

# HARLINGEN



SPECIAL BOARD MEETING  
Wednesday, August 7, 2024 @ 12:00 p.m. (Noon)  
At the Administrative Building  
219 East Jackson Street, Harlingen, Texas 78550

## AGENDA

Notice is hereby given that the above unit of government will hold a Special Meeting of its Board of Commissioners on Wednesday, August 7, 2024 @ 12:00 p.m. (Noon) at the Administrative Building, 219 East Jackson Street, Harlingen, Texas 78550.

The Harlingen Housing Authority reserves the right, pursuant to Texas Government Code Chapter 551, Subchapter D, to enter into closed executive session on any item posted on the agenda if a matter is raised that is appropriate for closed discussion.

### I. OPENING

1. Call to Order
2. Conflict of Interest – Alan Ozuna  
“Under State Law, a conflict of interest exists if a board member, or certain members of that person’s family, has a qualifying financial interest in an agenda item. Board members with a conflict of interest cannot participate in the discussion nor vote on the agenda item.” Are there any known conflicts of interest to disclose at this time?
3. Roll call/determination of a Quorum – Carlos Perez
4. Invocation – Mary Prieto
5. Pledge of Allegiance – Mary Prieto
6. Introduction of Staff, Visitors, and Guests – Ariana Valle
7. Public Comments – Ariana Valle
8. Consider and take action to approve the Minutes of the Regular Board Meeting of July 17, 2024. (pg. 2-5)
9. Executive Session pursuant to Government Code Section 551.072  
(Real Estate Deliberation) regarding possible conveyance of real estate.
10. Discussion and possible action on items discussed in executive session.

### II. ADJOURNMENT

I, undersigned authority, do hereby certify that the above Notice of Meeting is a true and correct copy of said Notice and that I posted Notice on the bulletin board at the City Hall of the City of Harlingen, 118 East Tyler Avenue, at the Harlingen Housing Authority, Administrative Building, 219 East Jackson Street, at the Los Vecinos Apartments, 702 South “M” Street, at the Bonita Park Apartments, 601 South Rangerville Road, at the Sunset Terrace Apartments, 1401 North Sunset Drive, and at the Le Moyne Gardens Apartments, 3221 North 25th Street, convenient and readily accessible to the general public at all times and said Notice was posted on Friday, August 2, 2024 at least 72 hours preceding the scheduled time of said meeting.

Dated this 2<sup>nd</sup> day of August 2024



Ariana Valle, Administrative Assistant



Harlingen Housing Authority  
Minutes of the Regular Board Meeting  
Wednesday, July 17, 2024, at 12:00 p.m. (noon)  
At the Administrative Building, 219 East Jackson Street, Harlingen, Texas 78550

**I. OPENING**

The Board of Commissioners of the Harlingen Housing Authority met for its Regular Board Meeting Wednesday, July 17, 2024, at 12:00 p.m. (noon) at the Administrative Building, 219 East Jackson Street, Remote Meeting via Telephone and Video Conference.

**CONFLICT OF INTEREST**

“Under State Law, a conflict of interest exists if a board member, or certain members of that person’s family, has a qualifying financial interest in an agenda item. Members with a conflict of interest cannot participate in the discussion nor vote on the agenda item.” Attorney Alan Ozuna asked the board of commissioners are there any known conflicts of interest to disclose at this time? There were no conflicts of interest to disclose.

**ROLL CALL/DETERMINATION OF A QUORUM**

Chair Perez determined a quorum was present consisting of Carlos “Charlie” Perez, Carlos Muñoz, and Bettina Elliott. Irma Sánchez Peña and Maria I. Borjas were not present

**INVOCATION**

Chief Financial Officer, Cynthia Lucio gave the invocation.

**PLEDGE OF ALLEGIANCE**

Chief Financial Officer, Cynthia Lucio gave the pledge of allegiance.

**INTRODUCTION OF STAFF, GUESTS, AND VISITORS**

Administrative Assistant, Ariana Valle introduced staff, guests, and visitors starting with Hilda Benavides, Chief Executive Officer, Cynthia De La Fuente, Procurement Specialist/Property Manager, Melissa Guajardo, HR/Accounting Coordinator, Cynthia Lucio, Chief Financial Officer, Elva Mares, HCV/S8 Intake Coordinator/Inspector/Admissions Specialist, Diana Perez, HCV/S8 & Admissions Administrator, Sarah Perrill, Accounting Clerk, Mary Prieto, Senior Property Manager, Norma Serino, Property Manager, Ariana Valle, Administrative Assistant, Patty Vega, Accounting Assistant/MIS Coordinator, Visitors/Guests Alan Ozuna, Attorney, Mizaël Mata, Computer Network Group, John Alvarado, Computer Network Group, Sandra Gonzalez, HCISD Counselor, Cristella Chavez, HCISD Counselor, Marco A. Gonzalez, Student, Wendy Diaz, Guest, Anna L. Huerta, Student, Jose Calderon, Guest, Regina Ruiz-Rosales, Student, Claudia Rosales, Guest, Liliana A. Salazar, Student, Liliana Fernandez, Guest, Isai Roman Villaseñor, Student, and Abigail Roman Villasenor, Guest.

