

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

Houston, Texas

January 21, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 21st day of January 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:39 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Absent
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland, Horace Allison, Beverly Burroughs, Paul Curry, Paula Burns, Katie Thomson and Kristen Domeracki of Harris County Housing Authority; Wanda LeBlanc, David Riddle, and Jacinta Hutchinson were also in attendance.

Chairman Wright invited David Riddle to open the meeting with a prayer, followed by Commissioner Gonzalez, who led the pledge of allegiance.

APPROVAL OF MINUTES FROM DECEMBER 16, 2014

Commissioner Villarreal moved to approve the minutes from the December 16, 2014 Board Meeting, Commissioner Womack seconded, and the motion carried unanimously.

PUBLIC COMMENT

Commissioner Womack welcomed Jacinta Hutchinson formerly of Housing Authority of the New Orleans. Ms. Hutchinson introduced herself to the Board and thanked Commissioner Womack for the warm welcome.

CHIEF EXECUTIVE OFFICER'S REPORT

Tom McCasland began his report by reviewing HCHA's progress on the goals for HCHA set by the Board in early 2014.

Mr. McCasland reported that HCHA operated its housing choice voucher program at 98% occupancy, its VASH program at an 86% occupancy rate, and ended the year with an overall occupancy rate of 93%. While HCHA exceeded the national average for issuing VASH vouchers, Mr. McCasland conveyed that HCHA will continue to strive for a higher rate in the coming year as long as there are homeless veterans living in Harris County. HCHA applied for and received an additional 196 VASH vouchers during 2014, which was one of the highest allocations in the country. Mr. McCasland thanked staff for a job well done and for increasing HCHA's VASH voucher program by 52% in a single year to end veterans' homelessness.

Mr. McCasland also reported that HCHA submitted a low income housing tax credit application in 2014. HCHA also applied for additional funds for its proposed family self-sufficiency programs even though these applications were not approved. HCHA will continue these funding efforts in 2015. One of HCHA's biggest disappointments of 2014 was seeing the development for the Retreat at Westlock halted after breaking ground. However, HCHA currently has four developments moving forward in 2015 and is aggressively pursuing opportunities to add additional affordable housing units to its portfolio.

HCHA was able to successfully utilize housing as a platform for improving quality of life for families in 2014 and continued to provide a local preference for homeless families with school children in HCHA's primary service area. Under this local preference, 81 vouchers were issued to families who would have been in shelters or worse, and Mr. McCasland reported that the first family to qualify for this preference already rolled off HCHA's program because their income was too high. HCHA also provided additional subsidy for high opportunity zip codes to help clients find homes near highly rated public schools. While this is a step in the right direction for these families, Mr. McCasland said HCHA still has a long way to go with this effort because 50 of 51 large apartment complexes in these zip codes will not accept vouchers.

HCHA was also able to utilize funding to improve health outcomes for the homeless population by continuing to house homeless veteran and by collaborating with projects like the County Jail Diversion program. While HCHA will not be moving forward with the Bute Park development, HCHA has similar projects lined up for 2015. Chairman Wright asked if any additional properties were being considered to host the Jail Diversion program. Mr. McCasland said HCHA is working with the county to find new apartment complexes, and quality landlords willing to accept project-based vouchers to move forward with the project.

Mr. McCasland discussed HCHA's goal to utilize funding to increase economic security and self-sufficiency in 2014. While HCHA did not receive sufficient funding to develop this program, the efforts to raise necessary funding will continue in 2015. HCHA also worked with a large number of local organizations to make client referrals, and helped 103 clients at 80% median income become self-sufficient, allowing HCHA to reduce its payments to zero. HCHA was able to reduce the number of long-term zero income families on its program, and Mr. McCasland reported that the total number of zero-income households had fallen from 179 to 102 in 2014.

HCHA utilized funds to improve housing stability for vulnerable populations, including the elderly, people with disabilities, homeless people, and those individuals and families at risk of becoming homeless. Chairman Wright asked for an update on the waiting list. Mr. McCasland said HCHA has about 3,000 applicants to go through, and staff is still working their way to the bottom of the list to identify local preferences before looping back to the top of the purged list. Chairman Wright asked if HCHA has been able to reduce the list significantly. Mr. McCasland said HCHA staff has worked hard to purge the

list and to remove stale addresses, applicants who are no longer interested, and applicants who are well above the income level. Mr. McCasland told the Board he expects to have the numbers condensed in the next 30 days and hopes to present them at the next Board Meeting. Chairman Wright thanked Mr. McCasland and his staff for cleaning up the list, and Mr. McCasland said the achievement was a tremendous effort by the staff.

Mr. McCasland presented an update on HCHA's goal to build communities that are affordable for very low income households without concentrating poverty. HCHA has four active developments and is working with Commissioners Court and state officials to see the developments through to completion. HCHA also changed its payment standards to allow for 110% subsidy for zip codes identified as high opportunity areas to prevent clients from being pushed into high poverty areas.

In 2014, HCHA focused its efforts on its strategic mission set for the year and will continue to do so with guidance provided from the Board. Mr. McCasland said HCHA staff have made great strides toward balancing the requirements of proper documented paperwork and client-focused service. HCHA implemented Client Comment Cards at the beginning of 2015, and of the 23 cards submitted, 100% indicated that their overall service was excellent and that they were properly greeted when they arrived. Mr. McCasland read a card to the Board that conveyed the great work HCHA staff members are doing for clients. Mr. McCasland also reported the staff's continued ability to provide timely and complete financial statements, check registers and other financial reports to the Board to ensure complete transparency in HCHA's financial management and decisions. After reducing operating expenses by 47% for the 2013 financial year, HCHA was able to achieve an additional 26% reduction in operating expenses in the 2014 financial year. Mr. McCasland reported that HCHA has continued its efforts to eliminate fraud, waste and abuse by landlords and tenants, and recovered \$50,266 of housing assistance payments improperly made for 2014. A former tenant and landlord was sentenced to 20 years in prison and ordered to pay HCHA \$29,000 in fraud charges.

HCHA also met its goal to build staff capacity and professionalism to achieve HCHA's five year plan in 2014. Staff members attended multiple trainings throughout the year, and HCHA created three new positions, two of which have not yet been filled. Commissioner Gonzalez asked Mr. McCasland how many people and how many families HCHA served in 2014. Mr. McCasland said he would be happy to send the Board the numbers. Chairman Wright thanked Tom for his presentation.¹

FINANCIAL AGENDA

Paul Curry presented the financial statements from November 2014 and answered the Commissioners' questions. All HCHA lines of business are showing a positive cash flow except Cypresswood Estates. Mr. Curry reminded the Board that the money from the Cypresswood Estates account was moved into HCHA's business account due to excess revenue, causing the account to show a negative cash flow. However, Mr. Curry explained that the cash flow would be positive by the end of the year. In the consolidated budget, revenue is under budget by 9% due to HCHA absorbing all of its portability clients to get the lease up rate to 98% for 2014. Expenses are also under budget by 12%. Commissioner Womack asked if HCHA has enough money to pay bills for 30 days without a HUD payment. Mr. McCasland said the goal for other Public Housing Authorities is to have enough funds to pay at least one month out of pocket if needed. During the last government shutdown, Public Housing Authorities still received HUD payments for a few months and were not drastically affected. Chairman Wright asked how much in operating expenses would be a good amount to make payments for 30 days without HUD assistance. Mr. Curry estimated about \$200,000.

¹ Per an email sent later to all Commissioners, HCHA served 5,295 households and 14,079 individuals in 2014.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the HCV program. For December, the Housing Choice Voucher (HCV) lease-up rate was at 98% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 86%, Single Room Occupancy (SRO) is at 94% and the Mod Rehab program is leased at 100% of authorized vouchers.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 95% leased. Resident Community meetings have been scheduled for all properties, at which HCHA and the property manager will take suggestions from tenant discussions for community improvements. Mrs. Burns also reported the status of resident concerns that were reported at the Board Meetings hosted at the communities, and HCHA's follow up actions for each issue. Chairman Wright asked when HCHA's next SEMAP report is due. Mrs. Burroughs said that the report is due at the end of May and will be presented at the May Board Meeting.

Horace Allison presented on development activities within the Affordable Housing Division. HCHA entered into a MOU with AMCAL to develop Cherry Park Senior and Cherry Park Family, and intends to submit Bond Reservation Applications to the Texas Bond Review Board, prior to December 31, 2014, for an allocation for both developments. The Developer obtained proposals for debt and equity financing for the project, and after review, Mr. Allison recommended HCHA to work with Hudson Capital to provide tax credit equity funding, and Community Bank of Texas to provide construction and permanent loans for the developments. HCHA worked with ITEX to submit an LIHTC pre-application for the Retreat at Westlock on January 8, 2015, and HCHA staff will proceed with the development of the architectural plans, prepare the formal application before February 27, 2015, and seek community and governmental support for the development. Mr. Allison reported that HCHA's presentation on Bernicia Place for the Greater Southeast Management District in December was well received, and HCHA is working to formalize the METRO proposal for submission. HCHA was able to obtain approval from the Amy Young Barrier Removal Program, and staff conducted a pre-bid conference on January 12, 2015, and pre-construction conferences at each residence on January 20, 2015. HCHA worked with ITEX to submit the pre-application for Greenhouse on January 8, 2015, and Staff will prepare the formal application before February 27, 2015. HCHA's Board of Commissioners authorized the negotiation and execution of an engagement letter for the 2014 Audit and Tax preparation Services for seven affordable housing developments during the December Board Meeting, and staff is negotiating with Novogradac & Company and Cohen & Reznick to execute the Engagement Letters. Mr. Allison said the audits and returns are scheduled to be completed the first quarter of 2015. Chairman Wright asked what HCHA's four development projects were. Mr. Allison said HCHA is working on Cherry Park Family and Cherry Park Senior with AMCAL, Green House with ITEX, and Westlock with ITEX also. Commissioner Gonzalez congratulated Mr. Allison on a job well done.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution adopting a revised HCHA Administrative Plan

This resolution approves revisions and edits to HCHA's Administrative Plan to improve its clarity, comply with federal regulations and reduce redundant, contradictory or extraneous information. Commissioner Womack asked if the Administrative Plan was submitted to HUD. Mr. McCasland said the Administrative Plan needed to be approved by the Board of Commissioners before it is submitted to HUD for approval. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-01)

Discussion and request to approve or deny a resolution adopting the 2015 Annual Plan

This resolution approves HCHA's Annual Plan for 2015. Commissioner Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-02)

Discussion and request to approve or deny a resolution of the Board of Commissioners of Harris County Housing Authority as part of the development plan for the Cherry Park Family and Cherry Park Senior apartments authorizing (1) the negotiation and execution of debt and equity letters of intent for each of the Cherry Park Family and Cherry Park Senior apartments and (2) The Chief Executive Officer of Harris County Housing Authority to take such other actions necessary, convenient or appropriate to carry out this resolution

This resolution authorizes the CEO to negotiate with the Investor and Lender to execute and deliver letters of intent, consents, agreements and other documents for both Cherry Park Family and Cherry Park Senior apartments. Mr. Allison said HCHA staff recommends moving forward with Hudson Housing Capital. Commissioner Womack asked how staff determines if the quotes the developers receive are accurate and are at Fair Market Rate value. Mr. Allison said staff reviews the quotes with legal counsel and assured Commissioner Womack that all rates are competitive. Commissioner Womack said he would like to see more local banks involved in the future. Commissioner Gonzalez moved to approve the resolution, Chairman Wright seconded, Commissioner Womack abstained, and the motion carried. (Resolution 15-03)

EXECUTIVE SESSION

The Board went into executive session at 3:43 p.m. to discuss matters with HCHA's attorney regarding the value or transfer of real property.

The Board of Commissioners reconvened into public session at 6:22 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution approving revisions to HCHA's Employee Handbook

This resolution allows HCHA to adopt an updated Employee Handbook, and the policies included therein. Commissioner Gonzalez and Commissioner Villarreal asked whether the 90-day waiting period for vacation time could be changed. Chairman Wright said the Board would discuss the suggested revision further in Executive Session. After Executive Session, the Board and Mr. McCasland agreed to revise the 90-day waiting period to 9 months. Commissioner Gonzalez moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-04)

Discussion and request to approve or deny a resolution authorizing the execution and renewal of HCHA's Chief Executive Officer's employment agreement

This resolution approves the Chairman of the Board to execute an employment agreement with Tom McCasland as CEO for HCHA. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-05)

Discussion and request to approve or deny a resolution approving the creation of an in-house Legal Counsel position

This resolution approves the creation of a full-time in-house Legal Counsel position. Commissioner Gonzalez moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-06)

ADDITIONAL COMMENTS

None.

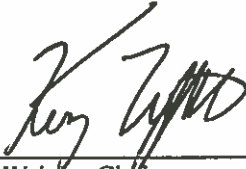
COMMENTS BY COMMISSIONERS

None.

ADJOURNMENT

Commissioner Womack moved to adjourn at 6:25 p.m. Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 18th day of February 2015.



Kerry Wright, Chairman



Tom McCasland, Secretary

Attachments: Resolutions 15-01 to 15-06

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

Houston, Texas

February 18, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 18th day of February 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:38 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Present
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland, Horace Allison, Beverly Burroughs, Paul Curry, Paula Burns, Katie Thomson and Kristen Domeracki of Harris County Housing Authority; Wanda LeBlanc, and David Riddle, were also in attendance.

Chairman Wright invited David Riddle to open the meeting with a prayer, followed by Vice Chairman Ellis, who led the pledge of allegiance, and Commissioner Gonzalez, who lead the Texas pledge.

APPROVAL OF MINUTES FROM JANUARY 21, 2015

Commissioner Gonzalez moved to approve the minutes from the January 21, 2015 Board Meeting, Vice Chairman Ellis seconded, and the motion carried unanimously.

PUBLIC COMMENT

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Tom McCasland began his report by reviewing HCHA's growth and changes over the past month. An employee in the Inspections Department resigned from their position, and HCHA has been working to

transition a new staff member in place. A resolution authorizing travel for training this employee and HCHA's new Inspection Department supervisor will be presented later in the Board meeting.

