**MATHIS HOUSING AUTHORITY**

**BOARD OF COMMISSIONERS MEETING MINUTES**

**August 18, 2026**

**1. CALL TO ORDER / PUBLIC COMMENT NOTICE**

The meeting of the Mathis Housing Authority Board of Commissioners was called to order on **August 18, 2026**.

The public was advised that individuals wishing to address the Commission regarding concerns must present their request to the Chairperson prior to the opening of the meeting. Each individual is permitted up to **three (3) minutes** to address the Commission.

The Commission was further advised that Commissioners may not enter into discussion, answer questions, deliberate, or take action on matters raised during public comment unless the matter is properly posted on the agenda. Such concerns may be considered for placement on the agenda of a future meeting.

**2. ROLL CALL**

Roll call was conducted. The following Commissioners were called:

- Commissioner Ms. Martinez
- Commissioner Mr. Martinez
- Commissioner Ms. Aguirre
- Commissioner Mr. Serna
- Vice Chair Ms. Olivarez

A quorum was determined to be present, with all five positions represented.

**3. INVOCATION AND PLEDGE OF ALLEGIANCE**

The Vice Chair was given the floor for the invocation and/or opening proceedings.

Those present then recited the **Pledge of Allegiance to the Flag of the United States of America**.

**4. WELCOME OF VISITORS**

Visitors were welcomed. No visitors were present who wished to address the Commission.

**5. APPROVAL OF MINUTES – JULY 28, 2026**

The Board reviewed the minutes from the **July 28, 2026 Board Meeting**.

Commissioners were asked whether there were any corrections, concerns, or additions to the minutes.

**Commissioner Aguirre made a motion to approve the July 28, 2026 minutes.** A second by Mr. Martinez.

The Chair called for the vote.

**Motion carried unanimously, 4–0.**

**6. APPROVAL OF FINANCIAL REPORTS – JULY 2026**

The Board proceeded to consideration and approval of the financial reports for the month.

It was clarified that the financial reports provided to the Commissioners were located behind the meeting minutes in their Board packets. The reports consisted of approximately six pages and included financial information pertaining to the Housing Choice Voucher Program, Public Housing, and other applicable Housing Authority accounts/programs.

Commissioners were given an opportunity to review the reports and ask questions or make comments.

Following discussion, **Commissioner Mr. Martinez made a motion to accept the financial reports.** A second was made by Ms. Martinez.

**Motion carried unanimously, 4–0.**

**7. EXECUTIVE SESSION NOTICE**

The Board acknowledged that the Mathis Housing Authority reserves the right to adjourn into Executive Session at any time during the meeting to discuss matters authorized under **Texas Government Code, Chapter 551**, including consultation with an attorney, deliberations regarding real property, and personnel matters.

The Board determined that there were **no matters requiring Executive Session** at this meeting.

**8. OLD BUSINESS**

There was **no Old Business** to discuss.

**9. NEW BUSINESS**

**A. Upcoming Fort Worth Trip**

It was reported that **Ms. Rita, Mr. Ruben, and staff** would be traveling to **Fort Worth** during the month. The group was expected to be away Monday through Thursday and return Thursday evening.

**B. Upcoming HUD Visit**

The Board was informed that **HUD will conduct an on-site visit in September 2026**, with anticipated dates of **September 14, 15, and 16, 2026**.

HUD representatives are expected to review Board meeting minutes, Board actions, administrative files, Housing Authority policies, executive/administrative documentation, and other program and compliance records.

Staff advised that preparations would be made in advance of the HUD visit.

**10. EXECUTIVE DIRECTOR / OFFICE REPORT**

The Executive Director/Office Report was presented.

It was reported that there are approximately **38 individuals on the Section 8/Housing Choice Voucher waiting list** and approximately **38 individuals/families on the Public Housing waiting list**.

The Housing Authority currently has approximately **eight (8) vacant units**, with vacancies discussed at Fulton, Encino, and Rockport. Approximately **two (2) units are undergoing remodeling/make-ready work**.

**11. ADDENDUM – ELECTION OF BOARD CHAIRPERSON**

The Board was advised that **Ms. Rita Rivera Aguirre submitted an addendum to the agenda on August 13, 2026** for the purpose of appointing/electing a Board Chairperson.

The Commissioners identified as eligible for consideration included Commissioner Esmeralda Olivarez, Commissioner Ernestina Martinez, Commissioner Ernesto Martinez, and Commissioner Rita Rivera Aguirre.

**Commissioner Rita Rivera Aguirre was nominated to serve as Chairperson by** Ms. Olivarez and a second was made by Mr. Martinez , and the nomination was approved 4-0.

**Let the minutes reflect that Commissioner Rita Rivera Aguirre was duly nominated and selected to serve as Chairperson of the Mathis Housing Authority Board of Commissioners, effective August 18, 2026.**

**12. COMMISSIONER CONCERNS AND COMMENTS – EXECUTIVE DIRECTOR RECRUITMENT**

Discussion was held regarding advertising for the permanent **Executive Director** position.

Potential recruitment sources discussed included Texas housing associations, professional housing organizations, Workforce/employment services, Corpus Christi-area resources, Facebook, and other appropriate employment websites.

The Board gave staff direction to **proceed with advertising the Executive Director vacancy**.

Following discussion regarding the length of the application period and the upcoming HUD visit, **September 30, 2026** was identified as the proposed deadline for accepting applications.

**13. DISCUSSION REGARDING INTERIM LEADERSHIP**

A Commissioner expressed confidence in **Mr. Rudy Hernandez** and stated that he would be a good candidate for the permanent Executive Director position.

