



STEP UP

Regular Board Meeting

April 27, 2023

AGENDA



PUBLIC NOTICE OF REGULAR MEETING

The Board of Commissioners of the Step Up will conduct a Regular Board Meeting at 5:20 p.m. on April 27, 2023, at the Edinburg Housing Authority Administrative Building, 910 S. Sugar Road, Edinburg, Texas 78539.

The Commissioners may conduct a closed meeting pursuant to §551.071 of the Texas Government Code to seek the advice of its attorneys about a pending or contemplated litigation or about a settlement offer; or to consult with its attorney on a matter in which the duty of its attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act.

AGENDA

1. Call Meeting to Order and Establish a Quorum – Chairman, Daniel Cantu
2. Public Comment – Public Comments are limited to three (3) minutes. The Public Comments form will be located at the reception window at the Administration building and must be completed and submitted no later than 5:00 pm to the Executive Director. Please note that this public comment period is not interactive.
3. Discuss and Approve Board Minutes Regular Board Meeting of January 26, 2023.
4. Discuss and consider approval of updates to banking services:
 - a) Resolution #2023-01 to close bank accounts at Plains Capital Bank.
 - b) Resolution #2023-02 to open bank accounts at Texas National Bank and update signatures.
5. Administration Report:
 - a. Agency Program
 - b. Financial Report
6. Executive Session:
 - a. Legal issues in accordance with Section 551.071 of the Texas Government Code
7. Possible action on posted agenda items discussed in Executive Session.
8. Adjournment

WITNESS MY HAND AND SEAL OF said Step Up this 24th day of April 2023.



A handwritten signature in blue ink, appearing to be "Dr. Martin Castillo, Jr.", written over a horizontal line.

Dr. Martin Castillo, Jr., Executive Director
Step Up

POSTED
4.24.23

@ 4:30 pm City Sec. JA.

MINUTES

STEP UP
910 S. Sugar Rd.
Edinburg, Texas 78539

MINUTES OF JANUARY 26, 2023
REGULAR BOARD MEETING

1. Call Meeting to Order and Establish a Quorum – **Chairman, Daniel Cantu welcomed everyone to the meeting; established there was a quorum; and called the meeting to order at 6:45 pm.**

Board Members: Daniel Cantu, Juan Guzman, Armando Barrera, and Jose Rodriguez
Legal Counsel: Rebecca Vela
EHA Staff: Dr. Martin Castillo Jr., Richard Christian, and Robert Hernandez

2. Public Comment - **No Public Comment**
3. Discuss and Approve Board Minutes Regular Board Meeting of October 27, 2022.
Motion to Approve minutes of October 27, 2022, made by Armando Barrera, 2nd by Juan Guzman Carried 4-0
4. Administration Report:
 - a. Agency Program – **Dr. Castillo reported that student interns and staff will be meeting with graduating high school seniors this upcoming Saturday, January 28th for a scholarship workshop. The scholarship application will also provide continued opportunities for additional assistance.**
 - b. Financial Report - **Rich Christian reviewed financial statements for period ending 11/30/2022.**
5. Executive Session:
 - a. Legal issues in accordance with Section 551.071 of the Texas Government Code
6. Possible action on posted agenda items discussed in Executive Session.
7. Adjournment
Armando Barrera motioned to adjourn the meeting at 6:50 pm, seconded motion by Jose Rodriguez Carried 4-0

/s/ _____
Daniel Cantu, Chairman

/s/ _____
Daniel Cantu, Chairman

RESOLUTIONS

RESOLUTION #2023-01

RESOLUTION APPROVING THE CLOSING OF BANK ACCOUNTS WITH PLAINS CAPITAL BANK

WHEREAS the Step-Up Corporation Board of Commissioners met in Regular Meeting this 27th day of April 2023.

WHEREAS the Board of Commissioners of The Edinburg Housing Step Up. approved the Closing of Bank Account with Plains Capital Bank.

EIN 61-1847388

Edinburg Housing Step Up Corporation

Account ending in 4400.

NOW BE IT RESOLVED that this resolution grants authority to these officers, including, but not limited to signing, inquiring, giving written or oral instructions to Plains Capital Bank, with respect to the aforementioned checking account with Plains Capital Bank.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Step-Up corporation on this the 27th day of April 2023 adopted said Resolution by a unanimous vote.

Daniel Cantu, Chairman

Dr. Martin Castillo Jr., Executive Director

RESOLUTION #2023-02

RESOLUTION APPROVING THE OPENING OF BANK ACCOUNTS WITH TEXAS NATIONAL BANK

WHEREAS the Step-Up Corporation Board of Commissioners met in Regular Meeting this 27th day of April 2023.

