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**Texas Department of Housing and Community Affairs**  
**Manufactured Housing Board Meeting**  
**April 16, 2021**

Ronnie Richards, Chair

Jason R. Denny, Member

Joe Gonzalez, Member

Sylvia L. Guzman, Member

Keith C. Thompson, Member

**Texas Department of Housing and Community Affairs  
Manufactured Housing Board Meeting**

**April 16, 2021**

**ROLL CALL**

	<u>Present</u>	<u>Absent</u>
Ronnie Richards, Chair	_____	_____
Jason R. Denny, Member	_____	_____
Joe Gonzalez, Member	_____	_____
Sylvia L. Guzman, Member	_____	_____
Keith C. Thompson, Member	_____	_____
Number Present	_____	
Number Absent		_____

\_\_\_\_\_, Presiding Officer

**MANUFACTURED HOUSING BOARD MEETING**  
**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

**April 16, 2021**

**11:00 a.m.**

**Meeting Location:**

Due to Governor Greg Abbott's March 13, 2020 proclamation of a state of disaster affecting all counties in Texas due to the Coronavirus (COVID-19) and the Governor's March 16, 2020 suspension of certain provisions of the Texas Open Meetings Act, The Manufactured Housing Division's Board meeting will be held by videoconference call and telephone conference call, as authorized under Texas Government Code section 551.127 and 551.125, respectively.

An electronic copy of the agenda and meeting materials are now available at <http://www.tdhca.state.tx.us/mh/board.htm> under "Upcoming Meetings." A recording of the meeting will be available after the meeting at: <http://www.tdhca.state.tx.us/mh/board.htm> in Historical Board Books.

In order to engage in two-way communication during the meeting, persons must first register (at no cost) to attend the webinar via the link provided. Anyone who calls into the meeting without registering online will not be able to ask questions or provide comments, but the meeting will still be audible. A recording of the meeting will be made available to the public as soon as possible following the meeting.

**Manufactured Housing Governing Board Webinar registration:**

<https://attendee.gotowebinar.com/register/4302916079713077518>

Dial-in number: +1 (562) 247-8422, access code 987-280-261 (persons who use the dial-in number and access code without registering online will only be able to hear the Board meeting and will not be able to ask questions or provide comments). Note, this meeting will be proceeding as a videoconference under Tex. Gov't Code §551.127, as modified by waiver.

For public participants, please use the "Questions Box" in the GoToWebinar dashboard to add written comments or to request to speak, to ask a question, or make a comment during the meeting. You may also email Sharon Choate at [sharon.choate@tdhca.state.tx.us](mailto:sharon.choate@tdhca.state.tx.us) prior to the day of the meeting if you would like to provide public comment during the meeting. When the Board reaches the public comment item, the Chair will recognize you by name and give you an opportunity to speak.

If the GoToWebinar terminates prior to adjournment of the meeting (i.e. if the webinar session "crashes") the meeting will be recessed. A new link to the meeting will be posted immediately on the TDHCA Manufactured Housing Board meetings web page (<http://www.tdhca.state.tx.us/mh/board.htm>) along with the time the meeting will resume. The time indicated to resume the meeting will be within six hours of the interruption of the webinar. Please note that in this contingency, the original meeting link will no longer function, and only the new link (posted on the TDHCA Manufactured Housing Board meetings web page) will work to return to the meeting.

The Board will meet at the above-stated time to consider and take appropriate action on the items listed below.

