



BROWNSVILLE HOUSING
OPPORTUNITY
CORPORATION

Housing Authority of the City of Brownsville

Board Packet for Regular Meeting
February 26, 2021



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 February 26th, 2021 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/87023543155>. The meeting will be convened at 11:00 A.M. You may participate in the meeting by calling the toll-free number: (346) 248-7799, Meeting ID: 870-2354-3155.

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 February 12, 2021.

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

6. ACTION ITEMS:

- A. Consideration and Possible Action to approve the job description for the position of Envision Center/BiblioTech Coordinator and that said salary and benefit expense be paid by BHOC funds. (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 employment, evaluation (including compensation), or duties of Miguel Herrera.
- 5. Discussion of the employment, evaluation (including compensation), or duties of Ana Trejo.

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 -** Employment, evaluation (including compensation), or duties of Miguel Herrera.
- 7.5 -** Employment, evaluation (including compensation), or duties of Ana Trejo.

9. ADDITIONAL ACTION ITEMS:

- A.** Consideration and Possible Action to adopt a Resolution indicating the Board's awareness of BHOC's participation in the 2021 9% housing tax credit application for El Jardin; and, naming all members of the Board of Directors and employees who may act on its behalf. (Carla Mancha-Chief Executive Officer)
- B.** Consideration and Possible Action to adopt a Resolution approving of BHOC providing gap financing for El Jardin. (Carla Mancha-Chief Executive Officer)
- C.** Consideration and Possible Action on Item 8 (7.3). (Carla Mancha – Chief Executive Officer)

10. DISCUSSION BY DIRECTORS AND REQUESTS FOR FUTURE AGENDA ITEMS.

11. ADJOURNMENT.

Signed by:



Patricio Sampayo, President

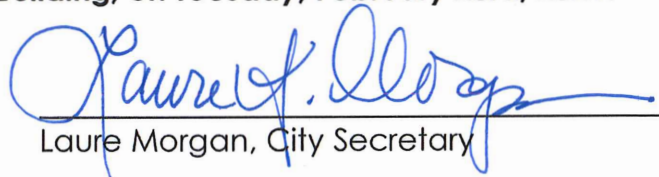
NOTE: The Brownsville Housing Opportunity Corporation does not discriminate on the basis of disability in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact Amanda Hernandez, Executive Secretary at 956-214-1531 by Wednesday, February 24th, 2021, 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 Tuesday, February 23rd, 2021 at 10:45 a.m.


Amanda Hernandez, Executive Secretary

I certify that a copy of the Friday, February 26th, 2021 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 Tuesday, February 23rd, 2021.


Laure Morgan, City Secretary



ITEM No. 5.A. -
Minutes for February 12th, 2021.



**MINUTES OF THE REGULAR MEETING OF THE
BROWNSVILLE HOUSING OPPORTUNITY CORPORATION
HELD ON THE 12th DAY OF FEBRUARY 2021**

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/82515508514> on Friday, February 12th, 2021, 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, Director John F. Cowen, Jr., Employee Director Miguel Herrera and Employee Director Carla Mancha.

ABSENT: None.

Also present were: David Irwin, Legal Counsel; Mandy Hernandez, Executive Secretary; Isabel Nunez, Housing Facilities Director; Leticia Gonzalez, Client Services Director; 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 Regular Meeting held on December 21, 2020; Item 5.B. - Consideration and Possible Action to Approve an**

Extension to the Sick Leave Flexibility provisions through the end of February 28, 2021; and, Item 5.C. -Consideration and Possible Action to Approve an Extension to the Hazard Pay for Identified Positions through the end of February 28, 2021.

