairman Ceballos stated that there were no public comments.

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

Chairman Ceballos stated that there were no disclosures.

**7. APPROVAL OF MINUTES****A. Approval of Minutes for Board of Commissioners meeting on January 14, 2021.**

Chairman Ceballos stated that in the history of the Housing Authority, we are probably one of the very few that still types up minutes the way we do which has been a purposeful decision they made to continue doing it and thinks that it provides for culture and for a good reference for our staff and mentioned that somebody along the way is going to say why do we do this type of verbatim and stated that when they came in as the Board, they saw that and remembers it being historically the way it has been done and mentioned that at one point it could change, but thinks that it is worthwhile and stated that when they had Dr.

Valle writing a piece on public housing, he could follow the story of the Housing Authority and stated that he is sure Mr. De Anda may have seen periods when they did not do it this way because Mr. De Anda has been with the Housing Authority since the 1980's. Chairman Ceballos stated that these minutes are 14 pages long, but they have had other minutes that have been 20-30 pages long and mentioned that it was just an anecdote about the minutes.

**Chairman Jose L. Ceballos moved to approve the minutes of Board of Commissioners meeting on January 14, 2021 as presented.**

**Vice-Chairman Dr. Garza 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 stated that they had reached out to Mrs. Rios who was not going to be able to attend and who informed her that she only had one comment; she wanted to know if they had gotten the environmental for the Capital Fund and they advised Ms. Rios that they are in the near closure of that with the City and that they would let her know as soon as those would be approved.

Chairman Ceballos stated that as it refers to the residents, he is sure there are some COVID concerns and mentioned that they have the site coordinators that are technically assisting at the sites, not really performing, and in the afterschool centers he is sure there is still feeding going on, but beyond that there is not much activity inside and asked Mrs. Gaona if she could work with the site assistants to try to assist with any COVID related issue, whether it be information, flyers, coordinating anything particularly with the elderly residents in any way they can assist with; vaccinations initiatives and lining them up would be great and stated that he is sure the residents could give some input and also thinking about who is available and not disturbing the Senior Home team and maybe creating a different team that coordinates the push of vaccination or testing in particular for the elder residents.

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

Chairman Ceballos stated that the bulk of the meeting was kind of designed so that they could spend significant amount of time on the organizational structuring or discussion and stated that Mrs. Gaona is going to cover highlights as she informed Chairman Ceballos earlier before they started the meeting and stated that some of the other items are more rudimentary, which they do every year, and then they will go into executive session to discuss staffing and other things and if there is a change in structure, they will come back and act on it after that.

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

Mrs. Gaona stated that as far as the leasing, she wanted to advise the Board that on the report they show that they had 57 vacancies in total in all the properties

as of January and today they are down to 53 and they continue leasing and getting new vacancies also. Chairman Ceballos asked if she had the information on the screen. Mrs. Gaona responded that she did not.

In regards to the Section 8 program, Mrs. Gaona just wanted to advise the Board that they got a preliminary budget authority for leasing which is going to be coming in 2021 it will be \$10,679,000.00 and stated that in 2020 they had \$10,069,000.00; in 2020 they also requested \$268,000.00 in set aside funding knowing that they were going to be a little bit over, unfortunately, they did not hit the projected overage, so they are short in utilization of prior reserves by \$28,595 which if HUD does offset this amount, they will deduct that amount from the reserves, but stated that they did utilize \$74,500.00 from the reserves.

Mrs. Gaona mentioned that, as she was discussing with Chairman Ceballos earlier, they are needing to lease 100 units assisting an additional 100 families to be able to utilize the funding and stated that last year they had an allocation of 1,620 unit months available and they only utilized 1,560; they were short of the UML about 60 families for last year, but they would not have to use excess reserves to do that. Chairman Ceballos stated that it was super technical and asked if Mrs. Gaona would explain to the Board the bottom line; Vice-Chairman Dr. Garza stated that he enjoyed it though. Mrs. Gaona stated that bottom line is that they got an additional \$600,000.00 to use next year which will allow them to assist about another 140 families. Vice-Chairman Dr. Garza asked if the more they have leased, the more they will get. Mrs. Gaona confirmed. Vice-Chairman Dr. Garza stated that his concern is with Asherton and that the government realizes that there are remote areas nobody wants to live in and asked if that would affect the score at the end. Mrs. Gaona responded that it does not affect individually and stated that those vouchers are for Asherton, but they are allowed to use them throughout Laredo, Zapata and Asherton and would want to utilize them, if possible, in Asherton, but if they do not have families on the waiting list in Asherton, they can house them here and then with the attrition they can go back to house in Asherton when they are available, but Mrs. Gaona wanted to advise the Board that there could possibly be an offset of those \$28,000.00. Chairman Ceballos stated that it is very minor and mentioned that the Section 8 Program is \$10M-\$11M. Mrs. Gaona stated that it is \$10.6M.

