

**Pearsall Housing Authority  
Regular Meeting of the Board of Commissioners  
Thursday, August 20, 2026**

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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 Thursday, August 20, 2026 at 6:00 PM

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

The meeting was called to order at 6:05 PM by Chairperson Roy Menke

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

**Present:** Chairperson Roy Menke, Vice- Chairperson David Richey, Commissioner Amanda VanCleve, Commissioner Beatrice Nieto, Commissioner Edward Carrizales, and Resident Commissioner Cesario Garza

**Members Absent:** NA

**Members Tardy:** NA

**3. Pledge of Allegiance**

The members recited the United States Pledge of Allegiance.

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

NA

**5. Approve and/or correct the meeting minutes held on July 16, 2026.**

Following a brief discussion, Commissioner Beatrice Nieto motioned to approve the minutes as presented. Commissioner Amanda VanCleve seconded the motion with all in favor. Motion passes.

**6. Executive Director Reports: Financial Reports, Expenses, Bank balances, Housing Choice Voucher Program Update, Low Rent Public Housing Update, Vacancy Report, for the month of July 2026.**

Secretary Jessica Ramos reviewed Expenses and Bank balances, could not review the Financial Reports as they were not available due to REAC Submission not completed.

Secretary Jessica Ramos gave an update on the Housing Choice Voucher Program. Gave an update on the Low Rent Public Housing vacancy report. Also, gave an update on CD #0112 (\$116,835.857), that was up for renewal on 7.31.26 with a yield at 4%. Did receive local rates, and also reached out to OZK where the CD was previously with, but got no response. The current renewal will be with Security State bank with a yield at 3.50% for 12 months. Also, gave an update on the need to hire a full time Maintenance Laborer due to the work load for grass and brush. Notified the board that the Housing Choice Voucher Program Coordinator resigned her position and last day was August 13, 2026. The current Administrivia Assistant will also be resigning her position. Notified the board that I, the Executive Director and Low Rent Public Housing Manager will be working on weekends to get vacant positions ready. Following a brief discussion, Vice-Chairperson David Richey motioned to approve the Executive Director Report. Commissioner Beatrice Nieto seconded the motion with all in favor. Motion passes.

**7. Discussed action items:**

**A. Discussed possible action on Resolution # 2026.27.01- resolution approving and adopting revised job descriptions for existing housing authority positions.**

Secretary Jessica Ramos notified the Board that management periodically reviews job descriptions to ensure alignment with current operation needs. Job descriptions were last revised in 2016, and was needed for all existing positions to accurately reflect current roles. Jessica did notify the Board that there was no huge revision in the job descriptions. After a brief discussion, Vice-Chairperson David Richey made the motion to approve Resolution # 2026.27.01 to approve and adopt the revised job descriptions for following existing positions of Executive Director, Administrative Assistant, Low Rent Housing Specialist, Housing Choice Voucher Program Coordinator, Maintenance Foreman, Maintenance Assistant, and Maintenance Laborer and would implement immediately. Commissioner Beatrice Nieto seconded the motion, with all in favor. Motion passes.

**8. Discussion and appropriate action regarding the approval of suggested items for next meeting.**

The board will be discussing the retention policies.

**9. Adjournment.**

With no further business to discuss Chairperson Roy Menke made the motion to adjourn. Commissioner Amanda VanCleve seconded the motion, with all in favor. The meeting adjourned at 6:37 PM.

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David Richey, Vice-Chairperson

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Jessica Ramos, Secretary/Executive Director

Date: 09-17-2026