

HOUSING AUTHORITY CITY OF EDINBURG

*Regular Board Meeting Minutes*

Thursday, January 24, 2019 at 12:00 p.m.

1. Call Meeting to Order and Establish a Quorum – Chairman, Dr. Martin Castillo Jr. welcomed everyone to the meeting, established there was a quorum and called the meeting to order at 12:06 p.m.

2. Pledge of Allegiance (Simon Garza) and Invocation Vice-Chairman (Gabriel Salinas)

Attendees: Dr. Martin Castillo, Gabriel Salinas, Simon Garza, Marissa Chavana, Juan Guzman  
Staff: Liz Hernandez, Richard Christian, Robert Hernandez, Maria Valdez  
Attorney: Rebecca Vela

3. Review and Consider Approval of Minutes

a. Regular Board Meeting of December 27, 2018

Motion to approve, 1<sup>st</sup> motion by Simon Garza 2<sup>nd</sup> motion Marissa Chavana Carried 5-0

4. Review and Approve Recurring Bids A to H

- A. Electrical Supplies
- B. Hardware Supplies
- C. Janitorial Supplies
- D. Lumber Supplies 1
- E. Lumber Supplies 2
- F. Office Supplies
- G. Plumbing Supplies
- H. Tile Supplies

Lowest bids were selected for all categories.

Motion to approve, 1<sup>st</sup> motion by Simon Garza 2<sup>nd</sup> motion Gabriel Salinas Carried 5-0

5. Review to Proceed Work Order #02 with Milnet Architectural Services. Replacement of metal door in bathrooms and replacement of the existing windows at El Jardin.

Motion to approve, 1<sup>st</sup> motion by Simon Garza 2<sup>nd</sup> motion Gabriel Salinas Carried 5-0

6. Review and Approve Resolution # 2019-01

Approve to adopt addendum to procurement policy to add a Contract File Checklist.

Motion to approve, 1<sup>st</sup> motion by Gabriel Salinas 2<sup>nd</sup> motion Simon Garza Carried 5-0

7. Review and Approve Resolution # 2019-02

Approve to adopt revision to cash management/internal controls policy.

Item 22 on page 4 changed adding references to Appendix B to Part 225 – Selected Items of Cost listing.

Motion to approve, 1<sup>st</sup> motion by Simon Garza 2<sup>nd</sup> motion Marissa Chavana Carried 5-0

8. Recognize Marissa Garza to discuss various initiatives with The City of Edinburg.

Marissa Garza was unable to attend this meeting. The board decided to reschedule to meet with The City of Edinburg administration.

No Action Was Taken

9. Executive Session – In accordance with Article 6252-17, Section 2, subsection g, Vernon's Texas Annotated Civil Statutes, the Open Meeting Act, The Board of Commissioners will publicly announce they will adjourn to an Executive Session to discuss the following:

Private consultation with the Board's attorney.

Motion to go into executive session, 1<sup>st</sup> motion by Gabriel Salinas 2<sup>nd</sup> Simon Garza at 12:34 p.m.

Carried 5-0

Reconvene to Open Session

Motion to reconvene, 1<sup>st</sup> motion by Gabriel Salinas, 2<sup>nd</sup> Simon Garza at 1:58 p.m.

Carried 5-0

10. Possible action on posted agenda items discussed in Executive Session  
Motion to have segregated billing with Rebecca Vela for special projects as assigned.  
Motion to approve, 1<sup>st</sup> motion by Gabriel Salinas 2<sup>nd</sup> motion Juan Guzman Carried 5-0

11. Administration Report

A) Agency Programs update

- Liz Hernandez presented her monthly summary report for December 2018
- Rich addressed homework help and further clarified how many students are being tutored at each location and their schedule, possible change in schedules based on attendance.
- The vending machines and blood pressure machine in the breakroom was discussed. Might possibly get a coke machine for the lobby. To be further discussed

B) Financial Report

- Rich reviewed the financial reports for November.
- A draft budget was distributed for further review and possible workshop.

12. Adjourn

Motion to adjourn, 1<sup>st</sup> motion by Gabriel Salinas 2<sup>nd</sup> motion Marissa Chavana at 2:27 p.m. Carried 5-0

/s/ \_\_\_\_\_  
Dr. Martin Castillo, Jr., Chairman

/s/ \_\_\_\_\_  
Gabriel Salinas, Vice-Chairman

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