



---

**Texas Department of Housing and Community Affairs**  
**Manufactured Housing Board Meeting**  
**February 21, 2020**

Sheila M. Vallés-Pankratz, Chair

Jason R. Denny, Member

Sylvia L. Guzman, Member

Ronnie Richards, Member

Keith C. Thompson, Member

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

**February 21, 2020**

**ROLL CALL**

	<u>Present</u>	<u>Absent</u>
Sheila M. Vallés-Pankratz, Chair	_____	_____
Jason R. Denny, Member	_____	_____
Sylvia L. Guzman, Member	_____	_____
Ronnie Richards, Member	_____	_____
Keith C. Thompson, Member	_____	_____
Number Present	_____	
Number Absent		_____

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

**MANUFACTURED HOUSING BOARD MEETING**  
**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**1500 N. Congress, Capitol Extension Committee Room E2.036**  
**Austin, Texas 78701**

**February 21, 2020 11:00 a.m.**

**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 25, 2019. Chair
- Item 2. The Board will discuss Personnel Matters relating to the executive director's performance and compensation review 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. Joe Garcia

**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 performance and compensation review 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.*

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

On Friday, October 25, 2019, at 11:01 a.m., there was a regular meeting of the Manufactured Housing Board (the “Board”) at 1500 N. Congress, Capitol Extension Committee Room E2.028, Austin, Texas. Sheila Vallés-Pankratz presided. Jason Denny, Sylvia Guzman and Ronnie Richards constituting a quorum, attended. Keith Thompson was absent. The following Manufactured Housing Division (the “MHD”) staff were present: Joe Garcia, Amy Morehouse, Jim Hicks and Sharon Choate.

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

Sheila Vallés-Pankratz ask for a motion to approve the minutes from the board meeting on August 23, 2019. The motion was made by Jason Denny and duly seconded by Sylvia Guzman, the motion was unanimously approved.

Jim Hicks presented and discussed for approval the continuation of Texas Manufactured Housing School (TXMHS) as a continuing education provider. Upon motion of Ronnie Richards, duly seconded by Jason Denny, the renewal was unanimously approved.

Joe Garcia presented and discussed for approval the adoption of amendments to 10 Texas Administrative Code, Chapter 80 for publication as adopted in the Texas Register. Upon motion of Ronnie Richards, duly seconded by Jason Denny, the rules were unanimously approved.

After discussion relating to the Executive Director's compensation review, Sheila Vallés-Pankratz suggested the issue be tabled until the next board meeting. Upon motion of Ronnie Richards, duly seconded by Jason Denny, the motion was unanimously approved.

Joe Garcia delivered the Executive Director's Report and the audit report.

The Board did not go into an Executive Session.

The next board meeting was tentatively set for Friday, February 28, 2020, to begin at 11:00 a.m.

There being no further business to come before the board, the meeting was adjourned at 12:27 p.m.

---

Sharon Choate, Secretary

Approved:

---

Sheila Vallés-Pankratz, Presiding Chair

*Agenda Action Item No. 2*

There are no documents to review relating to the discussion of the executive director's compensation.