



BROWNSVILLE HOUSING  
**OPPORTUNITY**  
**CORPORATION**

# Housing Authority of the City of Brownsville

Board Packet for Regular Meeting  
December 21st, 2020



## **AGENDA**

### **PUBLIC NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BROWNSVILLE HOUSING OPPORTUNITY CORPORATION**

#### **In light of the current COVID-19 situation:**

Due to the current state of emergency declared by state and local officials, and the mandatory or recommended restrictions on public gatherings, which make convening a quorum of the Board at one location difficult or impossible, the December 21, 2020 Regular Meeting of the Board of Directors of the Brownsville Housing Opportunity Corporation will be conducted via Zoom Teleconference Meeting by logging on at <https://us02web.zoom.us/j/87546664908>. The meeting will be convened at 4:30 P.M. You may participate in the meeting by calling the toll-free number: (346) 248-7799, Meeting ID: 87546664908.

An electronic copy of the agenda packet for the meeting will be posted at <http://www.hacb.us/category/commissioners> before the day of the meeting. The meeting will be recorded, and the audio from the open portions of the meeting will be available the following day at that internet address.

Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al (956) 214-1531.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**

#### **4. Public Comments:**

The Public Comment Period is designated for hearing concerns regarding Brownsville Housing Opportunity Corporation policies or business.

- Address the Board as a whole – do not direct comments to any individual member of the Board.
- There is a three (3) minute time limit per speaker.
- No formal action can be taken.
- For the record, the speaker must identify himself/herself by name before speaking.

#### **5. CONSENT AGENDA:**

- A. Approval of the Minutes of the Regular Meeting held on October 12<sup>th</sup>, 2020.

- B. Consideration and Possible Action to Approve an Extension to the Sick Leave Flexibility provisions through the end of January 31, 2021. (Carla Mancha - Chief Executive Officer & Robert Wilson - Human Resource Officer)
- C. Consideration and Possible Action to Approve an Extension to the Hazard Pay for Identified Positions through the end of January 31, 2021. (Carla Mancha - Chief Executive Officer & Robert Wilson - Human Resource Officer)

**6. ACTION ITEMS:**

- A. Consideration and Possible Action to Approve an Extension of the Supportive Services Internship Position through June 30, 2021. (Carla Mancha – Chief Executive Officer & Robert Wilson – Human Resources Officer).

**7. EXECUTIVE SESSION: UNDER THE AUTHORITY OF CHAPTER 551, TITLE 5, OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT, THE BOARD, DURING THE COURSE OF THE MEETING COVERED BY THIS NOTICE, MAY ADJOURN INTO EXECUTIVE SESSION FOR ANY OF THE FOLLOWING MATTERS IN WHICH THE DUTY OF THE ATTORNEY UNDER THE RULES OF PROFESSIONAL CONDUCT CLEARLY CONFLICT WITH CHAPTER 551 (§551.071); OR, TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY (§551.072):**

- 1. Discussion of the Low-Income Housing Tax Credit project known as Poinsettia Gardens at Boca Chica.
- 2. Discussion of the Low-Income Housing Tax Credit project known as Trail Village.
- 3. Discussion of the 2021 9% Low-Income Housing Tax Credit application for El Jardin.
- 4. Discussion of the BBVA Compass Bank loan refinance for Rancho del Cielo I & II.

**8. ACTION, IF ANY ON EXECUTIVE SESSION ITEMS:**

- 7.1-** Low-Income Housing Tax Credit project known as Poinsettia Gardens at Boca Chica.

- 7.2 -** Low-Income Housing Tax Credit project known as Trail Village.
- 7.3 -** 2021 9% Low-Income Housing Tax Credit application for El Jardin.
- 7.4 -** BBVA Compass Bank loan refinance for Rancho del Cielo I & II.

**9. DISCUSSION BY DIRECTORS AND REQUESTS FOR FUTURE AGENDA ITEMS.**

**10. ADJOURNMENT.**

Signed by:



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Patricio Sampayo, President

**NOTE: The Brownsville Housing Opportunity Corporation does not discriminate on the basis of disability in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact Amanda Hernandez, Executive Secretary at 956-214-1531 by Friday, December 18<sup>th</sup>, 2020, no later than 12:00 p.m., to make proper arrangements.**

THE BOARD OF DIRECTORS RESERVES THE RIGHT TO CONVENE IN EXECUTIVE SESSION TO DELIBERATE ANY ITEM ON THE AGENDA WHEN DELIBERATION IN CLOSED SESSION IS AUTHORIZED BY TITLE 5 OF THE TEXAS GOVERNMENT CODE.

