



## **TEJANO CENTER FOR COMMUNITY CONCERNS, INC.**

### **Raul Yzaguirre Schools for Success**

Tejano Center for Community Concerns, 2950 Broadway St., Houston, TX 77017  
Phone: 713-640-3700 FAX: 713-644-6232 [www.tejanocenter.org](http://www.tejanocenter.org)

*“The mission of the Tejano Center for Community Concerns is to develop education, social, health, and community institutions that empower families to transform their lives.”*

### **PUBLIC NOTICE**

#### **Meeting Agenda for Thursday, October 26, 2023**

Notice is hereby given that the Board of Directors of Tejano Center for Community Concerns, Inc., (Tejano Center) will hold its regular meeting on Thursday, October 26, 2023, 5:30 PM. This meeting is open to the public, and community input is welcomed during the time designated for public comment. It is the intent of the Tejano Center to have, and the meeting will have, a quorum and presiding officer. If a member of the public can provide testimony or otherwise wishes to participate in the meeting when public input is permitted, but lacks the necessary technology, such will be provided at 2255 N. Coria Brownsville, TX 78520. The board will consider, discuss, and adopt such orders, resolutions, and/or motions, and take direct or indirect actions as may be necessary, convenient, or desirable with respect to the matters outlined in this agenda.

#### **Meeting Call-In Information**

This meeting will be conducted in person; however, a Zoom link to the meeting is made available for those unable to attend, please contact [Jessica.Villarreal@tejanocenter.org](mailto:Jessica.Villarreal@tejanocenter.org) one day prior to the meeting.

#### **Thursday, October 26, 2023 at 5:30 PM – Board Meeting**

1. **CALL TO ORDER** (2 minutes)

2. **PRAYER** (3 minutes)
3. **PLEDGE OF ALLEGIANCE/TEXAS PLEDGE** (2 minutes)
4. **ROLL CALL** (3 minutes)
5. **PUBLIC COMMENT** (7-10 minutes) Any individual wishing to address the Board of Directors of Tejano Center for Community Concerns must sign in with Jessica Villarreal, Board Services, by emailing a request to speak, at least 72-hours prior to scheduled meeting. The request must include the name of speaker, telephone, number and email address of the speaker, and the topic of the intended comments, to Jessica.villarreal@tejanocenter.org. Those doing so will be allowed to address the board for a maximum of three minutes. Individuals will address the board in the order that they have signed in. Alternatively, the individual may email comments to the above email address.
6. **PRESIDENT'S PRESENTATIONS & UPDATES**
  - 6.a. RYSS 2022-2023 Board Goals and Progress Monitoring Final Report  
Carla Stevens, RYSS Data and Accountability
  - 6.b. RYSS Expansion Update  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools
  - 6.c. TCSD Update on RYSS Expansion.  
Tina Lin, Vice President of Finance, Pacific Charter School Development; Ivan Zapata, Texas Charter School Development
  - 6.d. Level Field Update on RYSS Expansion.  
Alex Shawe, Co-Founding Partner, Level Field Partners
7. **ACTION ITEMS**
  - 7.a. Approval of the Minutes of the August 29, 2023 Public Hearing on the 2024 Budget of the Tejano Center for Community Concerns/Raul Yzaguirre Schools for Success Board of Directors.  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant  
The Board held a Public Hearing on the 2024 Proposed Budget on August 29, 2023. Minutes were recorded and are now being presented to the board for approval.
  - 7.b. Approval of the Minutes of the August 29, 2023 Special-Called Meeting of the Tejano Center for Community Concerns/Raul Yzaguirre Schools for Success.  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools  
Approval of the minutes of the August 29, 2023 Special-Called Meeting of the Tejano Center for Community Concerns/Raul Yzaguirre Schools for Success.
  - 7.c. Approval of the July 2023 Unaudited Financials for Raul Yzaguirre School for Success and Tejano Center for Community Concerns\_ Non- School  
Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant  
July 2023 Unaudited Financials for the Raul Yzaguirre Schools for Success and Tejano Center for Community Concerns Non-School
  - 7.d. Approval of financing mechanisms and options with Equitable Facilities Fund (EFF), Sunflower Bank, and New Market Tax Credits for the Pasadena expansion, Brownsville expansion, and possible refinancing of Sunflower Bank loan.  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant; Justin Fuentes, Chief Schools & Operations Officer

