



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC Board Minutes

SUBMITTED BY: Delia C. Campos **OF:** Board Secretary

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: June 22, 2011

RECOMMENDATION:

It is recommended that the United ISD Board of Trustees take action to approve Board Meeting minutes:

- Special Called Meeting – May 7, 2011
- Special Called Meeting - May 10, 2011
- Regular Board Meeting – May 18, 2011
- Special Called Meeting – June 1, 2011

RATIONALE:

State law requires the Board to prepare and keep minutes of its open meeting. Govt. Code §551.021. The minutes are public records available for public inspection and copying upon request to the Superintendent or his designee. Govt. Code § 551.022.

BUDGETARY INFORMATION:

No Budget Impact

BOARD POLICY REFERENCE AND COMPLIANCE:

This is in compliance and in accordance with Board Policy BE and BE (LOCAL).

Special Called Meeting
The State of Texas
United Independent School District
The County of Webb

May 7, 2011

In Attendance

Roberto J. Santos, Superintendent of Schools

Board of Trustees

Pat Campos – President
Juan Molina – Vice President
Juan Roberto Ramirez – Secretary (Arrived at 6:12 p.m.)
Ricardo Molina, Sr. – Parliamentarian
Judd Gilpin – Member
Javier Montemayor – Member
Ricardo "Rick" Rodriguez – Member

A Special Called Meeting of the Board of Trustees of United I.S.D. was held Saturday, May 7, 2011, at 8:30 a.m. at the United ISD – Boardroom, 201 Lindenwood Dr., Laredo, TX 78045.

I. Roll Call, Establish Quorum, Call to Order

II. An announcement was made by the Board President, Pat Campos, calling the meeting of the United Independent School District to order at 8:32 a.m. The record showed that a quorum of Board members was present, that the meeting had been duly called, and that notice of the meeting had been posted in accordance with the Texas Open Meeting Act, Texas Government Code Chapter 551.

III. Pledge of Allegiance

A. Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

III. Action Items:

**A. Interview Law Firms – Delinquent Tax Collection Services
(20 – Minute presentation including Q & A)**

Mr. Juan Cruz, General Counsel, addressed the Board and explained the process of the interviews. He explained that each firm had 20 minutes to do their presentations including questions and answers from the Board. At the end of the day, if they reach a consensus, they can select a firm to continue or to be the new delinquent tax attorney for UISD. He also explained that if any board member had to step out for any reason, the interview will be recessed until that board member returns. All board members should be present throughout the interview process. Only members of the audience and the law firm doing their presentation will be allowed in the boardroom during the interviews. All other law firms being interviewed will be asked to wait in the lobby area.

Each law firm did their presentations to the Board of Trustees. The firms interviewed were:

- *Law Office of Altgelt & Roman, P.L.L.C.*

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Mr. George Altgelt responded no.

Mr. Juan Cruz excused himself to go to his office and said he would return before the meeting ended.

- *Campero & Associates, P.C.*

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Mr. Adolfo Campero responded no.

- *De Anda Law Firm, P.C.*

Mr. Javier Montemayor asked Mr. De Anda: Why do you think the Laredo tax collection has gone down and what do you think needs to happen to get that back up? Mr. De Anda responded and said he thinks the current delinquent tax attorneys are a good firm and they work hard for UISD but he thinks the reason they lack behind in the collection is because they don't have the experience that his firm has and they don't know the taxpayers the way they do. He said there is an art to collecting taxes and those numbers he showed them are based on their experience. He mentioned they have 30 years of experience in working with the taxpayers.

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Mr. De Anda responded no. He mentioned they have only had periodic audits from the City.

- *Guillen & Gonzalez, P.C.*

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Mr. Jesus Guillen responded no.

- *Hall, Quintanilla & Alarcon, L.L.C.*

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Mr. Alberto Alarcon responded no.

- *Lineberger, Goggan, Blair & Sampson, L.L.P. In Association with Law Office of Mario Castillo, Jr.*

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Mr. Mario Castillo responded no for his firm. Mr. Paul Chapa mentioned a former partner of the firm back in 2002 was investigated but he is no longer with their firm and said the firm is not under any investigation. Mr. Mario Castillo added that for the past seven years his law firm has awarded 12 scholarships per year to UISD graduating seniors and they plan to continue with that program. He also said scholarships are in the amount of \$1,500.00 per student. This would be about \$120,000.00 in scholarships given to UISD students over the past seven years.