President Patricio Sampayo then stated, if there are no questions or comments, the Board will act on all three (3) items as one. Vice-President Luis Eduardo Garduño made a motion to approve Consent Agenda Items 5.A. - 5.C., as presented. Director John F. Cowen, Jr. seconded the motion and, upon roll call, the following vote was recorded:

AYES: President Patricio Sampayo, Vice-President Luis Eduardo Garduño, Director John F. Cowen, Jr., 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 –Action Items**. President Patricio Sampayo then called for **Item 6.A. - Consideration and Possible Action to Approve a Memorandum of Understanding between the Brownsville Housing Opportunity Corporation and Poinsettia Gardens at Boca Chica Resident Association**. Chief Executive Officer Carla Mancha addressed the item and stated that (due to the Buena Vida residents moving into the Poinsettia Gardens at Boca Chica [PGBC] Development) the Resident Association Board (RAB) would like to continue to collaborate with HACB Staff to provide and coordinate special projects for the residents. She then informed the Board that two (2) members in the RAB Committee (Ms. Perlina Castillo and Resident Commissioner Laura Villarreal) can not be paid with PH Tenant Services Funds for their stipend due to them no longer residing at a PH site. Ms. Mancha then requested the Board’s approval to utilize BHOC funds to pay for the stipend and invest in the two positions for the remaining fiscal year 2020 – 2021.

Chief Executive Officer Carla Mancha then requested for Supportive Services Director Hilda Ledezma to assist her with this item. She then asked Ms. Ledezma to confirm that each member is receiving \$50 per meeting attended. Ms. Ledezma confirmed. Ms. Mancha then requested for Hilda to address an error on the Administrative Recommendation which reflected the Budget Impact for this investment to be \$1,750. Ms. Ledezma clarified that the Budget Impact reflected in the Administrative Recommendation was intended for the entire fiscal year for all five (5) members. If she was to reflect the Budget Impact to include only the two (2) members identified for the remainder of the fiscal year it would be a total of \$700 for the months of December 2020 through June 2021.

Subsequently Chief Executive Officer Carla Mancha advised the BHOC Board that she sent President Sampayo an email addressing the Resident Association Board (RAB). The two members mentioned above are officers of the RAB and a stipend of \$50.00 will also be paid from BHOC for

the months of December 2020 to June 2021. She further mentioned that beginning July 2021, no stipends will be paid to the RAB.

President Patricio Sampayo then inquired within the Board, if anyone had any questions or concerns to address with CEO Carla Mancha? Vice President Luis E. Garduño questioned, What is the stipend used for? Chief Executive Officer Carla Mancha addressed the question and stated that the stipend is paid to the member for the work they contribute monthly for programming at the development. The Member can utilize the stipend for anything they need personally. If the Association needs funds for a special project in the development they may do fundraising as they have in the past. There were no further questions or concerns posed at this time.

President Patricio Sampayo then stated that the Board will entertain a motion on Action Item 6.A. Vice-President Luis Eduardo Garduño made a motion to approve Action Item 6.A, as presented. Director John F. Cowen, Jr. seconded the motion and, upon roll call, the following vote was recorded:

AYES: President Patricio Sampayo, Vice-President Luis Eduardo Garduño, Director John F. Cowen, Jr., 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. 7 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.
3. Discussion of the 2021 9% Low-Income Housing Tax Credit application for El Jardin.

THE BOARD RECESSED TO MEET IN THE EXECUTIVE SESSION AT 11:13 A.M.

THE BOARD RECONVENED INTO THE REGULAR SESSION AT 11:28 A.M.

President Patricio Sampayo called for **Item no. 8 – Action, if any, on Executive Session Items**. President Patricio Sampayo then stated that they will be acting on **Executive Session Item 7.3-** regarding the tax credit application for liens.

President Patricio Sampayo then requested for Legal Counsel David Irwin to present the motion for each of the Executive Session Items. Legal Counsel David Irwin agreed and stated that the motion for Executive Session Item 7.3- will be a motion to approve the Resolutions and Operating Agreements for the Partnership, General Partner and Developer Entities as discussed in Executive Session.

President Patricio Sampayo then stated that the Board will entertain a motion on **Executive Session Item 7.3**. Vice-President Luis Eduardo Garduño made a motion to approve the Resolutions and Operating Agreements for the Partnership, General Partner and Developer Entities as discussed in Executive Session. Director John F. Cowen, Jr. seconded the motion and, upon roll call, the following vote was recorded:

AYES: President Patricio Sampayo, Vice-President Luis Eduardo Garduño, Director John F. Cowen, Jr., 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. 9 on the Agenda – Discussion by Directors and Requests for Future Agenda Items**. Chief Executive Officer Carla Mancha addressed the item and initiated informing the Board that Administration may require a Special Meeting for BHOC prior to March 1, 2021, contingent on the meeting with the Tax Credit Application Team.