Mr. McCasland reported that he and Kristen Domeracki, HCHA's Assistant Director of Operations, met with Harris County's Information Technology Center (ITC) team earlier this month to see how HCHA can align its IT needs with the County's set up. A resolution authorizing these changes will also be presented later in the Board meeting.

Mr. McCasland also reported that he attended a Fair Housing Forum at the end of last month, where over one hundred people from the community collaborated on how to move fair housing forward in the Houston region. In addition to making several new connections for HCHA, Mr. McCasland also continued the discussion about the issue of housing voucher discrimination and what the community can do to continue to address the problem. A resolution regarding ways HCHA can address this issue will be presented later in the Board meeting.

HCHA staff met with technical advisors from HUD to discuss how Houston has made a high level of progress with homeless veterans in such a short period of time, and HCHA presented its co-location model with Veteran Affairs. HUD will be presenting a nation-wide proposal encourages PHAs running VASH programs to co-locate with VA staff members to better serve veterans in one location.

Three HCHA staff members also participated in a point-in-time homeless count hosted by the Houston Coalition for the Homeless, where volunteers fanned out across Harris and Fort Bent County to count the homeless population living on the streets at a particular time. Even though the data has not yet been finalized, the initial response is that the numbers are significantly lower than last year, and the region is continuing to make good progress toward the goal to end chronic and veterans' homelessness.

Mr. McCasland reported that he participated in a collaboration session regarding the jail diversion program hosted by the County Judge's office. HCHA has allocated vouchers for this program as long the Jail Diversion program participant qualifies for permanent supportive housing certified by the Coalition for the Homeless and HUD. The Jail Diversion program is still through issues, but the program is looking to launch as early as next month. HCHA has allocated 100 vouchers per year for the program and is looking forward to the partnership.

HCHA recently paid out over \$38,000 of compensatory time pay to employees to align with its new Employee Handbook, and to bring all staff members down to 240 hours of compensatory time or below. Staff members have been instructed to bring their total compensatory time to zero by the end of the year, and HCHA plans to be full compliant with the policies in the new Employee Handbook by the next pay period. To address the new policy regarding the vacation cap, HCHA is offering staff members the opportunity to sell back vacation hours for the next pay period.

FINANCIAL AGENDA

David Cornwell presented the financial statements from December 2014 and answered the Commissioners' questions. Mr. Cornwell began his report by reviewing issues the finance department is looking at before the end of the fiscal year on March 31, 2015. HCHA's HCV Section 8 program has a positive net income of \$381,000, which is supported by transfers from the Affordable Housing and COCC programs. Standing alone, the HCV program operates in a deficit, and HUD has reduced the funding for this program to a 75-79% funding level. As HCHA moves into the end of the fiscal year, the Authority will be transferring money back into the Affordable Housing and Central Office Cost Center (COCC) program accounts, which will reduce its operating income. Mr. Cornwell also reported a large legal bill recorded in December, which will later become a part of construction in progress for Westlock. At the

time the report was put together, it was not clear that Westlock would be an ongoing project. Now that HCHA believes the project will be moving forward, the Affordable Housing deficit will be reduced. Mr. Cornwell said that HUD's policy is to hold onto every Authority's Net Restricted Assets funding. Chairman Wright asked Mr. Cornwell to explain the process of accessing the Authority's Net Restricted Assets account from HUD if HCHA needed it. Mr. Cornwell explained that HCHA could access the money in about two weeks and that the request must go through a process of approval before the funds can be released. Mr. Cornwell reported that, barring any unforeseen circumstances, HCHA will end the year positive in all lines of business. Administrative Salaries are under budget by \$135,000. Utilities and maintenance operations are under budget. HCHA is under budget in almost all items by \$119,000 total, except for the legal category, which ties back into the overage in Affordable Housing. Expenses are under budget by \$36,555 and HCHA has a net cash flow of \$943,000. HCHA is currently well ahead of its year-to-date budget 9 months into the year, and Mr. Cornwell believes the Authority's budget will still prove to be strong by year end.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the Housing Choice Voucher (HCV) program. For December, the HCV lease-up rate was at 102.6% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 69.2%, Single Room Occupancy (SRO) is at 96% and the Mod Rehab program is leased at 100% of authorized vouchers. Commissioner Gonzalez congratulated Mrs. Burroughs on a job well done.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 97% leased. Resident Community meetings have been scheduled for all properties, at which HCHA and the property manager will take suggestions from tenant discussions for community improvements. Commissioner Gonzalez told Mrs. Burns that he and the Board are really glad to see that occupancy has risen at the communities and congratulated Mrs. Burns on a job well done. Commissioner Villarreal asked what actions were taken to address the residents' concerns. Mrs. Burns said the majority of concerns are in regards to lighting, or issues that come up at night when the management is not on the property. Mrs. Burns said she would present a list of issues and resolutions to the Board by the next Board meeting.

Horace Allison presented on development activities within the Affordable Housing Division. The GLO will be awarding HCHA an additional \$1 million additional funding for the development of housing for the Cherry Park developments, which will be presented in a resolution later in the Board meeting. HCHA staff received a favorable response from the GLO regarding the project plan HCHA submitted in December. HCHA entered into a MOU with AMCAL to develop Cherry Park Senior and Cherry Park Family, and submitted a Bond Reservation Applications to the Texas Bond Review Board in December for an allocation for both developments. HCHA worked with ITEX to submit an LIHTC pre-application for the Retreat at Westlock on January 8, 2015, and Mr. Allison reported that HCHA will proceed with the development of the architectural plans, prepare the formal application, and seek community and governmental support for the development. The developer submitted requests for resolutions of support to Harris County and the City of Houston, and the formal application is due February 27, 2015. Mr. Allison reported that HCHA's presentation on Bernicia Place for the Greater Southeast Management District in December was well received, and HCHA is working to formalize the METRO proposal for submission. HCHA was able to obtain approval from the Amy Young Barrier Removal Program, and staff conducted a pre-bid conference on January 12, 2015, and pre-construction conferences at each residence on January 20, 2015. Mr. Allison reported that HCHA received two bids for review, and a recommendation for award was submitted to the Amy Young Barrier Removal Program for approval on February 16, 2015. HCHA worked with ITEX to submit the pre-application for Greenhouse on January 8, 2015, and Staff will prepare the formal application before February 27, 2015. HCHA's Board of Commissioners authorized the negotiation and execution of an engagement letter for

the 2014 Audit and Tax preparation Services for seven affordable housing developments during the December Board Meeting, and staff is negotiating with Novogradac & Company and Cohen & Reznick to execute the Engagement Letters. Mr. Allison said the audits and returns are scheduled to be completed the first quarter of 2015. Chairman Wright asked if HCHA has seen any pushback from the Greenhouse project. Mr. Allison said staff has seen pushback from Cypress Coalition, but HCHA is working with the community groups to request support for the development.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution approving and authorizing the reimbursement of travel expenses for HCV staff

This resolution authorizes travel expenses for two of HCHA's Inspections Department staff members to attend three days of training at the Nan McKay HCV Housing Quality Standards Seminar in Chicago, IL. Vice Chairman Ellis moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-07)

Discussion and request to approve or deny a resolution authorizing HCHA to purchase computer equipment

This resolution authorizes HCHA to purchase new computer equipment. Commissioner Womack moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-08)

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

This resolution authorizes HCHA's CEO to negotiate and execute the amended Community Development Block Grant Disaster Recovery Program Rental Housing Projects Round 2 Sub recipient Grant Agreement Amendment #1 with the General Land Office. Commissioner Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried. (Resolution 15-09)

Discussion and request to approve or deny a resolution authorizing an interlocal agreement with Harris County regarding information technology (IT) services

This resolution authorizes HCHA's CEO to negotiate and execute an interlocal agreement with Harris County for IT services not to exceed the Authority's currently budgeted amount for managed IT support services. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-10)

EXECUTIVE SESSION

The Board went into executive session at 3:02 p.m. to discuss matters with HCHA's attorney regarding the value or transfer of real property.

The Board of Commissioners reconvened into public session at 3:55 p.m.

ADDITIONAL BOARD ACTION

None.

A motion authorizing the Chief Executive Officer to enter into discussions with Harris County Community Services concerning permanent supporting housing as discussed in Executive Session

Chairman Wright moved to approve the motion authorizing the Chief Executive Officer to enter into discussions with Harris County Community Services concerning permanent supporting housing as discussed in Executive Session, Commissioner Womack seconded, and the motion carried unanimously.

ADDITIONAL COMMENTS

None.

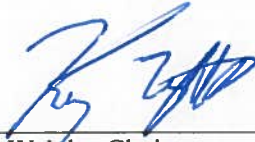
COMMENTS BY COMMISSIONERS

None.

ADJOURNMENT

Commissioner Womack moved to adjourn at 3:57 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 18th day of March 2015.



Kerry Wright, Chairman



Tom McCasland, Secretary

Attachments: Resolutions 15-07 to 15-10

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

Houston, Texas

March 18, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 18th day of March 2015, at Waterside Court, located at 503 West Rd., inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:43 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Present
Roberto Gonzalez	Commissioner	Absent
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland, Beverly Burroughs, Paul Curry, Paula Burns, Katie Thomson and Kristen Domeracki of Harris County Housing Authority; Wanda LeBlanc, David Riddle, Samuel Hom, Cynthia Micyk and Robin Sample were also in attendance.

Chairman Wright thanked Waterside Court's property managers, Cynthia Micyk and Robin Sample, for hosting the Board Meeting, and invited Commissioner Womack to open the meeting with a prayer, followed by Vice Chairman Ellis, who led the pledge of allegiance and the Texas pledge.

APPROVAL OF MINUTES FROM FEBRUARY 18, 2015

Commissioner Womack moved to approve the minutes from the February 18, 2015 Board Meeting, Vice Chairman Ellis seconded, and the motion carried unanimously.

PUBLIC COMMENT

Chairman Wright invited Ms. Micyk to introduce herself to the Board and talk about the Waterside Court property and community. Vice Chairman Ellis asked Ms. Micyk if there is any crime at Waterside Court. Ms. Micyk reported recent incidents and management's responses to those incidents, and said crime is something that occurs at all properties. Commissioner Womack asked about Waterside Court's recreational programs and afterschool activities. Ms. Micyk discussed several different program

opportunities the community provides to its families on a weekly and monthly basis. Commissioner Womack asked about Waterside Court's ranch style fencing around the property and if it could be replaced to increase security. Ms. Micyk said Waterside Court plans to keep its current fencing to keep an open setting for residents, and will continue to increase security measures from within.

CHIEF EXECUTIVE OFFICER'S REPORT

Tom McCasland began his report by reviewing the IT work that occurred at HCHA in the past month. Every employee received an upgraded computer for the first time in seven years, and laptops with docking stations were provided to employees who often work outside of the office. Several employees who experienced connectivity issues with the software used to manage the Authority's client database, HAPPY, have reported faster processing times while using the program with the new computers. HCHA is also in the process of setting up an agreement with Harris County's IT department to oversee the Authority's IT services.

FINANCIAL AGENDA

Paul Curry presented the financial statements from January 2015 and answered the Commissioners' questions. All HCHA lines of business are showing a positive cash flow except Affordable Housing and Cypresswood Estates. Mr. Curry explained that the negative cash flow for Affordable Housing is a carry-over from last month's legal bill for Westlock. The expense was recorded before HCHA staff knew the project would be moving forward, and the amount was reclassified and moved under "Construction in Progress" in February. Mr. Curry explained to the Board that the money from the Cypresswood Estates account was transferred to HCHA's Affordable Housing account due to excess revenue, causing the account to show a negative cash flow. In the consolidated budget, revenue is under budget by 10%. Expenses are also under budget by 11%.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the HCV program. For February, the Housing Choice Voucher (HCV) lease-up rate was at 103.3% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 72.2%, Single Room Occupancy (SRO) is at 93% and the Mod Rehab program is leased at 100% of authorized vouchers. Chairman Wright asked when HCHA's SEMAP report is due. Mrs. Burroughs told the Board the report is due at the end of May.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 94% leased. Resident Community meetings have been held at all properties, and both HCHA and the property managers have taken suggestions from tenant discussions for community improvements. Mrs. Burns presented a log of resident suggestions with the management's responses for each property. Vice Chairman Ellis asked if these communities have suggestion boxes. Mrs. Burns said all of the properties have suggestion boxes, but the residents also benefit from the resident meetings. Commissioner Womack congratulated Mrs. Burns on a nice presentation, and Chairman Wright thanked Mrs. Burns and HCHA staff for a job well done.

On behalf of Horace Allison, Mr. McCasland presented on development activities within the Affordable Housing Division. HCHA was able to obtain approval from the Amy Young Barrier Removal Program, and the Authority received two bids for review. Staff will move forward with a construction contractor, and will conduct the pre-construction conference the week of March 16, 2015. Mr. McCasland reported that Harris County Commissioners Court passed a resolution of support for The Retreat at Westlock development. However, City Council delayed the vote for the project due to an objection letter submitted by a State Representative. The resolution will be placed back on City Council's agenda in late March, which may give HCHA staff time to acquire a letter of support from the same State Representative who initially had concerns with the development. HCHA will likely need to have both the State Representative's opposition letter pulled back and get a letter of support from the city to qualify for the

tax credit allocation. Mr. McCasland said staff should have a better idea about the future of the Westlock development by April 1, 2015, and expects the final decision will be made by August 2015. As a way to garner community support for the Retreat at Westlock, HCHA agreed to raise the minimum age for the senior development to 62 for all household members. Mr. McCasland reported that Greenhouse Place, a proposed family development, did not receive the community's support. HCHA staff met with State Representative Elkins to seek his support for the Greenhouse project, but the State Representative indicated he would not be able to support the development, which caused City Counsel to withhold its support for the project. In terms of GLO funding, HCHA is planning to submit a 4% application for the Cherry Park developments and is looking for a Letter of No Objection from the county. The Bute Park Place development will not be moving forward; however, HCHA still has two live applications out with Harris County Community Services Department (HCCSD) and the City of Houston. Mr. McCasland also reported that HCHA will be working with HCCSD to take over the developer role for the Magnolia Glen development. HCHA is currently working to make sure it has the funding in place to have the development occupied by December 2016. Chairman Wright asked when HCHA will start construction on Magnolia Glen. Pending Commissioners Court approval, Mr. McCasland hopes to have a contract presented to the Board of Commissioners before July or August of 2015. Chairman Wright asked if HCHA is looking for other projects with the current outcomes of Cherry Park and Greenhouse Place. Mr. McCasland said HCHA is always looking for the next opportunity, and staff will continue working on its current developments to move the projects forward if possible.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing the write off of accounts receivable balances deemed no longer collectable

This resolution authorizes HCHA's Chief Executive Officer to write off the accounts receivable balances to bad debt in the current fiscal year ending March 31, 2015. These bad debts originated with the Disaster Voucher Program and predated March 21, 2012. Commissioner Womack moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-12)

EXECUTIVE SESSION

The Board went into executive session at 2:41 p.m. to discuss matters with HCHA's attorney regarding the value or transfer of real property.

