

**Pearsall Housing Authority  
Regular Meeting of the Board of Commissioners  
Wednesday, September 21, 2022**

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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, September 21, 2022.

**1. Called the meeting to order.**

The meeting was called to order at 6:00PM by Board Chairperson, Reynaldo Trevino

**2. Roll Call and establish meeting.**

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

**Members Absent:** Commissioner Matthew Aguilar and Resident Commissioner Juan Garcia

**3. Pledge of Allegiance**

The members recited the United States Pledge of Allegiance.

**4. Residents and citizens to be heard.**

None.

**5. At 6:13PM, the Board of Commissioners Entered into Closed Session in accordance with the Texas Open Meetings Act 551.074 Personnel Matters.**

a. **Discuss medical, GAP, dental, vision, and Life Insurance coverages for all employees.**

b. **Discuss compensation for Jessica Ramos, Yesly Martinez, Cynthia Ortiz, Maria Cantu, Patrick Elizondo, Johnnie Carrizales, and Luis Salinas.**

**6. At 6:59PM, the Board of Commissioners Entered into Open Session in accordance with the Texas Open Meetings Act 551.102, Final Actions.**

a. **Discussed medical, GAP, dental, vision, and Life Insurance Coverage for all employees.**

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

Commissioner Joshua Bell made a motion to approve a 3% increase in compensation for all employees, 75% on benefits, and leave the life insurance at the current amount of \$25,000 per employee. Vice-Chairperson Juan Ponce seconded the motion with all in favor.

**7. Approve and/or correct the minutes of the meetings held on August 17, 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. Chairperson Reynaldo Trevino wanted Secretary Jessica to review the minutes to see if it states why item I and J were removed and let him know.

**8. Consent Agenda: Financial Reports, Disbursements, Security State Bank balances, Credit card activity, Housing Choice Voucher Program Update, and Low Rent Public Housing Update for the months of August 2022**

Secretary Jessica reviewed disbursements regarding HD Supply, Beta Technology, Parkers Building Supply, Pawliks Ace Hardware, Tractor Supply, Ramirez Refrigeration, and the credit card activity

**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 August 2022. All 10 applicants were removed from the waiting list for either no response or income exceeding the limits. Secretary Jessica notified the board that the average on the waiting list is 50 and the average of families in the HCVP program is 89 families a month. Chairperson Reynaldo Trevino recommended that instead of using that graph that maybe a breakdown by bedroom size would help.

**Low Rent Public Housing:** Secretary Jessica Ramos notified the board of the 91% occupancy rate for the Low Rent Public Housing Program at the end of August 2022 and the occupancy rate of 96% as of September 19, 2022. Also notified the board that the average number of applicants on the waiting list was 59.

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

**9. Discussed the Public Housing Assessment System (PHAS) Score Report.**

Secretary Jessica notified the board that the PHAS Score consisted of the physical, financial, management, and capital funds. Overall scoring that the PHA received was an 85 which was a Standard Performer. Also, Secretary Jessica provided the board with the REAC checklist.

**10. Discussed appropriate actions**

**A. Discussed appropriate action regarding the accessibility route of the parking areas.**

Secretary, Jessica notified the board that she spoke with Kevin the REAC inspector and he notified her that no points to deducted for the parking areas and he just had to notate it. After a brief discussion Commissioner Joshua Bell made a motion to remove this item from the agenda. Vice-Chairperson seconded the motion with all in favor.

**B. Discussed appropriate action regarding background services.**

Secretary Jessica notified the board of the current background service the PHA had with Statewide Criminal Search which does a statewide criminal search and a multi-state sex offender search and was a charge of \$12.00. Also, secretary Jessica had reached out to Data source background screening service and they provided same service at \$12.95. Also, the Texas Department of Public Safety had background services at \$10.00. After a brief discussion, Vice-Chairperson Juan Pone made a motion to conduct background services yearly on participants. Commissioner Joshua Bell seconded with all in favor.