- *Mireles, Garcia, Escoto, & Sosa, P.L.L.C.*

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Ms. Mireles responded no.

- *Ornelas, Molina & Madox*

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Mr. Ornelas responded no.

- *Ray, Wood & Bonilla and Treviño, Valls & Haynes, L.L.P.*

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Mr. Wood responded no.

- *Salinas, Saucedo, Tijerina, Garcia & Martinez*

Ms. Pat Campos asked: Have you or any business that you have been or are presently affiliated with ever been investigated by any type of administrative or legal agency? If so, please explain. Ms. Saucedo responded no.

B. Selection of Law Firm – Delinquent Tax Collection Services

Mr. Juan Cruz addressed the board and reviewed the Robert Rules of Order. He explained that when Ms. Campos calls up for a motion that is the main motion then somebody can say and do a substitute motion. The substitute motion or second motion is the one that is voted on first. However if there is a motion to table, for example if there is a main motion, then a motion to table and then a second motion, the motion to table is the one that takes precedence. That's the first one that Ms. Campos will receive and take a vote on.

Motion: Mr. Judd Gilpin motioned to table and asked to discuss the item further.

Moved by: Judd Gilpin

Seconded by: Juan Roberto Ramirez

Discussion: Mr. Judd Gilpin explained the reason for his request to table is that there were a number of things presented by several firms that are of interest to him that he did not emphasize in his review of the proposals. He thought some of the information presented was selectively presented and he would like to ask staff to research some of the information for the next meeting. In particular he would like more information on the collection rates year after year even prior to the current contract. He requested that the collection rates be broken down into two parts, the overall collection rate and things that go into litigation and he would like this information for the past ten years. The other item he would like more information on is the particulars on any kind of mentioning of scholarships during these presentations and the legalities of that. From a legal point of view he would like to know what to expect and is it binding in any way when somebody offers something like that.

Mr. Juan Molina asked if they seek more information other than what was presented, would that require re-qualification.

Mr. Juan Cruz responded no. He explained that it's basically backup information being requested to help the board make a decision.

Mr. Ricardo Molina commented that everybody took great time to prepare for these presentations and would not want to put them through another.

Ms. Pat Campos thanked all the firms that submitted a proposal. She mentioned that it is a tough decision for the board and there are some concerns that they have and would like to further research so they can make a good and binding decision.

Mr. Gilpin added that a lot of good work was done in these presentations.

Mr. Juan Cruz mentioned that if this motion is passed then this item will appear on the May 18th board agenda and will be posted in both executive and open session.

In Favor: Unanimous

V. Adjournment

There being no further business before the Board of Trustees, the Special Called Meeting of May 7, 2011 was adjourned at 2:17 p.m.

Pat Campos, President

Juan Roberto Ramirez, Secretary

Special Called Meeting
The State of Texas
United Independent School District
The County of Webb

May 10, 2011

In Attendance

Roberto J. Santos, Superintendent of Schools

Board of Trustees

Pat Campos – President – **Absent**
Juan Molina – Vice President
Juan Roberto Ramirez – Secretary
Ricardo Molina, Sr. – Parliamentarian – **Absent**
Judd Gilpin – Member
Javier Montemayor – Member
Ricardo “Rick” Rodriguez – Member

A Special Called Meeting of the Board of Trustees of United I.S.D. was held Tuesday, May , 2011, at 6:00 p.m. at the United ISD Boardroom, 201 Lindenwood Dr., Laredo, TX 78045.

I. Roll Call, Establish Quorum, Call to Order

II. An announcement was made by the Board Vice-President, Juan Molina, calling the meeting of the United Independent School District to order at 6:32 p.m. The record showed that a quorum of Board members was present, that the meeting had been duly called, and that notice of the meeting had been posted in accordance with the Texas Open Meeting Act, Texas Government Code Chapter 551.

III. Pledge of Allegiance

A. Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

IV. Closed Session: Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act:

- A. 551.071 Consultation with Board's Attorney
551.072 Discussion on the Purchase, Exchange, Lease or Value of Real Property Discussion of Proposals for Sale and/or Acquisition of Real Property.
1. Report on the status of the feasibility study period pursuant to an executed Agreement for Sale and Purchase and Purchase Order in connection with the 28 Acre tract of unplatted property, in Cuatro Vientos Norte located east of Ejido Street and at the termination of Avenida de Mexico to be conveyed by Laredo Four Winds, Ltd.
 2. Discussion regarding possibly purchasing a 21.89 acre tract or a 23 acre tract instead of a 28 Acre tract of unplatted property in Cuatro Vientos Norte located east of Ejido Street and at the termination of Avenida de Mexico.