The Board of Commissioners reconvened into public session at 4:00 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution authorizing the CEO to negotiate and execute a renewed office lease for HCHA

This resolution authorizes HCHA's CEO to negotiate and execute a renewed office lease at 8933 Interchange Drive with SL Interchange, LP for up to 18 months. Chairman Wright moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-11)

Discussion and request to approve or deny a resolution approving the Harris County Housing Authority's ethics policy disclosure form

This resolution conveys approval from the HCHA Board of Commissioners of the form prepared by counsel regarding HCHA's ethics policy disclosure. Commissioner Womack moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried. (Resolution 15-13)

Discussion and request to approve or deny a resolution directing the General Counsel to review the Ethics Policy Disclosure Form submitted by Commissioner Gerald Womack and recommend action

This resolution authorizes HCHA's Board of Commissioners to submit the disclosure form of

Commissioner Womack to the General counsel for review and directs counsel to determine whether there is any actual or potential conflict or violation of the laws, HUD's ACC, or Ethics Policy, and recommend action by the Board of Commissioners or Chief Executive Officer to resolve any conflict or violation. Commissioner Womack moved to approve the resolution, Chairman Wright seconded, and the motion carried unanimously. (Resolution 15-14)

Discussion and request to approve or deny a resolution to adopt the recommendation of the General Counsel concerning potential conflicts of interest

By this resolution, the HCHA Board of Commissioners adopted the recommendation of the General Counsel that no action be taken with respect to the conflict of interest disclosed under HCHA's Ethics Policy, and not violative of State or Federal law or regulation, by Commissioner Womack. Commissioner Womack moved to approve the resolution, Chairman Wright seconded, and the motion carried unanimously. (Resolution 15-15)

Discussion and request to approve or deny a motion authorizing HCHA's Chief Executive Officer and the Broker to negotiate and execute a contract for the sale of the Lake Houston Property with a potential Buyer as discussed in Executive Session subject to receiving documents showing financial security.

Chairman Wright moved to approve the motion authorizing HCHA's Chief Executive Officer and the Broker to negotiate and execute a contract for the sale of the Lake Houston Property with a potential Buyer as discussed in Executive Session subject to receiving documents showing financial security, Commissioner Womack seconded, and the motion carried unanimously.

ADDITIONAL COMMENTS

The Board's General Counsel, Scott Lemond, presented the findings of his inquiry of anonymous allegations of fraud and abuse concerning HCHA employees and its Chief Executive Officer. Mr. Lemond began his report by reminding the Board of the anonymous letter received in January 2015 concerning alleged fraud and abuse by HCHA staff, the Board of Commissioners, and other parties which the Board referred to the County Attorney's Office (CAO) for investigation. After the investigation, the CAO found no violation of criminal laws or civil laws that would be a liability to the agency, and did not find any ethical violations. The CAO believes the subject of these violations are without merit and that the agency has been above board in presenting things to the public in an open and honest manor, especially in regards to financial statements. During the investigation, the CAO had discussions with 15 individuals inside and outside the agency. Only one person declined to participate in the inquiries, but all other participants were open and honest. Some participants raised criticisms of general employment matters that are commonly reported by employees in every industry, but no concerns were reported that suggested or indicated any legal violations by HCHA staff. The CAO recommends specific training for employees in regards to state whistle blower laws and the Authority's administrative policies about reporting ethics violations. The CAO also spoke with individuals outside of the Agency regarding financial matters and the way HCHA engages in development partnerships and property sales. Findings in reference to these matters show that HCHA employees are in compliance with the policies put in place. The CAO recommends a continued leadership commitment to sound physical policies and public accountability, and a demonstration that fraud and abuse concealment in decision making will not be practiced or tolerated at the agency. It is also recommended that HCHA documents Executive Sessions better by consistently maintaining a certified agenda for matters discussed in these sessions. The CAO investigated an anonymous allegation regarding the destruction of audio and visual recordings of Board sessions and security footage, and concluded that the allegation is false. Due to a software issue, the security footage was not available for review, and the CAO recommends that the Authority continue to look into this matter. The CAO also made the recommendation to HCHA to revise the procurement policy to reflect recent amendments to federal regulations.

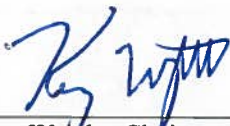
COMMENTS BY COMMISSIONERS


Commissioner Womack thanked the management staff at Waterside Court for hosting the Board Meeting. Mr. Lemond also thanked HCHA's executive staff and employees, and the third party individuals who participated in the CAO's investigation. Chairman Wright thanked Mr. Lemond for a very thorough report and for his hard work.

ADJOURNMENT

Commissioner Villarreal moved to adjourn at 3:04 p.m., Commissioner Womack seconded, all were in favor, and the motion carried.

Adopted and approved this 21st day of April 2015.


Kerry Wright, Chairman


Tom McCasland, Secretary

Attachments: Resolutions 15-11 to 15-15

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

Houston, Texas

April 21, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 21st day of April 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:37 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Present
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland, Horace Allison, Beverly Burroughs, Paul Curry, Paula Burns and Katie Thomson of Harris County Housing Authority; Sean McCarthy, Donna Rickenbacker, Victoria Jimenez, Jack Walker, Keith Grady, Greg Lewis, Adam Williams, Wanda LeBlanc, and David Riddle were also in attendance.

Chairman Wright invited David Riddle to open the meeting with a prayer, followed by Vice Chairman Ellis, who led the pledge of allegiance, and Commissioner Gonzalez, who lead the Texas pledge.

APPROVAL OF MINUTES FROM MARCH 18, 2015

Vice Chairman Ellis moved to approve the minutes from the March 18, 2015 Board Meeting, Commissioner Womack seconded, and the motion carried unanimously.

PUBLIC COMMENT

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Tom McCasland began his report by reviewing HCHA's plan to move to a hybrid paperless system. Staff is working to transition from an all-paper-files model to a system where all documents will be kept electronically with the exception of signed documents, which will be kept as hard-copy files. Part of this transition includes working with Harris County and their IT department. Mr. McCasland hopes to have updates for the Commissioners in the coming months as HCHA transitions to the new system.

Mr. McCasland also reported that HCHA will be purging unnecessary hard-copy files to transition to a paperless system with approval from Harris County's Records Management Officer. Additionally, HCHA is also looking to get rid of files pertaining to the DHAP program, which was closed out over two years ago, to help reduce as many paper files as possible.

Mr. McCasland reported that staff is also working to revamp the Authority's call center with updated software to offer callers a better customer service experience, and to track client issues more effectively. The most common complaints reported by HCHA customers concern wait times on high-volume call days. Mr. McCasland believes that HCHA's face-to-face customer service experience has a great system in place, but that there is room for improvement with the call center. Improving the call center with new software and training for the call representatives will help HCHA provide a better customer experience to clients.

HCHA recently hosted a visit from HUD's Quality Assurance Division team for a follow up review. The team last visited the Authority in January 2013 and issued a devastating report about the state of HCHA's finances prior to March 2012. The team brought the same leaders from the 2013 visit to this year's assessment, and after three days of review, they commended HCHA on its incredible improvements, and said they couldn't believe they were reviewing the same housing authority from the 2013 assessment. The team only had minor comments, and will be issuing a formal report in the coming months. Mr. McCasland thanked Paul Curry and David Cornwell from HCHA's finance department for their hard work and a job well done.

Commissioner Womack asked how the paperless system will impact clients. Mr. McCasland said he believes it will make their experience much easier. In the next few months, staff will present a resolution to the Board proposing an update to HCHA's Administrative Plan, which will allow clients to do a recertification remotely. HCHA is currently researching software programs that would allow clients to take a photo of their recertification documents and email it to staff, or upload it directly to HCHA's system. Mr. McCasland believes that this is a step towards providing a better customer experience for HCHA's clients. HCHA currently requests clients to take off days from work to be present for inspections, reinspections, recertifications, or other housing concerns. If the client is only allowed one week of vacation time at their job, the majority of their time off is used handling their housing concerns. Mr. McCasland said it is important to make sure clients are focusing on their jobs without needlessly taking time off to visit HCHA, especially if there is another way to do things. Vice Chairman Ellis asked if there are any other housing authorities using this paperless model. Mr. McCasland said the closest all-paperless housing authority is Tarrant County in Fort Worth. Mr. McCasland said he has spoken to the CEO for Tarrant County, and they are very enthusiastic about the program and software. Commissioner Gonzalez asked how much the transition will impact HCHA's storage space. Mr. McCasland said file space will have the biggest impact when moving to a semi-paperless system. Staff is working to purge hardcopy documents that are currently in the electronic system, with exception to signed documents. Mr. McCasland believes the semi-paperless system will help cut paper files down by at least 75%.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from February 2015 and answered the Commissioners' questions. All HCHA lines of business are showing a positive cash flow except Affordable Housing and Cypresswood Estates. Mr. Curry explained that the negative cash flow for Affordable Housing is a carry-over from last month's legal bill for Westlock. The expense was reclassified and moved under "Construction in Progress" in March. Mr. Curry explained to the Board that the money from the Cypresswood Estates account was transferred to HCHA's Affordable Housing account due to excess revenue, causing the account to show a negative cash flow. The account is expected to be positive in the next monthly report. In the consolidated budget, revenue is under budget by 10%. Expenses are also under budget by 11%. Commissioner Villarreal asked Mr. Curry to clarify which month the cash flow would be positive. Mr. Curry told the Commissioners it would reflect a positive amount in March.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the HCV program. For March, the Housing Choice Voucher (HCV) lease-up rate was at 102.3% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 71.4%, Single Room Occupancy (SRO) is at 96% and the Mod Rehab program is leased at 100% of authorized vouchers. Mrs. Burroughs also reviewed all 14 SEMAP indicators HCHA submitted to HUD, and reported that the Authority received all points except for the points categories for indicator six. Even though HCHA missed the points in this category, the Authority is still identified as a high performer. Commissioner Womack asked what HCHA will do to make sure it gets 100% of the points next year. Mrs. Burroughs said HCHA has new staff in place in the inspections department, and she is confident HCHA will have better results next time. Chairman Wright commended staff for the complete turnaround in results and for a job well done.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are fully leased. Resident Community meetings have been held at all properties, and both HCHA and the property managers have taken suggestions from tenant discussions for community improvements. Several of the properties are also scheduled for maintenance updates including repairs and painting. Mrs. Burns also said Baybrook Park is ready to host HCHA's next off-site Board meeting. Chairman Wright asked for an update on the vehicle purchase for Cypresswood Estates. Mrs. Burns reported that Cypresswood Estates managements is saving up for a new vehicle with hopes to purchase a new van by the summer. The property will be keeping the current vehicle as a second car for transportation.

Horace Allison presented on development activities within the Affordable Housing Division. Community opposition rose against the proposed Cherry Park projects, which caused the developer to consider other options for the project including the possibility of a location change or an alternative project type. Staff will submit an alternative plan for the expenditure of funds under the current grant agreement to the Board in May 2015 for its consideration and submission to the GLO. Mr. Allison reported that Harris County Commissioners Court passed a resolution of support for The Retreat at Westlock development. However, City Council delayed the vote for the project due to an objection letter submitted by a State Representative. HCHA attempted to get the State Representative's opposition letter pulled back and get a letter of support from the city to qualify for the tax credit allocation, but State Representative Fletcher did not provide a letter of support to allow HCHA to support its waiver request for the TDHCA's consideration. Although the Retreat at Westlock obtained both County and City support, Westlock lost eight points due to Representative Fletcher's objection letter, which caused the project to fall out of the competitive range of submitted applications. Mr. Allison also reported that Staff is working to formalize the METRO proposal for submission for Bernicia Place, which will be sent on or before April 24, 2015. HCHA conducted progress inspections for the Amy Young Barrier Removal Program projects and found the work to be proceeding timely and in compliance with the contract. DSW Homes anticipates having the residences completed by April 30, 2015. Mr. Allison reported that Greenhouse Place did not receive the community's support. HCHA staff met with State Representative Elkins to seek his support for the

Greenhouse project, but the State Representative indicated he would not be able to support the development, which caused City Counsel to withhold its support for the project. HCHA's Board of Commissioners authorized the negotiation and execution of an engagement letter for the 2014 Audit and Tax preparation Services for seven affordable housing developments during the December Board Meeting, and the audits and returns were scheduled to be completed the first quarter of 2015. However, due to delays in getting the engagement letters executed, the returns are still in progress and the accountants have filed for tax filing extensions. Mr. Allison also reported that HCHA will be working with HCCSD to take over the developer role for the Magnolia Glen development. HCHA is currently working to make sure it has the funding in place to have the development occupied by December 2016. HCCSD submitted a resolution to Commissioners Court on March 31, 2015 to obtain approval to enter into an interlocal agreement with HCHA to develop the project. The interlocal agreement and the exchange agreement will be submitted to the Board for consideration and approval later during the meeting.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution approving the destruction of archived records

This resolution authorizes HCHA to destroy archived records in accordance with Harris County's Records Control Schedule, pending final approval by the County's Records Management Officer. Commissioner Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-16)

Discussion and request to approve or deny a resolution approving revisions to the Administrative Plan

This resolution authorizes HCHA to adopt the updated HCHA Administrative Plan updates and changes regarding Housing Quality Standard inspection requirements, inspection procedures and charges, and procedures related to annual reexaminations. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-17)

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for financial consulting services

