



8933 Interchange Dr.
Houston, Texas 77054
Tel: 713-578-2100
Fax: 713-578-2200

Board Retreat Agenda

January 18th, 2012
9:00 a.m. – 2:00 p.m.

Location: Crown Plaza
8686 Kirby Drive, Houston, TX 77054

The Harris County Housing Authority Board of Commissioners will have an annual retreat to discuss the short and long term goals of the Housing Authority. All operations of the Housing Authority will be discussed. There will be no action items at this meeting.

Day 1

8:30 Welcome/Overview

8:50 Round Table – Discussion of Affordable Housing in Houston/Harris County

9:00 The Key Players

- City of Houston Housing Authority
- City of Houston Community Development Department
- Harris County Community Development Department
- Coalition for the Homeless for Houston/Harris County
- United States Department of Housing and Urban Development
- Q&A with Commissioners

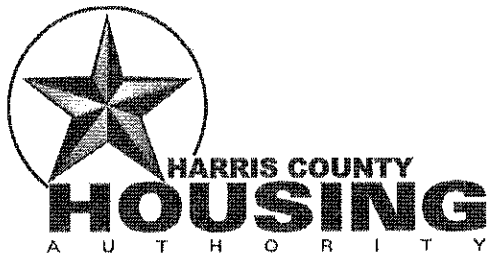
The Key Questions

- What has been your greatest accomplishment over the past 12 months?
- What would be your greatest accomplishment in the next 12 months if you could make it happen?
- Please give one or two specific projects that you would most like HCHA to be a part of in the next 24 months.

10:30 Break – Individual Communication

10:45 Harris County Housing Authority Commissioners discuss their individual and collective visions, goals and objectives for HCHA.

- How do you plan to make HCHA an even greater PHA?
- What specifically have you done within the past 12 months to enhance HCHA?
- What do you plan to do over the next 12 months to enhance HCHA?



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12:30 Lunch – Open Discussion and “C” Staff Communications

- An overview of the HCHA Salaries and serious discussion.

1:30 Review the Day/Adjournment



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January 19th, 2012
9:00 a.m. – 1:00 p.m.

9:00 Overview/Facilitators Role and Days Objectives

9:15 Defining Success - (Commissioners ONLY)

- Commissioners

The Key Questions

- What has been the most successful accomplishment for HCHA in your opinion?
- What would you like to do to make HCHA more successful in the future?

10:00 Leadership and Governance – (Commissioners ONLY)

- Commissioners and the Public
- Commissioners and other Housing Providers
- Commissioners and Elected Officials
- Commissioners and the CEO
- Commissioners and the Staff
- Commissioners and the Media
- Commissioners and HUD

The Key Questions

- How do we communicate our message to the Media?

11:00 Strategic Leadership of HCHA

- Board Assessment of Board 1-10
- Board Assessment of HCHA 1-10
- Strategic Priorities (what we plan to accomplish) - one, two and five year time frames

12:00 Lunch – Commissioners and “C” Staff Round Table Discussions

1:00 Board Retreat – Conclusion and Recommendation



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Board Agenda
Thursday,
January 19, 2012
1:30pm

- I. Call to Order; Attendance**
- II. Presentation and Approval of the Minutes from November 16, 2011's Board meeting.**
- III. Chairman's Review/Comment**
- IV. Executive Director's Report**
- V. Administrative Agenda**

A. Overview of New Affordable Housing Developments

Discussion Item(s): Humble Lakes, Fairfield Estates, Sierra Meadows Estates.

Discussion Item(s): Management Agreement for Cypresswood Estates.

Discussion Item(s): Interim Financing Agreement for Cypresswood Estates.

Discussion Item(s): Environmental Protection Agency and Bayou Land Conservancy Permit 91 acre mitigation plan for West Lake Houston development.

Action Item: Approve resolutions and orders authorizing the execution of a Memorandum of Understanding for the development of Humble Lakes.

Action Item: Approve resolutions and orders authorizing the execution of a Memorandum of Understanding for the development of Fairfield Estates.

Action Item: Approve resolutions and orders authorizing the execution of a Memorandum of Understanding for the development of Sierra Meadows Estates Single Family Homes.

