

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

Houston, Texas

January 20, 2016

**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 20th day of January 2016, 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
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:

Kristen Domeracki, Paul Curry, Beverly Burroughs, Paula Burns, Timika Simmons, Samson Babalola, Debra McCray, and Katie Thomson of Harris County Housing Authority; Paul Shanklin and Samuel Hom were also in attendance.

Chairman Wright invited Vice Chairman 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 NOVEMBER 18, 2015

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

APPROVAL OF MINUTES FROM DECEMBER 8, 2015

Commissioner Villarreal moved to approve the minutes from the December 8, 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 introducing Harris County Housing Authority's new Director of Public Affairs, Timika Simmons, and HCHA's new Director of Real Estate Development, Samson Babalola.

Mr. Allison reported that the U.S. Department of Housing and Urban Development (HUD) issued a public notice about excluding the use of arrest records in housing decisions. The Authority will make sure staff is in full compliance with these new regulation and is using the correct criteria moving forward.

Mr. Allison also reported that HUD recently issued its Fair Market Rents for 2016. Staff is working to draft a request to HUD to allow HCHA to increase its public Fair Market Rents to the 50th percentile. The increase will help HCHA's clients move into high opportunity areas.

Mr. Allison gave an update on Waterside Court and reported that HCHA is working to resolve an issue regarding a rendition request for the property used to operate the facility. HCHA has been asked to identify all taxable furniture and equipment used to run day to day operations for the request.

HCHA hopes to issue an annual report during 2016. Chairman Wright asked if staff could also come up with goals and projections for the year to present to the board. Mr. Allison responded that staff internally submitted goals and objectives for 2016, and are working as a team to narrow the list down to HCHA's top five priorities. Mr. Allison said he hopes to present these goals to the Board at the next board meeting.

HCHA recently trained all staff members on a new conflict of interest policy and working hours policy. Department heads clarified that staff members are not permitted to work outside of office hours, away from work, or use their personal devices to check emails without approval from their supervisor.

Mr. Allison also reported that HCHA's staff now has a supervisor cross-training program, which he hopes will be implemented by February 2016.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from October and November 2015 and answered the Commissioners' questions. For the month of October, Mr. Curry explained that there was only one unusual payment in the check register, which reflects a \$15,628.00 payment to the Municipal Utility District for Patriots by the Lake. All programs have a positive cash flow except for Affordable Housing, which is low due to the payment HCHA made to the Harris County Housing & Community Services Department. In the consolidated budget, revenue is over budget by 2%. Expenses are at 100%.

For the month of November, Mr. Curry explained that all programs have a positive cash flow except for the Housing Choice Voucher (HCV) program and Affordable Housing. Mr. Curry reported that HCHA received a letter from HUD in late October stating that they would be offsetting \$500,000 from HCHA's Housing Assistance Payments. Mr. Curry explained that the finance department approved this transaction because HCHA needs to pay HUD back to bring the Authority's Net Restricted Assets balance down. In the consolidated budget, revenue is over budget by 1%. Expenses are at 100%.

ADMINISTRATIVE AGENDA

Beverly Burroughs presented information on the lease-up rates for the HCV program. For November, the HCV lease-up rate was 97.2% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 80.9%, Single Room Occupancy is at 99% 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. Several of the properties scheduled resident activities for the month of January including a day trip to Tomball, Texas to shop for antiques, a trip to the Aquarium, and weekly service projects, crafts and bingo games. The Texas Department of Housing and Community Affairs conducted file audits at Cornerstone Village, Primrose at Heritage Park, and Waterside Court, and staff is waiting on a response. Repairs were made to several properties including Baybrook Park, which received a new exterior paint job, and Waterside Court, which replaced its window trim with Hardi-Plank on 118 homes.

Mr. Allison also presented a status update on development activities within the Affordable Housing Division. HCHA prepared the required documents to register Harris County Housing Authority in the General Land Office's (GLO) accounting system. The GLO's budget for Westlock will be uploaded the week of January 18, 2016. Mr. Allison reported that the on-site underground utilities for the Retreat at Westlock have been installed. ICON is in the process of grading the roads and constructing the building pads for the development. Construction is currently a month and a half behind schedule; however, a month of that time will be accounted for with the decision to raise the entire site by six inches. Staff is currently working to process Draw #3 for the Westlock development.

Mr. Allison also discussed the Crosby site and reported that HCHA presented its proposed family development to the Crosby-Huffman Chamber of Commerce. Despite receiving positive feedback from the community, the consensus of the community leadership was unsupportive of the project. Without community representation on board, HCHA is unable to garner the support necessary to move forward with this project.

Mr. Allison presented an update on Fenix Estates and reported that HCHA plans to submit the development's applications to the Texas Department of Housing and Community Affairs and the Bond Review Board this month. The Authority is scheduled to close on Fenix Estates by April or May of 2016. Due to the complexity of the project's inclusion of HCHA's office space, HCHA staff has worked to take extra time to get both lenders and investors on board with the transaction. HCHA plans to issue a formal Request for Proposal (RFP) for investors and lenders in February 2016.

Mr. Allison gave an update on Bernicia Place and reported that METRO is scheduled to issue an RFP for development of the South East Transit Center Site later this month. HCHA plans to evaluate the requirements and develop a proposal in response to the request. In regards to the Amy Young Barrier Removal Program, Mr. Allison reported that staff is currently working to complete two homes for the program.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution adopting revisions to the Employee Handbook and eliminating separate personnel policies

This resolution permits HCHA to adopt an updated Employee Handbook with changes to policies related to Equal Employment Opportunity protections, procedures, and complaints; procedures related to HCHA's Ethics and Nepotism Policies; policies related to working outside of HCHA offices or worksites; policies clarifying paid time off requirements for exempt employees; policies related to leave of absences; and policies related to expense reimbursement, employee travel, workplace safety, weapons in the workplace, inspections, and inclement weather. Chairman Wright moved to table this resolution until after executive session.

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

This resolution permits HCHA to adopt a revised Procurement Policy to align more closely to the U.S. Office of Management and Budget's issued government-wide policies. Vice Chairman Womack moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-01)

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

This resolution permits HCHA to adopt an updated Administrative Plan with changes related to removing HCHA's fourth local preference for extremely low income working, elderly, or disabled families; procedures related to portability and portability billing; procedures related to voucher suspensions; third party verification procedures for checking and savings accounts; procedures related to interim re-examinations; effective dates for payment standards; and procedures related to repayment agreements. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-02)

Discussion and request to approve or deny a resolution approving Harris County Housing Authority to write off outstanding compensation time for employees

This resolution permits the write of Mr. Allison's remaining compensatory time balance. Chairman Wright moved to table this resolution until after executive session.

