

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting
2000 San Francisco Avenue
Administration Building
Conference Room 1st Floor
Laredo, Texas 78040
March 26, 2014 @12:00 P.M.

A-14-R-2

MINUTES

March 26, 2014

1. **CALL TO ORDER:** Chairman Raymond A. Bruni called the meeting to order at 12:00 noon.
2. **ROLL CALL AND DECLARATION OF QUORUM:** Roll call and declaration of quorum by Laura Llanes, Executive Director.

Board Members Present

Raymond A. Bruni, Board Chairman
Dr. Henry Carranza, Vice-Chairman
Johnny Amaya, Commissioner
Martha Castro, Commissioner
Robert Simpson, Commissioner

Board Members Absent

Staff Present

Laura Llanes, Executive Director
Jennifer Barrientos, Administration
Jose Collazo, Resident Services Coordinator
Mary De La Rosa, Executive Secretary
Melissa Ortiz, Director of Finance
Elizabeth Martinez, Section 8 Administrator
Ramiro Perez Jr., Purchase Agent

3. **CONSENT AGENDA:** (All items in the Consent Agenda may be approved with a single motion. A Commissioner may request any item to be withdrawn from the Consent Agenda to be considered individually).
 - A. Discussion and possible action to approve minutes for meeting on February 26, 2014.
 - B. Presentation of the Housing Authority of the City of Laredo Audited Financial Statement for Fiscal Year Ending 03/31/2013. Discussion and possible action to accept the Audited Financial Statements for FYE March 31, 2013.
 - C. Discussion and possible action to write-off un-collected accounts in the amount of \$6,118.86 for vacated units from October 1, 2013 thru March 31, 2014.
 - D. Discussion and possible action to approve Employee's Deferred Compensation (457) Plan with HART and adopt Resolution No. 14-R-4.

- E. Discussion and possible action to award purchase of seven hundred and fifty six (756) vinyl replacement windows for Colonia Guadalupe to Lowe's Home Center for having the lowest price as specified by the Invitation for Bids.
- F. Discussion and possible action to approve the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract for Fiscal Year 2014 and to adopt Resolution No. 14-R-5.

Commissioner Simpson made a motion to approve the item.
Commissioner Amaya seconded.
Motion passed.

4. ACTION ITEMS:

- A. **Discussion and possible action to approve the Operating Budgets for Fiscal Year Ending March 31, 2015, for the Housing Authority of the City of Laredo's Central Office Cost Center, Asset Management Projects 1-6, Farm Labor Project, and the Section 8 Housing Choice Voucher Program and adopt Resolution No. 14-R-6.**

Melissa Ortiz, Director of Finance presented the Operating Budget for Fiscal Year Ending March 31, 2015. The department of Housing and Urban Development awards on an annual basis Operating Subsidy to the housing agency. Section 8 received HAP funding for 99%, Public Housing 85%, and Administrative Services 75%. Capital Fund in 2014 will receive 5.8% than last year due to the agency being a high performer. The total amount would be \$67,000.00.

Laura Llanes stated the agency will have REAC inspections in July.

Vice Chairman Carranza made a motion to approve the item.
Commissioner Castro seconded the motion.
Motion passed.

- B. **Discussion and possible action to approve the 2014 Section 8 Housing Choice Voucher Program Payment Standard Amounts using the Small Area FMR's and adopt Resolution No. 14-R-7.**

Laura Llanes reported every year the agency is required to review the Fair Market rates. Elizabeth Martinez, Section 8 Administrator and Laura Llanes, Executive Director will review and execute changes according to the market.

Elizabeth Martinez is proposing to continue working with the small area project with zip codes 78041 and 78045. These two are the only ones requiring adjustments at this time.

Commissioner Simpson inquired how the program is able to charge more than 100% of the fair market rent.

