

**Pearsall Housing Authority  
Regular Meeting of the Board of Commissioners  
Wednesday, June 21, 2023**

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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 June 21, 2023.

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

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

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

**Present:** Chairperson Reynaldo Trevino, Vice-Chairperson Juan Ponce Jr., Resident Commissioner Juan Garcia, and Commissioner Joshua Bell

**Members Absent:** Commissioner Matthew Aguilar

**Members Tardy:**

**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 May 17, 2023.**

Following a brief discussion, Commissioner Joshua Bell 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, Housing Choice Voucher Program Update, and Low Rent Public Housing Update for the months of March and May 2023**

Secretary Jessica Ramos reviewed the Financial Reports, Disbursements, and Security State Bank balances. Secretary Jessica Ramos gave an update on the Housing Choice Voucher Program. Also, gave an update on the Low Rent Public Housing vacancy report and an update that the administrative assistant would be upkeeping the website. Secretary Jessica Ramos notified the board of the rate increases for TML Risk Pool and TX Health Benefits. Also, reviewed the Leal & Carter audit 2022 charges and how to lower the fees to the PHA. Following a brief discussion, Vice-Chairperson Juan Ponce Jr. motioned to approve the Executive Director Reports. Resident Commissioner Juan Garcia seconded the motion with all in favor.

**7. Discussed appropriate actions**

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

Secretary Jessica Ramos notified the board the PHA's counsel Mr. Bobby Maldonado asked if the PHA would like for him to draft the Bylaws and my response was yes. Vice-

President Juan Ponce Jr. made a motion to table this item. Resident Commissioner Joshua Bell seconded the motion, with all in favor.

**B. Discussed appropriate action regarding the rates for Certification of Deposits.**

Secretary Jessica Ramos notified the board that the CD was renewed at \$106,618.80 and deposited into the LRPH operating account. Notified the board of six bank locations and the current rates. Best rate was with Bank OZK in San Antonio with rate of 5.2% for 12 months. The board also wants the secretary to reach out to HUD regarding the limit of amount being put into a CD. After a brief discussion, Vice-Chairperson Juan Ponce Jr made a motion to put the \$106,000 into a CD with Bank OZK in San Antonio. Commissioner Joshua Bell seconded the motion, with all in favor.

**C. Discussed appropriate action regarding a rent payment portal for residents.**

Secretary Jessica Ramos presented the board with two companies allowing residents to pay their rent. First company was MRI Software which we currently utilize and consisted of a one-time fee of \$570.00 which would sync with the software. Second company was AP Solutions GovCard that did not consist of a fee but was an internet-based payment platform with an online portal that will be built onto the website and rents inserted manually. After a brief discussion, Vice-Chairperson Juan Ponce Jr made a motion to move forward with MRI Software for the rent payment portal for residents. Resident Commissioner Juan Garcia seconded the motion, with all in favor.

**D. Discussed appropriate action regarding the maintenance of AC units with current vendors.**

Secretary Jessica Ramos notified the board that the PHA had spoken with Maverick regarding the maintenance of AC units to get an estimated price. Maverick stated that the amount of \$12,000 on a quarterly basis would consist of a simple clean. After a brief discussion, the board notified Secretary Jessica Ramos to go ahead and get the listing of what a simple clean consists of.

**E. Discussed appropriate action regarding the planting of carpet grass at the office.**

After a brief discussion, Commissioner Joshua Bell made a motion to put this item on the low priority list. Vice-Chairperson Juan Ponce Jr. seconded the motion, with all in favor.

**F. Discussed appropriate action regarding the installation of a sprinkler system at the office.**

After a brief discussion, Commissioner Joshua Bell made a motion to put this item on the low priority list. Vice-Chairperson Juan Ponce Jr. seconded the motion, with all in favor.

**G. Discussed appropriate action regarding the replacing of the front door.**

Secretary Jessica Ramos notified the board that the front door had already been repaired and did not need to be replaced.