Chairman Ceballos asked what they would do when they have an opportunity to house over 100 households and with COVID and homelessness and other things, they need to look at an opportunity to create it around that and although Chairman Ceballos does not favor a hotel conversion project, he thinks they should look at that possibility, only because they can very quickly turn around and lease up if they truly have 50 people homeless or more, or families that they could fit in a converted hotel and they have new federal funds that would allow them to do that; they have some sitting at the City and they also know that there is more coming because President Biden announced it. Chairman Ceballos suggested to Mrs. Gaona that she may look closely at that and bring it to the Board.

Chairman Ceballos stated that it is not a bad problem to have additional resources; the problem would be that if they do not use them by the end of the year; then, they lose the allocation for the following year that starts in January and mentioned that what they had been talking about in prior meetings is for them to build the units that will serve the homeless population, but for this year by the time they build, they have to use this now, so hopefully, they can work on something quickly and if it is not them, maybe another entity that is sitting on units that can be converted, maybe that is an option for them because that is cash flow. Mrs. Gaona mentioned that she will discuss that with the staff.

Mrs. Gaona stated that the other highlight she wants to address is the Rapid Rehousing Grant and mentioned that they were awarded \$228,000.00 in 2019 and have been notified that they have been awarded the 2020 funding at \$234,000.00. Chairman Ceballos stated that it should be good news, it is just that there is a lot of compliance that comes with it. Mrs. Gaona confirmed and stated that there is compliance and work and will discuss that with the Board during executive session for the organizational chart, but she just wanted to let the Board know that they were advised that they are getting the 2020 funding. Chairman Ceballos stated that it is good and that it is going to help because the economic crisis is definitely not over.

Mrs. Gaona stated that the next highlight would be the construction projects and mentioned that they have been able to acquire the permits for both projects, so they are on target to begin those. Vice-Chairman Dr. Garza asked how the Balcones project is coming along. Mrs. Gaona responded that they just did some framing on Monday, but unfortunately with the weather they have slowed down a little bit, but that the project should be on schedule to finish late August or early September. Vice-Chairman Dr. Garza stated that he heard of some drama about somebody being kidnapped and violence in that area. Chairman Ceballos stated that they are going to circle back with this project and discuss cash flows and dedication of the units to the college and the university and making sure everything still works and maybe in an April or May meeting they can come back to the Board and kind of bring it up to speed as to where they are and how they are going to do it, laying out the leases and all of that.

Chairman Ceballos asked if Lozano is about the same target, July or August. Mrs. Gaona stated that they have it for August if they start it in February unless they have more delays. Chairman Ceballos stated that it would really be September for both projects. Mrs. Gaona confirmed.

Chairman Ceballos asked if there were any more questions for Mrs. Gaona or anything else, they would like to cover that is included in the packet. There were no more questions.

## **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 April 1, 2021, as recommended by staff.

Chairman Ceballos stated that what they have in their packets is the updated utility allowances and mentioned that they do it every year and they get adjusted and asked if either Mrs. Gaona or Ms. Ortiz would like to speak in regards to the adjustments.

Ms. Ortiz stated that they have the proposed 2021 utility allowance schedules which will be effective April 1 and mentioned that they saw decreases in almost all the schedules and it will give the landlord and the tenant a 30-day notice before they make them effective and stated that she had prepared a schedule with the differences and mentioned that the one that will affect them the most is the Asherton schedule, primarily because of the water and the sewer that went down around forty some dollars; they did the calculations and it affected the tenant about four dollars and they would be responsible to pay the difference. Mrs. Ortiz mentioned that it was increasing and increasing from previous years and now it is kind of leveling out, so now they see a small decrease in all the schedules.

