



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.**

**Wednesday January 23, 2013**

**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 Meetings**

**Action Item 1:** Discussion and request to accept and approve the Minutes from the November 28, 2012 Board Meeting and the December 27, 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/Chief Executive Officer's Report**

- a) HCHA activities from November 28, 2012 – January 23, 2013
- b) HUD OIG Report
- c) HUD Quality Assurance Division Audit
- d) Payment plan with HUD
- e) Process for recouping overpayments of HAP from tenants or landlords

- f) *Waiting list*
- g) *Electronic backup of server*
- h) *Issues with and new procedures for receipts of proposals in response to RFPs issued by HCHA*
- i) *Staffing needs for 2013*
- j) *Rental of second floor of HCHA office building*

## **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 HCHA's 2013 Annual Plan.

**Action Item 3:** Discussion and request to approve or deny revisions to HCHA's Administrative Plan.

**Action Item 4:** 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 5:** Discussion and request to approve or deny Resolution Authorizing the Negotiation and Execution of a Contract for Bond Counsel Services.

**Action Item 6:** Discussion and request to approve or deny the Term Sheet from Community Bank of Texas and a Resolution Authorizing the Negotiation and Execution of a Non-Recourse Loan for HCHA Cypresswood Estates, Ltd. for Approximately \$3,500,000 subject to the terms of the above referenced Term Sheet.

**Action Item 7:** Discussion and request to approve or deny overnight travel for training purposes per the HCHA Travel Policy.

## **VII. 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.

Discussion about the value or transfer of real property.

Consideration of specific personnel matters.

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

**IX. 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 February 20, 2013**

**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 January 23, 2013 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/Chief Executive Officer's Report**

- a) HCHA activities from January 23, 2013- February 20, 2013
- b) HUD OIG Report
- c) Report on two-day external accountant review
- d) Update on HUD's Departmental Enforcement Center review regarding funds owed to FEMA
- e) Discussion regarding sequestration

- f) *Update on auction of tax foreclosed properties*
- g) *Update on the meeting with the Texas County & District Retirement System*
- h) *Update on waiting list*
- i) *Update on local preference for homeless families with children/Northwest Area Ministries*
- j) *VASH Update*
- k) *Update on region-wide homeless initiatives, including meetings with HUD, VA, and the Continuum of Care for Houston, Harris/Fort Bend County*
- l) *Presentation of draft budget for Fiscal Year 2014*
- m) *Update on Patriots by the Lake and meeting with MUD 499*

## **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 invoices presented by LJA Engineering.

**Action Item 3:** Discussion and request to approve or deny changes to the portion of HCHA's Administrative Plan relating to Owner or Family Debts to HCHA.

**Action Item 4:** Discussion and request to approve or deny Resolution awarding contract for legal services for affordable housing.

**Action Item 5:** Discussion and request to approve or deny Resolution awarding contract for fee accounting services.

**Action Item 6:** Discussion and request to approve or deny Resolution awarding contract for architecture services.

**Action Item 7:** Discussion and request to approve or deny a Resolution regarding future collaboration between Harris County Housing Authority, Houston Housing Authority, and the City of Houston.

## **VII. 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 with the Authority's attorney(s) regarding contemplated litigation.

Discussion about the value or transfer of real property.

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

**IX. Adjournment**



Beto Cardenas  
Chairman

Joe Ellis  
Commissioner

David Riddle  
Commissioner

Gerald Womack  
Commissioner

Kerry Wright  
Vice Chairman

## **SPECIAL MEETING OF THE BOARD OF COMMISSIONERS**

**11:30 A.M.**

**Monday February 25, 2013**

**Hilton-Americas**

**1600 Lamar  
Room 331  
Houston, Texas 77010**

### **AGENDA**

---

#### **I. Call to Order and Record of Attendance**

#### **II. 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.*

#### **III. Executive Director/Chief Executive Officer's Report**

- a) Update regarding draft budget.*
- b) Update regarding the Retreat at Westlock's 9% LIHTC application.*

#### **IV. Discussion and Action Items**

**Action Item 1:** Discussion and request to issue an RFP for general counsel services.

**Action Item 2:** Discussion and request to approve or deny a Resolution awarding a contract for architecture services.

**Action Item 3:** Discussion and possible action regarding policy and procedures for HCHA Board of Commissioners meetings.