This resolution authorizes HCHA's Chief Executive Officer to negotiate and execute a contract for Financial Consulting Services with EJP Consulting Group, LLC for services related to HCHA's Affordable Housing Development and Construction program. Commissioner Womack asked how the cost for each firm was calculated. Mr. Allison told the Board that hourly rates and detailed scopes of work were taken into consideration to negotiate a flat rate. Commissioner Womack asked if the contractors are local. Mr. Allison said none of the contractors are locally-based, but all of the companies have done work in the surrounding area for several years. Commissioner Womack asked where EJP Consulting Group, LLC is located. Mr. Allison told the Board that the firm is from Boston, Massachusetts. Commissioner Womack asked if there are any contractors in the local area that would be able to perform these financial consulting services. Mr. Allison said he is not familiar with any in Harris County that would be able to specialize in this scope of work. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Ellis seconded, Commissioner Womack opposed, and the motion carried. (Resolution 15-18)

Discussion and request to approve or deny a motion authorizing the negotiation and execution of a contract for legal consulting services regarding real estate transactions and construction related services

This resolution authorizes HCHA's Chief Executive Officer to negotiate and execute a contract for Legal Consulting Services with Ballard Spahr-Coats Rose and Reno & Cavanaugh for services related to HCHA's Affordable Housing Development and Construction program. Commissioner Womack asked how information was sent out to contractors to get bids. Mr. Allison told the Board that information was

distributed on the HCHA website and in newspaper advertisements. Commissioner Womack asked how many years HCHA has worked with Coats Rose. Mr. Allison told the Board two years. Commissioner Womack asked who will be the lead attorney if HCHA works with Coats Rose. Mr. Allison clarified that HCHA proposed to work with Ballard Spahr. Commissioner Womack voiced his concern about not using a contractor based in Harris County, and said he did not know about the RFP that went out. Mr. McCasland said HCHA would like to hire in-house legal counsel to avoid using outside contractors, but HCHA is not able to take geography into consideration when using federal funds. Mr. Lemond also clarified that, after reviewing HCHA's legal bills, the majority of services the Authority is paying for concerns day-to-day legal work. With this proposal, HCHA would like to spend money on specific legal skills offered by outside firms, and plans to hire an in-house legal counsel for day-to-day work. Chairman Wright sympathized with Commissioner Womack's desire to work with a contractor from Harris County and asked if it would be possible. Mr. McCasland said he understood and agreed with the concern, but said it is not possible to consider geography when awarding contracts. Chairman Wright moved to table the resolution until after executive session.

Discussion and request to approve or deny a resolution approving the 2016 Budget

This resolution authorizes HCHA to adopt the 2016 Budget for the fiscal year beginning April 1, 2015 and ending March 31, 2016. Mr. McCasland recommended that the Board table this item to have more time to review the 2016 Budget. Chairman Wright moved to table the resolution until the May board meeting.

Discussion and request to approve or deny a resolution approving the submission of the Section Eight Management Assessment Program (SEMAP) Certification to the Department of Housing and Urban Development

This resolution authorizes HCHA to submit the 2015 SEMAP certification report to HUD. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-19)

EXECUTIVE SESSION

The Board went into executive session at 2:58 p.m. to discuss matters with HCHA's attorney regarding the value or transfer of real property.

The Board of Commissioners reconvened into public session at 6:00 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a motion authorizing the negotiation and execution of a contract for legal consulting services regarding real estate transactions and construction related services

This resolution authorizes HCHA's Chief Executive Officer to negotiate and execute a contract for Legal Consulting Services with Ballard Spahr-Coats Rose, Reno & Cavanaugh, and Jones Walker for services related to HCHA's Affordable Housing Development and Construction program. Commissioner Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-20)

Discussion and request to approve or deny a resolution to enter into an interlocal agreement to accept Community Development Block Grant Disaster Recovery Funds from the Harris County Community Services Department

This resolution authorizes HCHA's Chief Executive Officer to execute the agreement to accept Community Development Block Grant Disaster Recovery Funds from the Harris County Community Services Department. Commissioner Womack moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-21)

Discussion and request to approve or deny a resolution to enter into exchange agreements with Non-profit Housing Corporation of Greater Houston and Cullen Gulf Freeway, LLC for the purpose of developing Fenix Estates

This resolution authorizes HCHA's CEO to negotiate and enter into exchange agreements with Non-profit Housing Corporation of Greater Houston and Cullen Gulf Freeway, LLC for the purpose of developing Fenix Estates. Chairman Wright moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-22)

Discussion and request to approve or deny a resolution authorizing the CEO to negotiate and execute a renewed office lease for HCHA

This resolution authorizes HCHA's CEO to negotiate and execute a renewed office lease for HCHA at 8933 Interchange Drive with SL Interchange, LP at a \$10 per square foot limit for up to 18 months with the option to request two 6-month extensions. Commissioner Villarreal moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-23)

Discussion and request to approve or deny a motion authorizing the Chief Executive Officer to negotiate the sale of property and present the HCHA Board of Commissioners with terms consistent with those discussed in Executive Session

Chairman Wright moved to approve the motion authorizing the Chief Executive Officer to negotiate the sale of property and present the HCHA Board of Commissioners with terms consistent with those discussed in Executive Session, Commissioner Villarreal seconded, and the motion carried unanimously.

ADDITIONAL COMMENTS

None.

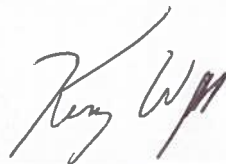
COMMENTS BY COMMISSIONERS

None.

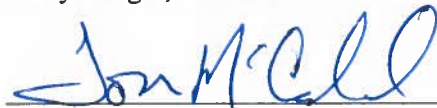
ADJOURNMENT

Commissioner Gonzalez moved to adjourn at 6:06 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 11th day of May 2015.



Kerry Wright, Chairman



Tom McCasland, Secretary

Attachments: Resolutions 15-16 to 15-23

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

Houston, Texas

May 11, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 11th day of May 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:42 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Present
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland, Horace Allison, Beverly Burroughs, Paul Curry, Paula Burns and Katie Thomson of Harris County Housing Authority; David Riddle was also in attendance.

Chairman Wright invited David Riddle to open the meeting with a prayer, followed by Vice Chairman Ellis, who led the Pledge of Allegiance, and Commissioner Gonzalez, who lead the Texas Pledge.

APPROVAL OF MINUTES FROM APRIL 21, 2015

Commissioner Womack moved to approve the minutes from the April 21, 2015 Board Meeting, Commissioner Gonzalez seconded, and the motion carried unanimously.

PUBLIC COMMENT

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Tom McCasland told the Board that he would reserve his comments for the action items later in the meeting. Many of HCHA's most recent updates were covered at the last Board meeting two weeks ago.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the HCV program. For April, the Housing Choice Voucher (HCV) lease-up rate was at 102.1% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 72.9%, Single Room Occupancy (SRO) is at 97% and the Mod Rehab program is leased at 100% of authorized vouchers. Mrs. Burroughs also clarified that the one late inspection reported under indicator 12 on the SEMAP report was a result of a late inspection date that was not updated. Chairman Wright asked Mrs. Burroughs if the late inspection would affect HCHA's SEMAP score. Mrs. Burroughs said it had been corrected and will not affect the score. Mrs. Burroughs also presented an example of a real client file to show the Board members how big the files are, and conveyed how the hybrid paperless model will help reduce the paper in the new files, as discussed at the last Board Meeting.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 98% leased. Several of the properties hosted different field trips and Mother's Day celebrations for residents. Chairman Wright asked if Mrs. Burns had received any more complaints or suggestions from the communities. Mrs. Burns said she is keeping a log of suggestions. Chairman Wright also asked if there have been any recent alarming issues or criminal incidents that needed to be discussed. Mrs. Burns said that no incidents have been reported in the past two months. Chairman Wright said he would like to make sure the Board hears about any incidents from HCHA staff before hearing about them from another source. Mr. McCasland assured the Board that the communication methods concerning these incidents have been strong internally, and that any reports received are always sent from the CEO straight to the Board.

Horace Allison presented on development activities within the Affordable Housing Division. Harris County Housing Authority is working to convert the Retreat at Westlock project from a 9% LIHTC to a 4% LIHTC project with a new number of units. The development will still be a senior community in the same proposed location. HCHA hopes to start the bidding process with minority contractors as early as next week. Construction is scheduled to begin by the end of August 2015. Mr. Allison also reported that HCHA will be reviewing the drawings from the architect for the Magnolia Glen development. HCHA is currently preparing to go into the first and second phase of development's design. Mr. Allison reported that staff is currently waiting to hear back from METRO on the proposal for submission for Bernicia Place, which was sent in late April. HCHA also successfully completed both of the Amy Young Barrier Removal Program projects, and the home owners are very happy with the finished homes. HCHA is currently waiting to be reimbursed by the state to pay the contractors and close out the projects.

FINANCIAL AGENDA

Mr. Curry presented the preliminary financial statements from March 2015 and answered the Commissioners' questions. Mr. Curry explained that the financial statements he is presenting are not the finalized statements because they are the last report of the financial year and have not yet been approved by the auditors. All HCHA lines of business are showing a positive cash flow except Affordable Housing and Cypresswood Estates. Mr. Curry explained that the finance department predicted that all items would have positive cash flow by the end of the year, but reminded the Board that these statements are not finalized. Commissioner Womack requested a payment schedule for the Board. Mr. Curry said he could pull that information for the Commissioners. In the consolidated budget, revenue is under budget by 10%. Expenses are also under budget by 10%. Mr. Curry pointed out that HCHA is under budget in almost every category for the FY2015. Commissioner Womack asked why more money wasn't spent on staff training for the year. Mr. McCasland reported that the HCV department was actually over budget with their staff training for the year. Staff is currently working to host an HCV executive management training at HCHA, and several HCHA employees have attended free trainings throughout the year.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution approving the FY2015 budget

This resolution authorizes the adoption of the proposed 2015 budget for the fiscal year beginning April 1, 2015 and ending March 31, 2016. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-24)

Discussion and request to approve or deny a resolution approving revisions to the Administrative Plan

This resolution authorizes HCHA to adopt the updated HCHA Administrative Plan changes related to denials and terminations of clients due to their criminal background, and tenant notification procedures regarding move-out dates. Commissioner Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-25)

Discussion and request to approve or deny a resolution authorizing the CEO to enter into an interlocal agreement with Harris County for the provision of legal services

This resolution authorizes HCHA's Chief Executive Officer to negotiate and execute an interlocal agreement with Harris County for legal services provided by the County Attorney's Office. Commissioner Gonzalez moved to approve the resolution, Commissioner Womack seconded, Commissioner Womack opposed, and the motion carried. (Resolution 15-26)

Discussion and request to approve or deny a resolution authorizing the development of up to 140 units of multifamily housing as part of the development plan for Retreat at Westlock Apartments, and also authorizing Harris County Housing Authority (the "Authority"): (1) To designate an affiliate to submit an application to TDHCA for 4% LIHTCS; (2) To authorize Harris County Housing Authority Public Facility Corporation to request a private activity bond allocation from the Texas Bond Review Board; and (3) to take such other actions necessary, convenient, or appropriate to carry out this resolution

This resolution authorizes HCHA's Chief Executive Officer to submit an application to TDHCA for 4% LIHTC's and to Texas Bond Review Board for tax-exempt bonds for the development of up to 140 units of multifamily senior housing as a part of the development plan for Retreat at Westlock. Chairman Wright moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-27)

Discussion and request to approve or deny a resolution authorizing the submission of a time extension request to the General Land Office for Contract No. 13-446-000-7915 – Community Rental Housing Projects Round 2 Sub-recipient Grant Agreement

This resolution authorizes Chief Executive Officer to request the GLO to extend the allotted time for completion of the Community Development Block Grant Disaster Recovery Program Rental Housing Projects Round 2 Sub-Recipient Grant Agreement, to December 31, 2016. Commissioner Gonzalez moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-28)

Discussion and request to approve or deny a resolution approving and authorizing Harris County Housing Authority (the "Authority") to make a grant not to exceed \$8,000,000.00 of funds sourced from the Texas General Land Office (the "GLO Funds") to the Harris County Housing Authority Public Facility Corporation (The "Corporation"), to which GLO Funds will be loaned by the Corporation to Retreat at Westlock LTD. (the "Partnership") to facilitate the development of Retreat at Westlock in Tomball, Texas (the "Project"); and approving and authorizing the Authority to execute the requisite documents to make the grant and take such other steps as the Authority deems necessary or convenient to carry out these resolutions

This resolution authorizes HCHA to take all steps necessary to make the Grant to the Corporation for the

development of the project, including executing documents, negotiating agreements, and all other actions deemed necessary or convenient to carry out the resolution. Vice Chairman Ellis moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-29)

ADDITIONAL COMMENTS

Commissioner Womack suggested HCHA build new developments further south because the Authority currently has a heavy concentration of developments built in the northern part of the County. Mr. McCasland said there is not a lot HCHA can do to move South within Harris County without crossing into the City of Houston. Chairman Wright emphasized the importance of getting support from communities and the State Representatives before investing in a development. Commissioner Gonzalez asked if HCHA is holding preliminary public hearings to hear any opposition that might exist in the community. Mr. McCasland said public meetings have been held in the communities, and the majority of the developments have garnered support from the local residents.

Mr. Riddle addressed the Board on behalf of Commissioner Cagle to share that he previously supported the Retreat at Westlock and has no reason to change his stance with the newest tax credit amount. Commissioner Cagle will continue to support the Retreat at Westlock because the elements that are important to the community concerning age and senior restrictions for the development are still in place.

EXECUTIVE SESSION

The Board went into executive session at 3:10 p.m. to discuss matters with HCHA's attorney regarding pending or contemplated litigation and the value or transfer of real property.

The Board of Commissioners reconvened into public session at 4:15 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a motion authorizing the execution of a sales contract for the Lake Houston property known as Patriots by the Lake as discussed in Executive Session

Chairman Wright moved to approve the motion authorizing the execution of a sales contract for the Lake Houston property known as Patriots by the Lake as discussed in Executive Session, Commissioner Gonzalez seconded, and the motion carried unanimously.