Chairman Ceballos asked if there were any questions. There were no questions.

**Chairman Jose L. Ceballos moved to accept the updated schedules.**

**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 April 1, 2021, as recommended by staff.

Ms. Ortiz stated that also for Public Housing the schedules will be effective April 1 as well and mentioned that they see slight decreases in all the properties and the one that has a significant increase is Asherton; the three bedroom is being affected by \$48 and the four bedroom by \$49 and mentioned that Mrs. Vicharelli did a scenario to project it on a tenant and their rent is increasing by \$48 which is because the electricity went down \$12, the water decreased \$15, the sewer decreased \$18 and the tax decreased \$3 from the 2020 schedules. Vice-Chairman Dr. Garza asked if it is for Asherton. Ms. Ortiz confirmed and stated that they are the ones that are getting impacted the most and stated that it had been a steady increase and that last year or the year before it had really increased and now it is kind of leveling off and that is why they see the decrease. Chairman Ceballos asked if there was anything, they can do to soften that \$48 blow. Ms. Ortiz mentioned that because it is a 10% decrease, they have to adopt

the new rate and stated that they could change them and do another recommendation, but she has not done those calculations; if they do decrease or increase 10%, they do have to change the utility allowance. Chairman Ceballos asked if the Board feels they should try to mitigate it or go the way they are and stated that his inclination is to try to mitigate it because \$48 for a family with a very low income may not be something they can afford and asked if it is coming out of their pocket in Public Housing.

Chairman Ceballos stated that what he would like to do is to approve the items as presented with the exception that they check with HUD to see if they can adopt a 50% reduction in that increase, so that instead of \$48 it becomes \$24, if permitted, and would think that the Agency will have to absorb that difference and does not think that the calculation would change and that for the number of units he does not think the impact would be substantial to the Agency and recommended that they would want to notify the tenant that they are doing that in the event things keep escalating next year, hopefully they do not, or the Board changes, God forbid stated Vice-Chairman Dr. Garza.

**Chairman Jose L. Ceballos moved to contact HUD in regards to Asherton and they do not need to come back to the Board for whatever is permissible, they would go ahead and proceed with that, with the adjustment only to Asherton.**

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

**Motion passed unanimously.**

**C. Discussion and possible action to ratify the approval of a 5-year Service Agreement with Spectrum Enterprise.**

Chairman Ceballos stated that he understands it is the Internet service provider which they had chosen a long period of time and mentioned that a contract was entered into sometime back that did not come to the Board, probably because it was the sole source which should have still come to the Board, but in any case Chairman Ceballos asked Mrs. Gaona to bring it back because she has an option to change the plan and to improve service and possibly create a savings down the road.

Mrs. Gaona stated that they contacted Spectrum due to the construction of the campus they are going to relocate the fiber service and because of that they were given the option to either pay \$10,000.00 upfront or go into an extension of the contract with upgraded service and stated that they feel that they definitely need the upgrade and based on the potential growth they will be seeing, they are recommending to go with the 500MBPS vs the 100MBPS. Vice-Chairman Dr. Garza stated that it is the best deal and the wise thing to do and recommended to go with them because now everybody is on it like at the University. Mr. Peña, Director of IT, stated that as they go through this pandemic and trying to make adjustments, it is necessary to have enough bandwidth to accommodate all the new things they are going to be doing, the video conferencing and they are

already doing the phones; they already moved to internet based tenant accounting systems and time management systems, so everything is moving to the internet, and it only makes sense to have sufficient internet capacity to handle all of it, so it would be a very good idea.

Chairman Ceballos recommended, for the future, to make sure they bring it to the Board so they are informed and if they feel there is something that should be renewed is great, but they need to get the Board notified, so that if there is a change, everybody feels that they took care of it.

Chairman Ceballos asked Mrs. Gaona if she is requesting that they renegotiate. Mrs. Gaona stated that she needs Board approval for the 5-year contract just to make sure they document the approval for the 5-year contract with an upgrade at 40 months. Vice-Chairman Dr. Garza stated that he is in favor of it.