**PUBLIC COMMENTS**

No members of the public were present at the Administrative Building, 219 East Jackson Street, Harlingen, Texas 78550, via telephone or video conference, and there were no public comments.

**CONSIDER AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 19, 2024.**

After the Board reviewed them, Chair Perez entertained a motion to approve the Minutes of the Regular Board Meeting of June 19, 2024. Commissioner Muñiz made the motion to approve the Minutes of the Regular Board Meeting of June 19, 2024. Motion was seconded by Commissioner Elliott and passed unanimously.

**PRESENTATION OF SCHOLARSHIP AWARDS TO THE FOLLOWING STUDENTS BY SANDRA GONZALEZ & CRISTELLA CHAVEZ, HCISD COUNSELORS:**

Sandra Gonzalez and Cristella Chavez presented scholarships to the following students; Ana E. Cerda Garcia, Lexie M. Gonzalez, Marco A. Gonzalez, Anna L. Huerta, Frida Jimenez, Alonda G. Matamoros, Anahi Ramirez, Isai Roman Villaseñor, regina Ruiz-Rosales, Liliana A. Salazar, Ruby Salceda, and Kassandra Treviño. The Board congratulated students and wished them well in their future endeavors. They excused themselves to celebrate their accomplishments.

**II. NEW BUSINESS**

- 1. PRESENTATION OF THE UNAUDITED FINANCIAL STATEMENT FOR ALL ACCOUNTS FOR THE MONTH OF MAY 2024, AND TO TAKE ACTION TO APPROVE THE UNAUDITED FINANCIAL STATEMENT AS PRESENTED.** Chief Financial Officer Lucio told the Board that the Unaudited Financial Statement for all accounts for the month of May 2024 was included in their board packets. She reported as follows:

	Harlingen Housing Authority Summary of Revenues & Expenditures For the Month Ended May 2024						
	COCC/Low-Rent/FLC Combined	COCC	Los Vecinos AMP #010	Bonita Park AMP #020	Le Moyne Gardens AMP #030	Family Living Center	HCV/Section 8
Total Revenues	\$354,154.34	\$88,398.76	\$70,846.36	\$103,259.42	\$86,884.79	\$4,765.01	\$536,043.12
Total Expenditures	\$393,493.88	\$81,848.35	\$112,159.40	\$89,145.07	\$108,711.88	\$1,629.18	\$578,828.66
Revenues Over (Under) Expenditures	(\$39,339.54)	\$6,550.41	(\$41,313.04)	\$14,114.35	(\$21,827.09)	\$3,135.83	(\$42,785.54)
Cash reserves or funds transferred in	\$39,339.54	\$0.00	\$41,313.04	\$0.00	\$21,827.09	\$0.00	\$42,785.54

Note: AMP funding from HUD was less this month  
HCV is housing more families and has more expenditures

Commissioner Muñiz asked why was funding reduced for Los Vecinos? Chief Financial Officer Lucio stated HUD is requesting the Housing Authorities to use some of their AMPs reverses. After some discussion no other questions were asked. Chair Perez entertained a motion to approve the Unaudited Financial Statement for all accounts for the month of May 2024, and to take action to approve the Unaudited Financial Statement as presented. Commissioner Elliott made the motion to approve the Unaudited Financial Statement for all accounts for the month of May 2024 as presented by Administration. Motion was seconded by Commissioner Muñiz and passed unanimously.

**2. CONSIDER AND TAKE ACTION TO APPROVE THE CHARGE OFF OF THE CURRENT UNPAID BALANCES DUE FOR VACATED UNIT ACCOUNTS FOR THE MONTH OF JUNE 2024.**

Senior Property Manager Prieto noted that the board packets contained a listing of unpaid balances due for vacated unit accounts for the month of June 2024 in the total amount of \$1,886.00. The total amount consists of:

For the month of June 2024						
Development	Los Vecinos	Bonita Park	Sunset Terrace	Aragon	Arroyo Vista	Le Moyne Gardens
<b>Total Charge-Off</b>	\$ 244.00	\$ -	\$ 342.00	\$ -	\$ -	\$ 1,300.00
		<b>Grand Total</b>	<b>\$ 1,886.00</b>			

No questions were asked. Chair Perez entertained a motion to charge off the current unpaid balances due for the vacated unit accounts for the month of June 2024 in the total amount of \$1,886.00. Commissioner Muñiz made the motion to charge off the current unpaid balances due for the vacated unit accounts for the month of June 2024 in the total amount of \$1,886.00. Motion was seconded by Commissioner Elliott and passed unanimously.

