

**MINUTES OF THE MEETING
OF THE MCALLEN HOUSING AUTHORITY SPECIAL BOARD MEETING
Thursday, May 20, 2021**

CALL TO ORDER AND ROLL CALL - The regular meeting of the Board of Commissioners of the McAllen Housing Authority was held Thursday, May 20, 2021 via Zoom teleconference. Chairman Ronnie Cruz called the meeting to order 3:04 p.m. at present and attendance for roll call were:

Present: Chairman Ronnie Cruz
Vice-Chairwoman Elva M. Cerda
Commissioner Eliseo "Tito" Salinas

Absent: Resident Commissioner Jesus Borrego

Staff: Executive Director Rodolfo "Rudy" Ramirez
Deputy Director Daniel Delgado
Administrative Assistant Adriana Rosas

Guest: Attorney Marissa Carranza Hernandez

1. Call Meeting to Order – 3:04PM

2. Non-Action Items:

- a) Workshop Presentation on Revision to the McAllen Housing Authority Employee Policy Manual.
- Attorney Carranza Hernandez presented the following revisions to employee policy manual.
 - Anti-Fraternization Policy was added to employee manual. Policy states no fraternization between employees and supervisor or any relationship that effects work environment, includes no fraternization between employees and residents.
 - Changes to Employee Complaints/Grievance Procedure include, complains will be considered as formal only if in writing and signed, anonymous complains will be received, but not respond to in the same matter as written. Appeal process has been added in the event of an adverse personal action. Executive Director has final decision on personal action, any grievance regarding the executive director will be presented to the city attorney. After further discussion Board members would like to designate a witness in every step of the grievance process.
 - Dress, appearance, and uniform section was made gender neutral. Changes made were to proper foot wear, distracting or illegal body art/tattoos. Attire violations updates include shirts and blouses must hang 4 inches from shoulder. No Spanx pants or shorts, no short skirts, t-shirts w/o collars, piecing's other than ears or political attire. Board members discussed the possibility of staff uniforms, removing denim jeans to avoid any issues and the designation of a person to oversee dress code violations.
 - Changes to employee conduct and work rules to include all disciplinary actions shall be documented in an Employee Disciplinary Action Form.

- Rehire Process states that any employee who left in good standing may apply and is eligible for rehire. Check list of good standing should be documented and placed in HR file. Job postings will no longer be posted internally for a minimum of 3 business days. They will now be posted in all platforms.
- Any changes to pay scale and payroll should be reflected on a Salary Memorandum Form and is to be kept in HR file. Executive Director salary cap will be added.
- Performance evaluation system, Executive Director would like to change annual performance review to be conducted at the end of every fiscal year.
- Sexual Harassment, if the Executive Director is offender then complaining party should take these actions to the McAllen city attorney. Sexual harassment training should be done on an annual basis.
- Sick leave policy has changed; employees will not be paid out sick leave upon separation/termination of employment.
- Random Drug Testing shall be conducted at a certified laboratory and random selections will be made by the Executive Director or his designee. Vacation time will not be used until after the 90-day probation period.
- Weapons ban MHA to restrict the carrying of a concealed handgun into any board of commissioner meeting. Announcement should be posted at door w/very specific lettering and language pursuant to Texas law. Board members would like a way to enforce restriction.
- Whistleblower and other Discrimination complaints procedures have been added to employee policy.

3. Adjournment. **Chair Ronnie Cruz entertained motion to adjourn meeting. Vice Chair Elva M. Cerda motioned to adjourn; Commissioner Eliseo "Tito" Salinas, second the motion. Motion carried unanimously. Meeting Adjourned at 4:25PM.**



Rodolfo "Rudy" Ramirez, Executive Director