**V. Executive Session**

*The Harris County Housing Authority's 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 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 about the value or transfer of real property.

Consideration of specific personnel matters.

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

**VII. 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.

Tuesday March 26, 2013

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 January 23, 2013, February 20, 2013, and February 25, 2013 Board Meetings.

#### 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/Chief Executive Officer's Report

- a) HCHA activities from February 20, 2013- March 20, 2013
- b) HUD OIG Report
- c) Presentation of draft budget for Fiscal Year 2014
- d) Update on Patriots by the Lake
- e) Update on the permanent loan for Cypresswood Estates

- f) Update on the Sequester and cost-cutting measures taken by HCHA*
- g) Application to Harris County Community Services Department*

## **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 ratify or deny the execution of an Interlocal Agreement with Harris County for a grant of TIRZ Generated Affordable Housing Funds.

**Action Item 3:** Discussion and request to approve or deny eight different Resolutions appointing managers of HCHA Louetta LLC, HCHA Olive Grove LLC, HCHA Waterside LLC, HCHA Cornerstone LLC, HCHA Bammel LLC, Baybrook Park LLC, HCHA Sierra Meadows LLC, and HCHA Cypresswoods Estate LLC.

**Action Item 4:** Discussion and request to approve or deny a Resolution authorizing HCHA to appoint an Executing Officer, and authorizing the authority and the company to take such other steps as the authority deems necessary or convenient to carry out these resolutions.

**Action Item 5:** Discussion and request to approve or deny a Resolution adopting HCHA's Administrative Plan as amended.

**Action Item 6:** Discussion and request to approve or deny a Resolution adopting HCHA's Annual Plan as approved on January 23, 2013.

**Action Item 7:** Discussion and request to approve or deny a Resolution adopting a policy for signing checks and adding HCHA's CEO as a signatory to HCHA's checking account.

**Action Item 8:** Discussion and request to approve or deny a Document Retention Policy.

**Action Item 9:** Discussion and request to approve or deny an Interlocal Agreement with Office of the Harris County Attorney for general counsel services.

**Action Item 10:** Discussion and request to approve or deny submission of HCHA's Revised Public Housing Activities Application: Round 2.2

submitted to the General Land Office on March 1, 2013 subject to the approval of HCHA Board of Commissioners.

**Action Item 11:** Discussion and request to approve or deny invoices presented by LJA Engineering.

**Action Item 12:** Discussion and request to approve or deny authorization for overnight travel for Angela Sklavos.

**Action Item 13:** Discussion and request to approve or deny the Investment Policy.

## **VII. 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 with the Authority's attorney(s) regarding contemplated litigation.

Discussion about the value or transfer of real property.

Discussion regarding specific personnel matters.

## **VIII. Reconvene in public session and possible action relating to matters addressed in executive session.**

## **IX. Adjournment**



Beto Cardenas  
Chairman

Joe Ellis  
Commissioner

David Riddle  
Commissioner

Gerald Womack  
Commissioner

Kerry Wright  
Vice Chairman

**MEETING OF THE  
BOARD OF COMMISSIONERS  
OF  
THE HARRIS COUNTY HOUSING AUTHORITY FACILITY CORPORATION**  
**Time: Immediately after adjournment of the preceding regular meeting of the HCHA  
Board of Commissioners**

**Tuesday, March 26, 2013**

**Board Room**

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

---

**AGENDA**

**I. Call to Order and Record of Attendance**

**II. 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.*

**III. Overview of the history, purpose and legislative authority for the HCHA Public Facility Corporation (HCHA-PFC).**

**IV. Discussion and Action Items**

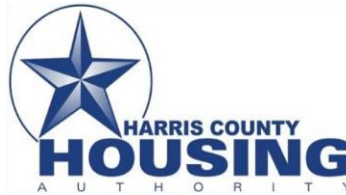
**Action Item 1:** Discussion and request to approve or deny a change of registered agent for HCHA-PFC.

**Action Item 2:** Discussion and request to approve or deny a Resolution to Elect the Officers of Harris County Housing Authority Public Facility

Corporation and Authorize the Officers to Perform All Acts  
Necessary and Appropriate to Carry Out the Business of the  
Corporation

**Action Item 3:** Discussion and request to approve or deny a resolution authorizing  
the establishment of a checking account for HCHA-PFC.