Discussion and request to approve or deny a resolution approving the 2016 PHA Annual Plan

This resolution permits HCHA to adopt the 2016 Annual Plan. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-03)

Discussion and request to approve or deny a resolution approving the execution of a contract for construction material testing services for the Retreat at Westlock

This resolution permits HCHA's Chief Executive Officer to negotiate and execute a contract with Alpha Testing, Inc. for construction material testing services for the Retreat at Westlock project. Chairman Wright moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-04)

Discussion and request to approve or deny a resolution adopting Texas Ethics Commission Conflicts Disclosure Form and Conflicts Questionnaire, and revisions to HCHA Ethics Policy Disclosure Form

This resolution allows the Board of Commissioners to adopt the Texas Ethics Commission's Conflicts Disclosure Form, the Texas Ethics Commission's Conflicts Questionnaire, and a revised Ethics Policy Disclosure Form. Vice Chairman Womack moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-05)

Discussion and request to approve or deny a resolution authorizing the execution of HCHA's Chief Executive Officer's Employment Agreement

This resolution allows the Chairman of the Board to execute an employment agreement with Mr. Allison as Chief Executive Officer for HCHA. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-06)

EXECUTIVE SESSION

The Board went into executive session at 3:10 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 4:45 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution adopting revisions to the Employee Handbook and eliminating separate personnel policies

This resolution permits HCHA to adopt an updated Employee Handbook with changes to policies related to Equal Employment Opportunity protections, procedures, and complaints; procedures related to HCHA's Ethics and Nepotism Policies; policies related to working outside of HCHA offices or worksites; policies clarifying paid time off requirements for exempt employees; policies related to leave of absences; and policies related to expense reimbursement, employee travel, workplace safety, weapons in the workplace, inspections, and inclement weather. Commissioner Gonzalez moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-07)

Discussion and request to approve or deny a resolution approving Harris County Housing Authority to write off outstanding compensation time for employees

This resolution permits the write of Mr. Allison's remaining compensatory time balance. Chairman Wright moved to table this resolution until the next board meeting.

COMMENTS BY COMMISSIONERS

General Counsel Lemond advised the Board to reopen Action Item 3 regarding the Employee Handbook with the revision of excising the weapons policy on page 9.

Chairman Wright moved to reopen the discussion of Action Item 3 with the amendment.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution adopting revisions to the Employee Handbook and eliminating separate personnel policies

This resolution permits HCHA to adopt an updated Employee Handbook with changes to policies related to Equal Employment Opportunity protections, procedures, and complaints; procedures related to HCHA's Ethics and Nepotism Policies; policies related to working outside of HCHA offices or worksites; policies clarifying paid time off requirements for exempt employees; policies related to leave of absences; and policies related to expense reimbursement, employee travel, workplace safety, weapons in the workplace, inspections, and inclement weather, with the exception of the "Weapons" policy on pages 9 and 10 of the "Employee Conduct" section, which will remain unchanged. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-07)

COMMENTS BY COMMISSIONERS

Chairman Wright announced that the next board meeting will take place on February 17, 2016.

ADJOURNMENT

Commissioner Villarreal moved to adjourn at 4:50 p.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of February 2016.

Kerry Wright, Chairman

Horace Allison, Secretary

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

Houston, Texas

February 17, 2016

**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 February 2016, 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
Gerald Womack	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Roberto Gonzalez	Commissioner	Absent
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. Additional present attendees included the following:

Kristen Domeracki, Paul Curry, Beverly Burroughs, Paula Burns, Timika Simmons, Samson Babalola, Debra McCray, Adeline Benoit, Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Wanda LeBlanc, Paul Shanklin and Toni Jackson were also in attendance.

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

APPROVAL OF MINUTES FROM JANUARY 20, 2016

Vice Chairman Womack moved to approve the minutes from the January 20, 2016 board meeting, Commissioner Ellis seconded, and the motion carried unanimously.

PUBLIC COMMENTS

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Horace Allison began his report with an update concerning a potential update of HCHA's client database, Housing Pro / HAPPY Software. Staff has been in contact with the software team and is looking to test a beta version of the upgraded program that will allow HCHA to track staff performance, clients status and day-to-day operations with data-driven reports. Mr. Allison also presented screenshots of the program to convey how it tracked day-to-day operations like inspections and waitlist numbers. Chairman Wright asked for the cost of the program. Mr. Allison said he expects to have a quote by next month. Vice Chairman asked how this software would affect staff. Mr. Allison explained that this program would help HCHA on a managerial level and would not replace staff.

Mr. Allison reported that the U.S. Department of Housing and Urban Development (HUD) approved HCHA's request to increase the 50th percentile for all Fair Market Rents. Staff will start implementing this change in April 2016.

Mr. Allison presented staff's top six goals for 2016. HCHA's goals include implementing the first phase of paperless procedures, developing data-driven reports for efficient and immediate feedback on the HCV program's status, incorporating bi-monthly new landlord meetings that are required for new landlords, implementing a performance-based measuring system for an employee incentive program, reviewing staff performance to identify training needs and improvement, and identifying innovative work methods that will improve business performance. Chairman Wright asked Mr. Allison to also include cross-training in HCHA's goals. Mr. Allison informed the board that cross-training procedures are currently in place for 2016.

Mr. Allison reported that he met with the Director of HCV Healthcare for Homeless Veterans, Louis Paulino, to discuss veteran lease-up and referrals; he said HCHA's working relationship with Veteran Affairs (VA) is moving in a positive direction. HCHA would like to start sharing data with the VA to communicate when veterans vacate apartments without notice. Mr. Allison hopes to start meeting with the VA on a regular basis.

Mr. Allison gave an update on Fenix Estates and reported that the application was successfully submitted for the project. Staff found that investors and lenders are confused by the project since it includes commercial and residential space. After clarifying these concerns, HCHA has received five proposals to date. Vice Chairman Womack asked how many units Fenix Estates would have. Mr. Allison reported that there will be 200 units.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from December 2015 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow except for the Housing Choice Voucher (HCV) program and Affordable Housing. HCHA made a final payment to Harris County Community Services Department for the Cypresswood Estates repayment agreement. In the consolidated budget, revenue is over budget by 1%. Expenses are at 100%.

ADMINISTRATIVE AGENDA

Debra McCray presented information on the lease-up rates for the HCV program. For January, the HCV lease-up rate was 96.6% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 83.2%, Single Room Occupancy is at 92% and the Mod Rehab program is leased at 100% of authorized vouchers. HCHA has 25 total participants in the homeownership program to date, and the next homeownership fair will be in May of 2016.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 95% leased. Several of the properties scheduled resident meetings in March and April to address property management concerns. Repairs were made to several properties including Louetta Village, which had roof leaks in six units, and Baybrook Park, which received an exterior paint job. Low water pressure and parking issues are being addressed at Sierra Meadows, and Primrose at Heritage Park is in the process of getting security cameras pending an affordable bid.