Action Item: Approve resolutions and orders authorizing the hiring of a permanent property management company for Cypresswood Estates.

Action Item: Approve resolutions and orders authorizing the CEO to develop a financing plan and negotiate term sheets for financing of Cypresswood Estates up to \$4.5 million.

B: Overview of the Housing Choice Voucher Programs

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 personnel and real estate matters.

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.

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

Action Item: Approval of The Consolidated and Further Continuing Appropriations Act 2012, Public Law 112-55, which provides appropriations for the Department of Housing and Urban Development (HUD). The Authority shall match the provisions of the act effective immediately. The Authority will approve new terms negotiating the CEO's contract.

X. Comments by Commissioners

XI. Comments or Announcements by Chair

XII. Adjournment



Board Agenda
Tuesday, February 7th, 2012
6:00 p.m.

I. Call to Order; Attendance

II. Administrative Agenda Items

Discussion Item 1: Proposed Amendment to Bylaws of the Harris County Housing Authority.

Action Item 1: Proposed Change. Amend Section 2 to reflect the following: "Term of Office. The officers of the Authority shall hold office for a term of two years."

Proposed Addition: "Section 7. Election of Officers. The officers of the Authority shall be elected by majority of the whole Board present in even numbered years prior to the commencement of the new fiscal year."

Discussion Item 2: Possible action pertaining to existing contractual agreements relating to communications and marketing for the Harris County Housing Authority.

Discussion Item 3: Report from Harris County Housing Authority staff relating to progress on Humble Lakes Development with possible Board Action.

III. Executive Session

An Executive Session will be held to discuss possible action regarding 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.

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

Action Item : Consideration and possible action concerning the July 28, 2010 employment agreement between the Harris County Housing Authority and Guy R. Rankin, IV.

V. Adjournment



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**Board Agenda
Wednesday, March 21st, 2012
11:30 a.m.**

I. Call to Order; Attendance

II. Presentation and approval of the Minutes from January 19th, February 7th, 2012 Board Meetings.

Action Item 1: To accept and approve the Minutes from January 19th, February 7th, 2012 Board Meetings.

III. Election of Officers

(Nominations and Elections. Before proceeding to an election to fill an office it is customary to nominate two candidates. We will vote on the Chairman first and then nominate two Commissioners for the Vice Chairman position. The usual method in permanent societies is by ballot, the balloting being continued until the offices are all filled. We can vote by a show of hands or a ballot. This will be the choice of the Commissioners. An election takes effect immediately if the candidate is present and does not decline, or if he is absent and has consented to his candidacy. After the election has taken effect and the officer or member has learned the fact, it is too late to reconsider the vote on the election. An officer-elect takes possession of his office immediately, unless the rules specify the time.) We will then take our appropriate seats and the Chairman will begin the meeting.

IV. Chief Executive Officers Report

- Overview of HCHA activities from April 1st 2011-March 31st 2012 (Year End Review)
- ✓ *As recently as February 27, HCHA received a letter regarding and onsite Annual Housing Authority Assessment from the Field Office Director and key staff. "We take this opportunity to congratulate Guy Rankin and staff on the continued success in implementing our programs and increasing your assistance to the community beyond the funding limitations of our section 8 program".*
- ✓ *As recently as February 21, 2012 HCHA was congratulated by the US Department of Housing and Urban Development (HUD) as the only PHA in Harris County to be a Star Performer.*
- ✓ *In the last eight (8) years, HCHA has been audited 28 separate times without a single exception or complaint about any of its expenditures.*