Subsequently Vice-President Garduño requested for Chief Executive Officer Carla Mancha to provide him with at least a two (2) week notice prior to the next BHOC Board Meeting due to the Tax Season. Chief Executive Officer Carla Mancha confirmed.

There being no further items, President Patricio Sampayo called for **Item no. 10 on the Agenda – Adjournment**. Employee Director Miguel Herrera made a motion to adjourn. Vice-President Luis Eduardo Garduño 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 11:30 a.m.

ATTESTED:

Carla Y. Mancha, BHOC Secretary

Patricio Sampayo, BHOC President

Date Approved: _____



ITEM No. 5.B. -
Approval of an Extension to the
Sick Leave Flexibility provisions
through the end of March 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 MARCH 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 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 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. The extension of the flexibility would continue through March 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 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 Opportunity Corporation to extend the temporary increased flexibility of use of accrued sick leave hours for eligible employees, through March 31, 2021. This was approved by the HACB Board of Commissioners at the February 22nd, 2021 Board Meeting and it can be extended monthly, upon recommendation by the CEO and approval of the Board.



Robert Wilson, Human Resources Officer

February 23, 2021

Date



Carla Mancha, Chief Executive Officer

February 23, 2021

Date



BROWNSVILLE HOUSING
OPPORTUNITY
CORPORATION

ITEM No. 5.C. -

Approval of an Extension to the
Hazard Pay for Identified Positions
through the end of March 31, 2021.

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



ADMINISTRATIVE RECOMMENDATION TO AUTHORIZE EXTENSION OF HAZARD PAY FOR IDENTIFIED POSITIONS THROUGH MARCH 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 24th, 2020 and has been implemented for the period June 29th to February 28th, 2021. The telecommuting provisions for the office staff is continuing in 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 March 31st, 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 4.6-week period from March 1 to March 31st, 2021 would be approximately \$2,901.62 for Amp 1, and \$1,835.03 for BHOC for a total of \$4,736.65. This amount will be reduced if staff takes paid time off and includes zero holidays in March.

Administrative Recommendation

It is the recommendation of Administration for the Board of Directors of The Brownsville Housing Opportunity Corporation to approve an extension of hazard pay for identified positions through March 31st , 2021. This was approved by the HACB Board of Commissioners at their February 22nd, 2021 Board Meeting and it can be extend monthly upon recommendation by the CEO and approval of the Board.



Robert Wilson, Human Resources Officer

February 23, 2021

Date



Carla Mancha, Chief Executive Officer

February 23, 2021

Date



BROWNSVILLE HOUSING
OPPORTUNITY
CORPORATION

ITEM No. 6.A. -

Approval of a job description for the position of Envision Center/BiblioTech Coordinator and that said salary and benefit expense be paid by BHOC funds.

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



**ADMINISTRATIVE RECOMMENDATION TO APPROVE THE NEW POSITION
DESCRIPTION OF ENVISION CENTER/BIBLIOTECH COORDINATOR AND SALARY
AND BENEFIT EXPENSE**

Background Information

As part of our commitment to the Envision Center and in preparation for fulfilling our part of the BiblioTech agreement, it is necessary to hire an additional person to act as coordinator for the two programs. The Envision Center requires a substantial amount of interaction with HUD Envision Center representatives and other community partners, and constant promotion of the center services in the community. This position will also oversee BiblioTech locations and staff once they are activated. The position description has been reviewed by the Director of Supportive Services and the Chief Executive Officer and has been approved by the HACB Board of Commissioners at the February 22, 2021 Board Meeting.

Strategic Plan Alignment

Defining the position and creating the position description is aligned with Strategic Goal IV, objective A: Clearly define the organizational structure and staffing plan.

Budget Impact

This position is assigned to the Supportive Services Team, with the wages and benefits coming from the BHOC budget. The pay rate would be \$18.27/hr. which corresponds to an annual rate of \$38,000.00 per year. The total investment with taxes and benefits would be \$57,2584.00 per year.

Administrative Recommendation

It is the recommendation of Administration for Board of Directors of the Brownsville Housing Opportunity Corporation to approve the position description and the salary and benefits investment for the new position of Envision Center / BiblioTech Coordinator, effective March 1, 2021.