Laura Llanes informed HUD's regulations are actually written where they will give the fair markets rents which at many times will be lower than they actually are because they are behind. They allow 90% at fair market or 110% so those are adjusted. In the demonstration project the agency was invited to participate in September 2012 they

allowed the agency up to 130% so that we could transfer from South Laredo 78046 to North Laredo 78045 zip codes for better opportunities.

Commissioner Simpson made a motion to approve the agenda item.
Vice-Chairman Carranza seconded the motion.
Motion passed.

C. Discussion and possible action to select Human Resource/Risk Management Consultant.

Laura Llanes stated there was a Request for Proposal for Human Resource/Risk Manager included in their packets. The agency would have someone evaluate the agency's human resource policies and benefits packet. If the board were to proceed with this item there would be two options: The rate would be \$125.00 per hour for time spent on consulting services, and another would be a flat monthly retainer at \$3,500.00 after submitting the hours worked and work description prior to being paid.

Commissioner Amaya inquired if the agency currently has a consultant.

Laura Llanes stated the agency has an insurance broker with Laurel Insurance but the agency does not have someone to oversee all the agency's systems which include the human resource policies, employee wellness, and benefit packets.

Vice-Chairman Carranza asked how the consultant would benefit Mrs. Llanes in getting further ahead.

Laura Llanes stated the possibility of potentially becoming self-insurance health plan. The agency would be able to afford the insurance but the task would be the managing it in-house.

Vice-Chairman Carranza stated to look into the history of Mercy Hospital because they use to have self-insurance and I don't know what happened but they sank. Ok that self-insurance. I don't know much about self-insurance but I know what happened to Mercy and they sold out because they go to the point that they owed too much money.

Commissioner Amaya stated the City of Laredo also purchased self-insured policy approximately twelve years ago and also sustained a loss and eventually had to drop that kind of coverage. He mentioned a consultant is very beneficial.

Commissioner Simpson inquired how many employees the agency currently has.

Melissa Ortiz, Director of Finance stated there are approximately seventy-five (75) employees currently insured.

Commissioner Simpson stated in order to becoming self-insured there should be around 1,000 employees to have a successful policy, stating our agency would not be a good candidate. He stated he was in approval of having a consultant but was reluctant with a consultant that also sells insurance. Any consultant that sells insurance is almost always recommending having more insurance. He stated acquiring them for one year or a six month period would be sufficient time to perform the study.

Laura Llanes stated she was not familiar with any other housing authority who currently offers self-insured health plan. San Antonio at one time provided self-insured but they are a multi-million agency with a larger amount of employees.

Chairman Bruni inquired if the flat fee would be \$3,500.00.

Laura Llanes responded the flat fee would be her choice. The participant would have to submit the amount of hours worked and work related services since they would have to work directly with the Executive Director in all these issues.

Chairman Bruni asked what would be the starting date.

Laura Llanes stated the commencement in May of 2014 with 3 months subject to renewal in August.

Chairman Bruni made a motion to approve a flat rate of \$3,500.00 a month.

Commissioner Simpson made a motion to approve the agenda item subject to a 3 month renewal at the end of August 2014.

Vice-Chairman Carranza seconded the motion.

Motion passed.

5. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE

- A. Discussion of real estate acquisition and disposition for affordable housing all current and prospective assets may be discussed. As authorized by the Texas Government Code Sections 551.072 (deliberations about real property).
- B. The Board of Commissioners of the Housing Authority of the City of Laredo reserves 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 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).

6. ITEMS OF COMMUNITY INTEREST:

(Note: These items may include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognitions of city officials, employees, or other citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or city employee; and announcements involving imminent threats to the public health and safety of the city. No specific items will be listed under this section, and no discussion or action will take place.)

7. **ADJOURNMENT:** Commissioner Simpson made a motion to adjourn.
Commissioner Amaya seconded the motion.
Meeting adjourned at 12:29 p.m.



RAYMOND A BRUNI, BOAR CHAIRMAN



LAURA LLANES, EXECUTIVE DIRECTOR