V. Action Items:

- A. Discussion and possible action regarding closing on the purchase of the 28 acre tract of unplatted property, in Cuatro Vientos Norte located east of Ejido Street and at the termination of Avenida de Mexico to be conveyed by Laredo Four Winds, Ltd.

Returned from closed session at 7:18 p.m.

Mr. Juan Molina announced no action was taken in closed session.

Motion by: Mr. Kenny Valls addressed the Board and announced his recommendation to proceed with the closing of the 28 acre tract of unplatted property, in Cuatro Vientos Norte located east of Ejido Street and at the termination of Avenida de Mexico to be conveyed by Laredo Four Winds, Ltd. as discussed in closed session.

Moved by: Javier Montemayor
Seconded by: Judd Gilpin
Discussion: No discussion
In Favor: Unanimous

- B. Discussion and possible action with respect to possibly purchasing a 21.89 acre tract or a 23 acre tract instead of a 28 acre tract of unplatted property in Cuatro Vientos Norte located east of Ejido Street and at the termination of Avenida de Mexico to be conveyed by Laredo Four Winds, Ltd.

Motion by:

Moved by:
Seconded by:
Discussion:
In Favor:

VI: Adjournment

There being no further business before the Board of Trustees, the Special Called Meeting of May 10, 2011 was adjourned at 7:18 p.m.

Pat Campos, President

Juan Roberto Ramirez, Secretary

Regular Meeting
The State of Texas
United Independent School District
The County of Webb

May 18, 2011

In Attendance

Roberto J. Santos, Superintendent of Schools

Board of Trustees

Pat Campos – President
Juan A. Molina, Jr. – Vice President
Juan Roberto Ramirez – Secretary – arrived at 6:10 pm
Ricardo Molina, Sr. – Parliamentarian
Judd Gilpin – Member - arrived at 6:10 pm
Javier Montemayor, Jr. – Member
Ricardo “Rick” Rodriguez – Member

Roll Call, Establish Quorum. Call to Order

I. Pledge of Allegiance

A. Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God,
one and indivisible.

II. A Regular Meeting of the Board of Trustees of United ISD was held Wednesday, May 18, 2011, in the Student Activity Complex, Fine Arts Building, 5208 Santa Claudia Lane, Laredo TX 78043. President, Pat Campos made an announcement calling the meeting of the United Independent School District to order at 6:00 p.m. The record showed that a quorum of Board members was present, that the meeting had been duly called, and that notice of the meeting had been posted in accordance with the Texas Open Meeting Act, Texas Government Code Chapter 551.

III. Public Comments: Comments are limited to three minutes per speaker. The Board Parliamentarian will be the timekeeper and will inform the speaker when they have one (1) remaining minute. No more than three (3) persons will be allowed to speak on any side of an issue. Should there be more than three (3) people who wish to speak on a particular issue they need to select not more than three (3) representatives to speak for them. Comments must address items listed on the agenda. The presiding officer or designee shall determine whether a person who wishes to address the Board has attempted to solve a matter administratively. If not, the person shall be directed to the appropriate policy, as noted in BED (LOCAL), to seek resolution before bringing the matter to the Board at a subsequent meeting. Pursuant to 551.042 of the Texas Government Code, no Board Member or Administrator may respond to a member of the public, unless such response is a recitation of District policy or a statement of specific factual information. When a speaker comes to the podium, please indicate what agenda item you will be addressing. Furthermore, please

refrain from mentioning any employee's name and any complaint about any employee's duties or responsibilities should be channeled through the appropriate grievance policy.