**H. Discussed appropriate action regarding the re-painting of parking areas.**

After a brief discussion, Commissioner Joshua Bell made a motion to put this item on the low priority list. Vice-Chairperson Juan Ponce Jr. seconded the motion, with all in favor.

**I. Discussed appropriate action regarding the hiring of a contractor for the removal of tree stumps and cutting of trees.**

After a brief discussion, Commissioner Joshua Bell made a motion to put this item on the low priority list. Vice-Chairperson Juan Ponce Jr. seconded the motion, with all in favor.

**J. Discussion appropriate action regarding amending the quarterly inspections for the Public Housing Program to bi-annually.**

Secretary Jessica Ramos notified the board that due to the work load of the Low Rent Public Housing Manager, if they would consider conducting inspections on a bi-annually basis instead of quarterly basis. After a brief discussion, Commissioner Joshua Bell made a motion to approve amending the quarterly inspections to bi-annually. Vice-Chairperson Juan Ponce Jr. seconded the motion, with all in favor.

**K. Discussed appropriate action regarding the HUD approval to establish payment standards from 111% to 120% of the FMR through December 31, 2023.**

After a brief discussion, Commissioner Joshua Bell made a motion to set the payment standard at 120% of the FMR through December 31, 2023. Vice-Chairperson Juan Ponce Jr. seconded the motion, with all in favor.

**L. Discussed appropriate action regarding the Strategic Plan proposal prepared by Aries Consulting.**

After a brief discussion, Vice-Chairperson Juan Ponce Jr. made a motion to remove item from the agenda. Commissioner Joshua Bell seconded the motion, with all in favor.

**M. Discussed appropriate action to adopt Resolution 2023.06.21.01 for the Low Rent Public Program budget for the PHA fiscal year July 1, 2023 through June 30, 2024 that was prepared by Lindsey an MRI Software Company.**

After a brief discussion Commissioner Joshua Bell made a motion to approve resolution 2023.06.21.01, approving the Low Rent Public Program budget for the PHA fiscal year July 1, 2023 through June 30, 2024 that was prepared by Lindsey an MRI Software Company.

**N. Discussed appropriate action to approve Resolution 2023.06.21.02 for the Housing Choice Voucher Program budget for the PHA fiscal year July 1, 2023 through June 30, 2024 that was prepared by Lindsey an MRI Software Company.**

After a brief discussion Commissioner Joshua Bell made a motion to approve resolution 2023.06.21.02, approving the Choice Voucher Program budget for the PHA fiscal year July 1, 2023 through June 30, 2024 that was prepared by Lindsey an MRI Software Company.

**O. Discussed appropriate action regarding the adoption of Resolution 2023.06.21.03, approval of the Personnel Policy Manuel.**

Secretary Jessica Ramos presented the board with the Personnel Policy Manuel that was updated by Nelrod. After a brief discussion, Vice-Chairperson Juan Ponce Jr. made a motion to adopt resolution 2023.06.23.03, the Personnel Policy Manuel. Commissioner Joshua Bell seconded the motion, with all in favor.

**8. The board entered Closed Session at 7:52 PM in accordance with the Texas Open Meetings Act Section 551.074, Personnel Matters**

**1. Discussion regarding employee salaries**

**9. The board entered Open Session at 8:36 PM in accordance with the Texas Open Meetings Act Section 551.102, Final Actions.**


1. Discussed employee salaries. Vice-Chairperson Juan Ponce Jr. made a motion to increase salaries by 21% for Yesly Martinez, 18% for Patrick Elizondo, 18% for Johnnie Carrizales, 20% for Adrianna Leal, 20% for Jessica Ramos, 15% for Jessie Williams, and 13% for Luis Salinas. Commissioner Joshua Bell seconded the motion, with all in favor.

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

No items were requested at that time.

**11. Adjournment.** With no further business to discuss, Commissioner Joshua Bell motioned to adjourn the meeting at 8:38 PM. Vice-Chairperson Juan Ponce Jr. seconded the motion, with all in favor.

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Juan Ponce Jr. – Vice-Chairperson  
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Jessica Ramos, Secretary/Executive Director

7.19.23  
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Date: