



8933 Interchange
Houston, Texas 77054
Tel: 713-578-2100
Fax: 713-669-4594

Board Agenda
Wednesday, January 20, 2010
11:30 a.m.

- I. Call to Order; Attendance
- II. Presentation and Approval of the Minutes from November 20th, 2009 Board meeting.
- III. Chairman's Review/Comment

Board Overview

Action Item: Appoint Audit Committee/Task Force – Commissioner Walter Jones and Commissioner Graciela Martinez

Action Item: Awards to DHAP Social Service Agencies

- IV. Executive Director's Report

CEO Report:

- A: Overview of the Brookings Institute Request
- B: Overview of the 2009 National Awards
- C: Overview of the Open Government Website
- D: Review of the Draft for 2010 Budget

- V. Agenda Items

E: Overview of the REP for Salary Survey

Action Item: Recommendation and Approval to select ***** to complete the survey of the RFP for Policies and Procedures Manual at a cost not to exceed *****.

Action Item: Recommendation and Approval to select ***** to complete a policies and procedures manual for the Board Approval at a cost not to exceed *****.



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VI. Agenda Items

F: Overview of DHAP Programs

- DHAP updates
- Katrina Closeout
- DHAP IKE updates

PHA Plan

G: Overview of the PHA PLAN of the 2010 – 2014 five year and annual plan.

Action Item: Approval to negotiate an agreement for the PHA Plan of the 2010-2014 five year and annual plan.

Affordable Housing Developments

H: Overview updates on:

- Spring Heights Community Planning Activity
- Cypress wood Estates
- Hanover Estates

Patriots by the Lake

I: Overview of Patriots by the Lake

Action Item: Approval to negotiate terms with PBL LLC to develop a veteran master planned community.

HUD REO Programs

J: Overview of the HUD REO program business plan for HCHA Housing America Inc (HCHA's Non-Profit) to negotiate and purchase up to 1000 homes in 11 southeastern States with Private, Community Development Block Grant Funds and Neighborhood Stabilization Funds for the primary purpose of selling these properties to persons earning less than 120% of the median income.

Action Item: Approval of an agreement with the US Department of Housing and Urban Development for the purchase of up to 1000 homes in 11 southeastern States using the non-profit HCHA Housing America.



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HCHA Non-Profit

K: Overview of the By-laws and selection of Officers for HCHA Housing America. A HCHA non-profit specifically designed to assist in affordable housing programs throughout the United States. This non-profit will assist HUD, HHS, VA and HS in housing efforts and strategies throughout the United States.

Action Item: Approval of the By-laws and selection of Officers for HCHA Housing America. A HCHA non-profit specifically designed to assist in affordable housing programs throughout the United States.

VI. Financial Agenda

A: Monthly Financials

VII. Public Comment (Comments are limited to three minutes for each speaker).

VIII. Executive Session – An Executive Session will be held to discuss and complete the Annual Evaluation of the CEO.

An Executive Session will be held to discuss the Employment Agreement with the CEO and to discuss the compensation and annual performance incentive pursuant to the same.

The Harris County Housing Board of Commissioners may go into executive session, if necessary, pursuant to Chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with its attorneys to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion of certain economic development matters or other matters authorized by law. The Housing Authority Board of Commissioners may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of chapter 551 of the Texas Government Code.



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- IX. Comments by Commissioners**
- X. Comments or Announcements by Chair**
- XI. Adjournment**



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Board Agenda
Wednesday, February 17, 2010
11:30 a.m.

I. Call to Order; Attendance

II. Presentation and Approval of the Minutes from January 20th, 2010 Board meeting.

III. Chairman's Review/Comments

Discussion Items: Overview of the RFP for the development of a HCHA Polices and Procedures guidebook.

Action Item: Recommendation and Approval to select WINSTEAD PC Attorneys for the RFP 2009-11-01 to complete a Polices and Procedures guidebook at a cost not to exceed \$50,000.

IV. Chief Executive Officer's Report

Discussion Items: Presentation and overview terminating the inter-local agreement with Harris County.

A. Presentation and overview of the Texas County District and Retirement System (TCDRS).

Action Items:

- Approval of HCHA to adopt a **Resolution Electing Participation in TCDRS.**
- Approval of the **Acknowledgement of Conditions Governing TCDRS Participation.**
- Approval of the **Authorization Providing for Participation in the Optional Group Term Life Program for TCDRS.**

B. Presentation and overview of FY2011 Budget

Action Item: Approval of FY2011 Budget

V. Administrative Agenda Items

Discussion Items:

Housing Choice Voucher Programs

C. Overview of HCV Programs

- HCV Lease Up Rates
- DVP Conversion



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V. Administrative Agenda Items

Affordable Housing Current Developments

D. Overview of the Affordable Housing Current Developments

- Cornerstone Village
- Louetta Village
- Primrose at Heritage Park
- Baybrook Park
- Waterside Court
- Magnolia Estates

Affordable Housing New Developments

E. Overview of the Affordable Housing New Developments

- Cypresswood Estates
- Sierra Meadows
- Hannover Park

Action Item: Approve Resolution Authorizing the Submission of an Application to TDHCA for an intergenerational multi-family tax credit project and to form a subsidiary to serve as the General Partner in a Limited Partnership to develop Hannover Park.