**V. 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.**

**Monday April 22, 2013**

**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 February 25, 2013, and March 26, 2013 Board Meetings.

#### **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/Chief Executive Officer's Report**

- a) HCHA activities from March 26, 2013- April 22, 2013*
- b) HUD OIG Report*
- c) Update on HUD-VASH Program and Conference*
- d) Update on HCV Waiting List*

## **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 Document Retention Policy.

**Action Item 3:** Discussion and request to approve or deny an Appraisal Consultant.

**Action Item 4:** Discussion and request to approve or deny a Market Study Consultant.

**Action Item 5:** Discussion and request to approve or deny an Environmental Consultant.

**Action Item 6:** Discussion and request to approve or deny an Architectural Consultant for Preliminary Plans for a Supportive Housing Development.

**Action Item 7:** Discussion and request to approve or reject new checking accounts for each HCHA Line of Business: Central Office Cost Center (COCC); HCV/VASH; ModRehab; Single Room Occupancy; and HCHA Public Finance Corporation.

**Action Item 8:** Discussion and request to approve or deny transfer of Affordable Housing expenses to HCHA HUD account.

**Action Item 9:** Consideration to approve or deny travel reimbursement for Tom McCasland to attend HUD-VASH Rapid Results Boot Camp.

## **VII. 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 with the Authority's attorney(s) regarding contemplated litigation.

Discussion about the value or transfer of real property.

Discussion regarding specific personnel matters.

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

**IX. Adjournment**



Joe Ellis  
Commissioner

David Riddle  
Commissioner

Gerald Womack  
Commissioner

Kerry Wright  
Vice Chairman

## **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**12:00 P.M.**

**Monday, May 13, 2013**

**Board Room**

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

### **AGENDA**

- 
- I. Call to Order and Record of Attendance**
  - II. Administration of the Oath of Office to New Commissioner, Roberto Gonzalez**
  - 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 if necessary nominate two Commissioners for the Vice Chairman position. The usual method in permanent societies is by ballot, the balloting being continued until the officers 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.*

- IV. Approval of the Minutes of Previous Meeting**

**Action Item 1:** Discussion and request to accept and approve the Minutes from the April 22, 2013 Board Meeting.

## **V. 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.*

## **VI. Executive Director/Chief Executive Officer's Report**

- a) *HCHA activities from April 22, 2013 - May 13, 2013*
- b) *Update on region-wide 100,000 Homes Campaign*

## **VII. Department Presentations**

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

## **VIII. Discussion and Action Items**

**Action Item 2:** Discussion and request to approve or deny new signatory(ies) for HCHA's checking accounts.

**Action Item 3:** Discussion and request to approve the submission of HUD's Section Eight Management Assessment Program (SEMAP) certification to HUD.

**Action Item 4:** Discussion and request to approve a response to the draft report issued by HUD-OIG.

**Action Item 5:** Discussion and request to approve or deny an Affordable Housing travel request.

**Action Item 6:** Discussion and possible action to change the day of the week for regular board meetings.

## **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 pending litigation.

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

Discussion about the value or transfer of real property.

Discussion regarding the CEO's six month review.

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

**XI. Adjournment**



Joe Ellis  
Commissioner

Roberto Gonzalez  
Commissioner

David Riddle  
Vice Chairman

Gerald Womack  
Commissioner

Kerry Wright  
Chairman

## **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**1:30 P.M.**

**Tuesday, June 18, 2013**

**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 May 13, 2013 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/Chief Executive Officer's Report**

- a) HCHA activities from May 13, 2013 – June 18, 2013
- b) HUD OIG Report
- c) Unsheltered homeless data from Registry Week
- d) Housing Houston's Heroes

## **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 revisions to HCHA's Administrative Plan.

**Action Item 3:** Discussion and request to approve or deny revisions to the HCHA Annual Budget for Fiscal Year 2014.

**Action Item 4:** Discussion and request to approve or deny a Resolution Authorizing the Negotiation and Execution of a Contract for Permanent Loan Financing.

**Action Item 5:** Discussion and request to approve or deny a Resolution Authorizing the Transfer of Funds to Cover Monthly Affordable Housing Expenses.

