



SPECIAL BOARD MEETING

Tuesday, October 31, 2023

STEP UP

AGENDA



PUBLIC NOTICE OF SPECIAL MEETING

The Board of Commissioners of the **Step Up** will conduct a Special Board Meeting at **5:25 p.m. on Tuesday, October 31, 2023**, at the Edinburg Housing Authority / Ciro Trevino 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 board secretary. Please note that this public comment period is not interactive.
3. Discuss and Approve Board Minutes Regular Board Meeting of July 27, 2023.
4. Discuss and consider approval of Resolution #2023-03 Approving the closing of Step-Up credit card with TIB/Plains Capital Bank
5. Discuss and consider approval of Resolution #2023-04 Approving the opening of Step-Up credit card with Texas National Bank
6. Administration Report:
 - a. Administration
 - b. Financial Report
7. Executive Session:
 - a. Legal issues in accordance with Section 551.071 of the Texas Government Code
8. Possible action on posted agenda items discussed in Executive Session.
9. Adjournment

WITNESS MY HAND AND SEAL OF said Step Up this 27th day of October 2023.



Dr. Martin Castillo Jr., Secretary

Step Up

POSTED
10-27-23

@ 3:15pm cto Se^a EA.

MINUTES



STEP UP
910 S. Sugar Rd. Edinburg, Texas 78539
Regular Board Meeting
July 27, 2023, at 5:25 p.m.

MINUTES OF July 27, 2023

1. Call Meeting to Order and Establish a Quorum – **Vice Chairman, Alexis Villarreal, welcomed everyone to the meeting; established there was a quorum; and called the meeting to order at 6:50 pm.**

Board Members: **Alexis Villarreal, Sandra Garza, Armando Barrera**
Legal Counsel: **Rebecca Vela**
EHA Staff: **Richard Christian, Robert Hernandez, Karla Trevino, Dr. Martin Castillo**

2. Public Comment – No Public Comments
3. Discuss and Approve Board Minutes Regular Board Meeting of May 25, 2023.
Armando Barrera motioned to approve Minutes of May 25, 2023, seconded by Sandra Garza Carried 3-0
4. Administration Report:
 - a. Financial Report – **Rich Christian provided financial report for period ending 05/31/2023.**
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
8. **Armando Barrera motioned to adjourn the meeting at 6:51 pm, seconded motion by Sandra Garza Carried 3-0**

/s/ _____
Daniel Cantu, Chairman

/s/ _____
Dr. Martin Castillo Jr., Secretary

RESOLUTIONS

RESOLUTION #2023-03

RESOLUTION APPROVING THE CLOSING OF CREDIT CARD WITH TIB/PLAINS CAPITAL BANK

WHEREAS the Board of Commissioners of the Step-Up Corporation met in Special Meeting this 31st day of October 2023.

WHEREAS the Board of Commissioners of the Step-Up Corporation Approves the Closing of Credit Card with TIB/Plains Capital Bank.

Credit Cards

credit card ending in #2265

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 TIB/Plains Capital Bank, with respect to the aforementioned credit card account with TIB/Plains Capital Bank.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Step-Up corporation on this the 31st day of October 2023 adopted said Resolution by a unanimous vote.

Daniel Cantu, Chairman

Dr. Martin Castillo Jr., Executive Director

RESOLUTION #2023-04

RESOLUTION APPROVING THE OPENING OF A CREDIT CARD WITH TEXAS NATIONAL BANK

WHEREAS the Board of Commissioners of the Step-Up Corporation met in Special Meeting this 31st day of October 2023.

WHEREAS the Board of Commissioners of the Step-Up Corporation Approves the Opening of a New Credit Card with Texas National Bank.

WHEREAS the Board of Commissioners approves the following authorized user and credit limit on Step Up corporation credit card:

Martin Castillo, Jr. / Executive Director - \$2,500.00 credit limit

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 credit card with Texas National Bank.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Step-Up Corporation on this 31st day of October 2023 adopted said Resolution by a unanimous vote.

Daniel Cantu, Chairman

Dr. Martin Castillo Jr., Executive Director

ADMINISTRATION REPORTS

Edinburg Housing Authority
Edinburg Stepup Comparative Balance Sheet
 Nonprofit Component Units
 As of Date: 8/31/2023

	8/31/2023	8/31/2022	Variance
Assets			
Cash and Cash Equivalents			
2 03 1111.11 0 Step Up Checking Acct PCB	47,548.14	50,105.21	(2,557.07)
Total Cash and Cash Equivalents	<u>47,548.14</u>	<u>50,105.21</u>	<u>(2,557.07)</u>
Total Assets	<u>47,548.14</u>	<u>50,105.21</u>	<u>(2,557.07)</u>
Owner's Equity			
Net Position			
2 03 2841 0 Net Assets - Unrestricted	48,373.21	51,125.82	(2,752.61)
Total Net Position	<u>48,373.21</u>	<u>51,125.82</u>	<u>(2,752.61)</u>
Net Income (Loss)	(825.07)	(1,020.61)	195.54
Total Owner's Equity	<u>47,548.14</u>	<u>50,105.21</u>	<u>(2,557.07)</u>
Total and Owner's Equity	<u>47,548.14</u>	<u>50,105.21</u>	<u>(2,557.07)</u>
			0.00

Edinburg Housing Authority
Edinburg Stepup Comparative Income Stmt
 Nonprofit Component Units

					Start: 04/01/2023	Start: 04/01/2022		
					End: 08/31/2023	End: 08/31/2022	Variance	Variance %
Operating Expenses								
Administrative Expense								
Legal Expense	2	03	4130	5	415.07	600.00	184.93	30.82 %
Accounting Fees	2	03	4170	5	260.00	208.01	(51.99)	-24.99 %
Food & Other Sundry Expense	2	03	4190.18	5	0.00	212.60	212.60	100.00 %
Administrative Contact Costs	2	03	4190.19	5	150.00	0.00	(150.00)	0.00 %
Total Administrative Expense					<u>825.07</u>	<u>1,020.61</u>	<u>195.54</u>	<u>19.16 %</u>
Total Operating Expenses					<u>(825.07)</u>	<u>(1,020.61)</u>	<u>195.54</u>	<u>-19.16 %</u>
Net Income (Loss)					<u>(825.07)</u>	<u>(1,020.61)</u>	<u>195.54</u>	<u>-33.86 %</u>