Affordable Housing Programs

F. Overview of the Affordable Housing Programs

- Jackson Hinds Gardens SRO
- Thomas MOD REHAB
- Home Ownership Program

VI. Financial Agenda

- G. Presentation of the Monthly Financials
- H. Quarterly Investment Report

Action Items:

- I. Consideration and Approval of Investment Policy

Action Items:

- J. Approval to Open a Payroll Bank Account



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VII. Public Comment (Comments are limited to three minutes for each speaker)

VI. Executive Session – For discussion and possible action regarding engaging Vinson & Elkins law firm and Michael P. Fleming & Associates to represent HCHA in appealing a wetland determination on HCHA land made by the United States Environmental Protection Agency and authorizing the firms to take any and all steps and actions necessary to overturn said determination.

Discussion with attorneys regarding the status of the law suit entitled Gulf Coast Professional Consultants, LLC v. Harris County Housing Authority, et al pending in the United States District Court for the Southern District of Texas and possible action authorizing settlement.

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VII. Comments by Commissioners

VIII. Comments or Announcements by Chair

IX. Adjournment



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Board Agenda
Wednesday, May 19th, 2010
11:30 a.m.

I. Call to Order; Attendance

II. Presentation and Approval of the Minutes from February 17th, 2010 Board meeting.

Action Item: To accept and approve the Minutes from February 17th, 2010 Board meeting.

III. Chairman's Review/Comments

IV. Chief Executive Officers Report

Discussion Items: Presentation and overview of the Housing Urban Development VASH Operating Requirements and Vouchers.

Action Items: Recommendation and Approval of an application to the U.S. Department of Housing and Urban Development for HUD VASH Vouchers.

VI. Administrative Agenda Items

Discussion Item:

- A. Presentation and overview of the Monthly Financials.
- B. Overview of the 2010 Budget Adjustment.

Action Items: To accept and approve the 2010 Budget Adjustment(s) as consistent with new revenue received and operating expenses for the Authority during the close-out of the fiscal year.

VII. Executive Session

An Executive Session will be held to discuss possible action regarding approval of authority's salary schedule and CEO contract as a personnel matter related to the Authorities employees.

The Harris County Housing Board of Commissioners may go into executive session, if necessary, pursuant to Chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with its attorneys to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) *consideration of specific personnel matters*; (5) discussion of certain economic development matters or other matters authorized by law. The Housing Authority Board of Commissioners may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of chapter 551 of the Texas Government Code. An Executive Session will be held to discuss possible action regarding approval of salary schedule and/or CEO contract.

Action Item: To accept approval of the salary schedule and/or compensation for the CEO of the Harris County Housing Authority.

VIII. Public Comment (Comments are limited to three minutes for each speaker).

IX. Comments by Commissioners

X. Comments or Announcements by Chair

XI. Adjournment



Board Agenda
Wednesday, June 16th, 2010
11:30 a.m.

I. Call to Order; Attendance

II. Presentation and Approval of the Minutes from May 19th, 2010 Board meeting.

Action Item: To accept and approve the Minutes from May 19th, 2010 Board meeting.

III. Chairman's Review/Comments

IV. Chief Executive Officers Report

Discussion Items: Presentation of the Annual Audit Report

V. Administrative Agenda Items

Discussion Items: Presentation and overview of the Employee Handbook

Action Item: To accept and approve of the HCHA Employee Handbook

Financial Agenda

Discussion Item: Presentation and overview of the Monthly Financials

VI. Executive Session

An Executive Session will be held to discuss the CEO contract as a personnel matter related to the Authorities employees.

The Harris County Housing Board of Commissioners may go into executive session, if necessary, pursuant to Chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with its attorneys to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) *consideration of specific personnel matters*; (5) discussion of certain economic development matters or other matters authorized by law. The Housing Authority Board of Commissioners may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of chapter 551 of the Texas Government Code. An Executive Session will be held to discuss possible action regarding approval of salary schedule and/or CEO contract.

Action Item: To approve the contract for the CEO and actual compensation to begin July 1st, 2010.

VII. Public Comment (Comments are limited to three minutes for each speaker).

VIII. Comments by Commissioners

IX. Comments or Announcements by Chair

X. Adjournment



Board Agenda
Wednesday, July 28th, 2010
11:30 a.m.