Samson Babalola presented a status update on development activities within the Affordable Housing Division. Staff is currently processing Draw #4 for the Retreat at Westlock. The project is currently one month behind schedule, and driveway paving should be completed by the end of March 2016. Staff is working with ITEX on addressing bid issues for sub-contractor work. Mr. Babalola also reported that a bond reservation for Fenix Estates was filed on January 29, 2016. Staff also solicited bids for general contractors and property management service. Staff will make a formal recommendation on investors and lenders for the project later in the meeting. HCHA is scheduled to close on Fenix in May of 2016. Mr. Babalola reported that staff is working on a proposal for METRO, which will consist of a mixed-use development with residential and commercial units. Mr. Babalola reported that two homes were selected for the Amy Young Barrier Removal program, and staff will conduct pre-bid site visits on February 18, 2016.

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. Ms. Simmons is now in charge HCHA's public information requests and is working to draft HCHA's annual report. HCHA's Public Affairs Department has a media database of over 200 contacts, and made several key connections with local officials and community leaders in the month of January. HCHA launched its social media presence on Facebook and Twitter, and Ms. Simmons hopes to present the Public Affairs Development Strategy to the board at the next meeting.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution to pay-out accrued, but unused, compensatory time

This resolution authorizes payment to Mr. Allison in the amount of \$13,426.88, representing his accrued, but unused, compensatory time. Chairman Wright moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-08)

Discussion and request to approve or deny a resolution authorizing HCHA Redevelopment Authority, Inc. to approve the selection of investors and lenders for Fenix Estates; authorize HCHA to negotiate and execute a commitment letter; and authorizing HCHA to take any other actions necessary or convenient to carry out this resolution

This resolution authorizes HCHA Redevelopment Authority, Inc. to approve the selection of an investor and a lender for the Fenix Estates project. Chairman Wright moved to table this resolution until after executive session.

Discussion and request to approve or deny a resolution adopting revisions to the Employee Handbook

This resolution permits HCHA to adopt an updated Employee Handbook with revisions to the following: policies related to weapons in the workplace, policies related to employee-client relationships and sexual harassment, and policies related to the use of communication / computer systems and personal electronic devices. Chairman Wright moved to table this resolution until after executive session.

Discussion and request to approve or deny a resolution authorizing the CEO to execute a renewed agreement with AT&T for a business network express bundle

This resolution authorizes HCHA to continue the AT&T Business Network Express Bundle Agreement for fiber broadband services signed on August 27, 2013 on a month-to-month basis. Chairman Wright moved to table this resolution until after executive session.

Discussion and request to approve or deny a resolution authorizing the CEO to execute a renewed contract for office cleaning services

This resolution authorizes HCHA to negotiate and execute a renewed contract with ABM Janitorial Services for office cleaning services for up to 12 months. Chairman Wright moved to table this resolution until after executive session.

EXECUTIVE SESSION

The Board went into executive session at 3:21 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 4:29 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution authorizing HCHA Redevelopment Authority, Inc. to approve the selection of investors and lenders for Fenix Estates; authorize HCHA to negotiate and execute a commitment letter; and authorizing HCHA to take any other actions necessary or convenient to carry out this resolution

This resolution authorizes HCHA Redevelopment Authority, Inc. to approve the selection of an investor and a lender for the Fenix Estates project. Chairman Wright moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-09)

Discussion and request to approve or deny a resolution adopting revisions to the Employee Handbook

This resolution permits HCHA to adopt an updated Employee Handbook with revisions to the following: policies related to weapons in the workplace, policies related to employee-client relationships and sexual harassment, and policies related to the use of communication / computer systems and personal electronic devices. Commissioner Ellis moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-10)

Discussion and request to approve or deny a resolution authorizing the CEO to execute a renewed agreement with AT&T for a business network express bundle

This resolution authorizes HCHA to continue the AT&T Business Network Express Bundle Agreement for fiber broadband services signed on August 27, 2013 on a month-to-month basis. Chairman Wright moved to table this resolution until next meeting when contracts are provided.

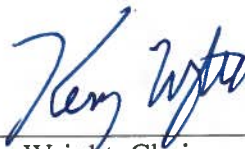
Discussion and request to approve or deny a resolution authorizing the CEO to execute a renewed contract for office cleaning services

This resolution authorizes HCHA to negotiate and execute a renewed contract with ABM Janitorial Services for office cleaning services for up to 12 months. Chairman Wright moved to table this resolution until next meeting when contracts are provided.

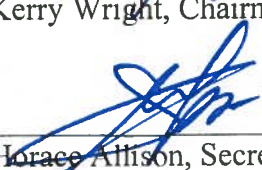
ADJOURNMENT

Commissioner Villarreal moved to adjourn at 4:33 p.m., Commissioner Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of March 2016.



Kerry Wright, Chairman



Horace Allison, Secretary

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

Houston, Texas

March 16, 2016

**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 March 2016, 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. Additional present attendees included the following:

Kristen Domeracki, Paul Curry, Beverly Burroughs, Timika Simmons, Samson Babalola, Debra McCray, Diana Zuniga, Mohammed Othman, Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Wanda LeBlanc, David Cornwell, Mark Grossland, and Melissa Gracona were also in attendance.

Chairman Wright invited Vice Chairman 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 FEBRUARY 17, 2016

Vice Chairman Womack moved to approve the minutes from the February 17, 2016 board meeting, Commissioner Ellis seconded, and the motion carried unanimously.

PUBLIC COMMENTS

None.

CHIEF EXECUTIVE OFFICER'S REPORT

Horace Allison began his report by thanking staff for how an emergency situation was handled in the intake area yesterday. A client fell ill and staff took care of the client by calling 911. The client is doing better today and sent his appreciation to the staff.

Mr. Allison reported that HCHA received a letter from HUD approving HCHA's five-year and annual plan.

Staff submitted an application to METRO Southeast Transit Center and expects to hear a response from the reviewing committee within the next 30 days. HCHA received almost 12 letters of support from local community leaders, council members, and representatives for the proposal.

Mr. Allison informed the board that David Cornwell will be presenting the FY2017 Budget later in the meeting, and thanked Mr. Cornwell for his hard work helping HCHA build this budget.

HCHA has continued working with Veteran Affairs to increase lease-up rates for the VASH vouchers. Mr. Allison reported that he requested more referrals from the VA so that HCHA can meet its objective to be 100% leased by the end of the year.

Mr. Allison also gave an update on the scholarship program and thanked Kristen Domeracki for creating the criteria. Mr. Allison informed the board that the program will only be open to household members of families currently receiving assistance through HCHA's HCV or VASH programs, and that two \$1,000 scholarships will be awarded each year.

