

**MINUTES OF REGULAR MEETING  
OF  
HARRIS COUNTY HOUSING AUTHORITY**

**Houston, Texas**

**January 20<sup>th</sup>, 2010**

**THE STATE OF TEXAS)**

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**COUNTY OF HARRIS )**

The Board of Commissioners of the Harris County Housing Authority met in regular session, open to the public, on the 20<sup>th</sup>, day of January 2010, at the offices of the Authority, 8933 Interchange Drive, inside the boundaries of Harris County in the City of Houston, Texas. Vice Chairman Jones called the meeting to order at 11:48 o'clock a.m. and the roll was taken of the duly constituted officers and members of the Board:

Casey T. Wallace	Chairman	Absent
Walter Jones	Commissioner	Present
Beto Cardenas	Commissioner	Present
Peggy Kruckemeyer	Commissioner	Present
Graciela Martinez	Commissioner	Present

Attending all or portions of the meeting were Michael Fleming of the law offices of Michael P. Fleming and Associates, the Authority's General Counsel. Additional attendees included the following:

Guy Rankin, David Gunter, Graylin Guidry, Melissa Quijano, Marvalette Hunter, Diana Sanchez, Debra McCray, Victor Langford, Paula Burns, Beverly Burroughs, Manuel Luna, Earl Campbell, of the Harris County Housing Authority, John McKay of NanMcKay and Associates, Michael Roebuck of NanMcKay and Associates, Meredith Iler of Helping a Hero, Ginny Whitaker of Helping a Hero, Kathryn Butcher of Neighborhood Centers, Rene Solis of Neighborhood Centers Inc., Vallette Windham of Neighborhood Centers Inc., Wanda LeBlanc of Harris County Judge Office, Jerry Bluitt of Houston Area Urban League, Patricia McBean of PGAL, Vincent Mitchell, Dustin Jones, Sharon Reado and Vanessa Rigsby and Rose Ann Howland of MFR, Douglas Ray of the Harris County Attorney's Office, Carolyn Scantlebury of the City of Houston, Nyla Woods of Family Services, Nancy Sims of Pierpont Communications, Ellen Seaton of Harris County Community Services Department.

**PRESENTATION AND APPROVAL OF MINUTES FROM OCTOBER 21<sup>st</sup>, 2009  
BOARD MEETING**

The Minutes of November 18<sup>th</sup>, 2009, board meeting was presented for approval.

Commissioner Kruckemeyer motioned to accept the minutes for November 18<sup>th</sup>, 2009 with amendments. Commissioner Martinez seconded. All approved. Motion carried.

**CHAIRMAN'S REVIEW/COMMENTS**

Chairman Wallace notified the Board that he was unavailable to attend this meeting and that Vice-Chairman Walter Jones would chair the meeting.

Vice-Chairman Jones called the meeting to order at 11:48am. Vice-Chairman welcomed and introduced Commissioner Beto Cardenas to the HCHA Board of Commissioners.

Vice-Chairman Jones requested that the HUD REO National Program overview and the HCHA Non-Profit overview be withdrawn from the agenda for further consideration. Additionally, Vice-Chairman Jones indicated that the board would not enter into Executive Session.

Vice-Chairman Jones invited a representative of HelpingAHero.org to address the Board regarding the organization and how HCHA can partner with them and other organizations that support veterans. Mrs. Meredith Iler, Chair of Helping a Hero addressed the board about the goals of the organization. Vice-Chairman Jones thanked Mrs. Iler for her work on behalf of veterans and for her support of HCHA and Patriots by the Lake.

Vice-Chairman Jones recognized HCHA's first retiree, Mr. Manuel Luna for his outstanding service to HCHA and the citizens of Harris County.

Vice-Chairman Jones and Mr. Rankin presented the Disaster Housing Assistance Program Case Management Awards for Hurricanes Katrina and Rita to Neighborhood Centers Inc.; Houston Area Urban League; Harris County Community Services; Family Services Inc. and the City of Houston Health and Human Services. These agencies were recognized for their outstanding work and how they had served thousands of families with compassion and dignity during Hurricanes Katrina and Rita. Vice-Chairman Jones expressed that HCHA was truly grateful to have these types of partnerships.

Vice-Chairman Jones discussed the Chairman's Annual Appointment of the Audit Committee. Commissioner Jones and Commissioner Martinez indicated they would serve in this capacity. All agreed.

## **EXECUTIVE SUMMARY & EXECUTIVE DIRECTOR'S REPORT**

Vice-Chairman Jones requested Mr. Rankin to present to the board the following:

- Overview of the Brookings Institute – Presidential Long-Term Recovery Plans
- Overview of the 2009 National Awards
- Overview of the new HCHA Interactive Open Government website

Mr. Rankin presented to the board an update of his recommendations to the Brookings Institute. Mr. Rankin stated the recommendations would provide a well coordinated effort of local, state, national, non-profit and private resources to target long-term recovery.