**Action Item 6:** Discussion and request to approve or deny a Resolution authorizing the CEO to negotiate and execute a license agreement with the U.S. Department of Veterans Affairs to house VASH case managers at HCHA.

**Action Item 7:** Discussion and request to approve or deny a Resolution establishing a media policy.

## **VII. 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 with the Authority's attorney(s) regarding contemplated litigation.

Discussion about the value or transfer of real property.

Discussion regarding the CEO's six month review.

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

**IX. Adjournment**



Joe Ellis  
*Commissioner*

Roberto Gonzalez  
*Commissioner*

David Riddle  
*Vice Chairman*

Gerald Womack  
*Commissioner*

Kerry Wright  
*Chairman*

**REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS**

**12:00 P.M.**

**Wednesday, July 17, 2013**

**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 June 18, 2013 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/Chief Executive Officer's Report**

- a) HCHA activities from June 18, 2013 – July 17, 2013*
- b) Update regarding the IG Audit Report*
- c) Update regarding the Quality Assurance Division (QAD) Financial Management Review Report*

- d) *Update regarding correspondence about repayment of the DHAP-Ike Utility and Security Deposits.*
- e) *Update regarding annual audit.*
- f) *Update regarding personnel.*
- g) *Commissioner training by HUD officials.*
- h) *Update and review of electronic backup facilities.*

## **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 revisions to HCHA's Annual Plan regarding Project Based Vouchers.

**Action Item 3:** Discussion and request to approve or deny a Resolution Authorizing the Execution of an Electric Grid Distribution Credit Agreement for Cypresswood Estates.

**Action Item 4:** Discussion and request to approve or deny a submission of a letter to Commissioners Court requesting an Interlocal Agreement to provide health benefits and other services.

**Action Item 5:** Discussion and request to approve or deny a Resolution Authorizing the Execution of an Agreement for Interim Health Benefits.

**Action Item 6:** Discussion and request to approve or deny a Resolution Authorizing the Execution of a Community Development Block Grant Disaster Recovery Program Rental Housing Projects Round 2 Sub-Recipient Grant Agreement (GLO Grant).

**Action Item 7:** Discussion and request to approve or deny Payroll Policy for CEO.

**Action Item 8:** Discussion and request to approve or deny a Resolution Authorizing the Execution of a Contract for Website Development & Services.

**Action Item 9:** Discussion and request to approve or deny a Resolution Authorizing the Transfer of Funds to Cover Monthly Affordable Housing Expenses.

## **VII. 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 with the Authority's attorney(s) regarding contemplated litigation.

Discussion about the value or transfer of real property.

Discussion regarding the CEO's six month review.

## **VIII. Reconvene in public session and possible action relating to matters addressed in executive session.**

## **IX. Adjournment**

**MEETING OF THE  
BOARD OF COMMISSIONERS  
OF  
THE HARRIS COUNTY HOUSING AUTHORITY FACILITY CORPORATION**

**Joe Ellis**  
*Director*

**Roberto Gonzalez**  
*Director*

**Tom McCasland**  
*Secretary*

**David Riddle**  
*Director*

**Gerald Womack**  
*Director*

**Kerry Wright**  
*Vice Chairman*

**Time: Immediately after adjournment of the preceding regular meeting of the HCHA**

**Board of Commissioners**

**Wednesday, July 17, 2013**

**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 March 26, 2013 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 a Resolution to Elect the Officers of Harris County Housing Authority Public Facility Corporation and Authorize the Officers to Perform All Acts Necessary and Appropriate to Carry Out the Business of the Corporation

**Action Item 3:** Discussion and request to approve or deny a Resolution Approving and Authorizing Harris County Housing Authority Public Facility Corporation (The “Corporation”) to Execute Loan Documents in Order to Facilitate the Financing of the Retreat at Westlock in Tomball, Texas; and Authorizing the Corporation to Take Such Other Steps as the Corporation Deems Necessary or Convenient to Carry Out These Resolutions.

**V. Adjournment**



Joe Ellis  
Commissioner

Roberto Gonzalez  
Commissioner

David Riddle  
Vice Chairman

Gerald Womack  
Commissioner

Kerry Wright  
Chairman

## **SPECIAL MEETING OF THE BOARD OF COMMISSIONERS**

**10:00 A.M.**

**Monday, August 19, 2013**

**Board Room**

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

### **AGENDA**

---

#### **I. Call to Order and Record of Attendance**

#### **II. 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.*

#### **III. Discussion and Action Items**

**Action Item 1:** Discussion and request to approve or deny a resolution approving the application to access the Reservation System for 2014-2015 Amy Young Barrier Removal Program funds and authorizing the CEO to execute a written Reservation System Access Agreement for the program.

