



FAIR HOUSING TASK FORCE COMMITTEE MEETING MINUTES
8TH FLOOR CONFERENCE ROOM
APRIL 20, 2010
3:30 P.M.

The Fair Housing Task Force Committee met at the above place and date. Meeting was called to order at 3:40 p.m. Committee Secretary and Fair Housing Officer, Ms. Rhoda Tillman, present and presiding and the following Committee Members answered roll call:

Bill Bennett
Delia Chavez
Rafael Hernando III
Rhoda Tillman, Fair Housing Officer

Mary Cardenas
Larry Garcia
Stephanie Karr, Chairperson
Jo Ann Vera, Recording Secretary

The following members were not present:

Lisle H. Davis (excused)
Luis Carlos Sandoval Jr.

Joel G. Guzman
Kelly Sorenson

Late arrival:

Sergio Vasquez

Agenda

1. Roll Call and Confirmation of a Quorum.
2. Review and Approval of Minutes
Fair Housing Task Force Meeting, March 23, 2010
3. Staff review of proposed RFP (Request for Proposal), Analysis of Impediments (AI) to Fair Housing Choice, Scope of Work
4. Designate a Fair Housing Task Force voting member as a liaison to serve as a representative on the AI RFP staff review committee
5. Discussion and approval of the Next Meeting Date

Item 1: Roll Call and Confirmation of a Quorum

Roll call was taken and a quorum was confirmed at 4:00 p.m.

Item 2: Review and Approval of minutes from the last Fair Housing Task Force Meeting held March 23, 2010

Motion made by Delia Chavez and seconded by Rafael Hernando and unanimously carried to accept the minutes as written.

AYES: Bill Bennett, Mary Cardenas, Larry Garcia, Stephanie Karr, Sergio Vasquez

NAYES: None

ABSTAIN: None

Item 3: Staff review of proposed RFP (Request for Proposal), Analysis of Impediments (AI) to Fair Housing Choice, Scope of Work

Mr. Bill Lilly, Director, City of El Paso Community and Human Development Department, explained that the RFP will be issued by the City's Purchasing Department within a couple of weeks. It will be advertised on the City of El Paso Purchasing Department website and in the El Paso Times. He noted that research is being done to advertise nationally in several community development publications such as the NCDA, National Community Development Association, which is a regular magazine publication.

In response to questions on ranking procedures, Rhoda Tillman explained that the Purchasing Department utilizes a standard ranking sheet designed for this type of service request. Mr. Lilly explained that he definitely wants to have the Task Force members involved. Reviewing the function of the Task Force, as established by City Council, it was not viable for the committee as a whole to participate, but he emphasized the need to have a Task Force member assigned to work with staff on the AI RFP and Proposer selection.

Mr. Lilly was questioned if HUB (Historically Underutilized Businesses) would be given extra consideration. He responded that HUBs would be considered if they submitted a proposal. However, he pointed out that if the Proposer is a HUB they might not have as much experience as others. He stressed that the main consideration will be to select the best qualified and most experienced Proposer.

After discussion, Task Force members agreed the draft Scope of Work adequately addressed all the items needed as well as concerns identified by City Council. The committee was made aware of the minor changes made from the copy forwarded with the agenda, by Patricia White. Mr. Lilly responded to questions concerning the timing. Mr. Lilly discussed advertising may take several weeks depending on the distribution schedule for some publications and that the AI itself cannot be done completed in an office setting. The Agency will need to make several trips to El Paso. With all these steps taken into consideration, Mr. Lilly expects a final AI within six to eight months.

Mr. Lilly also pointed out that the Proposer is being asked to identify whether there is a need or demand for a real time study of available accessible units? If it is determined that a real time data base is needed, then Mr. Lilly pointed out that another RFP would have to be issued to identify a proposer to do this type of project such as, an information technician consultant or a computer company that does specialized projects of this type.

Item 4: Designate a Fair Housing Task Force voting member as a liaison to serve as a representative on the AI RFP staff review committee

After discussion, a motion was made by Mr. Hernando to nominate Sergio Vasquez to serve as the Fair Housing Task Force liaison in the selection process for the AI Consultant and Delia Chavez to serve as the Task Force liaison should there be any conflict of interest which would prohibit Mr. Vasquez from serving. The motion was seconded by Larry Garcia and passed unanimously.

Several members from the public requested that the Task Force make a recommendation to City Council to refrain from taking action on the proposed City ordinance that would reduce the percentage of accessible units required by builders from 5% to 3% until the AI is completed. These attendees expressed their concern that permits will be obtained by builders and that several apartments could be built while the 3% ordinance is in place.. Mr. Lilly commented that some apartments may be built under the 3% requirement; however, Mr. Lilly stated that financing is so difficult to obtain at this time he does not see many apartments being built. He went on to say that many builders are looking for Housing and Urban Development (HUD) funds that may be available at this time for construction and rehabilitation. With federal funds, Mr. Lilly stated, builders have to adhere to federal guidelines that require 5% of the units must be accessible.

Delia Chavez stated she would independently advocate that City Council wait on the ordinance change; however, she said she did not believe it was a role of the Task Force. Task Force members agreed that until the AI is completed, the Task Force doesn't have insufficient information to make any recommendation to City Council.

Mr. Lilly was questioned by the Public if the AI would be made available to the public. He explained that it definitely would be made available to the public. He stated the department will follow the same procedures as the department follows with other planning documents. Complimentary copies would be made available to certain agencies and, due to costs, others would be available based upon the department's established coping and processing costs.

Item 5: Discussion and approval of the Next Meeting Date

Task Force members agreed to meet when the Analysis of Impediments to Fair Housing Choice was ready to review. Until that time, Task Force members will be kept advised of the RFP and AI award process by the Task Force liaison and staff via email.

Ms. Delia Chavez entered a motion to adjourn. Mr. Sergio Vasquez seconded the motion and the motion carried unanimously

AYES: Rafael Hernando III and Larry Garcia
NAYS: None
ABSTAIN: None

Approved as to form:

Rhoda Tillman, Board Secretary

c: All Attendees