WHEREAS the Board of Commissioners of The Edinburg Housing Step Up approved the opening of New Bank Accounts with Texas National Bank.

EIN 61-1847388

Edinburg Housing Step Up Corporation

NOW BE IT RESOLVED that this resolution grants authority to these officers, including, but not limited to signing, inquiring, giving written or oral instructions to Texas National Bank, with respect to the aforementioned checking account with Texas National Bank.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Step-Up Corporation on this the 27th day of April 2023 adopted said Resolution by a unanimous vote.

Daniel Cantu, Chairman

Dr. Martin Castillo Jr., Executive Director

ADMINISTRATION REPORTS

STEP UP: Scholarship Workshops

EHA staff and UTRGV Social Work student interns volunteered their time on Saturdays to meet with residents regarding the various scholarships available. The workshop provided the residents information such as deadlines, essay proof reading, assistance with filing out applications and much more information.



Edinburg Housing Authority
Edinburg Stepup Comparative Balance Sheet
 Nonprofit Component Units
 As of Date: 2/28/2023

	2/28/2023	2/28/2022	Variance
Assets			
Cash and Cash Equivalents			
2 03 1111.11 0 Step Up Checking Acct PCB	48,477.21	51,281.82	(2,804.61)
Total Cash and Cash Equivalents	<u>48,477.21</u>	<u>51,281.82</u>	<u>(2,804.61)</u>
Total Assets	<u>48,477.21</u>	<u>51,281.82</u>	<u>(2,804.61)</u>
Liabilities			
Current Liabilities			
2 03 2111 0 Accounts Payable - Vendors	52.00	0.00	52.00
Total Current Liabilities	<u>52.00</u>	<u>0.00</u>	<u>52.00</u>
Total Liabilities	<u>52.00</u>	<u>0.00</u>	<u>52.00</u>
Owner's Equity			
Net Position			
2 03 2841 0 Net Assets - Unrestricted	51,125.82	54,764.03	(3,638.21)
Total Net Position	<u>51,125.82</u>	<u>54,764.03</u>	<u>(3,638.21)</u>
Net Income (Loss)	<u>(2,700.61)</u>	<u>(3,482.21)</u>	<u>781.60</u>
Total Owner's Equity	<u>48,425.21</u>	<u>51,281.82</u>	<u>(2,856.61)</u>
Total Liabilities and Owner's Equity	<u>48,477.21</u>	<u>51,281.82</u>	<u>(2,804.61)</u>
			<u>0.00</u>

Edinburg Housing Authority
Edinburg Stepup Comparative Income Stmt
 Nonprofit Component Units

					Start: 04/01/2022	Start: 04/01/2021		
					End: 02/28/2023	End: 02/28/2022	Variance	Variance %
Operating Revenue								
Other Operating Revenue								
Other Income - Misc.	2	03	3690.1	5	0.00	50.00	(50.00)	-100.00 %
Total Other Operating Revenue					<u>0.00</u>	<u>50.00</u>	<u>(50.00)</u>	<u>-100.00 %</u>
Total Operating Revenue					<u>0.00</u>	<u>50.00</u>	<u>(50.00)</u>	<u>-100.00 %</u>
Operating Expenses								
Administrative Expense								
Legal Expense	2	03	4130	5	600.00	875.00	275.00	31.43 %
Accounting Fees	2	03	4170	5	572.01	416.00	(156.01)	-37.50 %
Food & Other Sundry Expense	2	03	4190.18	5	217.60	1,172.20	954.60	81.44 %
Administrative Contact Costs	2	03	4190.19	5	311.00	1,010.00	699.00	69.21 %
Total Administrative Expense					<u>1,700.61</u>	<u>3,473.20</u>	<u>1,772.59</u>	<u>51.04 %</u>
Tenant Services								
Ten Services - Recreation Pubs	2	03	4220	5	0.00	59.01	59.01	100.00 %
Ten Services - Scholarships	2	03	4220.1	5	1,000.00	0.00	(1,000.00)	0.00 %
Total Tenant Services					<u>1,000.00</u>	<u>59.01</u>	<u>(940.99)</u>	<u>-1594.63 %</u>
Total Operating Expenses					<u>(2,700.61)</u>	<u>(3,532.21)</u>	<u>831.60</u>	<u>-23.54 %</u>
Net Income (Loss)					<u>(2,700.61)</u>	<u>(3,482.21)</u>	<u>781.60</u>	<u>-51.16 %</u>

Report Criteria PHA: 2 Project: '01','02','03'

Include Unapproved: False Include Zero Balance: False Custom 1:

Custom 2:

Custom 3: STP