**Action Item 2:** Discussion and request to approve or deny a resolution authorizing the CEO to expend funds for a preliminary design and feasibility study for affordable housing transit oriented development.

**Action Item 3:** Discussion and request to approve or deny a resolution authorizing the CEO to execute an AT&T Business Network Express Bundle Agreement for a Fiber Broadband Bundle-20Mbps estimated to save HCHA more than \$24,000 a year.

#### **IV. 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 with the Authority's attorney(s) regarding contemplated litigation.

Discussion about the value or transfer of real property.

#### **V. Reconvene in public session and possible action relating to matters addressed in executive session.**

#### **VI. Adjournment**



Joe Ellis  
*Commissioner*

Roberto Gonzalez  
*Commissioner*

David Riddle  
*Vice Chairman*

Gerald Womack  
*Commissioner*

Kerry Wright  
*Chairman*

**REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS**

**12:30 P.M.**

**Wednesday, September 18, 2013**

**Board Room**

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

**AGENDA**

---

**I. Training for New Commissioners: 10:30 – 12:00 P.M.**

**II. Call to Order and Record of Attendance**

**III. Approval of the Minutes of Previous Meeting**

**Action Item 1:** Discussion and request to accept and approve the minutes from the July 17, 2013 and August 19, 2013 board meetings.

**IV. 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.*

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

- a) HCHA activities from July 18, 2013 – September 18, 2013*
- b) Waitlist Update*

- c) *Internal Over-housing Review Update*
- d) *Update regarding communications with HUD*

## **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 2:** Discussion and request to approve or deny a resolution changing HCHA's Fiscal Year to begin January 1 and end December 31.

**Action Item 3:** Discussion and request to approve or deny a resolution authorizing HCHA to accept the award of 2013 housing tax credit commitment notice on behalf of the Retreat at Westlock, LP, and authorizing HCHA to take such other steps as it deems necessary or convenient to carry out these resolutions.

**Action Item 4:** Discussion and request to approve or deny a resolution approving travel expenses for the CEO.

**Action Item 5:** Discussion and request to approve or deny a resolution authorizing the transfer of funds to cover monthly affordable housing expenses.

**Action Item 6:** Discussion and request to approve or deny a resolution authorizing the execution of a contract for website development & services.

## **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 with the Authority's attorney(s) regarding contemplated litigation.

Discussion about the value or transfer of real property.

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

**X. Adjournment**



Joe Ellis  
*Commissioner*

Roberto Gonzalez  
*Commissioner*

David Riddle  
*Vice Chairman*

Gerald Womack  
*Commissioner*

Kerry Wright  
*Chairman*

## **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**1:30 P.M.**

**Wednesday, October 16, 2013**

**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 18, 2013 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/Chief Executive Officer's Report**

- a) HCHA activities from September 18, 2013 – October 15, 2013*
- b) Response to OIG Report*

## **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 authorizing an interlocal agreement with Harris County to provide medical insurance benefits to eligible HCHA employees.
- Action Item 3:** Discussion and request to approve or deny a resolution authorizing the execution of a contract to provide technical support services.
- Action Item 4:** Discussion and request to approve or deny a resolution authorizing the continuation of a contract with Corona Professional Services for office cleaning services.
- Action Item 5:** Discussion and request to approve or deny a resolution authorizing the continuation of contracts with Global Services, LLC for copier leases.
- Action Item 6:** Discussion and request to approve or deny a resolution authorizing the continuation of a contract with Global Services, LLC for the lease of DocuWare software.
- Action Item 7:** Discussion and request to approve or deny a resolution authorizing the reimbursement of overnight travel expenses for Paula Burns and Horace Allison.
- Action Item 8:** Discussion and request to approve or deny a resolution authorizing the transfer of funds to cover monthly affordable housing expenses.
- Action Item 9:** Discussion and request to approve or deny a resolution authorizing architectural and engineering services for a permanent supportive housing development.
- Action Item 10:** Discussion and request to approve or deny a resolution authorizing a memorandum of agreement with the Midtown Redevelopment Authority to acquire a land parcel for a permanent supportive housing development.
- Action Item 11:** Discussion and request to approve or deny a resolution approving a contract for collection services.