- ✓ *Not a single penny of HCHA funds has ever turned up missing, unaccounted for or challenged by any auditor, accounting agency or governmental unit having oversight responsibilities of the agency.*
- ✓ *The financial controls put in place by Mr. Rankin have been recognized as some of the best in the nation for public housing agencies.*
- ✓ *In 2009, a confirmatory review of HCHA practices and expenditures heralded HCHA as utilizing some of the best accounting practices in the entire Nation.*
- ✓ *Every independent accounting firm and certified public accounting firm that has reviewed HCHA's financial records has approved of the accounting methods and practices of the agency.*
- ✓ *Every governmental and HUD review of HCHA's accounting and spending practices under the leadership of CEO Rankin has approved, indeed complemented, HCHA's practices as being exemplar.*
- ✓ *Rankin and the HCHA staff have received national recognition and praise for successfully coordinating and carrying out the largest national housing disaster relief project in the Nation's history.*
- ✓ *Because of HCHA's demonstrated expertise in handling the Katrina housing disaster, HUD and other public housing authorities have sought out Rankin and his staff's expertise to train personnel on the handling of public housing needs in the event of natural catastrophes.*
- ✓ *Rankin and HCHA's staff have received HUD's highest public housing ranking every year that Rankin has been in charge of the agency (8 years consecutively).*
- ✓ *HCHA has implemented creative new and existing housing initiatives that have resulted in over a quarter of a million people being placed or relocated to and from 41 different states through various disaster programs.*
- ✓ *HCHA now offers housing vouchers to over 4,129 families as compared to only 1400 when Mr. Rankin first started with the agency.*
- ✓ *HCHA's services and programs are available to over 2,000,000 people in the unincorporated areas of Harris County.*
- ✓ *HCHA has built 8 housing developments in six years that are valued at more than \$140,000,000.*
- ✓ *HCHA created the first single room occupancy space for the homeless in HCHA service area.*
- ✓ *HCHA built the first Veteran Themed Housing complex in America.*
- ✓ *HCHA built the first LEED Platinum Senior Green Building in America.*

V. Administrative Agenda Items

A. HCHA Budget

Discussion Item: Presentation and overview of the FY 2013 Budget.

Action Item 2: Approval of the FY 2013 Budget.

B. HCHA Policies and Procedures

Discussion Item: Presentation and overview of FY 2013 Policies.

Action Item 3: Approval of FY 2013 Policies.

C. Housing Choice Vouchers Programs

Discussion Item: Presentation and overview of the 2012 PHA Annual Plan.

Action Item 4: Approval of the 2012 PHA Annual Plan.

Discussion Item: Presentation and overview of 2012 Utility Allowance Chart(s).

Action Item 5: Approval of 2012 Utility Allowance Chart(s).

Discussion Item: Presentation and overview of 2012 HCHA Administrative Plan.

Action Item 6: Approval of 2012 HCHA Administrative Plan.

D. Affordable Housing Developments

Discussion Item: Overview of the New Affordable Housing Developments

- Sierra Meadows Estates
- Humble Lakes

Discussion Item: Presentation regarding the development project based vouchers for new affordable housing properties in Harris County.

Action Item 7: Approval of up to 600 vouchers for the developments and 200 VASH vouchers for these developments, pending financing and development plans.

Discussion Item: Recommendation to approve a resolution to enter into MOA's with the Bayou Land Conservancy.

Action Item 8: Approval of a resolution to enter into MOA's with the Bayou Land Conservancy.

VI. Financial Agenda

A. Bank Account Signatories

Discussion Item: Replacement Signatories on all Bank Accounts.

Action Item 9: Consideration and Approval of Resolutions for Signatories on all Bank Accounts.

B. Investment Policy

Discussion Item: Presentation and overview of Consideration and Approval of Investment Policy

Action Item 10: Consideration and Approval of Investment Policy

C. Monthly Financials

Discussion Item: Presentation and overview of the Monthly Financials

Discussion Item: The approval of all financial transactions by the Board of Commissioners beginning April 1, 2012 including HAP Payments, Developer Payments, Operating Payments, and Payroll.

Action Item 11: Consideration and approval for the Board of Commissioners to begin approving all financial transactions beginning April 1, 2012.

VII. Executive Session –

Discussion and update from General Counsel regarding negotiation with the CEO and his attorney.

Discussion and possible action regarding the contract with the CEO.

Discussion and update regarding property known as Patriots by the Lake.

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VIII. Reconvene in public session and possible action relating to matters addressed in executive session specifically regarding the CEO contract.

IX. Discussion and possible action regarding the naming of an interim CEO.

X. Comments by Commissioners

XI. Comments or Announcements by Chair

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

XIII. Adjournment



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**Board Agenda
Wednesday, April 18, 2012
1:00 p.m.**

I. Call to Order; Attendance

II. Presentation and approval of the Minutes from March 21, 2012 Board Meeting.

Action Item 1: To accept and approve the Minutes from March 21, 2012 Board Meetings.

