

**Pearsall Housing Authority  
Regular Meeting of the Board of Commissioners  
Wednesday, November 16 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, November 16, 2022.

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

The meeting was called to order at 6:01PM by Board Chairperson, Reynaldo Trevino

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

**Present:** Chairperson Reynaldo Trevino, Vice-Chairperson Juan Ponce Jr.(left meeting at 6:54PM), Commissioner Juan Garcia, and Board Secretary Jessica Ramos

**Members Absent:** Commissioner Joshua Bell and Commissioner Matthew Aguilar (entered meeting at 6:30PM)

**3. Pledge of Allegiance**

The members recited the United States Pledge of Allegiance.

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

None.

**5. Approve and/or correct the minutes of the meetings held on October 19, 2022.**

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

**6. Executive Director Reports: 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 October 2022**

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

Secretary Jessica Ramos reviewed the Housing Choice Voucher Program waiting list trends and program updates. Secretary Jessica Ramos also reviewed the vacancy report and the waiting list trend for the Low Rent Public Housing Program.

**7. Discussed appropriate actions**

**A. Discussed appropriate action regarding fraud firms.**

Secretary Jessica Ramos provided the board with information regarding 3 fraud firms and pricing. After a brief discussion, Chairperson Reynaldo Trevino made a motion to remove this item due to no motion being made to move forward.

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

Secretary Jessica Ramos provided the board documents to show the combined amendments to the Bylaws that were requested by the board. Chairperson Reynaldo

Trevino made a motion to table this item for the next meeting so Secretary Jessica Ramos was able to clean up document.

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

Secretary Jessica Ramos provided the board documents to show the combined amendments to the Procurement Policy that were requested by the board. Chairperson Reynaldo Trevino made a motion to table this item for the next meeting so Secretary Jessica Ramos was able to clean up document.

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

Secretary Jessica Ramos explained to the Commissioners that she did not have any luck contacting Andrew Gaul, the individual that Chairperson Reynaldo Trevino notified her of. Chairperson Reynaldo mentioned that they had a change in staff. After a brief discussion, Chairperson Reynaldo Trevino made a motion to table this item for the next meeting.

**E. Discussed appropriate action regarding amending the Personnel Policy to include a Health Policy with procedure details.**

Secretary Jessica Ramos provided the board with a sample of the health policy. After a brief discussion, Chairperson Reynaldo motioned to table this item for the next meeting to allow Secretary Jessica Ramos to make the necessary amendments that were discussed.

**F. Discussed appropriate action regarding purchasing a membership for building codes.**

Secretary Jessica Ramos provided the board with information regarding the building code pricing. After a brief discussion, Vice-Chairperson Juan Ponce Jr. made a motion to approve the 3-year membership of \$1,700.00 for building codes and would cancel if information was not helpful. Resident Commissioner Juan Garcia seconded the motion with all in favor.

**G. Discussed appropriate action regarding the policy on the required training for Commissioners.**

Secretary Jessica Ramos provided the board with Texas Government Code 551.005 regarding Board of Commissioner Training. The only required training would be to complete a course of training of not less than one and not more than two hours regarding the responsibilities of the governmental body and its members under this chapter not later than the 90<sup>th</sup> day after the date the member takes the oath of office. After a brief discussion, Chairperson Reynaldo Trevino motioned to remove this item from future agenda due to information going to be inputted into the Bylaws.

**H. Discussed appropriate action regarding commissioner training on rent calculations.**

Based on previous item discussed regarding training, Chairperson Reynaldo Trevino removed this item from future agenda.

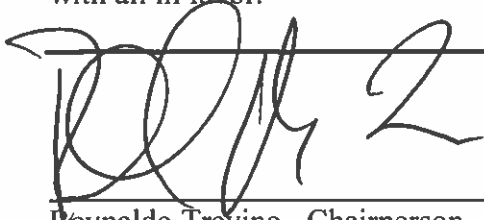
**I. Discussed appropriate action regarding the housing position on building or expanding housing units.**

After a brief discussion, Chairperson Reynaldo Trevino made a motion to leave on agenda until the City of Pearsall meeting that is scheduled for November 30, 2022.

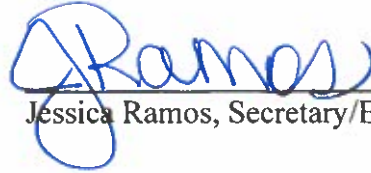
**J. Discussed the approval of suggested items for the next meeting.**

The Board mentioned to include previously discussed in meeting. Chairperson Reynaldo Trevino mentioned to add a discussion regarding a maintenance landscaping goal and parking spaces/tags.

**11. Adjournment.** With no further business to discuss, Commissioner Matthew Aguilar motioned to adjourn the meeting at 7:18 PM. Resident Commissioner Juan Garcia seconded with all in favor.

A handwritten signature in black ink, appearing to be 'RT 2', written over a horizontal line.

Reynaldo Trevino- Chairperson

A handwritten signature in blue ink, appearing to be 'JRamos', written over a horizontal line.

Jessica Ramos, Secretary/Executive Director