Mr. Allison reported that HCHA is working to reconcile data reported in the Voucher Management System and make sure it is consistent with the data reported in HCHA's internal system, Housing Pro. Mr. Allison hopes to close the gap between the numbers being reported as soon as possible.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from January 2016 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow except for the Housing Choice Voucher (HCV) program and Affordable Housing. In the consolidated budget, revenue is over budget by 1%. Expenses are also over budget by 1%. Chairman Wright asked Mr. Curry why HCHA is over budget. Mr. Curry explained that the overage was due to clients porting in.

ADMINISTRATIVE AGENDA

Debra McCray presented information on the lease-up rates for the HCV program. For February, the HCV lease-up rate was 94.3% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 83.1%, Single Room Occupancy is at 94% and the Mod Rehab program is leased at 100% of authorized vouchers. HCHA has 32 total participants in the homeownership program to date, and the next homeownership fair will be in May 2016.

Samson Babalola reviewed the status of properties within the Affordable Housing Division. All properties are at least 96% leased. Repairs and maintenance updates were made to several properties including Cornerstone Village, where building exteriors were power-washed, and Waterside Court, where window trim was replaced. Several properties had resident community meetings in February and March to address community and resident concerns. Management teams at each property are working to address these items.

Mr. Babalola also presented a status update on development activities within the Affordable Housing Division. The driveway paving at the Retreat at Westlock is complete, and plumbing site work has

started. Concrete foundation slabs are expected to be poured on the site in mid-March. Mr. Babalola introduced HCHA's construction coordinator, Mohammed Othman to the board and let him introduce himself. Mr. Babalola explained that Mr. Othman is responsible for managing and overseeing the construction progress on the Retreat at Westlock. Mr. Babalola also said staff received construction bids for Fenix Estates in February, but the bids came in beyond HCHA's budget. Staff expects to rebid the project in May. Staff is also currently reviewing property management proposals for Fenix Estates. Mr. Babalola gave an update on the METRO Southeast Transit Oriented Development project and said staff submitted a proposal in February. Staff expects to receive an update in late March.

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. Ms. Simmons gave an update on the department's current projects including HCHA's annual report, HCHA's newsletter, the scholarship program, and a participant briefing manual for clients. HCHA's social media following is up to 40 users. The department is also working to put out new collateral items for HCHA including a fact sheet and a portfolio for properties. Ms. Simmons showed a preview of HCHA's website, which has been reorganized to help residents, landlords, business affiliates, and media find information more efficiently.

Scott Lemond presented a status update on legal matters and activities as general counsel. In February, HCHA opened 13 legal matters, closed 6, matters and has a total of 23 active matters.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing the CEO to execute an agreement for payment in lieu of ad valorem taxes for Waterside Court

This resolution authorizes the CEO to negotiate and enter into a new Pilot agreement for payment in lieu of ad valorem taxes to Fallbrook Utility District for Waterside Court. Chairman Wright moved to table this resolution until after executive session.

Discussion and request to approve or deny a resolution authorizing the CEO to execute a renewed contract for office cleaning services

This resolution authorizes the CEO to negotiate and execute a renewed contract with ABM Janitorial Services for office cleaning services for 12 months. Vice Chairman Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-11)

Discussion and request to approve or deny a resolution approving the FY2017 budget

This resolution authorizes the Board of Commissioners to adopt the proposed FY2017 budget. David Cornwell presented the updates to the FY2017 budget to the board and answered the Commissioners' questions. Mr. Cornwell explained that the major changes to this year's budget would include moving to a balanced budget for the first time since 2012, removing vacation buyback time, removing merit increases, and adding in a public affairs budget. Commissioner Gonzalez asked Mr. Cornwell if merit increases would be revisited later in the year with a budget revision. Mr. Allison confirmed that raises would be revisited. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-12)

ADDITIONAL COMMENTS BY COMMISSIONERS

Chairman Wright announced that his last day on the HCHA Board of Commissioners would be May 18, 2016.

EXECUTIVE SESSION

The Board went into executive session at 3:37 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 4:58 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution authorizing the CEO to execute an agreement for payment in lieu of ad valorem taxes for Waterside Court

This resolution authorizes the CEO to negotiate and enter into a new Pilot agreement with Fallbrook Utility District for payment in lieu of ad valorem taxes for Waterside Court. Commissioner Gonzalez moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-13)

ADJOURNMENT

Vice Chairman Womack moved to adjourn at 5:00 p.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 25th day of April 2016.



Kerry Wright, Chairman



Horace Allison, Secretary

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

Houston, Texas

April 25, 2016

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 25th day of April 2016, 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. Additional present attendees included the following:

Kristen Domeracki, Paul Curry, Beverly Burroughs, Timika Simmons, Samson Babalola, Debra McCray, Diana Zuniga, Paula Burns, Adeline Benoit, Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Wanda LeBlanc, Mark Fury, Toni Jackson, Bobken Simonians and Cody Holder were also in attendance.

Chairman Wright invited Vice Chairman 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 MARCH 16, 2016

Commissioner Gonzalez moved to approve the minutes from the March 16, 2016 board meeting, Vice Chairman Womack seconded, and the motion carried unanimously.

PUBLIC COMMENTS

Chairman Wright reported that he formally rescinded his resignation to continue to serve on the Board of Commissioners.

CHIEF EXECUTIVE OFFICER'S REPORT

Horace Allison began his report by giving an update on the Central Office Cost Center (COCC). The US Department of Housing and Urban Development (HUD) recently changed their policies regarding how housing authorities can account for their money in the COCC, and Mr. Allison expects changes to go into effect around 2017. Fees that are being collected from various programs will now have to be accounted for separately in the COCC, which may affect how HCHA spends money. Mr. Allison told the Board that he would bring more information as he received further details from HUD. Chairman Wright asked what the mission of this initiative is. Mr. Allison said it is to re-federalize fees that come from the various programs and hold housing authorities accountable.

Mr. Allison reported that HCHA has been using money received from the General Land Office (GLO) for the Westlock development. After receiving a recommendation from the GLO to apply to use some of these unspent funds for Fenix Estates, HCHA requested a one-year extension and requested to spend the pending GLO funds on the Fenix project.

Mr. Allison also reported that HCHA's insurance expired on March 31, 2016. As a response to an oversight and to avoid the risk of being uninsured, Mr. Allison issued an emergency declaration in accordance with the Procurement Policy to enter into an extended agreement with Texas Municipal League Insurance Risk Pool. Mr. Allison explained that there is a resolution that will be discussed later in the meeting to request the Board to ratify his actions.