No public comments

IV. Recognitions:

The Board then recognized the following organizations, students and employees for outstanding accomplishments:

- A. HEB SECONDARY PRINCIPAL OF THE YEAR
- B. TRAUTMANN ELEMENTARY SCHOOL – TEXAS NATIONAL DISTINGUISHED PRINCIPAL (NDP) FINALIST - TEXAS ELEMENTARY PRINCIPALS & SUPERVISORS ASSOCIATION (TEPSA)
- C. CLARK MIDDLE SCHOOL – VSA ARTS NATIONAL WINNER – WASHINGTON D.C.
4. RECIPIENTS OF THE UNITED I.S.D. AND TEXAS ASSOCIATION OF SCHOOL BOARDS 2011 MEDIA HONOR ROLL
5. ALEXANDER HIGH SCHOOL DRUMLINE – TEXAS EDUCATIONAL COLOR GUARD ASSOCIATION – OPEN CLASS DIVISION – SILVER MEDALIST WINNERS – STATE CHAMPIONSHIPS
6. ALEXANDER HIGH SCHOOL COLOR GUARD – TEXAS EDUCATIONAL COLOR GUARD ASSOCIATION – BRONZE MEDALIST WINNERS – STATE CHAMPIONSHIPS
7. LYNDON B. JOHNSON HIGH SCHOOL COLOR GUARD – TEXAS EDUCATIONAL COLOR GUARD ASSOCIATION – BRONZE MEDALIST WINNERS – NOVICE DIVISION
8. UIL SWEEPSTAKES WINNERS - MUSIC REGION XIV UIL SWEEPSTAKES AWARD 2011
9. VOLUNTEER INCOME TAX ASSISTANCE (VITA) PROGRAM – LAREDO FAMILY SUCCESS COALITION
10. UNITED SOUTH HIGH SCHOOL – MARINE CORPS JROTC – NATIONAL HIGH SCHOOL DRILL COMPETITION – ARMED AND UNARMED DIVISIONS
11. UNITED HIGH SCHOOL – 2011 NATIONAL NETRIDERS COMPETITION
12. UNITED HIGH SCHOOL – ULTIMATE ROBOTICS TEAM – BEST WORLD ROBOTICS CHAMPIONSHIP
13. CHESS TEAMS - TRAUTMANN MIDDLE AND UNITED HIGH SCHOOL – PARTICIPATED IN MAJOR SCHOLASTIC TOURNAMENTS
14. UNITED HIGH SCHOOL – BOYS SOCCER TEAM – BI-DISTRICT CHAMPIONS-AREA FINALISTS
15. LYNDON B. JOHNSON HIGH SCHOOL – BOYS SOCCER TEAM – REGIONAL QUARTERFINALIST

V. Consent Agenda Items

- A.** Approval of Monthly Disbursements
- B.** Approval of Budget Amendments
- C.** Approval of Tax Refunds
- D.** Renewal of District Worker's Compensation Insurance Program
- E.** Approval of Awarding Bids, Proposals and Qualifications
- F.** Approval of Amended Internal Audit Department Charter
- G.** Approval of Requests from Pat Campos for Use of Board of Trustees Discretionary Funds for JB Alexander High School for \$10,430
- H.** Approval of Request from Rick Rodriguez for Use of Board of Trustees Discretionary Funds for Ruiz Elementary for \$5,000
- I.** Approval of Request from Juan Roberto Ramirez for Use of Board of Trustees Discretionary Funds for Finley Elementary for \$10,000
- J.** Discussion/Possible Action to Solicit Request for Qualifications for Health Insurance Consultant Services

Motion by: Mr. Juan A. Molina advised the Board that the Business and Instructional Committee Members had met and were recommending the approval of the following items:

Moved by: Juan A. Molina

Seconded by: Ricardo Rodriguez

Discussion:

In Favor: Pat Campos, Juan A. Molina, Juan R. Ramirez, Judd Gilpin, Ricardo Rodriguez and Javier Montemayor, Jr.

Opposed:

Abstained: Ricardo Molina, Sr.

VI. Items for Individual Consideration

A. Board Minutes

1. Special Called Meeting – April 12, 2011
2. Regular Board Meeting – April 20, 2011

Motion: So moved

Motion by: Juan A. Molina

Seconded by: Rick Rodriguez
Discussion:
In Favor: Unanimous
Opposed:

B. Donations

Mr. Santos read the donations into the minutes and requested that the Board accept the generous donations to UISD totaling \$13,356.19.