III. Chief Executive Officers Report

- Review of HCHA activities from March 21, 2012 - April 17, 2012
- Review of initial financial review and 90 day cash flow
- Review of historic cash balances and particular expenditures
- Review of particular financial issues of concern

IV. Administrative Agenda Items

A. Housing Choice Vouchers Programs

Discussion Item: Overview of the HCV Programs.

B. Affordable Housing Developments

Discussion Item: Overview of the Current Affordable Housing Developments

Discussion Item: Overview of the New Affordable Housing Developments

V. Financial Agenda

Discussion Item: Overview of the Monthly Financials.

Action Item 2: Consideration and possible action by Board of Commissioner regarding professional auditing services.

VI. Executive Session –

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.

Discussion with the authority's attorney regarding matters involving the contract of the former CEO and claim related thereto.

VII. Reconvene in public session and possible action relating to matters addressed in executive session.

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

IX. Comments by Commissioners

X. Comments or Announcements by Chair

XI. Adjournment



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Board Agenda
Wednesday, May 16, 2012
1:30 p.m.

I. Call to Order; Attendance

II. Presentation and approval of the Minutes from April 18, 2012 Board Meeting.

Action Item 1: To accept and approve the Minutes from April 18, 2012 Board Meeting.

III. Chief Executive Officers Report

Discussion Items:

- HCHA activities from April 18, 2012 - May 15, 2012
- Update regarding the ongoing financial review and 90 day cash flow
- Update regarding the ongoing HUD OIG reviews
- Update regarding current staffing needs

Action Item 2: Discussion regarding an interlocal agreement between Harris County and Harris County Housing Authority for the disposal of excess property through the office of the Harris County Purchasing Agent and possible action pertaining thereto.

Action Item 3: Discussion regarding request for proposals and possible action pertaining thereto.

- Year-end review auditing services
- Forensic Auditing Services
- Website Design & Maintenance

IV. Administrative Agenda Items

A. Housing Choice Voucher Programs

Discussion Item: Overview of the HCV Programs.

Discussion Item: Presentation and overview of HUD's Section Eight Management Assessment Program (SEMAP) certification.

Action Item 4: Discussion regarding HUD's Section Eight Management Assessment Program (SEMAP) certification, and possible action pertaining thereto.

B. Affordable Housing Developments

Discussion Item: Overview of the Current Affordable Housing Developments

Discussion Item: Overview of the New Affordable Housing Developments

Action Item 5: Discussion regarding the application submitted to the Texas General Land Office, and possible action pertaining thereto.

Action Item 6: Discussion regarding Patriots by the Lakes property and possible action pertaining thereto.

V. Financial Agenda

Discussion Item: Overview of the Monthly Financials.

VI. Executive Session –

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.

Discussion with the authority's attorney(s) regarding matters involving the contract of the former CEO and pending litigation related thereto.

VII. Reconvene in public session and possible action relating to matters addressed in executive session.

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

IX. Comments by Commissioners

X. Comments or Announcements by Chair

XI. Adjournment

NOTICE OF A PUBLIC MEETING

Harris County Housing Authority

(A Texas Public Housing Authority under chapter 392 of the local government code)

June 15, 2012

Notice is hereby given that the Harris County Housing Authority Board of Commissioners **Board Meeting** will be held at **1:00 pm on June 20, 2012** at the HCHA office located at 8933 Interchange Drive., in Houston, Texas, for the purpose of considering and taking action on matters brought before the HCHA Board of Commissioners.

Agendas may be obtained in advance of the board meeting at our office located at 8933 Interchange Drive, Houston, Texas or via the internet at www.hchatexas.org. The HCHA Board of Commissioners normally meets the third Wednesday of every month at 1:00 pm.

Posted by:



Julia Nations
Executive Assistant
Harris County Housing Authority





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**Board Agenda
Wednesday, June 20, 2012
1:00 p.m.**

I. Call to Order; Attendance

II. Presentation and approval of the Minutes from May 16, 2012 Board Meeting.

Action Item 1: Request to accept and approve the Minutes from May 16, 2012 Board Meeting.