Vice Chairman Womack asked for an update on HCHA's clients affected by the recent storm and any initiatives the Authority has taken to help those affected in the local community. Mr. Allison said HCHA is working closely with Harris County and Houston Housing Authority to reach out to displaced clients.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from February 2016 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow except for the Housing Choice Voucher (HCV) program and Affordable Housing. Mr. Curry said the Board could expect Affordable Housing to show a positive cash flow in next month's financial statements. In the consolidated budget, revenue is over budget by 2%. Expenses are over budget by 1%. Mr. Curry also reported that there were two unusual checks not budgeted in the check register for the month of February: a check to Happy Software for \$17,000, and a check for \$17,800 for HCHA's servers when the Authority had IT issues earlier this year.

ADMINISTRATIVE AGENDA

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. The Public Affairs Department is currently working on HCHA's landlord engagement initiative and is putting out a survey to figure out how the Authority can improve communication and education with landlords. A press release for the upcoming homebuyer's fair in June is in the process of being created. Ms. Simmons reported that over the past month she met with the Houston Bar Association regarding the Veteran's Legal Initiative, and the Harris County Community Services Department to discuss the homebuyer's program. She also corresponded with ABC 13 to represent HCHA in a segment on the state of affordable housing in Harris County, and the Houston Chronicle regarding an article featuring the Retreat at Westlock. Ms. Simmons reported that the Public Affairs Department is currently working on launching the Retreat at Westlock's open house in fall 2016, and the Fenix Estates ground breaking ceremony in late summer of 2016. Ms. Simmons also noted that HCHA now has an updated website, a new e-blast platform, a produced homeownership event flyer, a homeownership program brochure, and a scholarship flyer, and is currently working to finalize the outline for HCHA's annual report.

Debra McCray presented information on the lease-up rates for the HCV program. For March, the HCV lease-up rate was 95.7% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 86.5%, Single Room Occupancy is at 93% and the Mod Rehab program is leased at 100% of authorized vouchers. HCHA has 33 total participants in the homeownership program to date, and the next homeownership fair will be on June 5, 2016.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are at least 99% leased. Mrs. Burns reported that Net Operating Expenses for Cornerstone Village were over budget in April due to several repairs and management concerns including the replacement of wood window trims on residential buildings, temporary staffing for maintenance services, sprinkler and fire alarm maintenance, and appliance replacements. Total income and collections in April were \$7,000 more than budgeted at Waterside Court and \$1,700 under budget at Sierra Meadows. At Cypresswood Estates, total operating expenses were over budget due to non-budgeted maintenance costs and management concerns including a pool pump purchase, increased electricity, an HVAC repair, computer maintenance, and an apartment locator fee. Resident activities at the developments for April include a pancake breakfast, potluck dinners, a trip to Kemah, a trip to College Station, a community yard sale, and a catfish fry.

Samson Babalola also presented a status update on development activities within the Affordable Housing Division. The plumbing grounds and the concrete foundation slabs are completed at the Retreat at Westlock, and the lumber material was delivered to start framing. HCHA currently has six different contractors working on the site. HCHA expects a \$7,000 change order to relocate a fire hydrant, and is currently working to open cut the road to install a manhole offsite for \$30,000. Mr. Babalola gave an update on Fenix Estates and reported that HCHA solicited an invitation for bids for general contractors in April. For the METRO Southeast Transit Oriented Development, HCHA was notified that staff's response was short listed. Staff is working with METRO to discuss HCHA's next steps for the project. Mr. Babalola also reported that staff would be recommending a contractor for two Amy Young Barrier Removal Program projects later in the meeting.

BOARD ACTION ITEMS

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 approves the submission of the 2016 SEMAP certification report to HUD. Beverly Burroughs walked the Commissioners through the scoring process and reported that based on HUD's performance indicators, HCHA's annual SEMAP certification reports reflect that HCHA is a high performer with a score of 96% this year. Commissioner Gonzalez moved to approve this resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-14)

Discussion and request to approve or deny a resolution adopting revisions to the 2016 PHA Plan

This resolution authorizes HCHA to adopt changes to the HCHA Annual Plan to include the FY2017 budget passed in March 2016 and the Fair Market Rates / Payment Standards. Vice Chairman Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-15)

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for property management services for Fenix Estates

This resolution authorizes the HCHA Redevelopment Authority to negotiate and execute a property management contract with New Hope Housing. Chairman Wright moved to table this resolution until after executive session.

Discussion and request to approve or deny a resolution authorizing the Harris County Housing Authority Public Facility Corporation to include bonds to be issued for the Fenix Estates project

This resolution authorizes Harris County Housing Authority to induce bonds to be issued for the Fenix Estates project. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-16)

Discussion and request to approve or deny a resolution to ratify the execution of a contract for insurance coverage

This resolution authorizes the HCHA Board of Commissioners to ratify the emergency purchase of insurance through TMLIRP, including the negotiation and execution of the Interlocal Agreement attached as Exhibits A-C, in accordance with Section 6.0 of the HCHA Procurement Policy. Vice Chairman Womack moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-17)

Discussion and request to approve or deny a resolution authorizing the award of a construction contract for the Amy Young Barrier Removal Program, and authorizing the CEO to negotiate and execute the final contract

This resolution authorizes the CEO to negotiate and enter into construction contracts with MLG Construction for the Amy Young Barrier Removal Program in the amount of \$18,051.00 for 20014 Cottonglade Lane and \$8,175.00 for 978 Heathfield Drive. Commissioner Gonzalez moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-18)

Discussion and request to approve or deny a resolution approving a memorandum of understanding with the Houston Housing Authority to perform inspections and/or verify rent reasonableness at the partner agency's request

This resolution authorizes the CEO to negotiate and execute the attached memorandum of understanding with the Houston Housing Authority for the purpose of providing a framework for HHA and HCHA to perform inspections and verify rent reasonableness for each other upon request. Chairman Wright moved to approve the resolution, Commissioner Ellis seconded, Commissioner Villarreal abstained, and the motion carried. (16-19)

Discussion and request to approve or deny a resolution authorizing a contract for security services

This resolution authorizes the CEO to execute a contract for security services with Weiser Security Services. Commissioner Gonzalez moved to table this resolution until after executive session.

ADDITIONAL COMMENTS BY COMMISSIONERS

Vice Chairman Womack asked each of the visitors representing the Commissioners' districts to stand up and introduce themselves. Wanda LeBlanc introduced herself on behalf of Judge Ed Emmett's office. Cody Holder introduced himself on behalf of Commissioner Jack Cagle's office. Mark Fury introduced himself on behalf of Commissioner Steve Radack's office. Chairman Wright thanked each of them for their support and being present at the meeting.