COMMENTS BY COMMISSIONERS

Commissioner Gonzalez announced Mr. McCasland's intent to resign from his position as Chief Executive Officer, and the Board's search for a new CEO. The job listing will be shared on several websites, including LinkedIn, The Houston Chronicle, Monster, Indeed, HCHA's website, NAHRO, and several public housing authority forums. The Board will start accepting applications on May 15, 2015, and is aiming to have the position filled by the first week of June. Chairman Wright and Commissioner Gonzalez will lead the search committee for the Board, and will host interviews that will advance in the following order to find the most qualified candidate: a phone interview, a staff interview, and an interview with the Board of Commissioners. Chairman Wright thanked Mr. McCasland on behalf of the Board, and expressed that the Authority owes him a debt of gratitude.

ADJOURNMENT

Commissioner Womack moved to adjourn at 4:19 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

ADDITIONAL BOARD ACTION

The Board reopened the meeting at 4:27 pm to revisit and revote on action items 5 and 7.

Discussion and request to approve or deny a resolution authorizing the development of up to 140 units of multifamily housing as part of the development plan for Retreat at Westlock Apartments, and also authorizing Harris County Housing Authority (the "Authority"): (1) To designate an affiliate to submit an application to TDHCA for 4% LIHTCS; (2) To authorize Harris County Housing Authority Public Facility Corporation to request a private activity bond allocation from the Texas Bond Review Board; and (3) to take such other actions necessary, convenient, or appropriate to carry out this resolution


This resolution authorizes HCHA's Chief Executive Officer to submit an application to TDHCA for 4% LIHTC's and to Texas Bond Review Board for tax-exempt bonds for the development of up to 140 units of multifamily senior housing as a part of the development plan for Retreat at Westlock. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, Commissioner Womack abstained, and the motion carried. (Resolution 15-27)

Discussion and request to approve or deny a resolution approving and authorizing Harris County Housing Authority (the "Authority") to make a grant not to exceed \$8,000,000.00 of funds sourced from the Texas General Land Office (the "GLO Funds") to the Harris County Housing Authority Public Facility Corporation (The "Corporation"), to which GLO Funds will be loaned by the Corporation to Retreat at Westlock LTD. (the "Partnership") to facilitate the development of Retreat at Westlock in Tomball, Texas (the "Project"); and approving and authorizing the Authority to execute the requisite documents to make the grant and take such other steps as the Authority deems necessary or convenient to carry out these resolutions

This resolution authorizes HCHA to take all steps necessary to make the Grant to the Corporation for the development of the project, including executing documents, negotiating agreements, and all other actions deemed necessary or convenient to carry out the resolution. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, Commissioner Womack abstained, and the motion carried. (Resolution 15-29)

Commissioner Womack moved to re-adjourn at 4:30 p.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of June 2015.


Kerry Wright, Chairman


Tom McCasland, Secretary

Attachments: Resolutions 15-24 to 15-29

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

Houston, Texas

May 18, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 18th day of May 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 10:05 a.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Present
Roberto Gonzalez	Commissioner	Absent
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland and Katie Thomson of Harris County Housing Authority; Sean McCarthy and Jack Walker were also in attendance.

Chairman Wright invited Commissioner Womack to open the meeting with a prayer, followed by Vice Chairman Ellis, who led the pledge of allegiance.

EXECUTIVE SESSION

The Board went into executive session at 10:07 a.m. for consultation with attorneys regarding pending litigation.

The Board of Commissioners reconvened into public session at 11:05 a.m.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution approving the disposal or recycling of obsolete computer equipment

This resolution authorizes the disposal or recycling of any computer equipment purchased prior to 2011 that is no longer in use, in accordance with the HCHA Procurement Policy. Commissioner Womack asked if HCHA would be donating the computers to learning centers at HCHA developments or Veteran centers. Tom McCasland said that those centers would be the first place HCHA would donate the equipment. HCHA needs to abide by the State Constitution's prohibition against gifts. Commissioner Womack moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-30)

Discussion and request to approve or deny a motion to make a settlement demand as discussed in Executive Session

Chairman Wright moved to approve motion to make a settlement demand as discussed in Executive Session, Commissioner Womack seconded, Vice Chairman Ellis opposed, and the motion carried.

ADDITIONAL COMMENTS

None.

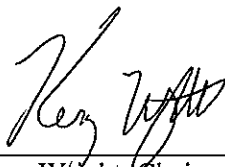
COMMENTS BY COMMISSIONERS

Chairman Wright announced that the next HCHA Board of Commissioners meeting will be on Wednesday, June 17, 2015 at Harris County Housing Authority.

ADJOURNMENT

Commissioner Womack moved to adjourn at 11:08 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of June 2015.



Kerry Wright, Chairman



Tom McCasland, Secretary

Attachments: Resolutions 15-30

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

Houston, Texas

June 17, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 17th day of June 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:42 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Present
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland, Horace Allison, Beverly Burroughs, Paul Curry, Paula Burns, Kristen Domeracki, and Katie Thomson of Harris County Housing Authority; David Riddle, Wanda LeBlanc, and David Flores were also in attendance.

Chairman Wright invited David Riddle to open the meeting with a prayer, followed by Vice Chairman Ellis, who led the Pledge of Allegiance, and Commissioner Gonzalez, who lead the Texas Pledge.

APPROVAL OF MINUTES FROM MAY 11, 2015

Commissioner Gonzalez moved to approve the minutes from the May 11, 2015 board meeting, Vice Chairman Ellis seconded, and the motion carried unanimously.

APPROVAL OF MINUTES FROM MAY 18, 2015

Commissioner Womack moved to approve the minutes from the May 18, 2015 board meeting, Vice Chairman Ellis seconded, Commissioner Gonzalez abstained, and the motion carried.

PUBLIC COMMENT

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Tom McCasland began his report by welcoming Scott Lemond as HCHA's in-house general counsel. Mr. Lemond thanked the Board and Mr. McCasland for having him on staff, and said he is looking forward to providing excellent work for HCHA. Mr. McCasland said having a full-time general counsel at HCHA will provide a great resource for staff and will help reduce legal expenses in the long run.

Mr. McCasland also gave an update on the ongoing issue of landlords in high-opportunity areas not accepting HCV vouchers. The Texas Legislature recently passed legislation prohibiting cities from passing an ordinance to prohibit source of income discrimination. While HCHA will not be directly affected by this legislation, the Authority does expect to see spill-over effects from the City of Houston. In response, HCHA will begin focusing on single units with small property owners so that staff can have a better chance of convincing these landlords that HCHA is a good governmental agency to work with. HCHA will also be putting more focus on its Homeownership program. On average, HCHA has around three to four families close on homes a year, and staff would like to see this grow dramatically. HCHA has scheduled two homeownership briefings and invited participants who are good candidates for the homeownership program. HCHA has received 40 RSVPs for the first session. Mr. McCasland believes that around 10% of these families will be able to move forward with the program immediately and expects 40-50% will need assistance with credit repair. The latter group should be ready to begin the program within 10 months. Mr. McCasland believes the homeownership program is a good opportunity for families because it will help them build equity and open up the opportunity to find units in high-opportunity areas. Chairman Wright asked if there is a limit on the number of families who can participate in the Homeownership Program. Mr. McCasland said there is no limit on participants and that qualified participants are able to also take advantage of a down payment assistance program provided by Harris County Community Services Department. Commissioner Gonzalez raised the issue of maintenance for homeowners and the extra costs they will incur. Commissioner Gonzalez also discussed the growing issue of the public's negative perception and opposition against multi-family and low-income housing, and suggested that the Board take a public relations approach to convey the right message to Harris County residents about the quality of HCHA's developments and programs.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from April 2015 and answered the Commissioners' questions. Mr. Curry reported that HCHA was able to submit its unaudited financial statements to HUD's Real Estate Assessment Center by the June deadline. The auditors will be working with HCHA in early August. All HCHA lines of business are showing a positive cash flow except Affordable Housing. Mr. Curry explained that the finance department predicts that Affordable Housing will have positive cash flow by May. In the consolidated budget, revenue is

under budget by 6%. Expenses are also under budget by 11%. Mr. Curry pointed out that HCHA is under budget in every category for the year. Commissioner Womack asked if being under budget in the “staff” line item meant HCHA is understaffed. Mr. McCasland said there are two staff positions HCHA is looking to fill, but HCHA has not been in a rush to fill them. HCHA expects one position to be filled by an employee who will be returning shortly from military leave.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the HCV program. For May, the Housing Choice Voucher (HCV) lease-up rate was 101.8% of HCHA’s awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 74.4%, Single Room Occupancy (SRO) is at 86% and the Mod Rehab program is leased at 88% of authorized vouchers.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are fully leased except Primrose at Heritage Park. Several of the properties are scheduled for maintenance updates including repairs and painting. Many properties have also scheduled to host Father’s Day celebrations for residents. Mrs. Burns said Baybrook Park is ready to host HCHA’s next off-site Board meeting.

Horace Allison presented on development activities within the Affordable Housing Division. Harris County Housing Authority and ITEX worked together to solicit bids for the construction of the Retreat at Westlock. A pre-bid conference was conducted on June 16, 2015, and bids will be due July 7, 2015. Construction is scheduled to begin by the end of August 2015, and a public hearing for the community will be held on July 16, 2015. Mr. Allison also reported that HCHA is reviewing the drawings from the architect for the Magnolia Glen development. HCHA staff plans to close on the land transfers for Magnolia Glen by July 10, 2015, and staff is currently preparing to go into the first and second phase of the development’s design. Mr. Allison reported that staff is currently waiting to hear back from METRO on the proposal for Bernicia Place, which was sent in late April. HCHA also successfully completed both of the Amy Young Barrier Removal Program projects, and the homeowners are very happy with the finished homes. HCHA received reimbursement from the state to pay the contractors, and staff is working to process the payments.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution approving revisions to HCHA’s check writing policy

This resolution authorizes the adoption of a new check writing policy, which allows HCHA to add monthly payments to Harris County for General Counsel Services to those checks which do not require two manual signatures by HCHA Commissioners. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-31)

Discussion and request to approve or deny a resolution approving and authorizing the renewal of HCHA's office lease (third amendment)

This resolution authorizes HCHA's CEO to negotiate and execute a renewed office lease at 8933 Interchange Drive with SL Interchange, LP. Vice Chairman Ellis moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-32)

Discussion and request to approve or deny a resolution authorizing HCHA's Board of Commissioners to review and approve a proposal for financial consulting services

This resolution authorizes HCHA's Chief Executive Officer to execute a contract for financial consulting services with EJP Consulting Group, LLC for services related to developing Fenix Estates. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-33)

Discussion and request to approve or deny a resolution approving changes to the HCHA Administrative Plan

This resolution authorizes HCHA to adopt an updated Administrative Plan that includes changes regarding housing quality standard (HQS) inspection procedures and procedures related to interim reexaminations. Commissioner Villarreal moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-34)

Discussion and request to approve or deny a resolution authorizing an Executing Officer for Harris County Housing Authority and for its affiliates to (1) execute the Plat and enter certain title and survey documentation; and (2) authorizing the Authority to take such other actions necessary or convenient to carry out this resolution

This resolution authorizes HCHA's Executing Officer to execute the Plat and enter into certain titles and survey documentations. Chairman Wright moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-35)

ADDITIONAL COMMENTS

None.

EXECUTIVE SESSION

The Board went into executive session at 3:35 p.m. to discuss matters with HCHA's attorney regarding pending or contemplated litigation and the value or transfer of real property.

The Board of Commissioners reconvened into public session at 5:30 p.m.

ADDITIONAL BOARD ACTION

None.

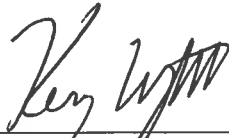
COMMENTS BY COMMISSIONERS

None.

ADJOURNMENT

Commissioner Womack moved to adjourn at 5:31 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of July 2015.



Kerry Wright, Chairman



Tom McCasland, Secretary

Attachments: Resolutions 15-31 to 15-35

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

Houston, Texas

July 15, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 15th day of July 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:40 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Present
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland, Horace Allison, Beverly Burroughs, Paul Curry, Kristen Domeracki, Katie Thomson, Diana Zuniga, Brittney Smith, Kim Rogers, and J'Marie Bobbit of Harris County Housing Authority; David Riddle, Wanda LeBlanc, Shannon Hunter, Barry Palmer and Bobken Simonians were also in attendance.

Chairman Wright invited David Riddle to open the meeting with a prayer, followed by Vice Chairman Ellis, who led the Pledge of Allegiance, and Commissioner Gonzalez, who lead the Texas Pledge.

APPROVAL OF MINUTES FROM JUNE 17, 2015

Commissioner Womack moved to approve the minutes from the June 17, 2015 board meeting, Vice Chairman Ellis seconded, and the motion carried unanimously.

PUBLIC COMMENT

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Tom McCasland began his report by welcoming several HCHA staff members to the board meeting. Mr. McCasland reminded the Commissioners about the discussion regarding the waitlist at the last month's board meeting, and introduced Kimberly Rogers. Ms. Rogers has nearly worked her way to the bottom of HCHA's 22,000-person waitlist within a year and a half. Mr. McCasland also introduced Diana Zuniga, who has a leadership role in HCHA's HCV department; J'Marie Bobbit, who keeps HCHA's file room organized; and Brittney Smith, who is helping HCHA transition to a paperless system.

Mr. McCasland also gave an update on HCHA's informal hearings process, and reported that hearing requests have dropped significantly over the last year. In the past, on average, HCHA schedules 10-40 hearings in a month, and in the last two months, HCHA has received zero requests, and only received two requests for hearings this month. Mr. McCasland believes these numbers point towards a cultural shift at HCHA, which demonstrates that staff is prioritizing serving their clients effectively. HCHA staff strives to make sure the reasons are justified for each termination, and will not move forward with removing the client from the program unless HCHA has done everything it can to prevent the termination. Mr. McCasland explained that this means HCHA is spending less time disputing terminations with clients that should not be fought over, and is spending more time serving clients the way they should be served, while only terminating clients who violate major HUD infractions. Commissioner Gonzalez congratulated Mr. McCasland and the staff on a job well done, and said it is evident how much the staff cares about HCHA's clients. Mr. McCasland said that with the culture change in the staff, HCHA will notice a culture change in its clients. Commissioner Womack echoed this statement and thanked Mr. McCasland and the staff present for their leadership within the organization.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from May 2015 and answered the Commissioners' questions. Mr. Curry reported that only one unusual purchase was made this month, which was to pay the contractors for the Amy Young Barrier Removal Program projects. Mr. Curry explained that all programs have a positive cash flow balance within the first two months of the fiscal year. In the consolidated budget, revenue is at 100%. Expenses are under budget by 8%. Mr. Curry pointed out that HCHA is under budget in almost every category for the year. Mr. Curry also said that HCHA will need a budget revision to account for the cost of the Amy Young Barrier Removal Program, which caused the Authority to go over budget.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the HCV program. For May, the Housing Choice Voucher (HCV) lease-up rate was 101.2% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 70.1%, Single Room Occupancy (SRO) is at 96% and the Mod Rehab program is leased at 88% of authorized vouchers.