**I certify that this Notice of Meeting/Agenda was posted on the front door of the offices of the Housing Authority of the City of Brownsville, Texas, 2606 Boca Chica, Brownsville, Texas, on Friday, December 18<sup>th</sup>, 2020 at 2:00 p.m.**



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Amanda Hernandez, Executive Secretary

I certify that a copy of the Monday, December 21<sup>st</sup>, 2020 agenda items to be considered by the Board of the Brownsville Housing Opportunity Corporation was posted on the Bulletin Area at City Hall - Federal Building, on Friday, December 18<sup>th</sup>, 2020.



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Laure Morgan, City Secretary





ITEM No. 5.A. -  
Minutes for October 12th, 2020.



**MINUTES OF THE REGULAR MEETING OF THE  
BROWNSVILLE HOUSING OPPORTUNITY CORPORATION  
HELD ON THE 12<sup>th</sup> DAY OF OCTOBER 2020**

The Members of the Board of Directors of the Brownsville Housing Opportunity Corporation (BHOC) convened for their Regular Meeting via Zoom Teleconference by logging on at <https://us02web.zoom.us/j/88365209228> on Monday, October 12th, 2020, at 11:00 a.m.

The meeting was called to order by President Patricio Sampayo at 11:05 a.m.

President Patricio Sampayo called for **Item no. 2 on the Agenda – Pledge of Allegiance**. The Pledge of Allegiance was recited.

President Patricio Sampayo called for **Item no. 3 on the Agenda – Roll Call**. The following Directors were present or absent:

**PRESENT:** President Patricio Sampayo, Vice-President Luis Eduardo Garduño, Employee Director Miguel Herrera and Employee Director Carla Mancha.

**ABSENT:** Director John F. Cowen, Jr.

Also present were: David Irwin, Legal Counsel; Mandy Hernandez, Executive Secretary; Isabel Nunez, Housing Facilities Director; Leticia Gonzalez, Client Services Director; Robert Wilson, Human Resources Officer; and Hilda Ledezma, Community Services Director.

There being a quorum present, business was transacted as follows:

President Patricio Sampayo then called for **Item no. 4 on the Agenda – Public Comments**. President Patricio Sampayo then inquired if there were any requests submitted to speak during public comments. Executive Secretary Mandy Hernandez informed President Patricio Sampayo, that she did not receive any verbal requests from anyone on the teleconference before the Board Meeting was called to order, nor earlier in the day.

President Patricio Sampayo then requested to hear from anyone in the audience who wished to address the Board. At this time, there were no requests made to address the Board.

President Patricio Sampayo called for **Item no. 5 on the Agenda – Consent Agenda**. President Patricio Sampayo then called for **Item 5.A. - Approval of the Minutes of the Special Meeting held on August 21, 2020; Item 5.B. - Consideration and Possible Action to Approve an Extension to the Sick Leave Flexibility provisions through the end of November 1, 2020; and, Item**

**5.C. -Consideration and Possible Action to Approve an Extension to the Hazard Pay for Identified Positions through the end of November 1, 2020.**

President Patricio Sampayo then stated, if there are no questions or comments, the Board will act on all three (3) items as one. Employee Director Miguel Herrera made a motion to approve Consent Agenda Items 5.A. - 5.C., as presented. Employee Director Carla Mancha seconded the motion and, upon roll call, the following vote was recorded:

**AYES:** President Patricio Sampayo, Employee Director Miguel Herrera and Employee Director Carla Mancha.

**NAYS:** None

President Patricio Sampayo declared the motion carried.

President Patricio Sampayo called for **Item no. 6 on the Agenda - EXECUTIVE SESSION**: UNDER THE AUTHORITY OF CHAPTER 551, TITLE 5, OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT, THE BOARD, DURING THE COURSE OF THE MEETING COVERED BY THIS NOTICE, MAY ADJOURN INTO EXECUTIVE SESSION FOR ANY OF THE FOLLOWING MATTERS IN WHICH THE DUTY OF THE ATTORNEY UNDER THE RULES OF PROFESSIONAL CONDUCT CLEARLY CONFLICT WITH CHAPTER 551(\$551.071) OR, TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY (§551.072);

1. Discussion of the low-income housing tax credit project known as Poinsettia Gardens at Boca Chica.
2. Discussion of the low-income housing tax credit project known as Trail Village.