Mr. Allison informed the board that Kristen Domeracki, HCHA's Director of Administration has resigned from her position and thanked her for being a valuable employee to the Authority. Chairman Wright thanked and congratulated Mrs. Domeracki, and Commissioner Gonzalez said it has been a pleasure working with her and getting to know her.

EXECUTIVE SESSION

The Board went into executive session at 3:16 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 5:15 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for property management services for Fenix Estates

This resolution authorizes the HCHA Redevelopment Authority to negotiate and execute a property management contract with New Hope Housing. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-20)

Discussion and request to approve or deny a resolution authorizing a contract for security services

This resolution authorizes the CEO to execute a contract for security services with Weiser Security Services. Chairman Wright requested that the contract be revisited after 60 days. Chairman Wright moved to approve the resolution, Commissioner Ellis seconded, Commissioner Gonzalez and Commissioner Womack opposed, and the motion carried. (16-21)

ADJOURNMENT

Vice Chairman Womack moved to adjourn at 5:25 p.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 18th day of May 2016.



Kerry Wright, Chairman

Horace Allison, Secretary

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

Houston, Texas

May 18, 2016

**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 2016, 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 1:34 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	Absent
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. Additional present attendees included the following:

Paul Curry, Beverly Burroughs, Timika Simmons, Samson Babalola, Debra McCray, Diana Zuniga, Paula Burns, Adeline Benoit, Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Luis Paulino, Bobken Simonians, Wanda LeBlanc, Marcus Frank, Cody Holder, James Eridenbader, and Mihir Zaveri were also in attendance.

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

APPROVAL OF MINUTES FROM APRIL 25, 2016

Commissioner Ellis moved to approve the minutes from the April 25, 2016 board meeting, Vice Chairman Womack 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 application for 65 additional VASH vouchers. Staff submitted the request in May and expects to receive the vouchers by July 2016. Chairman Wright asked if the referral level has picked up. Mr. Allison confirmed that the number of referrals has increased.

Mr. Allison also reported that he would be discussing a training opportunity for one of HCHA's department directors later in the meeting.

Mr. Allison reported that he would be discussing a resolution for auditing services later in the meeting. Additionally, staff is working on a recommendation for inspection services and IT services to bring to the Board next month.

Staff met with Houston Housing Authority (HHA) and agreed to jointly host a monthly meeting for all local housing authorities who are impacted by local jurisdiction issues. Mr. Allison explained that he came to an agreement with HHA that the housing authorities may overlap as long as they share the same payment standards in each area with HUD approval. Chairman Wright asked what other housing authorities would be included in these meetings. Mr. Allison listed Pasadena, Rosenberg, Baytown, and Brazoria County.

Mr. Allison presented an update on HCHA's security services as requested by the board at the last meeting, and reported that all reference checks came back positive. HCHA obtained licensing and training information from the assigned officer and is very satisfied with the services provided so far.

Mr. Allison introduced Mr. Luis Paulino, the Health Care for Homeless Veterans Program director with Veteran Affairs. Mr. Paulino introduced himself to the board and explained the VA's working relationship with HCHA and the housing process for veterans under VA case management.

Mr. Allison also reported that HCHA submitted an application for VASH Extraordinary Administrative Fees to bring on at least three additional staff members to help HCHA get leased up and take veterans out to look for housing.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from March 2016 and answered the Commissioners' questions. Mr. Curry explained that for the first time in several years, all programs have a positive cash flow due to HCHA's new balanced budget. In the consolidated budget, revenue is over budget by 4%. Expenses are over budget by 3%.

ADMINISTRATIVE AGENDA

Debra McCray presented information on the lease-up rates for the HCV program. For March, the HCV lease-up rate was 94.2% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 87%, Single Room Occupancy is at 93% and the Mod Rehab program is leased at 100% of authorized vouchers. HCHA has 33 total participants in the homeownership program to date, and the next homeownership fair will be on June 5, 2016.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are 100% leased to date. Mrs. Burns reported that Net Operating Expenses for Cornerstone Village were over budget in May due to several electrical and plumbing repairs, temporary staffing for maintenance services, and carpet cleanings. At Louetta Village, the Net Operating Expenses were also over budget due to eviction fees for two units. At Sierra Meadows, income and collections were under budget due to bad debt collections and vacant unit turnover. Mrs. Burns reported that all other properties were healthy.

Samson Babalola also presented a status update on development activities within the Affordable Housing Division. The framing for the first floor has been completed at the Retreat at Westlock, and the decking has been set for the second floor in two buildings. HCHA currently has six different contractors working on the site. HCHA expects a \$7,000 change order to relocate a fire hydrant, and is currently working to open cut the road to install a manhole offsite for \$27,000. Mr. Babalola gave an update on Fenix Estates and reported that HCHA received a bid for property management services that is under review. For the METRO Southeast Transit Oriented Development, HCHA submitted an amendment to its original applications for consideration and is awaiting a response. Mr. Babalola also reported that work has started at the two Amy Young Barrier Removal Program projects the Authority has taken on for remodeling in Humble and Channelview.

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. The Public Affairs Department is in the process of conducting a landlord survey to get feedback on how to improve its initiatives and strategies with landlords. A press release for the upcoming homebuyer's fair in June is in the process of being created. Ms. Simmons reported that over the past month, she has been working with a reporter from the Houston Chronicle who is writing a feature article about the Retreat at Westlock. Ms. Simmons reported that the Public Affairs Department is currently working on launching the Retreat at Westlock's open house in early 2017 and the Fenix Estates ground breaking ceremony in late winter of 2017. Ms. Simmons also noted that HCHA now has a new e-blast platform that has helped HCHA distribute the landlord survey, information about the homebuyer fair event, and information about how to join HCHA's mailing list.

Ms. Simmons introduced Katie Thomson to give an update on HCHA's Annual Report. Ms. Thomson introduced herself to the board and thanked leadership for the opportunity to lead the project. Ms. Thomson reported that the first draft of the report would be ready by July 2016 and printed by September 2016, contingent on when the final financial report is published. The annual report will be divided into four sections that feature HCHA's people, pipeline, performance, and portfolio. Ms. Thomson explained that the "People" section will address who HCHA is as an organization and who the Authority serves. The "Pipeline" section will address the future initiatives of HCHA, and the "Performance" section will include HCHA's 2016 financial information. The "Portfolio" section will address summaries, statistics and measurable data for HCHA's current programs and developments. Ms. Thomson conveyed that the report would be designed and created in-house, and told the board that group photos would be taken at the next Board meeting. Ms. Thomson said HCHA's rebranding campaign will be revealed in the report, and that the report will be around 16 pages in full color.