- 7.e. Approval of budget amendment # 1 in the amount \$105,00 for safety additional funds approval by the state.  
Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant  
The State will provide \$15,00 per campus x 7 campuses = \$105,000  
Revenues will be in Fund 420 -5812.
- 7.f. Approval of budget amendment #2 in the amount \$5,000 for classroom needs for RYSS Castillo. This is a transfer between functions with no effect on net assets.  
Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant  
Approval of budget amendment #2 in the amount \$5,000 for classroom needs for RYSS Castillo. This is a transfer between functions with no effect on net assets.  
Funds are being moved from function 23 to function 11.
- 7.g. Approval of Budget Amendment # 3 in the amount of \$100,000 for special education services. This is a transfer from other funds and will not affect net assets.  
Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant  
Amounts needed in function 11 and program intent 23 for special ed services.  
Amounts will come from function 51 budgeted and not projected to be used for closed lines.
- 7.h. Ratification of Change Order # 002 with Camden Living Excellence in the amount of \$91,041 for Sunrise Lofts.  
Justin Fuentes, Chief Schools and Operations Officer; Rich Rodriguez, Director of Facilities & Property Management  
A Camden Property Trust is a publicly traded real estate investment trust that invests in apartments in the United States. Camden are passionate designers, managers, and maintainers of the best multifamily communities in the country. The Camden family is on a mission to exceed market expectations and help find the best place to call home.  
The change order is for the additional cost?of NFPS-13, STC 34 Upgrade, sound attenuation wall, detention pond security fence.?  
The change order also includes the removal of a standpipe and the outdoor projector screen allowance.?
- 7.i. Ratification of Disbursement Report/Vendor payments for the month of October 2023 to include procurement processes and expenditure approvals.  
Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant  
A report of the vendor payments for RYSS and Non-School is attached for all vendor payments above \$50,000. A monthly report will be provided to the board each month.
- 7.j. Ratification of Disbursement Report/Vendor Payments for FY 2023-2023 to Include Procurement Processes and Expenditure Approvals.  
Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant  
A report of the vendor payments for RYSS and Community Programs is attached for all vendor payments above \$50,000. A monthly report will be provided to the board.

7.k. Approval of implementing three phases regarding electronic approvals for financial documents and assigning the Superintendent and CFO to implement internal controls for various business processes.

Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant

The TCCC Inc. has begun a process of automating processes to include electronic signatures:

The following internal documents are being implemented for electronic signatures:

Phase One

Check Request; Credit Card Request, Service Agreements, Over time requests, and Travel Requests

Phase Two

We will also incorporate a process to implement ACH payment for employee reimbursements (Travel or other reimbursements for supplies, etc.).

Phase Three

We are also recommending implementing electronic check signatures for the Supt and the Board. The process will include to the printing of the check register and will be sent to the board president for approval prior to releasing the checks. A check register will be provided to the entire board once a month.

7.l. Approval of RFP# 24-I-JA for Consulting and Contracted Services for the following vendors offering the best value: (1) Untapped Genius, (2) Cecilia Borg Vigil, (3) Carla Stevens, (4) Guard on Call Security, (5) AMNY Consulting Group, (6) School Force Solutions Inc., (7) Chatam Group, and (8) Lovescaping.

Vendors will be approved for FY 23-24, and contracts above \$50,000 will be submitted for Board approval.

Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant

The RFP was prepared internally, and the process was as follows:

1. An RFP template was developed and sent to prospective vendors.
2. Advertising was done for two days, on Friday August 25, 2023, and Monday August 28, 2023.
3. The RFP was due on 9-12-2023.
4. Marisol Alvarado, Purchasing Specialist, facilitated the process.
5. An Evaluation Committee was formed to evaluate, and it included the following members: Justin Fuentes, Gracie Garces, Jesus Amezcua.
6. A recommendation was made after the evaluation, and it is attached.

7.m. Approval of Termination of Efforts to Open the Northeast Cluster #2 PK-8 Campus in Humble, Texas.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Justin Fuentes, Chief Schools & Operations Officer

As part of the Raul Yzaguirre Schools for Success' efforts to expand its education program to serve more communities in need with its community school model, the Board of Education approved a resolution on March 1, 2022, to add a proposed Northeast Cluster #2 grades 1-8 campus and corresponding PreK3-4/K site in the Humble, Texas area. This resolution allowed the district to submit a charter expansion application to the Texas Education Agency which approved the application on April 1, 2021

Since that time, the district has diligently pursued locating land and/or a facility to use for the proposed campus. Given the lack of available properties in that area we have not been able to acquire a location. Additionally, the targeted population and geographic area is concentrated by the George Bush Intercontinental Airport and Federal Aviation Administration (FAA) rules limit where schools can be built.

For these reasons, this board item is requesting that the Board of Education approve the termination of efforts of opening the proposed Cluster #2 grades 1-8 campus and corresponding PreK 3-4K site in the Humble, TX area.

ve the termination of efforts of opening the proposed Northeast Cluster #2 grades 1-8 campus and corresponding PreK 3-4/K site in the Humble, TX, area.