**THE BOARD RECESSED TO MEET IN THE EXECUTIVE SESSION AT 11:07 A.M.**

**THE BOARD RECONVENED INTO THE REGULAR SESSION AT 11:20 A.M.**

*President Patricio Sampayo requested for the minutes to reflect that Vice-President Luis E. Garduño arrived upon entering Executive Session and is now present; there being four Directors out of five, the Board continues the meeting with a quorum.*

President Patricio Sampayo called for **Item no. 7 – Action, if any, on Executive Session Items**. President Patricio Sampayo then stated, that they will be acting on **Executive Session Item 6.2**.



President Patricio Sampayo then stated that the Board will entertain a motion for **Executive Session Item 6.2**. Vice-President Luis E. Garduño made a motion to approve the Consulting Services Contract and the Resolutions for General Partner and Developer Entities, as discussed in Executive Session. Employee Director Miguel Herrera seconded the motion and, upon roll call, the following vote was recorded:

**AYES:** President Patricio Sampayo, Vice-President Luis Eduardo Garduño, Employee Director Miguel Herrera and Employee Director Carla Mancha.

**NAYS:** None.

President Patricio Sampayo declared the motion carried.

President Patricio Sampayo called for **Item no. 8 on the Agenda – Discussion by Directors and Requests for Future Agenda Items**. President Patricio Sampayo then briefly commented that he visited the Poinsettia Gardens property and it looked, “fabulous”. He is excited to see the finished product and the family’s response when they move-in. He then congratulated the HACB Team on their progress and a job well done. Chief Executive Officer Carla Mancha thanked President Sampayo for his kind words. Ms. Mancha then invited the other Board Members to schedule a visit to the site; and stated, that she intends to invite others like City Commissioner Nurith to visit the site, as well.

Subsequently, CEO Carla Mancha mentioned that Resident Commissioner Laura Villarreal was very pleased with the project. She informed the Board that Administration has a Buena Vida Resident Meeting scheduled via Zoom and invited all the Board Members to attend.

Chief Executive Officer Carla Mancha then advised the Board, that Administration will be requiring the Board’s approval to execute various documents before closing; therefore, she will be in communication with President Sampayo and the Board to keep them abreast of the situation.

President Sampayo then informed Chairman Garduño that the PGBC Project is coming in under budget by approximately \$500,000.00. Therefore, the Team will need to invest those funds into the property to increase the quality of amenities available to the residents. President Sampayo then commented that the budget permitted for additional improvements on PGBC to create a better project than initially budgeted for. Chief Executive Officer Carla Mancha then advised the Board that she will be forwarding them the information on possible investments. She concluded thanking the Board for approving the three resolutions and the contract with Leslie.

There being no further items, President Patricio Sampayo called for **Item no. 9 on the Agenda – Adjournment**. Vice-President Luis Eduardo Garduño made a motion to Adjourn. Employee Director Miguel Herrera seconded the motion and, upon roll call, the following vote was recorded:

**AYES:** President Patricio Sampayo, Vice-President Luis Eduardo Garduño, Employee Director Miguel Herrera and Employee Director Carla Mancha.

**NAYS:** None.

President Patricio Sampayo declared the motion carried.

President Patricio Sampayo declared the meeting adjourned at 11:25 a.m.

ATTESTED:

\_\_\_\_\_  
Carla Y. Mancha, BHOC Secretary

\_\_\_\_\_  
Patricio Sampayo, BHOC President

Date Approved: \_\_\_\_\_



BROWNSVILLE HOUSING  
**OPPORTUNITY**  
**CORPORATION**

ITEM No. 5.B. -  
Approval of an Extension to the Sick  
Leave Flexibility provisions through  
the end of January 31, 2021.

**CARLA MANCHA** - Chief Executive Officer  
**ROBERT WILSON** - Human Resources Officer



# **ADMINISTRATIVE RECOMMENDATION TO AUTHORIZE THE EXTENSION OF THE FLEXIBLE USE OF SICK LEAVE HOURS BY ELIGIBLE EMPLOYEES THROUGH JANUARY 31, 2021.**

## **Background Information**

As part of the on-going efforts to help employees affected by the COVID-19 pandemic, Administration has recommended several actions to assist employees who are experiencing challenges in their lives and in the workplace. One of these actions is to temporarily allow more flexibility in the use of accrued sick hours.

