



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

**October 18, 2023**

**THE STATE OF TEXAS     §**  
  §  
**COUNTY OF HARRIS     §**

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 18th day of October 2023, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:00 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Dr. Adriana Tamez	Commissioner	Absent
Asheley Gilbert	Commissioner	Present
Paul Shanklin	Commissioner	Present

Attending all or portions of the meeting were Melissa Quijano, CEO, and Silvia Tiller, General Counsel from Harris County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Debra McCray, Paul Curry, Dominique King, Arielene Davis, Terumi Shorter, Gayla Mickens, Vivian Clark, and Tabitha Lockhart, of Harris County Housing Authority. Francisco Castillo from Harris County Precinct 2 Commissioner's office, Natalie Carter and tenants from Sierra Meadows were also in attendance.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

Commissioner Paul Shanklin opened the meeting with prayer, followed by Commissioner Asheley Gilbert, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

### **III. PUBLIC COMMENTS**

Ms. Natalie Carter provided public comments. Ms. Carter addressed the board on behalf of her mother and other tenants that reside at Sierra Meadows Apartments.

Ms. Carter addressed the Board regarding the conditions at Sierra Meadows. Ms. Carter spoke on the conditions in her mother's apartment. Ms. Carter spoke of the safety, quality, and restoration of the property. Ms. Carter stated that HCHA's Asset Manager, Gayla Mickens, displayed unprofessional behavior to many of the tenants living at Sierra Meadows. The tenants were asking for accountability regarding the care of the complex, ratification of the mold issue, displaced tenants, and the restoration timeline. Ms. Carter requested another inspection by a third party.

Ms. Carter requested that a percentage of the tenants' rent be removed until the outstanding issues have been completely resolved. Ms. Carter also informed the Board that she ran for Trustee for Humble Independent School District, and she has two other initiatives that serve the community in addition to Sierra Meadows.

### **IV. APPROVAL OF MINUTES**

#### **ACTION ITEM 1:**

#### **APPROVAL OF MINUTES FROM SEPTEMBER 20, 2023**

Commissioner Paul Shanklin moved to approve the minutes from the September 20, 2023 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

### **V. CHIEF EXECUTIVE OFFICER'S REPORT**

Ms. Melissa Quijano presented the Housing Opportunity Through Modernization Act 2016 – HOTMA, the National Standards for the Physical Inspection of Real Estate (NSPIRE), and the Monthly Reports.

Ms. Quijano informed the Board that on September 29, 2023, the U.S. Department of Housing and Urban Development (HUD) published the new implementation guidance for the Public Housing Authorities (PHA).

Ms. Quijano advised that also on September 29, 2023, HUD published the administrative requirements for the Housing Choice Voucher Program to be effective October 2024.

Lastly, Ms. Quijano presented the Monthly Report for August 2023 included in the October 18, 2023 Board Book.

### **VI. FINANCIAL PRESENTATION**

Mr. Paul Curry presented the HCHA August 2023 financial statements. The consolidated budget reflected revenue under budget by 2% and expenses over budget by 3%.

Lastly, Mr. Curry answered questions from the Board.

## **VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION**

Ms. Debra McCray presented the HCV lease-up rates as reflected in the Monthly Reports for August 2023 included in the October 18, 2023 Board Book.

Lastly, Ms. McCray answered questions from the Board.

Ms. Dominique King reviewed the status of properties within the Affordable Housing Division for the month of August 2023. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each property's net income for August 2023.

Ms. King moved to proposed developments and noted the updated status of METRO and The HAY Center.

Ms. King moved to affordable housing developments that are under construction.

- The Arbor at Wayforest is 100% complete. The project is preparing for retainage release and project close-out.
- The Hollows project is 100% complete. The project is preparing for retainage release and project close-out.
- The Northwood Apartments project is 99% complete. All buildings are complete including the punch walk. The close-out is in progress.
- The Bluestem Apartments project is 92.8% complete. All buildings have permanent power. All exterior work is complete except for landscape, light poles, and entrance gates. The interior work is complete excluding appliances apart from Building #5. The final punch walks are scheduled to start October 30, 2023.
- The Residences at Arbor Oaks is 99% complete. Buildings three and four are being prepared for the final punch walk. The clubhouse and building one have been turned over.
- The First Met Senior Apartments is 41% complete. The window and exterior wrapping are near completion. The interior utilities installation is under way.

Ms. King advised that The Villas at Eastwood (Fenix Estates) received a response from the Texas Department of Housing and Community Affairs regarding Cost Certification and noted that a Land Use Restrictive Agreement (LURA) is required.

Ms. King also noted that Pre-Development activities are underway for the METRO Southeast Transit Development.

## **VIII. EXECUTIVE SESSION**

The Board went into an executive session at 1:57 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

**IX. RECONVENE**

The Board of Commissioners reconvened for the public session at 2:46 p.m.

**X. DISCUSSION AND ACTION ITEMS**

**ACTION ITEM 2:**

**Board of Commissioners ratification resolution approving actions taken by Executive Director in regard to Third Amendment to Legal Consulting Services for real estate transactions and construction related services agreement.**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (23-43)

**ACTION ITEM 3:**

**Resolution approving extension of mailing services agreement between Harris County Housing Authority and Questmark Information Management, Inc. to March 31, 2024**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (23-44)

**ACTION ITEM 4:**

**Resolution authorizing the Executive Director to enter into contract with the Spearhead Group Inc. to provide temporary staffing services through a master staffing agreement**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (23-45)

**ACTION ITEM 5:**

**Resolution approving the Harris County Housing Authority revised Investment Policy as of October 18, 2023**

Vice Chairman Joe Villarreal moved to table the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried.

**XI. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 2:48 p.m., Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of November 2023.



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Gerald Womack, Chairman



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Melissa Quijano, Secretary