Chairman Wright thanked staff for the wonderful presentations reported at the meeting and congratulated the team on a job well done.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing a contract for audit services

This resolution authorizes the CEO to negotiate and execute a contract for audit and tax preparation services with Berman Hopkins Wright & LaHam, CPAs & Associates, LLP for \$45,000 for fiscal year 2016, and \$45,000 for fiscal year 2017 with the option to extend the contract for up to two years at the same cost. Vice Chairman Womack moved to approve this resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-22)

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

This resolution authorizes HCHA to allow Debra McCray to travel to McMinnville, OR from July 11-15, 2016 to attend a Housing Choice Voucher Executive Management seminar hosted by Nan McKay. Vice Chairman Womack moved to approve the resolution, Chairman Wright seconded, and the motion carried unanimously. (16-23)

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

This resolution authorizes HCHA to adopt changes to the Administrative Plan that include revisions to criminal background policies. Vice Chairman Womack moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-24)

Discussion and request to approve or deny a resolution authorizing the CEO to enter into a purchasing interlocal agreement with Harris County

This resolution authorizes the CEO to negotiate and execute a new Interlocal Agreement with Harris County for the provision of materials, goods, and services. Chairman Wright moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-25)

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 the CEO to negotiate and execute a new Interlocal Agreement with Harris County for legal services provided by Harris County Attorney's Office. Vice Chairman Womack moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-26)

ADDITIONAL COMMENTS BY COMMISSIONERS

None.

EXECUTIVE SESSION

The Board went into executive session at 3:17 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 4:10 p.m.

ADDITIONAL BOARD ACTION

None.

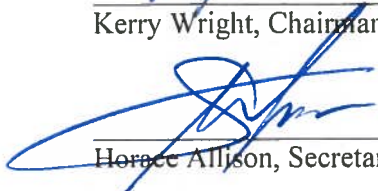
ADJOURNMENT

Commissioner Villarreal moved to adjourn at 4:11 p.m., Commissioner Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of June 2016.



Kerry Wright, Chairman



Horace Allison, Secretary

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

Houston, Texas

June 15, 2016

**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 June 2016, 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 1:55 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	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 and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional present attendees included the following:

Paul Curry, Beverly Burroughs, Timika Simmons, Samson Babalola, Debra McCray, Diana Zuniga, Paula Burns, Adeline Benoit, Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Bobken Simonians, Wanda LeBlanc, Mark Fury, Cody Holder, and Hunter Harrison were also in attendance.

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

Chairman Wright asked all new visitors to introduce themselves. Scott Lemond introduced Hunter Harrison as HCHA's summer intern. Chairman Wright welcomed Mr. Harrison on behalf of the board.

APPROVAL OF MINUTES FROM MAY 18, 2016

Vice Chairman Womack moved to approve the minutes from the May 18, 2016 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 June Homebuyer Fair. Mr. Allison said that the event, originally scheduled for June 4, 2016, was cancelled due to inclement weather, and is now rescheduled for June 25, 2016.

Mr. Allison reported that two RFPs for IT services and Inspection services will be presented later in the meeting. Mr. Allison explained that a contract has not been negotiated fully for the IT services RFP, and he recommended that the board table this resolution until the next board meeting. Mr. Allison conveyed his praises for the company HCHA has selected for the inspection services RFP.

Mr. Allison also reported that staff is in the process of completing HCHA's annual anti-harassment training for supervisors and staff members.

HCHA held a successful mass-intake briefing to move prospective clients from the waiting list to HCHA's HCV program on Saturday, May 21, 2016. Mr. Allison reported that HCHA will host another briefing event on Saturday, June 18, 2016.

Mr. Allison reported that staff held a Tax Equity and Fiscal Responsibility Act (TEFRA) hearing for Fenix Estates on June 2, 2016.

Additionally, HUD will be granting HCHA an 84% proration of administrative fees to use towards the HCV program. HUD has also awarded HCHA 65 additional HUD-VASH vouchers effective June 1, 2016.

Mr. Allison also shared that on June 23, 2016, he would be sitting on a panel to represent HCHA at an event hosted by the Houston Association of Realtors to discuss debunking the myths on workforce housing.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from April 2016 and answered the Commissioners' questions. Mr. Curry explained that all programs except affordable housing have a positive cash flow due to HCHA's newly balanced budget. In the consolidated budget, revenue is over budget by 1%. Expenses are over budget by 4%.

ADMINISTRATIVE AGENDA

Debra McCray presented information on the lease-up rates for the HCV program. For May, the HCV lease-up rate was 94.2% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 89%, Single Room Occupancy is at 95% and the Mod Rehab program is leased at 100% of authorized vouchers. HCHA has 33 total participants in the homeownership program to date, and the next homeownership fair will be in June 2016.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are 98% leased to date. Mrs. Burns reported that Net Operating Expenses for Cornerstone Village were over budget in May due to electrical and HVAC repairs and an increase in salary for staff at the property. At Louetta Village, the Net Operating Expenses were also over budget due to eviction legal fees and equipment repair. At Waterside Court, operating expenses were over budget due to window trim replacements. Mrs. Burns reported that all other properties were healthy.

Samson Babalola also presented a status update on development activities within the Affordable Housing Division. The framing for the first and second floor has been completed at the Retreat at Westlock, and the decking has been set for the third floor on all buildings. Plumbing and electrical underground work are

in progress, and HCHA currently has six different contractors working on the site. Mr. Babalola gave an update on Fenix Estates and reported that HCHA is soliciting bids for a general contractor, which will be due on June 24, 2016. For the METRO Southeast Transit Oriented Development, HCHA submitted an amendment to its original applications for consideration and is awaiting a response. Mr. Babalola also reported that work is in progress at the two Amy Young Barrier Removal Program projects the Authority has taken on for remodeling in Humble and Channelview.

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. The Public Affairs Department is currently working with staff to revise HCHA's HCV briefing manual and on-boarding presentation for new clients. The landlord engagement survey has been closed and the responses are being used for qualitative data mining to improve HCHA's landlord initiatives. In terms of public relations, HCHA received coverage on Houston Public News Radio's show, "Houston Matters." HCHA also sent out three press releases about the homebuyer fair, a Westlock construction update, and the Amy Young Barrier Removal Program. Ms. Simmons gave an update on HCHA's newest marketing collateral including a homeownership program brochure and checklist. Ms. Simmons also invited Katie Thomson to present an update on the Annual Report. Ms. Thomson reported that the project timeline has been adjusted to fit HCHA's auditing schedule, and a draft will be presented by August 2016. Ms. Thomson said the layout is about 70% completed and reported that photography will be done in house. Ms. Thomson also reported that the project's page count has now been extended from 16 to 20 pages, and said that the project is about 35% complete overall.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing a contract for IT services

This resolution authorizes the CEO to negotiate and execute a contract for IT services. Mr. Allison told the board that staff is still working to get a contract in place and recommended the board table this resolution until next meeting. Chairman Wright moved to table this resolution until further notice.