**Vice-Chairman Dr. Garza moved that they ratify the approval of the 5-year service agreement with Spectrum Enterprise as proposed.**

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

**Motion passed unanimously.**

- D.** 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).

Chairman Ceballos stated that what he wanted to discuss in regards to this item is a concern for childcare, probably a concern needing adjustments because of the COVID reality and stated that he and Mrs. Gaona have not talked at length, but can do some of it now publicly and he thinks that they should come up with some sort of flexible policy and the idea of work from home and mentioned that he works from home and some of them probably now have worked from home and mentioned that there are certain productivity issues; there are pros and cons and the reality is that we are not making a choice to do it; this virus situation is forcing us to live in that fashion, so for him it would be developing a policy that is fair to everyone, so that what is good for a maintenance person is also good for an administrative person; there is some parity even though you send a maintenance person home, they cannot work for you, but if you send an administrative person home or if they choose to work from home, they will be able to work, so he thinks that there needs to be a flexible scheduling policy as opposed to a blanket work from home because we have done the work from home in the past and there are employees that cannot really work even if they try and that is fine, they will continue to support that if that is the case, but he wants to make sure, particularly as people face childcare issues, that there is true productivity so that the agency does not falter and they need to make sure of that and stated that they already approved this before; they have the tools, the laptops, the internet, whatever tools they need and whatever they offer one staff

member, they offer other staff members in support with technology and time off.

Chairman Ceballos stated that he does not think we have a policy that speaks clearly as how they would do that and would suggest that Mrs. Gaona meet with the staff and come back and also thinks that it is not going to be equitable because people have different jobs. Vice-Chairman Dr. Garza stated that he concurs with Chairman Ceballos, but wonders if all office employees can work out of the house or if they can use a system, they can only use here at LHA. Mrs. Gaona stated that there is work they can do, but is minimal and it is accessing the files that becomes challenging because they cannot allow them to take files home, so it is challenging. Robert Peña stated that at this point it is possible to do maybe up to 80%-90% of the office load remotely; the only thing they could not do, as Mrs. Gaona mentioned, is manipulate, hold or see physical files, but everything else can be done remotely.

Chairman Ceballos stated that he thinks that with everyone's help including Mr. De Anda, Dr. Lopez, everybody in this Board and staff, have done really well to support each other and have come up really early with the safety modeling and there is a lot of good things that have been achieved and thinks that if they just put their heads together, they will come up with a policy that helps the staff when they are in a crunch, so we have holidays and guess what, you do not have childcare and you have to go to work, so let's come up with something that provides some parity and everybody knows that it is going to work because they will look at it and consider everybody and will bring it back to the Board as a policy, so they will have another opportunity in a couple of weeks to bring it back. Chairman Ceballos stated that in terms of working from home, there is no way they are ever going to get the same productivity than being in the office and stated he will not be convinced for he has done it and there are distractions and a lot of different things that happen, but he also wants to address real concerns where somebody is quarantining and they got to take the kids out and are making all the adjustments and still have to go to work, so they have to help that household deal with it and two: how do they do with the maintenance person; operationally, they are going to need to have a resource and they will have to deal with that, so he wants to let the staff know that, hopefully, Mrs. Gaona will make them part of those options, solutions, and discussions and stated that they have a lot of very bright staff members that can come up with something that works and he is sure the Board will entertain it as opposed to the Board crafting it for them and thinks that there can be something organic they could come up with and make it fair for everybody.

Chairman Ceballos asked if anybody had any questions or comments. Commissioner Ms. Freeman stated that she thinks they have done a great job which she thinks is due to them starting ahead of everybody else and also due to the social distancing and mentioned that the Colonia's are in better shape than the majority of Laredo is and stressed that we need to help our residents and our

employees to ensure they are able to get through this without too much of a burden and too much of a crunch in their financial status and stated that she hits about every single food distribution and announces that she has food to give out on an emergency basis and nobody is utilizing it and stated that she does not know why, but they are not coming in for it. Chairman Ceballos stated that some systems are working and they had that when they first started the emergency response committee at Senior Home and they created the pantry in a rush; literally they put it together in a few days, everybody went out and bought like hundreds of cleaning supplies and food, and they did not see the rush of the tenants going to ask for them and it is because the support systems are already existing and they are there and the fact that they know they can go and get some beans, mashed potatoes, dry milk and whatever, so that system is still in place and stated that they are a social service entity and some of those systems are already there, but at the same time with the staff they have to realize that there are some hardships that are truly real because all of us live them with family and he wants to make sure that it gets planned, addressed properly and be fair for everybody because sometimes it could be a culture issue like "me voy a ir a trabajar, traigo un poquito de nose drip or whatever" and those are the times when they do not need to do that; they have benefits that allow them to stay home and stay safe, but culturally, sometimes we do not follow those guides.

