

NOTICE OF REGULAR MEETING
MISSION ECONOMIC DEVELOPMENT CORPORATION
MARCH 19, 2019 5:30 P.M.
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT

PRESENT:

S. David Deanda, Jr., President
Pete Jaramillo, Vice President
Aissa I. Garza, Secretary
Balde Morales
Mayor Armando O’Cana served in the Mayor Position

ABSENT:

Dr. Sonia Treviño, Treasurer
Mario Garza

ALSO PRESENT:

Luis Lopez, Burton McCumber & Longoria, LLP
Ricky Longoria, Burton McCumber & Longoria, LLP

STAFF PRESENT:

Daniel Silva, CEO
Joel Garza, COO
Angie Vela, Finance Director
Ezeiza Garcia, Assistant Finance Director
Judy Vega, Executive Assistant
Randy Perez, City Manager
Diana McDonnell, CEED Receptionist
Shaine Mata, Facility Manager
Bertha Ramirez, Administrative Assistant
James Love, Network Security Specialist
Joe Salazar, Accountant
Jasmine Ramos, MEDC Receptionist

1. Call to order

With a quorum being present President S. David Deanda Jr. called the meeting to order at 5:33 p.m.

2. Approval of Minutes – February 19, 2019.

There being no corrections or additions Secretary Aissa I. Garza moved for approval of the regular board meeting minutes of February 19, 2019. Motion was seconded by Vice President Pete Jaramillo and approved 5-0.

3. Approval of Financial Statements for January 2019.

Finance Director Angie Vela presented and recommended approval of the Financial Statements for January 2019.

There being no corrections or additions, Vice President Pete Jaramillo moved for approval of the Financial Statements for January 2019. Motion was seconded by Secretary Aissa I. Garza and approved 5-0.

4. Approval of MEDC Financial Statements and Independent Auditor's Report for Fiscal Year ending September 30, 2018.

Ricky Longoria, Auditor with Burton McCumber & Longoria, LLP presented the board the Financial Statements and Independent Auditor's Report for Fiscal Year ended September 30, 2018. Mr. Longoria provided the Board with an opinion letter as well as a management letter, both of which were previously discussed with the CEO and the Finance Director at a recent audit exit meeting. He said that he will not go into every detail of the audit, but rather only mention significant items and began by saying that on Page 11, a line item called Investments that that was there last year, is no longer there. At one point that line item had over \$1.2 million in investments, but it's no longer there. There is also an unrestricted balance of a -\$2.9 million. That negative balance was there last year, but this year it is showing up in the net position. In the General Fund column of MEDC, there is also a -\$3.2 million. Mr. Longoria did not go into details of how we got there, but he did report that the position has not changed since last year. He said that although those negative balances were there last year, there were plans to increase them by the projected sales of the property adjacent to the Mission Event Center belonging to the MEDC, but that has not happened. He offered suggestions on how to increase the fund balance and said that perhaps the \$1 million commitment the MEDC has with the City of Mission for the debt service of the Mission Event Center needs to be revisited. Another key solution would be to sell the property adjacent to the Mission Event Center. Discussion ensued regarding the audit report.

After the discussion, Mayor Armando O'Cana moved to approve MEDC's Financial Statements and Independent Auditor's Report for Fiscal Year ending September 30, 2018 as presented. Motion was seconded by Vice President Pete Jaramillo and approved 5-0.

5. Adoption of Proposed Purchasing Policy for Mission Economic Development Corporation.

CEO Daniel Silva presented and recommended adoption of the proposed Purchasing Policy for Mission Economic Development Corporation. The purchasing policy mirrors a lot of the processes that the City of Mission's Purchasing Policy has; however, the way the economic development corporation operates is different than how the City operates. Upon conducting audits for the Mission EDC, the auditors noticed that difference which then prompted a recommendation that we adopt our own purchasing policy. The purchasing policy also mentions the designation of a purchasing agent to oversee the purchasing operations of the organization, as well as allowing the EDC to operate the way it should operate. Upon review, suggested changes were made to the following sections of the Purchasing Policy: Purpose and Objectives – there should be exceptions in which employees will need written authorization from the CEO ahead of making purchasing decisions; and Purchasing Procedures – conflicts of interest, there should be reference regarding city employees or Board members, that they not be related to vendors. Discussion took place related to other sections of the policy such as Travel, Cancellation of Orders and Changes in Plans and Specifications.

After the discussion, Mayor Armando O'Cana moved to adopt the Purchasing Policy for Mission Economic Development Corporation subject to the following revisions: Section II Purpose and Objective – Change language indicating there should be certain exceptions that will need approval by the CEO ahead of an employee making purchasing decisions; and Section VI Purchasing Procedures - Add reference to a bidder survey or similar City document used to disclose conflicts of interest between bidder and City employees, etc. Motion was seconded by Vice President Pete Jaramillo and approved 5-0.

6. Ratification of Mission City Council’s Approval of Resolution No. 1589, A Resolution Amending Resolution No. 1284 by Eliminating the Limit on Personnel Positions That May be Employed and Subsequently Leased to Mission Economic Development Corporation; and Providing an Effective Date.

CEO Silva mentioned that initially when the Mission EDC took on staff, it was done by resolution on the amount of employees that the City of Mission would lease to the MEDC. Since the staff has since grown, it was suggested that the document be modified in order to not be limited to a specific number of employees, but rather to include staff as needed to conduct business. Brief discussion took place.

Mayor Armando O’Cana moved to ratify Mission City Council’s Approval of Resolution No. 1589, A Resolution Amending Resolution No. 1284 by Eliminating the Limit on Personnel Positions That May be Employed and Subsequently Leased to Mission Economic Development Corporation; and Providing an Effective Date. Motion was seconded by Vice President Pete Jaramillo and approved 5-0.

7. Approval of Title Change to the Director of Technology from Director of Technology to Chief Officer of Operations.

CEO Daniel Silva mentioned that the correct title change for MEDC’s Director of Technology Joel A. Garza is for Chief Operating Officer, the position he used to hold prior to being named CEO. He stated that other tasks being assigned to this position would be that of a purchasing agent.

Subject to the correction on the title change, Mayor Armando O’Cana moved to approve the Title Change to the Director of Technology from Director of Technology to Chief Operating Officer. Motion was seconded by Secretary Aissa I. Garza and approved 5-0.

8. President’s Comments.

None.

9. Adjournment.

Vice President Pete Jaramillo moved to adjourn the meeting. Motion was seconded by Balde Morales and approved 5-0. Meeting was adjourned at 6:36 p.m.

S. David Deanda, Jr., President

ATTEST:

Aissa I. Garza, Secretary