**C. Discussed appropriate action regarding the appropriate way to investigate fraud.**

At last meeting the board wanted Secretary Jessica to reach out to the Uvalde Housing Authority to see how they handle fraud. Secretary Jessica contacted Uvalde and spoke with the Executive Director Gina and they actually do what the PHA currently does. Uvalde verifies income at re-certification and the PHA verifies at every certification. If Uvalde sees someone working, they mail out the verification. The PHA mails notice to

participant. As far as for unauthorized guests, Gina mentioned that is hard to prove while the PHA uses the social media platform. After a brief discussion, Vice-Chairperson made a motion to table this item so Secretary Jessica could search for firms that deal with fraud. Commissioner Joshua Bell seconded the motion with all in favor.

**D. Discussed appropriate action regarding hiring a contractor for the removal of tree stumps.**

Secretary Jessica provided the board with pictures of all tree stumps and notified the board that the stumps were not causing a hazard nor in the walking pathway. After a brief discussion, Commissioner Joshua Bell made a motion to remove this item from the agenda and put on a to do list. Vice-Chairperson seconded the motion with all in favor.

**E. Discussed appropriate action regarding amending the PHA Bylaws.**

Vice-Chairperson Juan Ponce made a motion to table this item for the next meeting. Commissioner Joshua Bell seconded the motion with all in favor.

**F. Discussed appropriate action regarding the updating of the 5 Year Plan.**

After a brief discussion, Commissioner Joshua Bell tabled this item for the future. Vice-Chairperson seconded with all in favor.

**G. Discussed appropriate action regarding the securing of fences.**

Secretary Jessica provided the board pictures of all the fencing. After a brief discussion Commissioner Joshua Bell made a motion to put this item on the to do list. Vice-Chairperson Juan Ponce seconded the motion with all in favor.

**H. Discussed appropriate action regarding the updating of the Procurement Policy.**

Chairperson Reynaldo Trevino made a motion to table this item for the next meeting. Commissioner Joshua Bell seconded the motion with all in favor.

**I. Discussed appropriate action regarding HVAC training for the PHA maintenance.**

Secretary, Jessica Ramos notified the board that she reached out to South Texas Vocational Technical Institute and spoke with Leticia and she notified Secretary Jessica that there was no quick course available anywhere. After a brief discussion, Commissioner Joshua Bell made a motion to remove this item from the agenda. Vice-Chairperson seconded the motion with all in favor.

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

After a brief discussion, Commissioner Joshua Bell made a motion to table this item so Secretary Jessica was able to reach out to the Red Cross and get information. Vice-Chairperson Juan Ponce seconded the motion with all in favor.

**K. Discussion and appropriate action regarding amending the Personnel Policy to include Pandemic Policy with procedure details.**

After a brief discussion, Commissioner Joshua Bell motioned to table this item for the next meeting and amend the Pandemic Policy to Health Policy. Vice-Chairperson Juan Ponce seconded the motion with all in favor.

**L. Discussed appropriate action regarding the approval of the Fair Market Rents (FMR) for the Public Housing Program and the Housing Choice Voucher Program.**

Secretary Jessica reviewed the FMR's that were received on September 1, 2022 for the Housing Choice Voucher Program and recommended the 105%. Secretary Jessica reviewed the FMR's for the Public Housing at the required 80% minus the Utility Allowance. After a brief discussion, Vice-Chairperson Juan Ponce made a motion to

approve the HCVP FMR's at 105% and the Public Housing at 80%. Commissioner Joshua Bell seconded the motion with all in favor.

**11. Discussed the adding of items for the next meeting.**

The Board mentioned to put the annual report and include the leasing trends.

**12. Adjournment.** With no further business to discuss, Vice-Chairperson Juan Ponce motioned to adjourn the meeting at 8:00 PM. Commissioner Joshua Bell seconded with all in favor.

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Reynaldo Trevino– Chairperson



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Jessica Ramos, Secretary/Executive Director