

**Pearsall Housing Authority
Regular Meeting of the Board of Commissioners
Wednesday, August 17, 2022**

A regular meeting of the Board of Commissioners of the Pearsall Housing Authority was held at the offices of the Pearsall Housing Authority located at 501 W. Medina, Pearsall, Texas on Wednesday, August 17, 2022.

1. Roll call, establish quorum, call meeting to order.

The meeting was called to order at 6:04PM by Board Chairperson, Reynaldo Trevino

Members Present: Chairperson Reynaldo Trevino, Commissioner Joshua Bell, Resident Commissioner Juan Garcia, Vice-Chairperson Juan Ponce Jr., Board Secretary Jessica Ramos

Members Absent: Commissioner Matthew Aguilar

2. Pledge of Allegiance

The members recited the United States Pledge of Allegiance.

3. Residents and citizens to be heard.

None.

4. Approve and/or correct the minutes of the meetings held on June 15, 2022 and July 20, 2022.

Following a brief discussion, Commissioner Joshua Bell motioned to approve the minutes as presented. Vice-Chairperson Juan Ponce Jr. seconded with all in favor.

5. Consent Agenda: Financial Reports, Disbursements, Security State Bank balances, Credit card activity, Housing Choice Voucher Program Update, Low Rent Public Housing Update, and the on-going work by PHA staff for the months of June and July 2022

Housing Choice Voucher Program: Secretary Jessica Ramos notified the board that for the Housing Choice Voucher Program, 10 notices for an opening were sent for the month of June 2022. 6 of the 10 applicants responded. For the month of July 2022, 10 notices for openings were mailed. 5 of the 10 applicants responded. The average of families in the HCVP program is 89 families a month.

Low Rent Public Housing: Secretary Jessica Ramos notified the board of the 95% occupancy rate for the Low Rent Public Housing Program at the end of July 2022. Also notified the board of the Real Estate Assessment Center (REAC) Inspection that was conducted in July 2022. The PHA received a score of 69 which is a Standard Performer. Notified the board that to receive a High Performer, the score was 90 or higher and would be inspected every 3 years. To receive a Standard Performer, the score was 60-89 and would be inspected every 2 years. A Troubled Performer, the score is 60 or less and would be inspected yearly.

On-going work by PHA Staff: Secretary Jessica Ramos notified the board of the 19 stumps at the end of May 2022. The maintenance did remove 2 which now leaves 17 stumps. For

the next meeting, the Board wants an action item to hire a contractor to remove the tree stumps.

Following a brief discussion, Vice-Chairperson Juan Ponce Jr., motioned to approve the Consent Agenda. Commissioner Joshua Bell seconded with all in favor.

6. Teleconference discussion with TML regarding renewal rates for 2022-2023.

The Board of Commissioners had a teleconference with Pierre in regards to the renewal rates. The board discussed the possibility of changing the percentages for health insurance, dental, and vision for dependents and family coverage. Also mentioned the possibility of increasing the employee life insurance from the current \$25, 000.

7. Discussed appropriate actions

A. regarding amending the PHA Bylaws.

Chairperson Reynaldo Trevino presented some amendments to the bylaws and asked the board to review and amend if need be. After a brief discussion, the board tabled this item for the next meeting.

B. Discussed appropriate action regarding the updating of the 5 Year Plan.

Secretary, Jessica Ramos presented the board with recommendations for the 5-year plan of the possibility of the need of windows, kitchen cabinets, and flooring. After a brief discussion, Commissioner Joshua Bell tabled this item for next meeting so Mr. Bell could do an assessment on a unit to see if any large items needed to be added to the 5-year recommendation list.

C. Discussed appropriate action regarding the securing of fences.

After a brief discussion, the board tabled this item for the next meeting so the maintenance could do an assessment on the fences to see if anything is wrong with them or if gates are needed or if broken.

D. Discussed appropriate action regarding the updating of the Procurement Policy.

Chairperson Reynaldo Trevino presented some amendments to the Procurement Policy and asked the board to review and amend if need be. The board motioned to table this item for the next meeting.