## AGENDA

**CALL TO ORDER, ROLL CALL** Chair

**CERTIFICATION OF QUORUM** Chair

The Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs (TDHCA) will meet to consider and possibly act upon:

### ACTION ITEMS

- Item 1. Consideration and action to approve the minutes of the board meeting on October 9, 2020. Chair
- Item 2. The Board will discuss Personnel Matters and if appropriate take action relating to the executive director's position pursuant to Sec. 551.074, Texas Government Code. Chair

### REPORT ITEMS

1. Executive Director's Report to include issues relating to operations, budget and performance of the Manufactured Housing Division. Jim Hicks

**PUBLIC COMMENT** Chair

**EXECUTIVE SESSION** Chair

*Note: The Board may go into executive session (close its meeting to the public) on any agenda item if appropriate and authorized by the Open Meetings Act, Texas Government Code, Chapter 551.*

- (a) The Board will go into executive session to discuss Personnel Matters relating to the executive director's position pursuant to Sec. 551.074, Texas Government Code.
- (b) If necessary, the Board will go into executive session for Consultation with Attorney pursuant to Sec. 551.071, Texas Government Code.

**RECONVENE** Chair

Reconvene in public session and take action on any matters coming out of Executive Session.

**ADJOURN** Chair

*To access this agenda or request information, please visit our website at [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us) or contact Sharon Choate, TDHCA/MHD, 1106 Clayton Lane, Suite 270W, Austin, Texas 78723, 512-475-2206, [sharon.choate@tdhca.state.tx.us](mailto:sharon.choate@tdhca.state.tx.us).*

*Individuals who require auxiliary aids, services or translators for this meeting should contact Sharon Choate, at 512-475-2206 or Relay Texas at 1-800-735-2989 at least two days before the meeting so that appropriate arrangements can be made.*

**Agenda Action Item No. 1**

**MINUTES OF THE REGULAR MEETING OF THE  
MANUFACTURED HOUSING BOARD**

On Friday, October 9, 2020, at 11:15 a.m., there was a regular meeting of the Manufactured Housing Board (the "Board") held virtually through GoToWebinar from Austin, Texas. Sheila Vallés-Pankratz presided. Jason Denny, Sylvia Guzman, Ronnie Richards and Keith Thompson constituting a quorum, attended. The following Manufactured Housing Division (the "MHD") staff attended: Joe Garcia, Amy Morehouse, Jim Hicks, Kassu Asfaw, Denise Perales and Sharon Choate.

Sheila Vallés-Pankratz called the roll and confirmed the presence of a quorum.

Sheila Vallés-Pankratz asked for a motion to approve the minutes from the board meeting on February 21, 2020. Upon motion of Keith Thompson and duly seconded by Sylvia Guzman, the motion was unanimously approved.

Kassu Asfaw presented for approval the FY 2021 Operating Budget to the board and recommended approval. Upon motion of Ronnie Richards and duly seconded by Keith Thompson, the motion was unanimously approved.

Kassu Asfaw presented for approval the FY 2022 - 2023 Legislative Appropriations Request. Upon motion of Jason Denny and duly seconded by Keith Thompson, the motion was unanimously approved.

Kassu Asfaw presented for approval the FY 2021 Administrative Services Agreement between the Manufactured Housing Division and TDHCA and recommended approval. Upon motion of Ronnie Richards and duly seconded by Sylvia Guzman, the agreement was unanimously approved.

Joe Garcia delivered the Executive Director's Report and made an announcement of his retirement effective on October 31, 2020.

At 12:11 p.m. the Board went into an Executive Session pursuant to Government Code 551.074 to discuss personnel matters relating to the interim executive director's position.

At 12:41 p.m. the Board reconvened and took no action in the Executive Session.

Keith Thompson made a motion to appoint Jim Hicks as the Interim Executive Director of the Manufactured Housing Division for a six-month term and duly seconded by Ronnie Richards, the appointment was unanimously approved.

The next board meeting was tentatively set for Friday, January 29, 2021, to begin at 11:00 a.m.

There being no further business to come before the board, the meeting was adjourned at 12:50 p.m.

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Sharon Choate, Secretary

Approved:

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Ronnie Richards, Presiding Chair

*Pursuant to Sec. 551.022 of the Texas Government Code, a copy of the transcript of the above mentioned meeting is public record and is available for inspection and copying on request to the governmental body's chief administrative officer or the officer's designee.*

***Agenda Action Item No. 2***

There are no supporting documents for this action item.