Horace Allison reviewed the status of properties within the Affordable Housing Division on behalf of Paula Burns. All properties are at least 99% leased. Several of the properties are

scheduled for maintenance updates including painting, wood replacements and termite treatments. This month, many properties scheduled trips and activities for residents including pancake breakfasts, tea parties, weekly exercise classes, potluck dinners, and a trip to the Kemah Boardwalk.

Mr. Allison also presented on development activities within the Affordable Housing Division. Harris County Housing Authority and ITEX worked together to solicit bids for the construction of the Retreat at Westlock. A pre-bid conference was conducted on June 16, 2015 and bids received July 7, 2015. Staff received an inadequate number of bids, and is working with HCCSD to conduct an alternative procurement process, which is permissible by HUD. Construction is scheduled to begin by the end of August 2015, and a public hearing for the community will be held on July 16, 2015. Mr. Allison also reported that HCHA submitted a revised project budget to HCCSD, and an application for \$3,500,000 of funding to the City of Houston Housing and Community Development Department (HCD). HCD reviewed HCHA's application and scheduled a meeting with staff this week to discuss the project and application in further detail. Mr. Allison reported that staff is still waiting to hear back from METRO on the proposal for Bernicia Place, which was sent in late April. Mr. Allison also conveyed that AMCAL is working to identify an alternative site for affordable housing development to replace the Cherry Park Developments. Currently, the developer is focused on the Crosby area in northeast Harris County.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing the renewal of a Membership Agreement with the State of Texas Co-Op Purchasing Program

This resolution authorizes the CEO to execute a membership agreement with the Texas CO-OP Purchasing Program. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-36)

Discussion and request to approve or deny a resolution authorizing the purchase of a new vehicle for HCHA

This resolution authorizes HCHA to purchase of a new company vehicle for a price not to exceed \$26,900.00, subject to obtaining a third competitive quote. Chairman Wright moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-37)

Discussion and request to approve or deny a resolution to revise HCHA's Procurement Policy

This resolution authorizes HCHA to add a statement into its Procurement Policy that allows the Authority to choose to use the procurement standards in previous US Office of Management and Budget guidance through the end of the 2016 fiscal year. Commissioner Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-38)

Discussion and request to approve or deny a resolution approving and authorizing the Harris County Housing Authority Public Facility Corporation (the "PFC"), and the Harris County Housing Authority Redevelopment Authority (the "Nonprofit

Corporation”), both being sponsored affiliates of Harris County Housing Authority, to take such steps as each deems necessary to (A) Transfer the PFC’s interest in HCHA Westlock, LLC to the Nonprofit Corporation; (B) Execute and deliver any and all requisite documents to effect the foregoing; and (C) Take any other actions necessary to carry out this resolution

This resolution authorizes the Harris County Housing Authority Public Facility Corporation to assign its General Partner interest to the Harris County Housing Authority Redevelopment Authority for the development of the Retreat at Westlock. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, Commissioner Womack abstained, and the motion carried. (Resolution 15-39)

Discussion and request to approve or deny a resolution approving and authorizing Harris County Housing Authority (the “Authority”) to make a grant not to exceed \$8,000,000.00 of funds sourced from the Texas General Land Office (the “GLO Funds”) to the Harris County Housing Authority Redevelopment Authority, Inc. (the “Nonprofit Corporation”), by which GLO funds will be loaned by the Nonprofit Corporation to Retreat at Westlock, Ltd. (the “Partnership”) to facilitate the development of The Retreat at Westlock Apartments (the “Project”) in Tomball, Texas; and approving and authorizing the Authority to execute the requisite documents to make the grant and take such other steps as the Authority deems necessary or convenient to carry out this resolution

This resolution authorizes HCHA to make an \$8,000,000 grant of GLO funds to facilitate the development of the Retreat at Westlock. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, Commissioner Womack abstained, and the motion carried. (Resolution 15-40)

Discussion and request to approve or deny a resolution approving and authorizing the Harris County Housing Authority Redevelopment Authority, Inc. (the “Nonprofit Corporation”), a sponsored affiliate of Harris County Housing Authority, to takes such steps as the Nonprofit Corporation deems necessary on its own behalf and in its planned capacity as the sole member of the General Partner of Retreat at Westlock, Ltd. to (A) Obtain tax-exempt bonds, tax credits, and other financing for the construction, development, and operation of The Retreat at Westlock Apartments; (B) Execute and deliver any and all requisite document to effect the foregoing; and (C) Take any other actions necessary to carry out this resolution

This resolution authorizes Harris County Housing Authority Redevelopment Authority to obtain bonds, tax credits and other financing options for the development of the Retreat at Westlock. Chairman Wright moved to approve the resolution, Vice Chairman Ellis seconded, Commissioner Womack abstained, and the motion carried. (Resolution 15-41)

Discussion and request to approve or deny a resolution approving and authorizing the Harris County Housing Authority Public Facility Corporation (the “PFC”), a sponsored affiliate of Harris County Housing Authority, to (A) select a U.S. Bank as the bond trustee for the issuance of the Multifamily Housing Mortgage Revenue Bonds (Retreat at Westlock Project) Series 2015 (the “Bonds”); (B) Execute and deliver any and all requisite documents to effect the foregoing; and (C) take any other actions

necessary to carry out this resolution

This resolution authorizes the Harris County Housing Authority Public Facility Corporation to select U.S. Bank as the bond trustee for the issuance of bonds for the development of the Retreat at Westlock. Vice Chairman Ellis moved to approve the resolution, Commissioner Gonzalez seconded, Commissioner Womack abstained, and the motion carried. (Resolution 15-42)

ADDITIONAL COMMENTS

None.

EXECUTIVE SESSION

The Board went into executive session at 2:49 p.m. to discuss matters with HCHA's attorney regarding pending or contemplated litigation and the value or transfer of real property.

The Board of Commissioners reconvened into public session at 3:49 p.m.

ADDITIONAL BOARD ACTION

None.

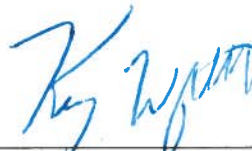
COMMENTS BY COMMISSIONERS

None.

ADJOURNMENT

Commissioner Gonzalez moved to adjourn at 3:50 p.m., Vice Chairman Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of August 2015.



Kerry Wright, Chairman



Tom McCasland, Secretary

Attachments: Resolutions 15-36 to 15-42

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

Houston, Texas

August 5, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 5th day of August 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Commissioner Womack called the meeting to order at 4:06 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Absent
Joe Ellis	Vice Chairman	Present by Videoconference
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland, Horace Allison and Katie Thomson of Harris County Housing Authority; David Riddle and Bobken Simonians were also in attendance.

Commissioner Womack invited David Riddle to open the meeting with a prayer, followed by Commissioner Gonzalez, who led the Pledge of Allegiance and the Texas Pledge.

PUBLIC COMMENT

None.

BOARD ACTION ITEMS

Discussion and request approving a resolution of Harris County Housing Authority Public Facility Corporation that provides the issuance of Multifamily Housing Revenue Bonds (the Retreat at Westlock Project) Series 2015, and authorizes any other actions necessary or convenient to facilitate the development of the Retreat at Westlock

This resolution authorizes HCHA to approve the issuance of a bond for the Retreat at Westlock Harris County Housing Authority Public Facility Corporation. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, Commissioner Womack abstained, and the motion carried. (Resolution 15-43)

Discussion and request to approve or deny a resolution authorizing revisions to Harris County Housing Authority's Ethics Policy

This resolution authorizes a revision to the HCHA Ethics Policy to address whether a commissioner who refrains from participation in any discussion or official action shall be counted as absent under Article III, Section 7 of the HCHA Bylaws due to the commissioner's refrainment. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-44)

Discussion and request to approve or deny a resolution approving and authorizing the reimbursement of travel expenses for Horace Allison

This resolution authorizes Horace Allison to travel out-of-town to attend an Executive Management training seminar in Louisville, KY. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-45)

ADDITIONAL COMMENTS

None.

EXECUTIVE SESSION

The Board went into executive session at 4:23 p.m. to discuss matters with HCHA's attorney regarding pending or contemplated litigation and the value or transfer of real property.

The Board of Commissioners reconvened into public session at 4:28 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution to pay travel expenses for two out-of-town candidates for the CEO position

This resolution authorizes HCHA to pay reasonable charges for the two recommended out-of-State candidates' travel, lodging and other necessary travel-related expenses authorized by the Board or Search Committee. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-46)

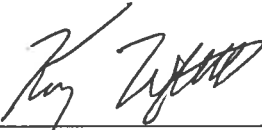
COMMENTS BY COMMISSIONERS

None.

ADJOURNMENT

Commissioner Villarreal moved to adjourn at 4:30 p.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of August 2015.



Kerry Wright, Chairman



Tom McCasland, Secretary

Attachments: Resolutions 15-43 to 15-46

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

Houston, Texas

August 19, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 19th day of August 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:36 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Absent
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Absent
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Tom McCasland, Horace Allison, Beverly Burroughs, Paul Curry, Kristen Domeracki, Katie Thomson, Paula Burns, Brittney Smith, Charity Debose, Kimberly Rogers, Jannet Johnson, Valorie Plummer, Diana Zuniga, Pashela Johnson, Sherill Hadrick, Pam Cook, Ana Carrizalez, Katherine Escamilla, Jacqueline Benjamin, Hannah Bannis, J'Marie Bobbit, Debra McCray, Marcus Williams, and Adeline Benoit of Harris County Housing Authority; David Riddle, Wanda LeBlanc, Peter Ragsdale, Bill Wilkins, Paul Shanklin, Audrey Martin, Donna Rickenbacker and Greg Lewis were also in attendance.

Chairman Wright invited David Riddle to open the meeting with a prayer, followed by Commissioner Villarreal, who led the Pledge of Allegiance, and Commissioner Gonzalez, who led the Texas Pledge. Mr. Riddle introduced Paul Shanklin to the Board. Chairman Wright also welcomed two visitors from out-of-town, Peter Ragsdale and Bill Wilkins.

APPROVAL OF MINUTES FROM JULY 15, 2015

Commissioner Villarreal moved to approve the minutes from the July 15, 2015 board meeting, Commissioner Gonzalez seconded, and the motion carried unanimously.

APPROVAL OF MINUTES FROM AUGUST 5, 2015

Commissioner Villarreal moved to approve the minutes from the August 5, 2015 board meeting, Commissioner Gonzalez seconded, and the motion carried unanimously.

PUBLIC COMMENT

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Tom McCasland began his report by giving an update on HCHA's Quality Assurance Division (QAD) review conducted by HUD. The QAD team has completed the report and is awaiting final approval before submitting the final draft to HCHA. QAD has communicated that the report is positive and said HCHA should receive it in the upcoming weeks.

Mr. McCasland also reported that HCHA's external auditors from Clifton Larson Allen were in the office at the start of the month working on HCHA's audit for FY2015. Mr. McCasland hopes to have a drafted report in hand by the end of the month and believes it will be ready for Board approval by October. The approved report will need to be submitted in December. Mr. McCasland reported that there was only one potential finding in the report relating to closing out DVP funds. The comingling of funds that had happened prior to Mr. McCasland's arrival has been corrected by moving the DVP funds into the HCV account. HCHA has received conflicting directions from HUD regarding where the funds should be located, and the Authority is in agreement with QAD who believe the money should have been moved into the HCV account rather than the Affordable Housing account. Mr. McCasland said that this issue is not likely to result as a finding on the report, and should just be a correction. An issue with the inspections department was also brought up by the auditors, but HCHA should know more about correcting the issue upon receipt of the drafted report. Mr. McCasland expects that HCHA will continue to hold an outstanding finding regarding the Authority lacking enough funds to cover HCHA's NRA account until the Authority is able to pay HUD back. However, Mr. McCasland is hopeful that this issue will change once HCHA closes on the sale of the West Lake Houston property.

Mr. McCasland gave an update on HCHA's transition to an electronic, paperless system. Staff is working to shift the finance department, case managers, and active landlords over to the new system next week. Staff plans to execute the transition step by step, and will begin moving clients later this year.

HCHA collaborated with the County to host a homeownership fair for 20 attending families last week. Two of the 20 families have already been pre-approved and are currently searching for homes. Mr. McCasland reported that in the past month, HCHA has had two families close on homes. Mr. McCasland is hopeful HCHA can grow its homeownership program by 1,000% over the next year. Chairman Wright commended HCHA's approach to the program and asked if staff has had trouble finding properties. Adeline Benoit conveyed that HCHA is working with a group

of realtors who work with the County and who are leading the home-finding efforts. Mr. McCasland hopes to have HCHA's home-closing average move from four a year to 40.

Mr. McCasland also addressed HCHA's outstanding IT issues with the County, and plans to continue collaborate with the County's department to have something in place by the end of the month. A budget revision is also on the agenda for the next Board meeting.

Chairman Wright thanked Mr. McCasland for his work and time at HCHA on behalf of the Board and staff. Mr. McCasland said none of his contribution would have been possible without the team he has in place, and wished the Board and staff well.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from June 2015 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow balance within the first two months of the fiscal year. In the consolidated budget, revenue is over budget by 1%. Mr. Curry said that HCHA will need a budget revision to account for the cost of the Amy Young Barrier Removal Program. Expenses are under budget by 7%.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the HCV program. For May, the Housing Choice Voucher (HCV) lease-up rate was 100.5% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 70.1%, Single Room Occupancy (SRO) is at 96% and the Mod Rehab program is leased at 88% of authorized vouchers.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 99% leased. Several of the properties are scheduled for maintenance updates including replacing HVAC systems, repairing water leaks, and adding a new garbage receptacle to control overflowing trash. This month, many properties scheduled trips and activities for residents including movie nights, resident breakfasts, a day trip to Kemah, and a boat tour at Brady's Landing.