Motion: So moved

Moved by: Ricardo Rodriguez
Seconded by: Juan A. Molina
Discussion:
In Favor: Unanimous
Opposed:

C. Selection of Law Firm - Delinquent Tax Collection Services

Juan Cruz moved this item to closed session at 7:17pm

Motion:

Moved by:
Seconded by:
Discussion:
In Favor:
Opposed:

VII. Closed Session: Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act:

- A. 551.071 Consultation with Board's Attorney
 - 1. Consultation with legal counsel re: settlement in the matter of Annabel Echeverria, Individually a/n/f of C.E. v United ISD and Jose Estrada, Individually, in the US District Court, Southern District of Texas, Laredo, Division
 - 2. Consultation with Legal Counsel re: Legal Issues in connection with Delinquent Tax Attorney Contract
- B. 551.071 Consultation with Board's Attorney
551.074 Discussion of Personnel or to Hear Complaints against Personnel
 - 1. Mirna Machado – Level III Grievance

2. Discuss Internal Auditor's Annual Evaluation and Contract Extension
- D. 551.074 Discussion of Personnel or to Hear Complaints against Personnel
551.076 Considering the deployment, specific occasions for, or implementation of, security personnel or devices
1. PEP Program
 2. Transportation Field Trips
 3. Status of on-going Audits

The Board returned from Closed Session at 8:43 p.m. No action was taken in Closed Session.

VI. C. Selection of Law Firm - Delinquent Tax Collection Services

Motion: Ricardo Molina made motion to hire Ornelas, Molina & Maddox

Seconded by: Juan A. Molina

Discussion:

In Favor: Ricardo Molina, Pat Campos and Juan A. Molina

Opposed: Judd Gilpin, Juan R. Ramírez, and Javier Monteamyor, Jr. and Ricardo Rodriguez

Motion failed

2nd Motion: Judd Gilpin made motion to select Hall, Quintanilla and Alarcon

Seconded by: Ricardo Rodriguez

Discussion:

In Favor: Judd Gilpin, Juan R. Ramírez, Ricardo Rodríguez and Javier Monteamyor, Jr.

Opposed: Pat Campos, Ricardo Molina & Juan A. Molina, Jr.

VIII. Reconvened from Closed Session, the Board will take appropriate action on items, if necessary, as discussed in Closed Session.

- A. Action re: settlement in the matter of Annabel Echeverria, Individually a/n/f of C.E. v United ISD and Jose Estrada, Individually, in the US District Court, Southern District of Texas, Laredo, Division

Recommendation to approve the settlement in the matter of Annabel Echeverria, Individually a/n/f of C.E. v United ISD and Jose Estrada,

Individually, in the US District Court, Southern District of Texas, Laredo, Division as discussed in closed session.

Motion: So moved

Moved by: Ricardo Molina

Seconded by: Javier Montemayor, Jr.

Discussion:

In Favor: Unanimous

Opposed:

B. Action re: Level III Grievance - Mirna Machado

No Motion – Board upheld the Administration’s recommendation

C. Action to Approve Internal Auditor's Evaluation and Extension of Contract

Moved by: Juan A. Molina

Seconded by: Ricardo Molina

Discussion:

In Favor: Unanimous

Opposed:

IX. Adjournment

There being no further business before the Board, the Regular Meeting of May 18, 2011, was adjourned at 8:45 pm.

Pat Campos – President

Juan Roberto Ramirez – Secretary

**Special Called Meeting
June 1, 2011**

**The State of Texas
United Independent School District
The County of Webb**

The Board of Trustees of United ISD met in a Special Called meeting on Thursday, June 1, 2011, beginning at 6:00 PM in the United ISD Boardroom, Laredo, TX 78045.

- I.** President Pat Campos made an announcement calling this Special Called meeting of the United Independent School District to order at 6.10 pm. Let the record show that a quorum of Board Members is present, that this meeting has been duly called, and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

II. Roll Call, Establish Quorum, Call to Order

In Attendance

Robert J. Santos
Superintendent of Schools

Board of Trustees

Pat Campos – President
Juan A. Molina, Jr. – Vice President - (Absent)
Juan Roberto Ramirez – Secretary
Ricardo Molina, Sr. – Parliamentarian
Judd Gilpin – Member
Javier Montemayor, Jr. – Member
Ricardo “Rick” Rodriguez – Member

III. Pledge of Allegiance

Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

IV Closed Session: Board will adjourn into closed session pursuant to the following sections of the Texas Open Meetings Act:

- A.** 551.074 Discussion of Personnel or to Hear Complaints against Personnel
1. Consider Appointment of Executive Director for Elementary Education

Mr. Cruz – This will be a closed session item.

Pat Campos - Board will adjourn into closed session at 6:12 p.m.

V. **The Board returned from Closed Session at 6:25 p.m. No action was taken in Closed Session.**

VI. **Action Items:**

A. **Action re: Appointment of Executive Director for Elementary Education**

Mr. Roberto J. Santos – Members of the Board my recommendation for the position of Executive Director for Elementary Education is Cindy Rodriguez.