**3. CONSIDER AND TAKE ACTION TO APPROVE THE AGREEMENTS FOR THE FAMILY LEARNING CENTER COUNSELORS**

Senior Property Manager Prieto told the Board that the packet contains the agreements for the Family Learning Center Counselors. Commissioner Muñiz asked are the counselors from last year being hired this year? Senior Property Manager Prieto stated yes. Chair Perez asked are the counselors employed with HCISD? Chief Executive Officer Benavides stated yes. After some discussion no other questions were asked. Chair Perez entertained a motion to approve the agreements for the Family Learning Center Counselors. Commissioner Elliott made the motion to approve the agreements for Family Learning Center Counselors. Motion was seconded by Commissioner Muñiz and passed unanimously.

**4. EXECUTIVE SESSION PURSUANT TO GOVERNMENT CODE SECTION 551.072 (REAL ESTATE DELIBERATION) REGARDING POSSIBLE CONVEYANCE OF REAL ESTATE.**

The board decided not to enter into executive session. Tentative special meeting may be scheduled for August 7, 2024

**5. DISCUSSION AND POSSIBLE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.**

No action was taken.

**III. OLD BUSINESS-NON-ACTION ITEMS**

**1. CHIEF EXECUTIVE OFFICER REPORTS BY ADMINISTRATORS AND COORDINATORS:**

- Financial Report by Cynthia Lucio
- HR/Accounting Coordinator Report by Melissa Guajardo
- Housing Choice Voucher/Section 8 Report by Diana Perez  
*(Comparative summary report for January-June 2024-2023)*
- Low Rent Occupancy Report by Nancy Garza  
*(Comparative summary report for January-June 2024-2023)*
- Senior Property Manager Report with Resident Activities by Mary Prieto
- Maintenance Report by Mary Prieto
- Procurement Specialist/Property Manager Report by Cynthia De La Fuente
- Accounting Assistant/MIS Coordinator Report by Patty Vega
- Resident Survey for Tenant Association Meetings Report

Chief Executive Officer Benavides told the Board that the Program reports were included in their packets. No questions were asked. No action taken.

**2. CHIEF EXECUTIVE OFFICER REPORT ON ADMINISTRATIVE MEETINGS, LEGAL CONFERENCES, OTHER MEETINGS HELD, AND SCHEDULED ACTIVITIES FOR THE NEXT 6+ MONTHS.**

Chief Executive Officer Benavides told the Board that her report is included in the board packet. She informed the Board on the Market Days Back to school event is scheduled for August 3, 2024. Chief Executive Officer Benavides informed the Board that the Annual Board meeting is scheduled for September 25, 2024, at 11:30 a.m. at Harlingen Convention Center. After some discussion no questions were asked.

**IV. ADJOURNMENT**

Chair Perez entertained a motion to adjourn. Motion to adjourn was made by Commissioner Elliott. Motion was seconded by Commissioner Muñiz. Meeting was adjourned at 12:34 p.m.

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

\_\_\_\_\_  
Chair, Carlos Perez

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Chief Executive Officer, Hilda Benavides

2024 Schedule of Board Meetings  
For  
The Harlingen Housing Authority (HHA)  
and  
The Harlingen Affordable Housing Corporation (Non-Profit)

Date	HHA or Non-Profit Meeting	Location	Time
Wednesday, January 17, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	Non-Profit		12:30 P.M.
Wednesday, February 21, 2024	HHA	Bonita Park 601 S. Rangerville Rd Harlingen, TX 78552	12:00 P.M.
Wednesday, March 20, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
Wednesday, April 17, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	Non-Profit		12:30 P.M.
Wednesday, May 15, 2024	HHA	Sunset Terrace 1401 N. Sunset Dr. Harlingen, TX 78552	12:00 P.M.
Wednesday, June 19, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
Wednesday, July 17, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	Non-Profit		12:30 P.M.
Wednesday, August 7, 2024	Special HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
	Special Non-Profit		12:30 P.M.
Wednesday, September 25, 2024	HHA Annual	Harlingen Convention Center 701 Harlingen Heights Dr. Harlingen, TX 78550	11:30 A.M.
	Non-Profit Annual		12:30 P.M.
Wednesday, October 16, 2024	HHA	Administrative Building 219 E. Jackson St. Harlingen, TX 78550	12:00 P.M.
Wednesday, November 20, 2024	HHA	Los Vecinos 702 S. M. St. Harlingen, TX 78550	12:00 P.M.
Wednesday, December 18, 2024	HHA	Le Moyne Gardens 3221 N. St. 25 <sup>th</sup> Harlingen, TX 78550	12:00 P.M.