

**MINUTES OF THE MEETING
OF THE MCALLEN HOUSING AUTHORITY SPECIAL BOARD MEETING**

Thursday, March 4, 2021

CALL TO ORDER AND ROLL CALL - The special meeting of the Board of Commissioner of the McAllen Housing Authority was held Thursday, March 4, 2021, via Zoom teleconference.
Chair Ronnie Cruz called the meeting to order at 3:11 p.m. Present and attendance for roll call were:

Present: Chair Ronnie Cruz
Vice Chair Elva M. Cerda
Commissioner Eliseo "Tito" Salinas
Resident Commissioner Jesus Borrego

Absent: Commissioner Rodrigo "Rudy" Elizondo

Staff: Executive Director Rodolfo "Rudy" Ramirez
Deputy Director Daniel Delgado
Finance Director Jose Garcia
HVC Manager Elena Saucedo
Maintenance Director George Dismukes
FSS Coordinator Maria Loreda
Administrative Assistant Adriana Rosas
Maintenance Aid Miguel Correa

Guests: Carlos Casco, Cascos & Associates, PC
Alfred Vera, Cascos & Associates, PC

1. Call the meeting to order – 3:11 PM
2. Public Comment – None
3. Appointment of Reaffirmed Board of Commissioners to the Housing Authority of the City of McAllen and its Instrumentalities. **Confirmation letter of reappointment received from the City of McAllen; terms to expires on Dec 31, 2022**
 - Commissioner Place 1 – Chairman Ronnie Cruz
 - Commissioner Place 2 – Vice-Chair Elva M. Cerda
 - Commissioner Place 4 – Commissioner Eliseo "Tito" Salinas
4. Action Items:
 - a) Consideration and Possible Action to Approve Meeting Minutes of Regular Board Meeting December 17, 2020 and January 21, 2021. **Chair Cruz addressed minor correction to the Jan. 2021 minutes. Chair Ronnie Cruz entertained a motion to table December 17, 2020 meeting minutes for further review and approve January 21, 2021 meeting minutes with corrections. Vice Chair Elva M. Cerda made motion; second by Resident Commissioner Jesus Borrego. Motioned carried unanimously.**

- b) Presentation and Possible Action to Approve Annual Financial Audit Report for the year ending June 30, 2020; as prepared by Cascos & Associates, PC. Mr. Cascos presented the complete 2020 Year-End Audit as an unqualified opinion report; where random selection of transactions determined no material findings or significant weaknesses. Overall, it was determined that the McAllen Housing Authority is financially strong. Chair Ronnie Cruz entertained a motion to approve presentation of Annual Financial Audit Report. Commissioner Eliseo "Tito" Salinas made a motion to approve; second by Vice Chair Elva M. Cerda. Motioned carried unanimously.
- c) Consideration and Possible Action to Approve 2021 Utility Allowance Schedule. Deputy Director Delgado stated that utility allowances are reviewed yearly to assure correct rate with locate utility consumption data. Our agency then provides a reduction in the rent portion to offset utility cost. Analysis was performed by the Nelrod Company for 2021; tenants were notified of upcoming changes since Dec. 2020. There was an average of 10% change in utility allowances; recommends approval. Chair Ronnie Cruz entertained a motion to approve 2021 Utility Allowance Schedule. Vice Chair Elva M. Cerda made motion to approve; second by Commissioner Eliseo "Tito" Salinas. Motioned carried unanimously.
- d) Consideration and Possible Action to Approve Amendments to the McAllen Housing Authority Organizational Chart. Finance Director Garcia mentioned that several positions have been realigned and retitled in the FY 2020-2021 organization chart for efficiency purposes in response to the audit issues; recommends approval. Chair Ronnie Cruz entertained a motion to approve amendments to the organizational chart. Commissioner Eliseo "Tito" Salinas made motion to approve; second by Vice Chair Elva M. Cerda. Motioned carried unanimously.
- e) Consideration and Possible Action to Approve COVID-19 Related Grant Agreement Between the McAllen Housing Authority and the City of McAllen. Grant agreement funding of \$16,000; will primarily focus on items that will prevent, prepare for, and responded to diminishing Coronavirus exposure. Items to be purchased include: computers & accessories, protective gear, disinfectants, Wi-Fi connectivity, thermometers, and signage. Funds provided will service agency clients or neighborhood residents who seek services. Chair Ronnie Cruz entertained a motion to approve COVID-19 Related grant agreement. Commissioner Eliseo "Tito" Salinas made motion to approve; second by Vice Chair Elva M. Cerda. Motioned carried unanimously.

5. Non-Action Items:

- a) Staff update: Employee Introduction
- Maintenance Aid – Miguel Correa has been with the agency for 3 months, before starting with the agency Mr. Correa was with Sears Holding Corporation for twenty-five years; graduated for Texas Technical school.
- b) Family Self Sufficiency (FSS) Update
- Thirty residents currently enrolled in the program; 2 exits. Expecting to add 4 new participants by the end of the month. Before 4th quarter ends there is an

anticipation of 15-18 new participants. Our recent graduate Veronica Cano is in the counseling process with Affordable Homes of South Texas. Possible IDA set up for future graduates through Affordable Homes of South Texas.

c) Executive Director's Report

- Texas County & District Retirement System (TCDRS) to conduct presentation; available dates March 11 or March 25 at 3:00pm.

d) Financial Summary

MHA Consolidated

- Monthly revenue at \$754,513.00 a decrease of 20% from the prior year due to RAD money. Monthly expenses of \$732,982.00 an increase of 4.24% Net income down 91.40% because of RAD money received last year. It is considered an other sources of funding. Grant revenue at 14.25% due to grant monies received in the last 3 quarter. Admin expenses are up 22%, Tenant Services down 68.13%, utilities up by 55.36% and maintenance and operation up 50.36%.

MHA Sec. 8

- Sec. 8 relatively flat, revenue of \$631,977.00; 1.73% increase. Expenses up by 0.65%, Net Income up by 11.32% because of low volume.

MHA Low Rent

- Monthly revenue of \$23,569.00 decrease of 90.83% related to transfer of Vine Terrance to MHDC

6. Executive Session: Closed Session Under Government Code 551 Sections

a) Litigation Update – ROFA

- No additional information to consider. Therefore, Executive Session is not needed.

7. Reconvened to open session; Action if any on:

- None

8. Board Agenda Requests for March 2021 Board Meeting

- Texas County & District Retirement System (TCDRS) Presentation
- HR Personnel Policy Update
- Summary of Employee Survey

9. Adjournment. **Chair Ronnie Cruz entertained motion to adjourn meeting. Vice Chair Elva M. Cerda motioned; Commissioner Eliseo "Tito" Salinas, seconded the motion. Motion carried unanimously. Meeting Adjourned at 4:20 PM.**



Rodolfo "Rudy" Ramirez, Executive Director