Mr. Allison also presented on development activities within the Affordable Housing Division. Harris County Housing Authority and ITEX worked together to solicit bids for the construction of the Retreat at Westlock. Bids were received August 6, 2015, and staff received over 50 proposals. ITEX will have a recommendation for sub-contractor approvals by August 10, 2015. Upon receiving the recommendation, HCHA will send the information to HCCSD for approval to authorize a contract award to ICON and to issue a Notice to Proceed. Staff plans to close on Westlock by August 25, 2015 and start construction no later than August 28, 2015. Mr. Allison also reported that HCCSD approved a request for an additional \$3,500,000 of funds, and HCHA is planning to combine a Bond Allocation, 4% LIHTC and CSD, HCD, Federal Home Loan Bank funds to finance the development of the Fenix Estates project. HCHA conducted a public hearing for Fenix Estates on August 5, 2015, which was well received. Mr. Allison reported that staff is still waiting to hear back from METRO on the proposal for Bernicia Place, and is planning to attend the next scheduled METRO Board meeting on August 27, 2015. Mr. Allison

also conveyed that AMCAL is working to identify an alternative site for and affordable housing development to replace the Cherry Park Developments. Currently, the developer is focused on the Crosby area in northeast Harris County.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing the renewal of a contract agreement with Lewis Property Company

This resolution authorizes the CEO to renew HCHA's contract for real estate brokerage services with Lewis Property Company through December 31, 2016 to provide services related to the sale of land. Commissioner Gonzalez moved to approve the resolution, Chairman Wright seconded, and the motion carried unanimously. (Resolution 15-47)

Discussion and request to approve or deny a resolution reducing HCHA's public pension plan vesting period from eight to five years

This resolution authorizes HCHA to reduce the vesting period on the Authority's public pension plan with TCDRS from eight to five years effective January 2016. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-48)

Discussion and request to approve or deny a resolution authorizing the renewal of a Membership Agreement with The Work Number

This resolution authorizes the CEO to execute a renewed membership agreement with The Work Number, and approves payment for the additional transactions made in the month of August 2015. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-49)

Discussion and request to approve or deny a resolution approving the Harris County Housing Authority Investment Policy for FY2016

This resolution authorizes HCHA to adopt the discussed Investment Policy for FY 2016, and to appoint Julie Guyton of Amegy Bank as its duly authorized Investment Officer. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-50)

Discussion and request to approve or deny a resolution approving revisions to the Administrative Plan

This resolution authorizes HCHA to adopt changes regarding rent reasonableness procedures and interim reexamination procedures to its administrative plan. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-51)

Discussion and request to approve or deny a resolution to pay Harris County under protest and take all necessary steps to challenge an OIG finding and protect the interests of HCHA

This resolution authorizes the CEO to make payment to Harris County in the amount of \$95,046.01 under protest, and to take all necessary steps to challenge the OIG Finding and protect the interests of HCHA. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-52)

ADDITIONAL COMMENTS

Debra McCray introduced herself to the Board and thanked Mr. McCasland for all of his hard work and time served at HCHA on behalf of the staff. Chairman Wright also commended Mr. McCasland for his contribution to the Authority and wished him well. Commissioner Gonzalez thanked Mr. McCasland on behalf of the HCHA staff and the Board.

EXECUTIVE SESSION

The Board went into executive session at 2:37 p.m. to discuss personnel matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 5:03 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution to name acting Chief Executive Officer

This resolution names Horace Allison as acting CEO and Secretary of the Board of Commissioners effective September 1, 2015 with all the powers and duties of CEO, Secretary and Executive Director until such time as the Board deems necessary. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-53)

COMMENTS BY COMMISSIONERS

None.


ADJOURNMENT

Commissioner Gonzalez moved to adjourn at 5:05 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of September 2015.



Kerry Wright, Chairman



Horace Allison, Acting Secretary

Attachments: Resolutions 15-47 to 15-53

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

Houston, Texas

September 3, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 3rd day of September 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 12:35 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Present
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Katie Thomson of Harris County Housing Authority.

Chairman Wright invited Commissioner Womack to open the meeting with a prayer, followed by Vice Chairman Ellis, who led the Pledge of Allegiance, and Commissioner Gonzalez, who lead the Texas Pledge.

PUBLIC COMMENT

None.

BOARD ACTION ITEMS

None.

EXECUTIVE SESSION

The Board went into executive session at 12:37 p.m. to discuss matters with HCHA's attorney regarding personnel matters.

The Board of Commissioners reconvened into public session at 3:35 p.m.

ADDITIONAL BOARD ACTION

A motion authorizing Chairman Wright and Commissioner Gonzalez to negotiate terms with two CEO candidates

Chairman Wright moved to approve the motion authorizing Chairman Wright and Commissioner Gonzalez to negotiate terms with two CEO candidates, Commissioner Gonzalez seconded, and the motion carried unanimously.

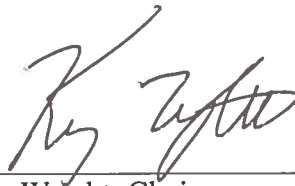
COMMENTS BY COMMISSIONERS

None.

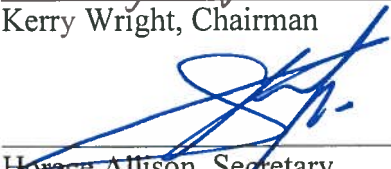
ADJOURNMENT

Commissioner Gonzalez moved to adjourn at 3:37 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 9th day of September 2015.



Kerry Wright, Chairman



Horace Allison, Secretary

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

Houston, Texas

September 9, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 9th day of September 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Commissioner Womack called the meeting to order at 9:31 a.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Absent
Joe Ellis	Vice Chairman	Absent
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Horace Allison and Katie Thomson of Harris County Housing Authority; Bobken Simonians was also in attendance.

Commissioner Womack invited Commissioner Gonzalez to open the meeting with a prayer, followed by the Pledge of Allegiance and the Texas Pledge.

APPROVAL OF MINUTES FROM SEPTEMBER 3, 2015

Commissioner Gonzalez moved to approve the minutes from the September 3, 2015 board meeting, Commissioner Villarreal seconded, and the motion carried unanimously.

PUBLIC COMMENT

None.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for consulting services to prepare and submit a Low Income Housing Tax Credit Application for the Fenix Estates development

This resolution authorizes the acting CEO to negotiate and execute contracts for consulting services with Structure Development for services related to the preparation and submission of a LIHTC application for Fenix Estates. Commissioner Villarreal asked for the proposed fees each listed firm submitted for the RFQ. Horace Allison reported each amount to the Board and explained HCHA staff's evaluation process when ranking the responses. Commissioner Gonzalez asked Mr. Allison why he did not go with the lowest proposal by ITEX Group, LLC. Mr. Allison explained that ITEX Group, LLC submitted a proposed fee that was over \$40,000 lower than the average quote submitted in the other proposals, which made him skeptical. Commissioner Gonzalez asked Bobken Simonians from ITEX Group, LLC to explain the reasoning behind the low cost. Mr. Simonians explained that ITEX will be able to provide the hands-on attention to the project that HCHA requires with the current ITEX staff in place. Commissioner Womack moved to approve the resolution, no Commissioners seconded, and the motion was denied.

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for consulting services to prepare and submit a Low Income Housing Tax Credit Application for the Fenix Estates development (Amended)

This resolution authorizes the acting CEO to negotiate and execute contracts for consulting services with The ITEX Group, LLC for services related to the preparation and submission of a LIHTC application for Fenix Estates. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, Commissioner Womack abstained, and the motion carried. (Resolution 15-54)

Discussion and request to approve or deny a resolution authorizing the Harris County Housing Authority Public Facility Corporation, a sponsored affiliate of the Authority (the "Corporation"), to secure indebtedness and amend loan documents in order to facilitate additional financing for 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

This resolution authorizes the HCHA Public Facility Corporation to obtain the additional PFC loan from the County. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-55)


ADDITIONAL COMMENTS

None.

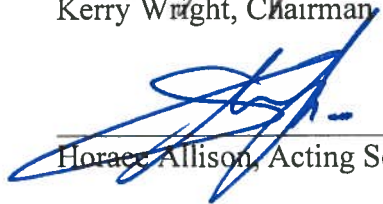
ADJOURNMENT

Commissioner Villarreal moved to adjourn at 9:54 a.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of September 2015.



Kerry Wright, Chairman



Horace Allison, Acting Secretary

Attachments: Resolutions 15-54 to 15-55

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

Houston, Texas

September 16, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 16th day of September 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:37 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Present
Roberto Gonzalez	Commissioner	Present
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Horace Allison, Adeline Benoit, Kristen Domeracki, Paul Curry, Beverly Burroughs, Paula Burns and Katie Thomson of Harris County Housing Authority; Paul Shanklin, Toni Jackson, and Greg Lewis were also in attendance.

Chairman Wright invited Commissioner Womack to open the meeting with a prayer, followed by Vice Chairman Ellis, who led the Pledge of Allegiance, and Commissioner Gonzalez, who led the Texas Pledge.

APPROVAL OF MINUTES FROM AUGUST 19, 2015

Commissioner Womack moved to approve the minutes from the August 19, 2015 board meeting, Vice Chairman Ellis seconded, and the motion carried unanimously.

APPROVAL OF MINUTES FROM SEPTEMBER 9, 2015

Commissioner Gonzalez moved to approve the minutes from the September 9, 2015 board meeting subject to amendments discussed, Commissioner Womack seconded, and the motion carried unanimously.

PUBLIC COMMENT

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Horace Allison began his report by giving an update on HCHA's Quality Assessment Division (QAD) report and Audit report. Mr. Allison said that HCHA is still waiting to receive the final QAD report from HUD. HCHA is also waiting to receive the final audit report, which Mr. Allison hopes to present at the October board meeting.

HCHA is also in process of transitioning to an electronic, paperless system. Landlords are currently being merged into the process, and HCHA hopes to have clients on board shortly after.

Mr. Allison gave an update on HCHA's homeownership program. Briefings will be scheduled every other month to get clients and realtors regularly involved with the program.

Mr. Allison also addressed HCHA's outstanding IT issues, and plans to continue to collaborate with the County's IT department to have options for more secure service and server locations.

Mr. Allison said he met with the local HUD office and said there are three areas HCHA should work to improve. HUD would like to see HCHA resolve jurisdiction issues, improve its VASH lease-up rate, and adopt a HUD-recommended financial management tool. HCHA will be working to address these issues in the coming months.

HCHA recently received its official SEMAP score letter, which recognizes HCHA as a high performing housing authority.

Mr. Allison also gave an update about Fenix Estates and said the project is moving forward. HCHA is working to submit a bond application in November of this year, and will have a kick-off meeting with the financial consultants next week. Mr. Allison presented the plans for the development to the Board.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from July 2015 and answered the Commissioners' questions. Mr. Curry explained that the most unusual transactions that took place this month was a \$95,000 payment to Harris County Community Services Department (HCCSD). Mr. Curry said this transaction was not originally budgeted, but must go on HCHA's books. Chairman Wright asked why HCHA couldn't break up the payments. Mr. Curry explained that it must go on the Authority's books all at once for accounting purposes. In the consolidated budget, revenue is at 100%. Expenses are under budget by 1%.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the Housing Choice Voucher (HCV) program. For May, the HCV lease-up rate was 98.7% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 69.7%, Single Room Occupancy (SRO) is at 94% and the Mod Rehab program is leased at 88% of authorized vouchers.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 98% leased. Several of the properties are scheduled for maintenance updates including replacing HVAC systems and repairing water leaks. This month, many properties scheduled trips and activities for residents including Fall Festivals, water fitness classes, and volunteer opportunities.

Mr. Allison also presented a status update on development activities within the Affordable Housing Division. The Westlock transaction was closed on August 28, 2015. HCHA will have an on-site construction meeting on September 29, 2015. HCCSD requested a second amendment for the Interlocal Agreement for Westlock to add an additional \$620,000.00 in funding allocated to the development of Westlock. Resolutions were approved by the HCHA and HCHA Public Facility Corporation boards on August 9, 2015, to accept the additional funding. Mr. Allison also reported that HCHA executed a contract for financial consulting services with EJP Consulting Group, LLC. Staff is currently working with EJP on the Fenix Estates Development, and EJP has a kick-off meeting scheduled for September 21, 2015. Mr. Allison reported that the Amy Young Barrier Removal Program conducted a roundtable discussion August 11, 2015 outlining proposed program changes. HCHA intends to apply for funding again in the upcoming round to assist homeowners with accessibility modifications to their homes. Mr. Allison also conveyed that staff currently plans to bid out Phase I and Phase II as one project for the development of Fenix Estates. The architect has prepared the schematic design documents for Phase II, which consists of 90 residential units and HCHA's central offices.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution approving a revision to the FY2016 budget

This resolution approves a revision to the FY2016 Budget. Chairman Wright moved to table this discussion until next meeting when the Budget was ready to be presented and discussed.