7.n. Approval of Acceptance of \$30,875 from UnidosUS as Part of the Mortgage-Readiness for Home Pilot Grant.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Gabby Luna, Director of Housing Programs and Community Redevelopment

The Mortgage-Readiness for Home Pilot is intended to align with and support activities under the current Master Subgrant Agreement for Housing Counseling services for FY 2023-2024 and UnidosUS HOME initiative to advance systemic change to create 4 million new Latino homeowners by 2030.

By agreeing participate in the Mortgage-Readiness Pilot, Tejano Center for Community Concerns agrees to the following Scope of Work:

7. 65 clients will complete Homebuyer Orientation (HBO) 1 - 1.5 hours
8. 65 clients will complete Pre-purchase
9. 65 clients will complete Homebuyer Education (HBE)  
Clients will be billed on a Tier I (\$125) and Tier II (\$350) on a quarterly basis until grant amount is depleted.

7.o. Approval of the Decommission of \$353,554.48 from the \$527,400.50 Texas Homeowners Assistance Fund Grant Award.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Gabby Luna, Director of Housing Programs and Community Redevelopment

Tejano Center Housing Department submitted a NOFA to become a Texas Homeowners Assistance (HAF) Intake Center in December 2022. Tejano Center was approved by TDHCA Board on February 9, 2023.

Texas HAF provides financial assistance to qualified Texas homeowners who have fallen behind on their mortgage, utility payments and related expenses due to the COVID-19 pandemic. Tejano Center's Intake Center ceased operations on July 14, 2023, due to the state reaching 90% spent and decommissioning all the intake centers in Texas, including Tejano Center. Part of the grant funding earmarked for Mortgage Default counseling was also decommissioned. A total of \$50,044.50 has been de-obligated for foreclosure housing counseling activities, leaving a minimal amount to continue with the program until March 7, 2024.

7.p. Approval of Acceptance of \$100,000 from Wells Fargo for the Blue Skies Home Repair Program.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Gabby Luna, Director of Housing Programs and Community Redevelopment  
Tejano Center applied to Wells Fargo for Blue Skies home repair.

Tejano Center has agreed to use the resources for the purposes in which the grant is intended - track the number of households served by this grant and agree to provide a summary report with-in 90 days of receipt or as requested by the funder.

7.q. Approval of Accrual of Home Repair Contracting Over \$50,000 with Hermida Services.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Gabby Luna, Director of Housing Programs and Community Redevelopment  
Hermida services has been working with the Tejano Center Housing Department since 2017 conducting home repair services. It is anticipated that the accrual of various contracts with Hermida Services will exceed \$50,000. An average home repair contract is \$9,000; depending on project needs and available funding.

7.r. Ratification of insurance agreement with McGriff for the period of October 5, 2023 to October 5, 2024.

Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant

7.s. Approval of Element Architect agreement for the BRYSS Expansion Project.

7.t. Approval of FY 23-24 food service estimated contracts for the following vendors under the food service Choice Food Purchasing cooperative: Hilland Dairy Foods \$100,000; Hardie's Fresh Foods for \$115,000; Gold Star Foods for \$16,778; Gordon Food for \$350,000, for Gordon Non-Food for \$80,000 and Gordon Smart Snacks for \$27,000; and Yummy for \$350,000 for RFP in FY22-23. (The total projected amount of the purchases is \$1,038,778).

Dr. Jesus Amezcua, HCDE Chief Financial Officer Consultant

Food Service Enrollment Vendor payments for FY 23-24 for Yummy, Hiland Dairy Foods, Hardie's Fresh Foods, Gold Star Foods, Gordon Food, Gordon Non-Food, and Gordon Food Smart Snacks a total of \$1,038,778.

7.u. Approval of the FY 23-24 Armed Guards to secure the educational facility in the amount of \$138,600 with Guards on Call Security

Justin Fuentes, Chief Schools and Operations Officer; Rich Rodriguez, Director of Facilities & Property Management

Guards On Call is a private security company in Texas. We offer Texas security guard services. Find security guard services in Texas. All security officers, security guards, and personal bodyguards are highly trained and professional. As one of the most trusted security guard companies in Texas, we offer unarmed private security guards, armed security guards, professional security personnel, and licensed protection officers. The types of security services we offer are school security guards, construction site security, parking lot security, personal security, loss prevention, and mobile patrol.

Guards On Call offers Texas armed security guard services. As more and more threats have become commonplace in today's world, businesses and other facilities find themselves turning to private security companies for protection. In many cases,

armed guards are necessary to provide adequate levels of protection for customers, employees, students, and others.