Robert Wilson, Human Resources Officer

February 23, 2021

Date



Carla Mancha, Chief Executive Officer

February 23, 2021

Date

Position Description



Title: EnVision Center / BiblioTech Coordinator
Reports To: Director of Supportive Services
FLSA Status: Exempt
Department: Supportive Services Team
Date: March 1, 2021

Position Summary

Serves as the coordinator for the Buena Vida Choice Neighborhood EnVision Center and Brownsville BiblioTech sites. The HUD EnVision Center are centralized hubs that provide people with resources and support to excel and reach self-sufficiency by focusing on the four identified pillars: Education Advancement, Economic Empowerment, Health and Wellness and Character and Leadership. The BiblioTech program is an all-digital library. The purpose of the program is to increase connectivity and to provide access and experience with various digital platforms. This will help bring clients into the new digital age and enhance their comfort with using technology for learning and entertainment. The EnVision Center/BiblioTech Coordinator will be responsible to evolve the programs to connect our families to said resources by building strategic private/public partnerships at the local, state, and federal level and by executing a comprehensive marketing plan that will inform and educate the public.

Responsibilities

Undertakes and performs the following and other work-related duties as assigned.

EnVision Center Duties

1. Prepares weekly, monthly & quarterly reports, as needed.
2. Formalizes agreements, MOUs and other documents with EnVision Center partners.
3. Oversees operations at EnVision Center.
4. Coordinates programming to reflect the EnVision Center's Four Pillars, which are:
 - Economic Empowerment
 - Educational Advancement
 - Health & Wellness
 - Character and Leadership
5. Produces virtual events and virtual meetings, as needed.
6. Maintains an accurate data base of all participants for data analysis and evaluation.
7. Works closely with HUD EnVision Center representatives.
8. Participates in all webinars, trainings, meetings, as recommended by HUD representatives and HACB/BHOC Administration.

9. Cultivates relationship with the City of Brownsville, the Revival of Cultural Arts and HACB to oversee the EnVision Center Initiative as stated in the designation.
10. Responsible for marketing and public relations for the EnVision Center.
11. Maintains YouTube channel and other social media platforms for the EnVision Center.
12. Continues to develop the Buena Vida Choice EnVision Center as a One-Stop Shop for Self-sufficiency.

BiblioTech Duties

13. Supervises part-time BiblioTech staff, sets expectations and provides direction.
14. Coordinates the BiblioTech staff schedules and site hours of operation.
15. Coordinates collaboration with BiblioTech partners as per the agreement with the City of Brownsville and the Bexar County BiblioTech.
16. Oversees the Steering Committee for BiblioTech Brownsville which includes the Brownsville Public Library System and other stakeholders.

Duties that apply to both EnVision Center and BiblioTech:

17. Publicizes services available through multiple mediums of communication.
18. Produces virtual events and virtual meetings, as needed. This includes podcasts, virtual reading events, and many other activities and presentations.
19. Identifies grant and/or funding opportunities and leads the application process or assists the HACB Grant Writer and other partners to secure additional grants and sources of funds for both programs.
20. Establishes working relationships and collaboration with public and private organizations to secure support and technical assistance for both EnVision Center and BiblioTech.
21. Engages in effective intra-departmental communication and reporting to facilitate staff coordination and EnVision Center and BiblioTech program planning.
22. Creates purchase requisitions needed for materials used in activities, events and projects.
23. Will be required to track time worked, program costs, service utilization, and to propose changes in activities at the different locations, as needed.
24. Works flexible hours to meet the scheduling needs of the various centers and locations inherent to the position.
25. Contributes to team effort by accomplishing all other duties assigned.

Education and Experience

Bachelor's Degree in Social Sciences, Social Work, Urban Studies, Public Administration or related field. Two (2) years direct experience coordinating or delivering services to low-income clients, and/or education counseling. Or any combination of related education and/or experience.