Discussion and request to approve or deny a resolution approving and authorizing the reimbursement of travel expenses for affordable housing staff

This resolution approves up to \$511.50 in travel expenses for two days of training for two members of HCHA's Affordable Housing staff. Commissioner Gonzalez moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-56)

Discussion and request to approve or deny a resolution approving revisions to the Administrative Plan

This resolution authorized HCHA to adopt changes regarding owner payments and HAP contract termination procedures to the HCHA Administrative Plan. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-57)

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for consulting services to prepare and submit a Low Income Housing Tax Credit (LIHTC) Application for the Fenix Estates development

This resolution authorizes HCHA's CEO to negotiate and execute contracts for Consulting Services with Structure Development for services related to the preparation and submission of a LIHTC application for Fenix Estates. Commissioner Gonzalez moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-58)

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for Consulting Services to prepare a market study for the Fenix Estates Development

This resolution authorizes HCHA's CEO to negotiate and execute contracts for consulting services with CDS Market Research for services related to the preparation of a market study for Fenix Estates. Commissioner Womack moved to approve the resolution, Vice Chairman Ellis seconded, and the motion carried unanimously. (Resolution 15-59)

Discussion and request to approve or deny a resolution authorizing Harris County Housing Authority to secure indebtedness and amend the Interlocal Agreement and Loan documents in order to facilitate additional financing for Fenix Estates in Houston, Texas; and authorizing the Authority to take any other steps deemed necessary or convenient to carry out this resolution

This resolution authorizes the CEO and the Chairman of HCHA to execute the Amendment and any and all Loan Documents and City Documents for Fenix Estates. Commissioner Womack moved to approve the resolution, Commissioner Gonzalez seconded, Commissioner Villarreal abstained, and the motion carried. (Resolution 15-60)

Discussion and request to approve or deny a resolution authorizing HCHA Redevelopment Authority, Inc. (the "Corporation") to form the General Partner and Partnership for the Fenix Estates project, and any other actions necessary to carry out this resolution

This resolution authorizes the CEO to sign formation documents for Fenix Estates. Commissioner Gonzalez moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-61)

EXECUTIVE SESSION

The Board went into executive session at 2:45 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 4:53 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution to name Horace Allison as Chief Executive Officer

This resolution names Horace Allison CEO and Secretary of the Board of Commissioners effective September 16, 2015 with all the powers and duties of CEO, Secretary and Executive

Director subject to terms negotiated by the Board and Mr. Allison. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (Resolution 15-62)

COMMENTS BY COMMISSIONERS

None.

ADJOURNMENT

Commissioner Womack moved to adjourn at 4:57 p.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 21st day of October 2015.



Kerry Wright, Chairman



Horace Allison, Secretary

Attachments: Resolutions 15-56 to 15-62

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

Houston, Texas

October 21, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 21st day of October 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:45 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Joe Ellis	Vice Chairman	Absent
Roberto Gonzalez	Commissioner	Absent
Gerald Womack	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Horace Allison, Beverly Burroughs, Paula Burns, Charity Debose, Katherine Escamilla, Paul Curry, and Katie Thomson of Harris County Housing Authority; Phong Tran, Toni Jackson, Wanda LeBlanc, Samuel Hom, and Greg Lewis were also in attendance.

Chairman Wright invited Commissioner Womack to open the meeting with a prayer, followed by the Pledge of Allegiance and the Texas Pledge.

APPROVAL OF MINUTES FROM SEPTEMBER 16, 2015

Commissioner Womack moved to approve the minutes from the September 16, 2015 board meeting, Commissioner Villarreal seconded, and the motion carried unanimously.

PUBLIC COMMENTS

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Horace Allison began his report by giving an update on HCHA's submission of the Authority's Salary Report to HUD. HCHA is also in the process of submitting the response to the HUD survey. HUD's

project-based quality control team will be onsite in December to conduct interviews regarding tenant eligibility, utility allowances, and rent calculations.

Mr. Allison also gave an update on HCHA's Section Eight Management Assessment Program (SEMAP) report and explained the SEMAP rating system for each indicator and how HCHA scored.

Mr. Allison reported that HCHA received the Quality Assurance Division (QAD) report from HUD, which indicates notable improvements for the authority's financial standing.

HUD increased HCHA's administrative fees from 79% to 81%.

Mr. Allison gave an update on the Homeownership program and the Homeownership fair that happened at HCHA held on October 17, 2015.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from August 2015 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow, except for Affordable Housing. The proposed budget revision will help with this cash flow. HCHA's closing on Westlock brought in at least \$800,000 into Affordable Housing for this month. In the consolidated budget, revenue is at 100%. Expenses are under budget by 2%.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the Housing Choice Voucher (HCV) program. For May, the HCV lease-up rate was 98.7% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 75.8%, Single Room Occupancy (SRO) is at 96% and the Mod Rehab program is leased at 100% of authorized vouchers.

Mrs. Burroughs also gave an update on the VASH program and the Stand Down event HCHA attended on October 2, 2015. Mrs. Burroughs introduced HCHA's VASH case workers, Katherine Escamilla and Charity Debose, who attended the event. Mrs. Burroughs also presented a certificate of achievement to Ms. Debose for going above and beyond on behalf of the Authority for a client. Chairman Wright thanked Ms. Debose for her outstanding work and for going above and beyond the call of duty for HCHA.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 97% leased. Several of the properties have scheduled resident activities for this month including a Fall Festival, craft activities, and a Neighbors Night Out. This month, Sierra Meadows is looking for a new property manager.

Mr. Allison also presented a status update on development activities within the Affordable Housing Division. HCHA had the first on-site construction meeting for Westlock on September 29, 2015. Representatives from ICON, HCHA, HCCSD, JRM Architects and ITEX were in attendance. HCHA submitted its first draw request to HCCSD, and is waiting for approval. AMCAL developed a proposed project narrative and description for the Crosby site. Staff is reviewing the submittal and will send comments and changes to AMCAL prior to finalization. Once the information packet is finalized, staff will work with the Board of Commissioner to reach out to the applicable Harris County Commissioners and other political leadership. HCHA and EJP conducted a kick-off meeting for Fenix Estates on September 21, 2015. HCHA is moving forward with the preparation of Bond Reservation application and a Low Income Housing Tax Credit Application for Fenix Estates. Mr. Allison also conveyed that staff currently plans to bid out Phase I and Phase II as one project for the development of Fenix Estates. The architect has prepared the schematic design documents for Phase II, which consists of 90 residential units and HCHA's central offices. Mr. Allison reported that the Amy Young Barrier Removal Program

conducted a roundtable discussion August 11, 2015 outlining proposed program changes. HCHA intends to apply for funding again in the upcoming round to assist homeowners with accessibility modifications to their homes.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution approving a revision to the FY2016 budget

This resolution approves a revision to the FY2016 Budget. Chairman Wright moved to table this discussion until after executive session.

Discussion and request to approve or deny a resolution authorizing the renewal of a contract for fee accounting services

This resolution approves the CEO to negotiate and execute a contract renewal for fee accounting services with The Cornwell Associates, Accountants, Inc. Chairman Wright moved to table this discussion until after executive session.

Discussion and request to approve or deny a resolution approving a contract for postal services

This resolution authorizes the CEO to execute a contract for postal services with Questmark Information Management, Inc. Commissioner Womack moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-63)

Discussion and request to approve or deny a resolution authorizing Harris County Housing Authority Public Facility Corporation (the "Issuer") to induce bonds to be issued for the Fenix Estates

This resolution authorizes Harris County Housing Authority Public Facility Corporation to pay for Fenix Estates through the issuance of revenue bonds. Commissioner Womack moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-64)

Discussion and request to approve or deny a resolution authorizing HCHA Redevelopment Authority, Inc. (the "Corporation") to execute documents in connection with the award of tax credits, issuance of bonds, and other financing documents to finance the development of the Fenix Estates Project

This resolution authorizes the President and Secretary of HCHA Redevelopment Authority, Inc. to execute any documents on behalf of Fenix Estates I GP, LLC. Commissioner Villarreal moved to approve the resolution, Commissioner Womack seconded, and the motion carried unanimously. (Resolution 15-65)

Discussion and request to approve or deny a resolution amending the Bylaws of Harris County Housing Authority to allow for the election of officers to unexpired terms

This resolution approves an amendment to HCHA's Bylaws regarding the election of officers. Chairman Wright moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-66)

Discussion and request to approve or deny a resolution naming Vice Chairman of HCHA's Board of Commissioners

This resolution names Commissioner Womack as Vice Chairman of the Board to fill the unexpired term of Vice Chairman Ellis. Chairman Wright moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-67)

EXECUTIVE SESSION

The Board went into executive session at 2:47 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 4:41 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution approving a revision to the FY2016 budget

This resolution approves a revision to the FY2016 Budget. Chairman Wright moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (Resolution 15-68)

Discussion and request to approve or deny a resolution authorizing the renewal of a contract for fee accounting services

This resolution approves the CEO to negotiate and execute a contract renewal for fee accounting services with The Cornwell Associates, Accountants, Inc. Vice Chairman Womack moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (Resolution 15-69)


COMMENTS BY COMMISSIONERS

None.

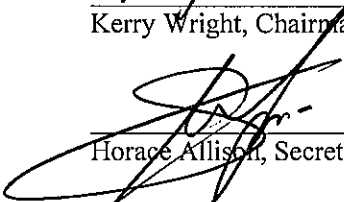
ADJOURNMENT

Vice Chairman Womack moved to adjourn at 4:57 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 18th day of November 2015.



Kerry Wright, Chairman



Horace Allison, Secretary

Attachments: Resolutions 15-63 to 15-69

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

Houston, Texas

November 18, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 18th day of November 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 1:35 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Gerald Womack	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Roberto Gonzalez	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of Harris County Housing Authority and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Beverly Burroughs, Paula Burns, Paul Curry, Kristen Domeracki, Pam Cook, Angela Miller, Debra McCray, and Katie Thomson of Harris County Housing Authority; Paul Shanklin, Wanda LeBlanc, and Samuel Hom were also in attendance.

Chairman Wright invited Commissioner Womack to open the meeting with a prayer, followed by Commissioner Ellis, who led the Pledge of Allegiance, and Commissioner Gonzalez, who led the Texas Pledge.

APPROVAL OF MINUTES FROM OCTOBER 21, 2015

Vice Chairman Womack moved to approve the minutes from the October 21, 2015 board meeting, Commissioner Ellis seconded, and the motion carried unanimously.

PUBLIC COMMENTS

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Horace Allison began his report by giving an update on the Quality Assessment Division (QAD) report from HUD. HCHA is working on a response to the report with a corrective action plan, which is due on November 28, 2015. No new findings were listed in the report outside of the outstanding balance the Authority already owes to HUD.

Mr. Allison also reported that staff is working to update HCHA's Procurement Policy. HUD has passed several new guidelines and Mr. Allison hopes to present the updates with these proposed revisions at the next board meeting.

HCHA has recently experienced minor setbacks with the Authority's computer servers. Action has been taken to relaunch the drives and everything has been backed up and is recoverable. Vice Chairman Womack asked if the Authority has an offsite backup server. Mr. Allison confirmed that the Authority's data is backed up offsite.

Mr. Allison reported that HCHA received a request from Houston Housing Authority to jointly submit a request to HUD to raise the fair market rents to 120%. HCHA is currently at 110%. Mr. Allison said that this request is not advantageous to the Authority at this time.

Mr. Allison presented a visual presentation and update on the Retreat at Westlock to the Board. Mr. Allison said the development team meets every two weeks, and invited the board members to attend future meetings.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from October and November 2015 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow, except for Affordable Housing. In the consolidated budget, revenue is over budget by 2%. Expenses are under budget by 1%.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the Housing Choice Voucher (HCV) program. For November, the HCV lease-up rate was 98.7% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing (VASH) is at 78.1%, Single Room Occupancy (SRO) is at 97% and the Mod Rehab program is leased at 100% of authorized vouchers.

Mrs. Burroughs also introduced HCHA's port-in team, Angela Miller and Pam Cook to the Board.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 95% leased. Several of the properties have scheduled resident activities for this month including off-site field trips, exercise classes, and social activities. This month, Sierra Meadows will welcome a new property manager. At Primrose at Heritage Park, the property manager is installing security cameras at the front gate, and just had four speed bumps placed onsite at the request of residents.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution approving the Succession Plan for HCHA's Chief Executive Officer

This resolution allows the Board to adopt a succession plan for HCHA's Chief Executive Officer to ensure continuity of operations and services in the event of an unplanned absence of the Executive Director. Chairman Wright moved to table this resolution until further notice.

EXECUTIVE SESSION

The Board went into executive session at 2:25 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 5:35 p.m.

ADDITIONAL BOARD ACTION

None.

COMMENTS BY COMMISSIONERS

None.

ADJOURNMENT

Vice Chairman Womack moved to adjourn at 5:40 p.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of January 2016.



Kerry Wright, Chairman

Horace Allison, Secretary

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

Houston, Texas

December 8, 2015

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 8th day of December 2015, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Wright called the meeting to order at 10:34 a.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Present
Gerald Womack	Vice Chairman	Present
Joe Ellis	Commissioner	Absent
Roberto Gonzalez	Commissioner	Present
Joe Villarreal	Commissioner	Present

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of Harris County Housing Authority (via videoconference) and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Present additional attendees included the following:

Kristen Domeracki, Paul Curry, Beverly Burroughs and Katie Thomson of Harris County Housing Authority; Paul Shanklin, Mandy Heagy, and Wanda LeBlanc were also in attendance.

Chairman Wright invited Commissioner Womack to open the meeting with a prayer, followed by Commissioner Gonzalez, who led the Pledge of Allegiance and the Texas Pledge.

PUBLIC COMMENT

None.

BOARD ACTION ITEMS

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.

Mandy Heagy from Clifton Larson Allen presented HCHA's FY2015 audit results to the Board. Ms. Heagy pointed out that in 2015, the Authority's current assets increased by \$638,000 due to increased program funding, fee collections, and decreased expenses. Ms. Heagy also noted an increase in capital assets due to the Retreat at Westlock's construction in progress, and reported that HCHA's overall liabilities have remained consistent for the year.

Ms. Heagy also reported that the Authority received increased funding for the Housing Choice Voucher (HCV) program during the financial year. HCHA received less funding from the County for the HCV program in 2015 and took fewer portability vouchers, which decreased its government grants and revenue for the year. Housing Assistance Payments also decreased due to HCHA's decision to change the number of household members per bedroom for vouchers.

Ms. Heagy conveyed that CliftonLarsonAllen reviewed the HCV program during the audit and reported two minor findings for cash management and failed inspections. She noted that overall, the report conveyed a very successful audit.

Commissioner Gonzalez moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (Resolution 15-70)

EXECUTIVE SESSION

The Board went into executive session at 11:15 a.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 12:45 p.m.

COMMENTS BY COMMISSIONERS

None.

ADJOURNMENT

Commissioner Villarreal moved to adjourn at 12:46 p.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of January 2016.



Kerry Wright, Chairman

Horace Allison, Secretary