Chairman Ceballos asked Mrs. Gaona if she would bring something back at the next meeting would be great and then asked if Mr. De Anda and Dr. Lopez need to add anything on the COVID side. Dr. Lopez stated that he was working on something with Mrs. Gaona which he does not know if it has already been finalized, but thinks that she is working on it and when the time comes it will be presented to the Board and then he will probably answer any questions anyone may have. Chairman Ceballos asked if it was in regards to staffing. Dr. Lopez confirmed. Chairman Ceballos stated that it is great and that they are already ahead of the planning and then asked Mr. De Anda for his input. Mr. De Anda stated that he just wanted to express his appreciation to the staff who have been so diligent in executing the safety plan and stated that it has been a wonder to watch them at work and thinks that the infection rate in the housing projects are way, way, way below the infection rates for the City of Laredo which has proved that all the time and effort that they have been meeting at least once a week to discuss this and the result shows that the efforts have been successful. Chairman Ceballos thanked Mr. De Anda for continuing to apply the concern for the elderly community and stated that sometimes it feels like they resist additional efforts when Mr. De Anda suggested it, but in retrospect when they think about Mr. De Anda suggesting it at meetings, it just means that they need to place that attention because that segment in that group often times gets the least attention, so they need to work, maybe not with the same team because he has raised that with Chairman Ceballos several times individually or at the meetings, so they need to work and not forget that small segment in the community that is elder and he knows that they do not have the team to do the same thing they are doing at Senior Home, but if they look at the current staff, they may be able to, if

anything, reach out and keep tabs of whether they have gotten their vaccines, very simple things to do and stated that Colonia Guadalupe is going to be a challenge, but the other sites should not be that much of a challenge with phone calls and just checking on them and stated that he appreciates Mr. De Anda for keeping them at task with that because it is a lot of work for the staff, but they will do what they can to not forget the other sites as he indicated. Mr. De Anda thanked Chairman Ceballos.

Chairman Ceballos stated that there is no action on this item.

- E.** 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).

Chairman Ceballos stated for the staff and for the record that they will not be making any changes to the organizational chart in executive session or filling any jobs, it is more to have a free conversation about folks that are in various departments without having to do it in the public forum.

#### **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.**

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

**Motion passed unanimously.**

Chairman Ceballos stated that Mrs. Gaona will join them in executive session and possibly, the HR Director Ms. Cruz and Ms. Barrientos, Finance Director.

**The Board went into executive session at 12:44 p.m.**

**The Board reconvened from executive session at 1:45 p.m.**

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

Chairman Ceballos stated that no action was taken in executive session and mentioned that in regards to item 10E, discussion and possible action related to the evaluation of staff and possible changes to the organizational structure and filling of management positions, Chairman Ceballos stated that really no staff was evaluated in executive session and informed that there is a change that is going to be made to the organizational chart as discussed in executive session and mentioned that one thing they have been asked before is if they would publicize the chart somewhere. Chairman Ceballos stated that one change that will be reflected is that the Executive Administrator will become a subordinate to the Director, but not a direct line director for all the departments which is the only change that is being made on the chart and mentioned that it would be sort of an interim org chart while they work through identifying and developing that position or individuals for that position.

**Chairman Jose L. Ceballos moved to approve the changes as stated above.**

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

**Motion passed unanimously.**

### **13. ADJOURNMENT**

**Chairman Jose L. Ceballos moved to adjourn the meeting.**

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

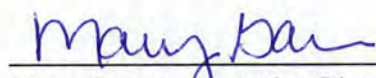
**Motion passed unanimously.**

**Meeting adjourned at 1:47 p.m.**



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Jose L. Ceballos, Chairman



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Mary Gaona, Executive Director