III. Chief Executive Officer's Report

Discussion Items:

- HCHA activities from May 16, 2012 - June 19, 2012
- Update regarding the ongoing HUD OIG reviews
- Update regarding cash projection through the end of FY2013
- Update regarding restricted cash and monies owed to HUD
- Update regarding reimbursement of 5 vehicles provided to Harris County
- Update regarding auction of vehicles in HCHA's possession
- Update regarding current HCHA lease of office space
- Update regarding Government Land Office
- Update regarding matter pertaining to Patriots by the Lake
- Update regarding outstanding consultant invoices

Action Item 2: Request for approval to pay or direction to deny payment of \$68,193.45 to LAI Design Group and Smash Visual Media for work done for development known as University Place.

IV. Administrative Agenda Items

A. Housing Choice Voucher Programs

Discussion Item: Overview of the HCV Programs.

B. Affordable Housing Developments

Discussion Item: Overview of the Current Affordable Housing Developments

Discussion Item: Overview of the New Affordable Housing Developments

Action Item 3: Request for approval to post Request for Proposals for competitive 9% Low Income Housing Tax Credit Projects.

V. Financial Agenda

Discussion Item: Overview of the Monthly Financials.

VI. Executive Session –

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.

Discussion with the authority's attorney(s) regarding pending litigation.

Discussion regarding value of real property known as Patriots by the Lake property.

Discussion with legal counsel regarding legal advice pertaining to Patriots by the Lake.

VII. Reconvene in public session and possible action relating to matters addressed in executive session.

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

IX. Adjournment



Beto Cardenas
Chair

Joe Ellis
Commissioner

Peggy Kruckemeyer
Vice Chair

Gerald Womack
Commissioner

Kerry Wright
Commissioner

HARRIS COUNTY HOUSING AUTHORITY

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

1:30 P.M.

Wednesday, August 15, 2012

Board Room

**Harris County Housing Authority Administration Building
8933 Interchange Drive
Houston, Texas 77054**

AGENDA

I. Call to Order and Record of Attendance — *Beto Cardenas*

II. Administration of the Oath of Office to New Commissioner, Kerry Wright — *Beto Cardenas*

III. Approval of the Minutes of Previous Meeting — *Beto Cardenas*
Regular Meeting June 20, 2012

Action Item 1: Request to accept and approve the Minutes from June 20, 2012 Board Meeting.

IV. Public Comments — *Beto Cardenas*

It is the policy of this Board to allow 15 minutes of each meeting for a forum. If you wish to speak to this Board during the "public comments" section of our agenda, please complete the required form and hand it to one of the Commissioners before the meeting.

V. Executive Director/Interim Chief Executive Officer's Report — *Tom McCasland*

- a) Update regarding the ongoing financial review*
- b) Update regarding cash projection through the end of FY2013*
- c) Update regarding the ongoing HUD-OIG reviews*
- d) Final update regarding auctioned vehicles and reimbursement from Harris County*
- e) Update regarding final settlement of \$68,193.45 invoices from LAI Design Group and Smash Visual Media for University Place development*

- f) Health Insurance renewal*
- g) Requested review of salaries*
- h) Revised HCHA budget for FY2013*
- i) Overview of expensed items from Accounts Receivable*
- j) Update regarding permanent loan for Cypresswood Estates*
- k) Update regarding other HCHA activities from June 20, 2012 – August 15, 2012*

VI. Department Presentations —

- a) Todd Graff- Monthly Financials*
- b) Melissa Quijano- HCV Program*
- c) Paula Burns- Current Affordable Housing Developments*
- d) Horace Allison- New Affordable Housing Developments*

VII. Committee Reports —

- a) Joe Ellis- Financial Review Committee*

VIII. Discussion and Action Items — Beto Cardenas

- Action Item 2:** Request to approve resolution to request that the Authority be approved to participate in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.
- Action Item 3:** Request to approve extension of office lease through August 2015 and amendment of said lease reducing monthly price per square foot from \$0.95 to \$0.75.
- Action Item 4:** Request to approve revised budget for Fiscal Year 2013 for the Authority.
- Action Item 5:** Request to approve contract for Auditing Services and Forensic Auditing Services.
- Action Item 6:** Request to approve the following HCHA policies:
- Procurement Policy
 - Ethics Policy
 - Nepotism Policy
 - Open Government Policy
 - Travel Policy
 - Vehicle Use and Driver Responsibilities Policy
- Action Item 7:** Request to approve predevelopment expenses for development known as Sierra Meadows Estates in preparation for final submission to the General Land Office. All such expenses will be subject to the Procurement Policy.