**Action Item 12:** Discussion and request to approve or deny a resolution approving a contract for fee accounting services.

**Action Item 13:** Discussion and request to approve or deny a resolution approving a contract for brokerage services.

**Action Item 14:** Discussion and request to approve or deny a resolution approving a Fixed Asset Policy.

**Action Item 15:** Discussion and request to approve or deny a resolution approving a Cost Allocation Policy.

## **VII. 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 with the Authority's attorney(s) regarding contemplated litigation  
Discussion about the value or transfer of real property

## **VIII. Reconvene in public session and possible action relating to matters addressed in executive session.**

## **IX. Adjournment**



Joe Ellis  
*Commissioner*

Roberto Gonzalez  
*Commissioner*

David Riddle  
*Vice Chairman*

Gerald Womack  
*Commissioner*

Kerry Wright  
*Chairman*

## **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**1:30 P.M.**

**Wednesday, November 20, 2013**

**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 16, 2013 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/Chief Executive Officer's Report**

- a) HCHA activities from October 16, 2013 – November 19, 2013*
- b) Update on the OIG Response*
- c) Overview of the PHA 5-Year and Annual Plan*

## **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 authorizing a Financial Reporting Policy.

**Action Item 3:** Discussion and request to approve or deny a resolution authorizing revisions to the HCHA Procurement Policy.

**Action Item 4:** Discussion and request to approve or deny a resolution authorizing revisions to the HCHA Ethics Policy.

**Action Item 5:** Discussion and request to approve or deny a resolution authorizing revisions to the HCHA Administrative Plan.

**Action Item 6:** Discussion and request to approve or deny a resolution authorizing the transfer of funds to cover monthly affordable housing expenses.

**Action Item 7:** Discussion and request to approve or deny a resolution authorizing a Section 3 Policy.

**Action Item 8:** Discussion and request to approve or deny a resolution authorizing a membership agreement with the Housing Authority Risk Retention Group, Inc.

**Action Item 9:** Discussion and request to approve or deny a resolution approving the qualification-based selection of contractors for the Amy Young Barrier Removal Program and authorizing the Chief Executive Officer to execute contracts for the repair of the homes under this program.

**Action Item 10:** Discussion and request to approve or deny a resolution authorizing HCHA to maintain TCDRS plan provisions for the 2014 plan year.

## **VII. 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 with the Authority's attorney(s) regarding contemplated litigation  
Discussion about the value or transfer of real property

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

**IX. Adjournment**



Joe Ellis  
*Commissioner*

Roberto Gonzalez  
*Commissioner*

David Riddle  
*Vice Chairman*

Gerald Womack  
*Commissioner*

Kerry Wright  
*Chairman*

## **REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**10:00 A.M.**

**Wednesday, December 18, 2013**

**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 20, 2013 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/Chief Executive Officer's Report**

*a) HCHA activities from November 20, 2013 – December 17, 2013*

#### **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 ratifying journal entries and balance sheet adjustments.
- Action Item 3:** Discussion and request to approve or deny a resolution authorizing the transfer of funds to cover monthly affordable housing expenses.
- Action Item 4:** Discussion and request to approve or deny a resolution approving a contract for audit and tax preparation services.
- Action Item 5:** Discussion and request to approve or deny a resolution approving an extension of HCHA's interlocal agreement with the Harris County Attorney's Office for general counsel services.
- Action Item 6:** Discussion and request to approve or deny a resolution authorizing the CEO to enter into various payment agreements with HUD not to exceed a total of \$7,743,506 to be repaid to HCHA's HCV and DHAP IKE lines of business.
- Action Item 7:** Discussion and request to approve or deny a resolution authorizing HCHA to prepare and submit a LIHTC pre-application to the Texas Department of Housing and Community Affairs.
- Action Item 8:** Discussion and request to approve or deny a resolution authorizing HCHA to provide HUD the annual REAC submission as prepared by HCHA's independent auditors.

## VII. 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 with the Authority's attorney(s) regarding contemplated litigation  
 Discussion about the value or transfer of real property

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

**IX. Adjournment**