Mr. Rankin stated that HCHA had been recognized nationally for its work in 2009. The Department of Housing and Urban Development recognized HCHA for its outstanding work in Disaster Housing from 2007 to 2009. HUD Secretary Shaun Donovan recognized the Board and Staff for its exceptional service and commitment of the implementation of the DHAP programs in response to Hurricanes Katrina and Rita. HCHA served more than 25,000 families nationally through its work in Disaster Housing.

Mr. John McKay presented to the board the “Pioneer in Housing Award” for HCHA being the national leader in the field of Disaster Housing. Mr. McKay noted that this is only the second national award ever to be given in this prestigious category.

Mr. Rankin provided a brief overview regarding HCHA’s new website and Chairman Wallace’s challenge to all governmental entities regarding Open Government. Mr. Rankin stated that Mr. Wallace asked for the creation of the most open government site in America and stated the site will continue to be developed.

### **ADMINISTRATIVE AGENDA:**

#### **Chief Administrative Officers Report**

Vice-Chairman Jones requested Mr. Gunter to present an overview of the RFP for the development of a Wage, Salary and Compensation Study.

Mr. Gunter presented the recommendation and approval to select Condrey & Associates Inc. for the RFP 2009-11-02 to complete a comprehensive salary survey at a cost not to exceed \$42,000. Commissioner Martinez motioned to approve the recommendation and Commissioner Kruckemeyer seconded the motion. All board members were in favor and the motion was carried.

## **Housing Choice Voucher Program**

Vice-Chairman Jones requested Mrs. Quijano to present the overview of the PHA Plan for the 2010-2014 five year and annual plan to the board. Mrs. Quijano requested the approval of the PHA Plan for the 2010-2014 five year and annual plan to the board.

Commissioner Kruckemeyer motioned the approval of the PHA Plan for the 2010-2014 five year and annual plan. Commissioner Martinez seconded the motion. All board members were in favor and the motion was carried.

## **AFFORDABLE HOUSING DEVELOPMENTS:**

### *Cypresswood Estates:*

Mrs. Hunter presented a brief overview of Cypresswood Estates which is a 88-unit senior housing development located in the Northwest Harris County, Texas. The development is comprised of 35 (1) bedroom / (1) bath units and 53 (2) bedroom / (2) bath units. The project has a 12-14 month construction timeline and is scheduled to open April 2011.

### *Sierra Meadows:*

Mrs. Hunter presented a brief overview of Sierra Meadows which is a 90 unit LIHTC senior development to be constructed in the Northeast Harris County, Texas. The development is comprised of 45 (1) bedroom / (1) bath units and 45 (2) bedroom / (2) bath units. The final recordation of the plat is expected by the end of February. Pending final underwriting, construction loan closing is expected to occur in March 2010. The project has a 12-14 month construction timeline and is scheduled to open May 2011.

### *Hannover Estates:*

Mrs. Hunter presented a brief overview of Hannover Estates which is a 142 unit LIHTC Inter-Generational development (senior & single family) to be constructed in Spring, Texas. The development is comprised of 88 senior apartment units and 54 single family homes. HCHA will serve as co-developer of the project, with Burchfield Development. The partnership will include HCHA Hannover Estates, LLC serving as the Managing General Partner. Neither the investor nor the permanent lender has yet been identified. The project is currently pending, subject to an application to TDHCA for the award of tax credits in July 2010.

### *HUD REO Harris County Program*

Mrs. Sullivan presented a brief overview of the HUD REO Program, stating that HUD has current inventory of REO (Real Estate Owned) properties in Harris County and has offered these homes to HCHA for purchase. HUD intends to sell these homes, as well as their other inventory, to PHA's across the country for 50% of the current appraised value. HCHA's initial pilot program will involve negotiating terms with HUD to purchase 10 foreclosed homes in Harris County. HCHA will apply for up to \$950,000 in grant funds to purchase and rehabilitate the homes. HCHA intends to sell the homes below market to qualified low-income buyers.

**FINANCIAL AGENDA**

Mr. Guidry requested Board approval of the FY 2010 Budget Adjustments. Commissioner Kruckemeyer motioned for approval of the FY 2010 Budget Adjustments. Commissioner Cardenas seconded the motion. All board members were in favor and the motion was carried.

Mr. Guidry presented the HCHA Monthly Financials.

**PUBLIC COMMENT**

None.

**COMMENTS BY COMMISSIONERS:**

There were none.

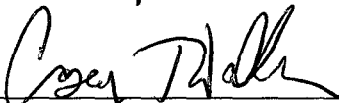
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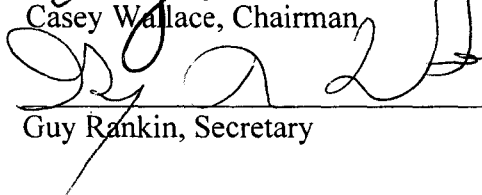
None.

**ADJOURNMENT**

Vice-Chairman Jones invited a motion to adjourn at 1:35pm. Commissioner Kruckemeyer motioned to adjourn. Commissioner Martinez seconded. All were in favor and the motioned was carried.

Adopted and approved this 17 day of February 2010.

  
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Casey Wallace, Chairman

  
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Guy Rankin, Secretary