Motion: So moved

Moved by: Ricardo Molina

Seconded by: Juan Roberto Ramirez

Discussion: Let the record show that Mrs. Cindy Rodriguez is not related to Board Member, Rick Rodriguez

In Favor: Unanimous

Opposed

B. **Approval of Travel for the Month of June 2011**

Motion: So moved

Moved by: Ricardo Molina

Seconded by: Ricardo Rodriguez

Discussion:

In Favor: Unanimous

Opposed

A. **Discussion/Possible Action to Solicit Request for Employee Benefits Insurance Consultant Services**

Javier Montemayor – Madam President, I would like to take this item for discussion only as to the procedure and time line only. For my understanding any action would be premature at this point. I would like for Mr. Chapa to elaborate on the procedures at this time.

Robert Chapa – Is there any particular aspect?

Roberto J. Santos – Mr. Chapa why don't you share with the board when the timeline contract ends and all the areas that cover all the particulars.

Robert Chapa –The Employee Benefits Consultant contract will be expiring December 31, 2011. The district will begin the RFP process in late September for this contract. This is a position that reports to the employee benefits committee.

The consultant assists with the procurement and renewal of all the district insurance benefits including Health, District Paid Life, Voluntary Life,

Dental, Disability, Vision Care, Prepaid Legal, and Cafeteria Plan Administration.

The functions performed by the consultant include assisting staff and the purchasing department with the development of the various RFP's. Additional duties include insuring compliance with regulatory agencies such as the State, Federal Government, TEA, and others. Examples of regulatory agency requirements include Criminal Background Checks and any new requirements which usually occur after each legislative session.

Once the RFP is complete it is released by the Purchasing Department. Vendor questions are collected and answers compiled and distributed by the consultant and documented.

Proposals are then submitted to Purchasing Department with a copy of each proposal going to the consultant, Risk Management, and Purchasing Department.

The consultant then reviews all the proposals and performs various professional level verifications of licensure, vendor discounts, network membership, etc...

The consultant then develops documentation to enable comparisons, and proceeds to make recommendations to the EBC for their consideration.

The consultant may be called up to assist in the development of questions to ask of the top finalists. If called upon to do so the consultant will also extend the invitations and coordinate the interviews for the finalists.

The EBC develops the final recommendation or informational item to the Board depending on the benefit being discussed.

Javier Montemayor – By virtue of the contract terminating in December it will naturally be going out for RFP.

Robert Chapa – Sometime in September or October we begin the process of going out for an RFP. It will go thru the EBC and a recommendation will be brought to the Board

Javier Montemayor – You don't need Board action – is my question.

Robert Chapa –The answer can be yes or no. I hate to be so vague about it, but procurement regulations state that any products or services that exceed a \$50,000 in any given year have to go out for bids.

Consultant services have never exceeded this amount in any one year but in order to protect the district staff chooses to go out on bids. Additionally, the bid process insures the district is getting the best service for the best price.

Ricardo Molina - Mr. Chapa, are we having problems with our consultant right now, because I have been here for a long time and this is the first time the board is asking for something like this I know our consultant is also the consultant from Webb County and the City and other big organizations and I was wondering if there was a problem or a great concern because I know the EBC and our people look at our contracts and every year for the past 16 years have gotten very good results. I was just wondering why this has come up tonight? Maybe you could explain it.

Javier Montemayor – It was just an informational question that we had.

Judd Gilpin – Is 16 years the longest this consultant has been here?

Robert Chapa – No, 13 years

Judd Gilpin - How long are the contracts typically in each contract?

Robert Chapa – They are going to vary. They will not exceed 5 years. Sometimes there are 2-3-or 4 years. This particular contract is for 5 years. In a 13 year period we have gone out about 4 times.

Pat Campos – Any further discussion. Mr. Chapa, Thank you

Juan Roberto Ramirez – Just for the record – Mr. Santos can you explain the stamp on the agenda.

Roberto J. Santos – Mr. Cruz can explain. It's more on the legal end.

Juan Cruz – It's a requirement now. We have to file at the County Court office and on the Web-site. That way the media has plenty of notice as to where the meetings will take place.

VII. Adjournment

There being no further business before the Board, the Special Called Meeting of June 1, 2011, was adjourned at 6:35 pm.

Pat Campos – President

Juan Roberto Ramirez – Secretary