7.v. Approval of Accrual of Home Repair Contracting Over \$50,000 with Southwest Remodeling Etc.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Gabby Luna, Director of Housing Programs and Community Redevelopment  
Southwest remodeling has been working with the Tejano Center Housing Department since 2017; they conduct home repair services. It is anticipated that the accrual of various contracts with Southwest Remodeling etc will exceed \$50,000. An average home repair contract is \$9,000 - depending on project needs and available funding.

7.w. Approval of Amended Tejano Center for Community Concerns 2019-2025 Strategic Plan.

Dr. Adriana Tamez, President/CEO & Superintendent of Schools; Graci Garces, Chief Strategy & External Affairs Officer

Tejano Center for Community Concerns created its 5-year Strategic Plan in 2019 as COVID-19 was developing. The impacts of the pandemic delayed some intended timelines, but the organization has made strides, nonetheless. It continues to expand the impact it has on communities across the Greater Houston area and Brownsville. The leadership maintains a close pulse on the progress of strategies, and the Chief Strategy and External Affairs Officer works closely with internal and external partners to upkeep the Strategic Plan based on current trends and opportunities for the organization.

In Fiscal Year 2023-2024, the organization will establish and maintain a cadence for monthly check points and board updates, on the amended TCCC 2019-2025 Strategic Plan.

8. **INFORMATION ITEMS**

8.a. GRADcafe by Project GRAD Program Report.

Graci Garces, Chief Strategy & External Affairs Officer; Melissa Martinez, Director of GRADcafe

In order to keep the board informed about Tejano Center's GRADcafe Program, the attached GRADcafe Program Monthly Status Report is provided. The report reflects the status update of the program and updated data since the last board meeting.

8.b. Homebuyer & Homeowner Service Activities Report

Graci Garces, Chief Strategy & External Affairs Officer; Gabby Luna, Director of Housing Programs & Community Redevelopment

Housing department provides homebuyer education, one-on-one individual counseling to both, homeowners and homebuyers, and home repairs to eligible homeowners.

Homebuyer Education Workshops: Eight-Hour  
Homebuyer Education classes held twice per month in English & Spanish.

Homebuyer Counseling: Individual Housing Counseling to assess mortgage

readiness and/or obstacles/barriers in order to apply & qualify for a mortgage loan, identify program eligibility and close on a home.

Homeowner Counseling: Individual Housing Counseling for existing homeowners. Services can assist with applying for property tax discounts, understanding escrow analysis, and weatherization program, to name a few. This is also the entry point for homeowners requesting home repairs to their primary home.

8.c. La Tiendita Program Report.

Graci Garces, Chief Strategy & External Affairs Officer; Jorge Gonzalez, Director of Resolve; Gloria Kelly, La Tiendita Manager

La Tiendita is a holistic food access program that incorporates case management, resource navigation, and nutrition and health education classes. The aim of La Tiendita is to empower individuals to improve their health and move towards more secure lives.

In order to keep the board informed about La Tiendita's Program initiatives, events, and activities, the La Tiendita Report is attached.

The report reflects the following topics:

10. Families, individuals, and children served
11. Pounds of food distributed to our community
12. Referrals Completed (Internal Programs & External Organizations)
13. Activities

8.d. Resolve Program Report.

Graci Garces, Chief Strategy & External Affairs Officer; Jorge Gonzalez, Director of Resolve

In order to keep the board informed about Tejano Center's Resolve Program, the attached Resolve Program Report is provided. The report reflects the status update of the Resolve program and updated data since the last board meeting.

8.e. Child Placing Agency Report.

Graci Garces, Chief Strategy & External Affairs Officer; Jorge Gonzalez, Director of Resolve; Brenda Navarette, Director of Child Placing Agency

In order to keep the board informed about Tejano Center's Child Placing Agency (CPA) initiatives, events, and activities, the attached report to the board is provided. The report covers activities that took place since the last board meeting.

The report covers the following topics:

14. Updates
15. Activities
16. Coming events
17. Staff/Foster parent training
18. Families and children served

9. **DISCUSSION ITEMS**

10. **EXECUTIVE SESSION UNDER TEXAS GOVERNMENT CODE §§ 551.071, 551.072, 551.074, AND 551.082, TO ADDRESS:**

- a. Private consultation with attorney concerning privileged issues from agenda matters and pending or threatened litigations.
- b. Deliberations concerning the purchase of real property
- c. Deliberations concerning the duties of the CEO and CFO regarding supervision of personnel
- d. Consider complaints against directors and senior staff
- e. Discussion of duties and evaluation of administrative personnel, including complaints regarding school staffing, academic and organizational changes for the 2022-2023 school year