IX. Executive Session — *Beto Cardenas*

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.

Discussion with the authority's attorney(s) regarding pending litigation.

Discussion regarding value of real property known as Patriots by the Lake property.

Discussion with legal counsel regarding legal advice pertaining to Patriots by the Lake.

X. Reconvene in public session and possible action relating to matters addressed in executive session.

XI. Adjournment



Beto Cardenas
Board Chair

Joe Ellis
Commissioner

David Riddle
Commissioner

Gerald Womack
Commissioner

Kerry Wright
Commissioner

TRAINING FOR NEW COMMISSIONERS

Noon - 1:20 P.M.

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

1:30 P.M.

Wednesday, September 19, 2012

Board Room

**Harris County Housing Authority Administration Building
8933 Interchange Drive
Houston, Texas 77054**

AGENDA

- I. Training for New Commissioners: Noon – 1:20 P.M.**
- II. Call to Order and Record of Attendance**
- III. Administration of the Oath of Office to New Commissioner, David Riddle**
- IV. Election of Harris County Housing Authority Board of Commissioners Vice Chairperson**
- V. Approval of the Minutes of Previous Meetings**

Action Item 1: Request to accept and approve the Minutes from the August 15, 2012 Board Meeting.

Action Item 2: Request to accept and approve the Minutes from the August 30, 2012 Board Meeting and Workshop.

VI. Public Comments

It is the policy of this Board to allow 15 minutes of each meeting for a forum. If you wish

to speak to this Board during the "public comments" section of our agenda, please complete the required form and hand it to one of the Commissioners before the meeting.

VII. Presentation of NAHRO Awards

VIII. Update on Patriots by the Lake

IX. Executive Director/Interim Chief Executive Officer's Report

- a) HCHA activities from August 15, 2012 – September 19, 2012*
- b) Update regarding the internal audit*
- c) Update regarding the ongoing HUD-OIG audit*
- d) Update on Net Restricted Account (NRA) discrepancy*
- e) Update on HUD Compensation study*
- f) Update on sublease of office space*
- g) Update on 100 in 100 program for housing homeless veterans*
- h) Update on annual calendar*
- i) Update on Emergency Plan*
- j) Update on additional items to be sold*
- k) Update on HCHA personnel*

X. Department Presentations

- a) Monthly Financials*
- b) HCV Program*
- c) Current Affordable Housing Developments*
- d) New Affordable Housing Developments*

XI. Discussion and Action Items

Action Item 3: Request for approval to post notice of a hearing regarding local preferences for the housing choice voucher waiting list.

Action Item 4: Request for approval to establish a HCHA checking account for the affordable housing program.

Action Item 5: Request for identification and approval of replacement(s) of former vice-chair as authorized signer on all HCHA bank accounts.

Action Item 6: Request for authorization to enter into long-term (up to 36 months) contract with electricity provider.

Action Item 7: Revisions to HCHA policies.

Action Item 8: Request for approval to negotiate an offer for a permanent loan for Cypresswood Estates for a board-specified amount.

XII. Executive Session

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.

Discussion with the authority's attorney(s) regarding pending litigation.

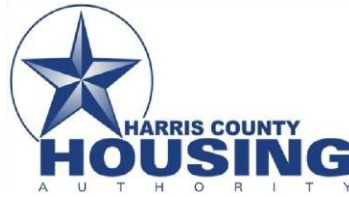
Discussion regarding value of real property known as Patriots by the Lake property.

Discussion with legal counsel regarding legal advice pertaining to Patriots by the Lake.

Discussion with Chief Development Officer regarding the transfer of real property.

XIII. Reconvene in public session and possible action relating to matters addressed in executive session.

XIV. Adjournment



Beto Cardenas
Chairman

Joe Ellis
Commissioner

David Riddle
Commissioner

Gerald Womack
Commissioner

Kerry Wright
Vice Chairman

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

1:30 P.M.