Knowledge and Skills

1. Knowledge of pertinent low-income family programs and general knowledge of Housing Authority policies.
2. Strong organizational skills with demonstrated leadership abilities.
3. Ability to implement and coordinate programs and activities designed to assist clients with becoming self-sufficient and upwardly mobile.
4. General knowledge of resources available through community agencies.
5. Strong interpersonal communication skills that will establish positive working relationships with agencies and organizations in the city, county, state and federal arena that have programs available for Housing Authority clients.
6. Capability to assist in research of grant opportunities.
7. Ability to monitor and manage multiple programs and budgets.
8. Ability to supervise volunteers, including those at off-site locations.
9. Ability and willingness to drive the 15-passenger vehicles and transport participants and clients as needed.
10. Experience using standard computer programs (MS Word, PowerPoint and others).
11. Technical knowledge to produce and edit videos and slideshows for presentation to groups or on social media.
12. Ability to address the public and present information in a clear, concise and convincing manner.
13. Capacity to deal effectively with situations that require tact and diplomacy, yet firmness.
14. Ability to effectively communicate in English and Spanish, both verbally and in writing.

Other Requirements:

- Eligibility for coverage under Housing Authority fleet auto insurance.
- Valid Texas Driver's License.
- Must regularly participate in continuing education and training opportunities.
- Must work with the highest degree of confidentiality.
- Must pass background check and drug screen.

Supervision Controls

Assignments and instructions from the supervisor are broad, though there are intermittent occasions when the employee receives specific instructions. The employee initiates and performs routine activities without supervisory direction. Problems or situations that arise and are not covered by instructions are dealt with either independently, or in consultation

with the supervisor. The employee's work is reviewed for adherence to policies and the attainment of objectives.

Employee monitors the work of subordinates for accuracy, completeness, conformity to policy and achievement of goals or objectives and evaluates employee job performance. Employee gives instructions to the BiblioTech Lab Specialists, which are generally broad and nonspecific; however, instructions are occasionally direct and specific to address a particular situation or program problem.

Provides oral and written directions to the EnVision Center and BiblioTech staff. The employee makes specific and broad assignments to staff by setting deadlines and priorities and indicating the quantity of work expected. Employee is required to counsel with the Director of Supportive Services and cooperate in the discipline of assigned staff, as needed.

Guidelines

The employee follows regulations and guidelines issued by HUD on community services, resident services, resident participation, tax credit properties, and applicable Housing Authority policies and procedures. Frequently, the employee acts independently in making decisions for the best course of action. In situations for which there are no guidelines, the employee may seek guidance from the supervisor.

Complexity

The work performed by the employee requires creativity and imagination to connect with clients, create client engagement and maintain or increase participation in programs and activities. The employee identifies work that needs to be done, prioritizes and coordinates efforts and performs the tasks.

Scope and Effect

The employee's work affects other employees and residents throughout housing developments and tax credit properties. Performing work tasks effectively, efficiently and with compassion enhances relationships between client residents and the Housing Authority, improves resident status and provides long-term benefits in Housing Authority housing management. The employee ensures the programs for the clients are operated efficiently and effectively allowing residents to participate in a variety of services that will assist them in their efforts to be self-sufficient by obtaining employment and therefore decreasing the need for rental assistance.

Personal Contacts

The employee's contacts include: Tax Credit Property staff, Tutors, Housing Authority personnel, residents, resident councils, businesses, corporations, city and community service organizations and agencies and state and federal agencies. The purpose of such contacts is to bring community and resident services to Housing Authority clients, foster resident pride, participation, and provide various kinds of support and assistance for individual families.

Physical Requirements

Work sometimes sedentary and will also involve physical exertion during visits to tax credit properties and housing developments. The employee may drive agency vehicles and be required to push, pull and /or lift objects up to 25 pounds. The employee's position requires unusual hours as dictated by activities for the various locations.

Work Environment

The employee's work is usually in-office, but often requires visits to housing developments, residents' homes, offices of other agencies, community centers and meeting halls. The employee may be exposed to weather extremes and to the usual conditions associated with housing developments and rental properties.



ITEM No. 9.A. -

Adoption of a Resolution indicating the Board's awareness of BHOC's participation in the 2021 9% HTC Application for El Jardin; and, naming all members of the Board of Directors and employees who may act on its behalf.

CARLA MANCHA - Chief Executive Officer



ITEM No. 9.B. -

Adoption of a Resolution approving of BHOC providing gap financing for El Jardin.

CARLA MANCHA - Chief Executive Officer





ITEM No. 9.C. -
Action on Item 8 (7.3).

CARLA MANCHA - Chief Executive Officer