E. Discussed appropriate action regarding the hiring of a security guard.

After a brief discussion, the board did not come into an agreement for the hiring of a security guard. Item will be removed from the next agenda.

F. Discussed appropriate action regarding HVAC training for the PHA maintenance.

Secretary, Jessica Ramos notified the board that she did not have a chance to look further into the HVAC training. Board tabled item for the next agenda so secretary Jessica Ramos could find a quickie course.

G. Discussed appropriate action regarding kid snack packs with the Food Bank.

Secretary, Jessica Ramos updated the board that she spoke with Briana Fabela with the Food bank in regards to the kid snack packs and in order to start the process with the Food Bank the PHA needed two certificates which was the Civil Rights Certification and the Food Handler Certification. The PHA could host the food distribution at the PHA office on September 8, 2022 at 9:00 AM with 200 produce and snack pack bags. Ms. Fabela did recommend that for now to just do produce bags due to only having 3 volunteers. The PHA could also serve the public if the eligibility criteria were met. After a brief discussion, Chairperson Reynaldo Trevino motioned to continue with the next step with the Food Bank

for kid snack packs. Resident Juan Garcia seconded the motion with all in favor was Chairperson Reynaldo Trevino and Resident Commissioner Juan Garcia. Not in favor was Vice-Chairperson Juan Ponce and Commissioner Joshua Bell. Item will be removed from the next agenda.

H. Discussed appropriate action regarding declaring the PHA as an emergency site with the Red Cross.

Chairperson Reynaldo Trevino mentioned that the PHA could be of assistance with Red Cross to help assist with the PHA residents. Chairperson Reynaldo Trevino tabled this item for the next meeting.

I. Discussion and appropriate action regarding to proceed with the next step in approving more housing units.

Chairperson Reynaldo Trevino removed item from agenda.

J. Discussion and appropriate action regarding the proceeding of the next step in approving more housing units.

Chairperson Reynaldo Trevino removed item from the agenda.

K. Discussion and appropriate action regarding how to handle COVID.

After a brief discussion, Commissioner Joshua Bell motioned to adopt the policy to wash hands and do not attend work for 6 days if sick and test positive. Vice-Chairperson Juan Ponce second the motion with all in favor with the exception of Chairperson Reynaldo Trevino. Secretary Jessica Ramos mentioned to the Board if time is paid if an employee does test positive only because the PHA does have part time employees that if out the employee does not get paid. Chairperson stated to leave the motion as is and discuss item on agenda for next month to discuss who pays, who gets paid, if it is 5 or 6 days, what does sick mean, if it is a doctor, a test,

L. At 7:46PM, the Board of Commissioners Entered into Closed Session in accordance with the Texas Open Meetings Act 551.074 Personnel Matters.

M. At 8:04PM, the Board of Commissioners Entered into Open Session in accordance with the Texas Open Meetings Act 551.102, Final Actions.

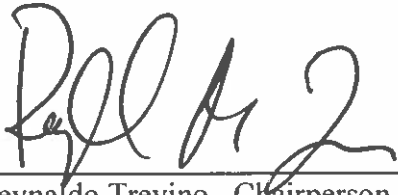
- a. **Discussed appropriate action regarding the compensation for Jessica Ramos, Yesly Martinez, Cynthia Ortiz, Maria Cantu, Patrick Elizondo, Johnnie Carrizales, and Luis Salinas.**

The board decided to discuss item next month. Board tabled item with no action.

N. Discussed the adding of items for the next meeting.

The Board mentioned to put the appropriate way to investigate Fraud and information on background checks.

O. Adjournment. With no further business to discuss, Commissioner Joshua Bell motioned to adjourn the meeting at 8:06 PM. Vice-Chairperson Juan Ponce Jr. seconded with all in favor.



Reynaldo Trevino- Chairperson



Jessica Ramos, Secretary/Executive Director