Wednesday October 24, 2012

Board Room

Harris County Housing Authority Administration Building
8933 Interchange Drive
Houston, Texas 77054

AGENDA

I. Call to Order and Record of Attendance

II. Approval of the Minutes of Previous Meeting

Action Item 1: Discussion and request to accept and approve the Minutes from the September 19, 2012 Board Meeting.

III. Public Comments

It is the policy of this Board to allow 15 minutes of each meeting for a forum. If you wish to speak to this Board during the "public comments" section of our agenda, please complete the required form and hand it to one of the Commissioners before the meeting.

IV. Executive Director/Interim Chief Executive Officer's Report

- a) HCHA activities from September 19, 2012 – October 24, 2012
- b) Update regarding the internal audit
- c) Update regarding the ongoing HUD-OIG audit
- d) Update on sublease of office space
- e) Update on Request for Qualifications for brokerage services

- f) Review of correspondence relating to appeal of wetlands determination for Patriots by the Lake*
- g) Update on hearing for Annual Plan and Administrative Plan*
- h) Update on closeout for the DVP program*
- i) Update on request to HUD for additional vouchers*
- j) Update on Accounts Receivable*
- k) Update on Net Restricted Accounts (NRA), Housing Assistance Payments (HAP) and Annual Budget Authorization (ABA)*
- l) Update on proposed property for Sierra Meadows Estates*

V. Department Presentations

- a) Monthly Financials*
- b) HCV Program*
- c) Current Affordable Housing Developments*
- d) New Affordable Housing Developments*

VI. Discussion and Action Items

Action Item 2: Discussion and request to approve or deny a Resolution Removing Construction in Progress Capital Expenditures from HCHA's Balance Sheet

Action Item 3: Tabled Item: Discussion and approval or denial of proposed changes to procurement policy

Action Item 4: Discussion and request to approve or deny Authorization for Treasury Management Services

Action Item 5: Discussion and request to approve or deny amendments (relating to the determination of family unit size and zero annual income status) to HCHA's Administration Plan for the Housing Choice Voucher Program consistent with HCHA's 2012 Annual PHA Plan (Per Section 10.0 of the 2012 Annual PHA Plan, these amendments are not significant nor do they result in substantial deviation or modification of HCHA's PHA Plan or policies.)

Action Item 6: Discussion and request to approve or deny Resolution Authorizing the Negotiation and Execution of Memorandum of Understanding for a Developer Partner for 9% Low Income Housing Tax Credit Development

Action Item 7: Discussion and request to approve or deny Resolution Authorizing the Negotiation and Execution of a Letter of Intent for the Purchase of Land for the Sierra Meadows Rental Housing Development

VII. Committee Reports

a) Joe Ellis – Interim CEO Evaluation Committee

Action Item 8: Discussion and request to approve or deny recommended action by Interim CEO Evaluation Committee regarding the search for a permanent CEO

VIII. Executive Session

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.

Discussion with the authority's attorney(s) regarding pending litigation.

Discussion regarding six month evaluation of the Interim CEO.

IX. Reconvene in public session and possible action relating to matters addressed in executive session.

X. Adjournment



Beto Cardenas
Chairman

Joe Ellis
Commissioner

David Riddle
Commissioner

Gerald Womack
Commissioner

Kerry Wright
Vice Chairman

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

1:30 P.M.

Wednesday November 28, 2012

Board Room

Harris County Housing Authority Administration Building
8933 Interchange Drive
Houston, Texas 77054

AGENDA

I. Call to Order and Record of Attendance

II. Approval of the Minutes of Previous Meeting

Action Item 1: Discussion and request to accept and approve the Minutes from the October 24, 2012 Board Meeting.

III. Public Comments

It is the policy of this Board to allow 15 minutes of each meeting for a forum. If you wish to speak to this Board during the "public comments" section of our agenda, please complete the required form and hand it to one of the Commissioners before the meeting.

a) Mandy Chapman Semple, Corporation for Supportive Housing

IV. External Auditor's Report

Action Item 2: Discussion and request to approve or deny Report on Financial Statements for the Year Ended March 31, 2012 for submission to HUD.