As approved by the Board of Directors on July 24, 2020, Administration is recommending that we continue to allow greater flexibility for employees to use their accrued sick time as previously authorized. Time off under this increased flexibility would still be limited to three days, the same limit as under the current policy. Anything over three days will still require certification by a healthcare provider.

Due to the continuing risk of COVID-19 infection in Cameron County and the Brownsville area, telecommuting and other safety measures will be extended into 2021. The extension of the increased flexibility would continue through January 31, 2021 with the option to extend each month upon recommendation from the CEO and approval by the BHOC Board of Directors.

## **Strategic Plan Alignment**

Providing competitive health care plans and benefits is aligned with Strategic Goal IV, objective F: Attract and retain qualified and competent employees through competitive compensation.

## **Budget Impact**

The total budget impact should be zero as the employee salaries are already budgeted and the sick leave taken using the increased flexibility can only be taken in lieu of hours otherwise scheduled for work.

## **Administrative Recommendation**

It is the recommendation of Administration for the Board of Directors of the Brownsville Housing Opportunities Corporation to extend the temporary increased flexibility of use of accrued sick leave hours for eligible employees, through January 31, 2021, already approved by the HACB Board of Commissioners, with the option to extend monthly, upon recommendation by the

CEO and approval of the Board.



Robert Wilson, Human Resources Officer

December 18, 2020

Date



Carla Mancha, Chief Executive Officer

December 18, 2020

Date



BROWNSVILLE HOUSING  
**OPPORTUNITY**  
**CORPORATION**

ITEM No. 5.C. -  
Approval of an Extension to the  
Hazard Pay for Identified Positions  
through the end of January 31, 2021.

**CARLA MANCHA** - Chief Executive Officer  
**ROBERT WILSON** - Human Resources Officer





# ADMINISTRATIVE RECOMMENDATION TO AUTHORIZE EXTENSION OF HAZARD PAY FOR IDENTIFIED POSITIONS THROUGH JANUARY 31, 2021

## Background Information

As part of the on-going efforts to help employees affected by the COVID-19 pandemic, Administration has recommended several actions to assist employees who are experiencing challenges in their lives and in the workplace. One of these actions was to implement a hazard pay differential for those employees who must interact with the public as part of their normal job. This was approved by the Board of Directors on July 24, 2020 and has been implemented for the period June 29 to December 31. The telecommuting provisions for the office staff will continue into 2021 due to the continued risk of infection in Cameron County and the Brownsville area. Therefore, Administration is recommending an extension of the hazard pay provisions through January 31, 2021.

The positions identified as being at risk are:

- Maintenance Mechanic (7)
  - Risk: working in the developments in occupied units
- Construction Superintendent (1)
  - Risk: Must interact with construction personnel and service providers.

Maintenance personnel continue taking precautions and using personal protective equipment when performing their duties. Nevertheless, they are potentially exposed when they must enter occupied residential units to make needed repairs and maintenance.

The Construction Superintendent continues to conduct inspections at the construction sites and interact with on-site personnel to observe progress and to assess compliance with required payroll regulations. He also interacts with service providers working on projects at the main office. PPE is used, but there is an increased risk due to frequent interactions with non-HACB personnel.

As previously approved, the hazard pay differential will only be paid on working hours, not on paid time off hours. The rate for hourly employees would be \$2.50 per hour, \$3.75 per hour for overtime hours. For the Construction Superintendent, there would be a flat amount of \$200.00 per pay period.

## Strategic Plan Alignment

Providing competitive health care plans and benefits is aligned with Strategic Goal IV, objective F: Attract and retain qualified and competent employees through competitive compensation.

**Budget Impact**

The budget impact for this 4-week period from January 1 to January 31, 2021 would be approximately \$2,643.43 for Amp 1, and \$1,659.83 for BHOC for a total of \$4,303.25. This amount will be reduced if staff takes paid time off and also includes one holiday in January.

**Administrative Recommendation**

It is the recommendation of Administration for the Board of Directors of the Brownsville Housing Opportunities Corporation to approve an extension of the Hazard Pay for Identified Positions through January 31, 2021, which has already been approved by the HACB Board of Commissioners, and with the option to extend monthly upon recommendation by the CEO and approval of the Board.