I. Call to Order; Attendance

II. Presentation and Approval of the Minutes from June 16th, 2010 Board meeting.

Action Item: To accept and approve the Minutes from June 16th, 2010 Board meeting.

III. Chairman's Review/Comments

IV. Chief Executive Officers Report

Discussion Items: Presentation of the HUD-VASH Vouchers.

V. Administrative Agenda Items

Financial Agenda

Discussion Items: Presentation and overview of the Monthly Financials

VI. Executive Session

An Executive Session will be held to discuss possible action regarding approval of the contract for the CEO.

The Harris County Housing Board of Commissioners may go into executive session, if necessary, pursuant to Chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with its attorneys to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) *consideration of specific personnel matters*; (5) discussion of certain economic development matters or other matters authorized by law. The Housing Authority Board of Commissioners may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of chapter 551 of the Texas Government Code.

VII. Reconvene in Public Session and possible action relating to matters addressed in the Executive Session.

Action Item: To approve the contract for the CEO.

VIII. Public Comment (Comments are limited to three minutes for each speaker).

IX. Comments by Commissioners

X. Comments or Announcements by Chair

XI. Adjournment



Board Agenda
Wednesday, October 20th, 2010
11:30 a.m.

- I. **Call to Order; Attendance**
- II. **Presentation and Approval of the Minutes from July 28th, 2010 Board meeting**
Action Item: To accept and approve the Minutes from July 28th, 2010 Board meeting.
- III. **Chairman's Review/Comments**
Mid-Year Comments - Budget, Developments, Grants and Programs.
- IV. **Chief Executive Officers Report**
Discussion Items: Presentation and overview.
- V. **Administrative Agenda Items**
 - A. **Housing Choice Vouchers**
Discussion Items: Presentation and overview of the HCV Occupancy Reports.
 - B. **Affordable Housing Developments**
Discussion Items: Presentation and overview of resolutions for Cypresswood Estates Utilities.
Action Item 1: To accept and approve resolutions for Cypresswood Estates Utilities.
Discussion Items: Presentation and overview of resolutions to substitute general contractor for Cypresswood Estates.
Action Item 2: To accept and approve resolutions to substitute general contractor for Cypresswood Estates.
Discussion Items: Presentation and overview of resolutions to negotiate an agreement for a subsidiary to acquire the Mansions of Hastings Green Senior Community, a senior multi-family tax credit community located in Harris County, Texas through participation in the limited partnership which owns the project.
Action Item 3: To accept and approve the resolution to negotiate an agreement for a subsidiary to acquire the Mansions of Hastings Green Senior Community.
- VI. **Financial Agenda**
Discussion Item: Mid-Year Budget Adjustments.
Action Item: To accept and approve the Mid- Year Budget Adjustments.
Monthly Financials
Discussion Item: Presentation and overview of the Monthly Financials.



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V. Executive Session

The Harris County Housing Authority Board of Commissioners may go into executive session, if necessary, pursuant to Chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with its attorneys to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion of certain economic development matters or other matters authorized by law. The Housing Authority Board of Commissioners may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of chapter 551 of the Texas Government Code.

Consultation with counsel regarding contemplated litigation and acquisition of real property.

VII. Public Comment (Comments are limited to three minutes for each speaker)

VIII. Comments by Commissioners

IX. Comments or Announcements by Chair

X. Adjournment



Board Agenda
Wednesday, November 17th, 2010
11:30 a.m.

I. Call to Order; Attendance

II. Presentation and Approval of the Minutes from October 20th, 2010 Board meeting

Action Item 1: To accept and approve the Minutes from October 20th, 2010 Board meeting.

III. Chairman's Review/Comments

IV. Chief Executive Officers Report

V. Administrative Agenda Items

A. Housing Choice Vouchers

Discussion Items: Presentation and overview of the HCV Occupancy Reports.

B. Affordable Housing Developments

Discussion Items: Presentation and overview of the Cypresswoods Estates Development Status.

Action Item 2: To accept and approve resolutions authorizing a construction management agreement with Watermark Construction to manage the General Contractor for Cypresswoods Estates and authorizing the Executive Director to negotiate and sign a contract with Watermark Construction.

VI. Financial Agenda

Monthly Financials

Discussion Item: Presentation and overview of the Monthly Financials.

V. Executive Session

The Harris County Housing Authority Board of Commissioners may go into executive session, if necessary, pursuant to Chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with its attorneys to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion of certain economic development matters or other matters authorized by law. The Housing Authority Board of Commissioners may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of chapter 551 of the Texas Government Code.

The Board may go into Executive Session for consultation with counsel regarding contemplated litigation and acquisition of real property.

VII. Public Comment (Comments are limited to three minutes for each speaker)

VIII. Comments by Commissioners

IX. Comments or Announcements by Chair

X. Adjournment