V. Executive Director/Interim Chief Executive Officer's Report

- b) HCHA activities from October 24 – November 28, 2012*
- c) Update regarding the ongoing HUD-OIG audit*
- d) Update on Accounts Receivable*
- e) Update on Annual Plan and Administrative Plan*
- f) Update on HCV Leasing and Spending Projection*
- g) Update on cash projections*
- h) Analysis of and proposal for payment plan to HUD*
- i) Update on server backup plan*

VI. Department Presentations

- a) Monthly Financials*
- b) HCV Program*
- c) Current Affordable Housing Developments*
- d) New Affordable Housing Developments*

VII. Discussion and Action Items

- Action Item 3:** Discussion and request to approve or deny Resolution Authorizing HCHA to Participate in the H-GAC Energy Purchasing Corporation.
- Action Item 4:** Discussion and request to approve or deny Authorization to enter into service with QuestMark for HCHA mail services.
- Action Item 5:** Discussion and request to approve or deny Resolution Authorizing the Negotiation and Execution of a Contract for Real Estate Brokerage Services for the Acquisition of Real Property.
- Action Item 6:** Discussion and request to approve or deny Resolution Authorizing the Negotiation and Execution of a Contract for Real Estate Brokerage Services for the Sale of Real Property.
- Action Item 7:** Discussion and request to approve or deny Resolution Authorizing the Negotiation and Execution of Memorandum of Understanding for a Developer Partner.
- Action Item 8:** Discussion and request to approve or deny Resolution Authorizing the Negotiation and Execution of a Contract for Legal Consulting Services- Transaction Real Estate & Construction.
- Action Item 9:** Discussion and request to approve or deny Authorization to negotiate a permanent loan for Cypresswood Estates for \$2.5 million.

Action Item 10: Discussion and request to approve or deny transfer of \$31,708.71 from Affordable Housing Account to HCHA's Operating Account to reimburse for monthly expenses for the Affordable Housing program.

VIII. Committee Reports

a) CEO Search Committee

IX. Executive Session

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.

Discussion with the authority's attorney(s) regarding potential litigation.

Consideration of specific personnel matters involving permanent CEO search.

X. Reconvene in public session and possible action relating to matters addressed in executive session.

XI. Adjournment



Beto Cardenas
Chairman

Joe Ellis
Commissioner

David Riddle
Commissioner

Gerald Womack
Commissioner

Kerry Wright
Vice Chairman

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

3:00 P.M.

Thursday December 27, 2012

Board Room

Harris County Housing Authority Administration Building
8933 Interchange Drive
Houston, Texas 77054

AGENDA

I. Call to Order and Record of Attendance

II. Approval of the Minutes of Previous Meeting

Action Item 1: Discussion and request to accept and approve the Minutes from the November 28, 2012 Board Meeting.

III. Public Comments

It is the policy of this Board to allow 15 minutes of each meeting for a forum. If you wish to speak to this Board during the "public comments" section of our agenda, please complete the required form and hand it to one of the Commissioners before the meeting.

IV. Discussion and Action Items

Action Item 2: Discussion and request to approve or deny ratification of submitted Authorization to Maintain TCDRS Plan Provisions for Plan Year 2013.

[Due to unforeseen deadlines by the Texas County & District Retirement System (TCDRS), HCHA submitted the authorization

for Plan Year 2013 on Dec. 17, 2012 to provide for the TCDRS minimum required employer contribution rate of 10.12%.]

Action Item 3: Discussion and request to approve or deny Payment Plan Letter Agreement to HUD.

Action Item 4: Discussion and request to approve or deny final Financial Statements for Harris County Housing Authority dated March 31, 2012 for submission to HUD.

V. Executive Session

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.

Discussion with the Authority's attorney regarding a Mediation Agreement and Settlement between Harris County Housing Authority and Haynes and Boone, LLP.

Discussion with the Authority's attorney(s) regarding potential litigation.

Consideration of specific personnel matters involving the contract with the Chief Executive Officer.

VI. Reconvene in public session and possible action relating to matters addressed in executive session.

Action Item 5: Discussion and approval or denial of Settlement Agreement and Release between Harris County Housing Authority and Haynes and Boone, LLP.

Action Item 6: Discussion and approval or denial of Employment Agreement between Harris County Housing Authority and the Chief Executive Officer.

VII. Adjournment