  
\_\_\_\_\_  
Robert Wilson, Human Resources Officer

December 18, 2020  
Date

  
\_\_\_\_\_  
Carla Mancha, Chief Executive Officer

December 18, 2020  
Date



BROWNSVILLE HOUSING  
**OPPORTUNITY**  
**CORPORATION**

ITEM No. 6.A. -  
Approval of an Extension for the  
Supportive Services Intern position  
through June 30, 2021.

**CARLA MANCHA** - Chief Executive Officer  
**ROBERT WILSON** - Human Resources Officer



# ADMINISTRATIVE RECOMMENDATION TO APPROVE AN EXTENSION OF THE POSITION OF SUPPORTIVE SERVICES INTERN THROUGH JUNE 30, 2021

## Background Information

HACB's Strategic Plan's Vision states "People: Improve health, safety, employment, mobility, and educational outcomes with services and supports delivered directly to youth and their families". In creating this intern position, we are fulfilling this part of the HACB vision statement, enhancing employment possibilities for a youth while accomplishing tasks needed by the agency.

This intern position is a part-time, hourly position designed to give a youth an opportunity to develop workplace skills and interact with Supportive Services Team Members in planning events and carrying out projects as needed, with special emphasis on social media and youth advisory council and other youth initiatives.

The BHOC Board of Directors approved the creation of this position on October 28, 2019, and the position has proven very useful during the past year, with the intern rendering much-needed assistance to the Supportive Service Team and the entire agency through his efforts. The position was originally supposed to end after August 2020, but with the departure of the Youth Programs Coordinator, we needed the additional assistance provided by this intern to support the team.

Since the position was supposed to end in August, this position is not currently reflected in the organizational chart and was not listed in the FY 2021 BHOC budget as an employee position for the year. This fiscal year, we have expended \$7,302.69 for this position, with an expected expense of \$4,901.09 for the remainder of the fiscal year. As per our CFO, this amount needs to be included in the BHOC budget, so a budget revision will be presented in January 2021 to include this position and expense.

## Budget Impact

The total budget impact of the extension is approximately \$4,901.09 for the 28-week period from December 14, 2020 to June 30, 2021, due to the limited number of hours the intern will be working each week during the school year. The funds will be coming from the BHOC budget.

## Administrative Recommendation

It is the recommendation of Administration for the Board of Directors to approve the extension of the part-time position of Supportive Services Intern through June 30, 2021.

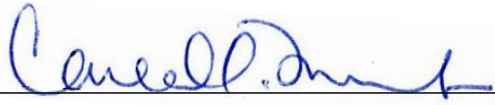


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Robert Wilson, Human Resources Officer

December 18, 2020

Date



Carla Mancha, Chief Executive Officer

December 18, 2020

Date



### Internship DESCRIPTION – Supportive Services Team

**Internship Title:** Public Relations and Marketing Intern

**Organization:** Housing Authority City of Brownsville

**Internship Dates:** September 2019- August 2020, extended to June 2021

**Schedule:** Monday-Friday virtual, In office some Saturdays

**Compensation:** Hourly Pay, \$8.13/hr

**Supervisor:** Supportive Services Director

The Supportive Services Team intern assists with general office, social media management, marketing activities as determined and directed by the Supportive Services Director. Additionally, the Intern shall assist and work with the Youth Programs Coordinator to assist in the planning, preparation and execution of youth programming which includes but is not limited to the Youth Advisory Council and other youth initiatives. The Intern will be responsible for assisting the Supportive Services & Executive staff with any special projects, request or event if presented to the intern with adequate time.

#### **Duties & Responsibilities:**

- Assist HACB CEO, Executive Team or Supportive Services staff as needed;
- Assist with business development matters including marketing material preparation;
- Creates and distributes a monthly newsletter highlighting upcoming agency-wide events and other news and updates;
- Grow online social networks by increasing fan-base and interactions;
- Monitor and post on all approved social networks;
- Online outreach and promotion using Facebook;
- Familiarity with social media analytics such as Facebook insights to assess trends and Twitter analytics and keyword analysis;
- Review data on the performance of social media platforms and adjust plans or strategies to optimize outreach;
- Performs research to find articles, stories, resources or other content that is relevant photos, video or other content from activities and events;
- Create and maintain databases, including receiving registrations and managing databases for events and groups;
- Explore outreach and community engagement activities and maintain/grow healthy relationships with community partners;
- Research and compile data: news stories, contact information, and other related records;
- Creating and editing publications, agendas, and event invitations;
- Provides assistance with special events.