Mr. Hernandez stated that he would have to formally apply if he wished to be considered. He also explained that he did not want the Housing Authority to select him permanently only to have to conduct another Executive Director search if he retired within approximately two years.

Mr. Hernandez emphasized his commitment to the Housing Authority and the Mathis community. He stated that he was born and raised in Mathis, is a graduate of **Mathis High School's Class of 1986**, and had no intention of leaving the Housing Authority during the transition.

The Commissioners expressed appreciation for his service and confidence in his knowledge of Housing Authority operations.

**14. CLARIFICATION OF 60-DAY TRANSITION PERIOD**

A Commissioner clarified previous comments regarding a **60-day period** for replacing the former Executive Director.

The Commissioner explained that the intent was for the Housing Authority to begin and actively pursue the recruitment and hiring process within the 60-day period, allowing sufficient time to advertise, receive and review applications, verify qualifications, conduct background checks, interview candidates, and complete the process in accordance with applicable requirements.

Mr. Hernandez stated that he was willing to continue serving in the interim capacity as necessary and could continue for up to approximately six months if required.

**15. ANNUAL AUDIT PREPARATION**

Mr. Hernandez updated the Board regarding preparation for the Housing Authority's annual audit.

He explained that although work on the audit had previously been started, his review indicated that substantial additional preparation was necessary. He therefore began gathering the required documentation and preparing the audit materials.

The anticipated timeline was discussed, with the goal of providing the necessary information so the audit could be completed and submitted to HUD and other applicable entities within the required deadlines.

The Commissioners acknowledged the significant workload associated with the audit, upcoming HUD review, daily operations, and Executive Director recruitment.

**16. BUDGET COMMITTEE DISCUSSION**

A question was raised regarding a Budget Committee.

Mr. Hernandez stated that he had not received information regarding a current Budget Committee and did not recall the Housing Authority previously maintaining a formal committee of that type.

The Commissioners advised Mr. Hernandez not to make the matter an immediate priority due to his existing workload. The Board stated that the matter could be addressed at a later date.

**17. BANK SIGNATURE CARDS AND AUTHORIZED CHECK SIGNERS**

Mr. Hernandez advised the Board of an issue concerning the Housing Authority's bank signature cards and authorized check signers.

It was discovered that an individual who may need to be included as an authorized signer was not included on the recently submitted documentation. Discussion followed regarding whether adding another authorized signer would require completion of a new signature card and/or resolution.

Mr. Hernandez emphasized that Housing Authority checks are not to be removed from the office solely for the purpose of obtaining signatures. Authorized Commissioners may therefore need to come to the Housing Authority office when signatures are required.

**18. FUTURE RESOLUTION REGARDING BANK SIGNATURE AUTHORITY**

The possibility of modifying the authorized bank signers during the current meeting was discussed.

Because the matter was **not specifically posted on the meeting agenda**, questions were raised regarding whether the Board could legally take action.

The Board agreed that no action would be taken during the current meeting and that the matter should instead be **placed on the agenda for a future Board meeting**.

At that time, the Board may consider an appropriate resolution regarding the addition and/or removal of authorized signers and provide the approved resolution to the bank.

**19. CLARIFICATION OF CURRENT CHECK-SIGNING AUTHORITY**

Additional discussion was held concerning when the new bank signature card becomes effective.

The understanding discussed was that the **new list/signature card must be completed by all required individuals before it becomes effective**.

There remained some uncertainty regarding the bank's specific requirements and which individuals were presently authorized to sign checks.

Mr. Hernandez stated that he would contact the bank to obtain clarification. It was noted that the bank representative/manager familiar with the Housing Authority's account would be contacted to verify the requirements.

The Board agreed that clarification should be obtained directly from the bank before proceeding further.

**20. COMMISSIONER COMMENTS – FORMER EXECUTIVE DIRECTOR UNEMPLOYMENT MATTER**

The Chair asked whether there were any additional Commissioner concerns or comments.

A Commissioner raised a question concerning **Ms. Schumacher and an unemployment claim/application**, stating that the matter had previously been mentioned to at least one Commissioner and asking whether the remaining Commissioners had been informed.

Discussion followed regarding whether the Board had any responsibility or involvement in the unemployment matter.

It was explained that the matter was **not posted on the meeting agenda** and therefore was not a matter upon which the Board could take action during the meeting.

It was further discussed that any required response regarding an unemployment claim would be handled administratively by the appropriate Housing Authority representative rather than through Board action at the current meeting.

The Commissioner clarified that the purpose of raising the issue was simply to ensure that all Commissioners were aware of the situation and were receiving the same information.

No action was taken.

**21. FINAL COMMISSIONER COMMENTS**

The Chair again asked whether any Commissioners had additional comments or concerns.

There being no additional matters properly before the Board for discussion or action, the Board proceeded to adjournment.

**22. ADJOURNMENT**

A motion was made to adjourn the meeting. **Commissioner Martinez** and **Chairperson Rita Rivera Aguirre** were identified during the motion and second.

The Chair called for the vote.

**Motion carried unanimously, 4–0.**

There being no further business, the meeting of the Mathis Housing Authority Board of Commissioners held on **August 18, 2026**, was adjourned.

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**CERTIFICATION**

These minutes are respectfully submitted as a record of the proceedings of the Mathis Housing Authority Board of Commissioners meeting held on **August 18, 2026**.

________________________________________
Rita Rivera Aguirre, Chairperson
Date: ______________________

________________________________________
Executive Director / Secretary
Date: ______________________