Discussion and request to approve or deny a resolution authorizing a contract for inspection services

This resolution authorizes the CEO to negotiate and execute a contract for inspection services with Nan McKay and Associates. Vice Chairman Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-27)

Discussion and request to approve or deny a resolution approving revisions to the Employee Handbook

This resolution authorizes HCHA to adopt changes to the Employee Handbook that include revisions to HCHA's formal rest and break period policy. Vice Chairman Womack moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-28)

ADDITIONAL COMMENTS BY COMMISSIONERS

None.

EXECUTIVE SESSION

The Board went into executive session at 3:10 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 6:05 p.m.

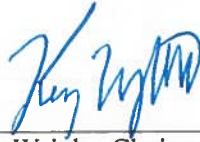
ADDITIONAL BOARD ACTION

None.

ADJOURNMENT

Commissioner Villarreal moved to adjourn at 6:07 p.m., Vice Chairman Womack seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of July 2016.



Kerry Wright, Chairman



Horace Allison, Secretary

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

Houston, Texas

July 5, 2016

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

The Board of Commissioners of Harris County Housing Authority met in a special session, open to the public, on the 5th day of July 2016, 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 10:30 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	Absent
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. Additional present attendees included the following:

Katie Thomson of Harris County Housing Authority; Sean McCarthy was also in attendance.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

The Board went into executive session at 10:32 a.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 11:48 a.m.

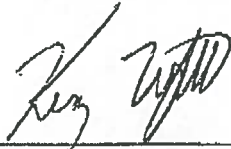
BOARD ACTION ITEMS

None.

ADJOURNMENT

Vice Chairman Womack moved to adjourn at 11:49 a.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of August 2016.



Kerry Wright, Chairman

Horace Allison, Secretary

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

Houston, Texas

July 20, 2016

**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 20th day of July 2016, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Vice Chairman Womack called the meeting to order at 1:30 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Absent
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 and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional present attendees included the following:

Paul Curry, Beverly Burroughs, Timika Simmons, Samson Babalola, Debra McCray, Diana Zuniga, Paula Burns, Adeline Benoit, Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Bobken Simonians, Cody Holder, and Hunter Harrison were also in attendance.

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

APPROVAL OF MINUTES FROM JUNE 15, 2016

Commissioner Gonzalez moved to approve the minutes from the June 15, 2016 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 request for proposals for IT services. Mr. Allison said that he and staff had planned to present a resolution for a contract at this board meeting, but he is currently still in negotiations with the company. Mr. Allison explained that bids came in substantially high and assured the Commissioners that there were other services that needed to be performed to get a better understanding of equipment and diagnostics before entering into a contract for these services.

Mr. Allison reported that Nan McKay, HCHA's inspection services contractor, has inspectors in place and has done a great job working with the Authority. Mr. Allison said that he and staff were initially concerned about the transition time, but said that Nan McKay has made the transition effortless for the Authority.

Mr. Allison also reported that the auditing services contract has been negotiated and executed. The auditing firm has already started requesting files and will be in the office during the first week of August 2016.

The Fenix Estates property management agreement has been drafted and submitted to New Hope Housing. Mr. Allison said he and staff met with the firm earlier this week to discuss property management and project-based vouchers for Fenix Estates, and said that he is confident in the firm's ability to provide permanent supportive housing services.

Mr. Allison explained that the Invitation for Bid for a general contractor for Fenix Estates was solicited three times, but HCHA only received submissions from one bidder. Staff will present a resolution to enter into negotiations with the bidder during this meeting.

Staff met with HUD to discuss HCHA's current Housing Choice Voucher (HCV) lease-up rate, which is at 94%. During the meeting, staff presented a plan of action to improve the Authority's lease-up rate. Mr. Allison explained that staff is almost completely through HCHA's 2008 waiting list, and said he expects to re-open the waiting list sometime in October 2016.

Staff also met with Northwest Assistance Ministries, who provides HCHA with referrals for the Authority's first preference. Mr. Allison said he and staff discussed HCHA's terms of renewing the expired MOU with NAM and plans to have a follow up meeting within the next few weeks.

Mr. Allison met with Stone Lake Capitol Partners, the landlord for HCHA's central offices, to discuss the Authority's leasing plans. Mr. Allison said the company intends to sell the property to a new real estate company.

Mr. Allison also reported that a request for proposals has been issued for project-based vouchers. The maximum number of vouchers HCHA can issue from its allocation is 20%. Mr. Allison explained that staff is looking to submit an application for the Fenix Estates project, a permanent supportive housing development, and said he also expects an application to come in from the Jail Diversion program. Mr. Allison expressed that the RFPs are due on August 12, 2016, and said he hopes to come back to the board by the September board meeting after HUD and HCHA review and approve the submissions.

Mr. Allison also provided an article for the Board to read that offered statistics on affordable housing and some background on the issues in the industry. He also presented an update from HUD on Uniform Physical Condition Standards, which will change the unit inspection protocols for the HCV units.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from May 2016 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow due to HCHA's newly balanced budget. In the consolidated budget, revenue is over budget by 4%. Expenses are at 100%.

ADMINISTRATIVE AGENDA

Debra McCray presented information on the lease-up rates for the HCV program. For June, the HCV lease-up rate was 93.4% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 81.7%, Single Room Occupancy is at 96% and the Mod Rehab program is leased at 98% of authorized vouchers. HCHA has 33 total participants in the homeownership program to date, and as of July 6, 2016, two new families have closed on homes. Ms. McCray explained that the lower-than-usual lease-up rate for the VASH program was due to HCHA receiving an additional 65 vouchers in June and an inadequate amount of referrals from the Veteran Affairs program.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are 99% leased to date. Mrs. Burns reported that Net Operating Expenses for Cornerstone Village were over budget in June due to temporary maintenance staffing, roof repairs, and a water bill increase. At Louetta Village, Baybrook Park, and Sierra Meadows income collections were under budget. Mrs. Burns reported that all other properties were healthy.

Samson Babalola also presented a status update on development activities within the Affordable Housing Division. The framing for the third floor has been completed at the Retreat at Westlock, and installation for the roof trusses and underground electrical work is in progress. Mr. Babalola gave an update on Fenix Estates and reported that HCHA received one bid from a general contractor. For the METRO Southeast Transit Oriented Development, HCHA was told that its proposal will be presented to the METRO board in July for approval. Mr. Babalola also reported that all work for the two Amy Young Barrier Removal Program projects will be completed by the end of July.

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. The Public Affairs Department attended the HAR Workforce Housing Panel to represent HCHA as a key speaker. Ms. Simmons also reported that she is working with the Houston Chronicle on a story for the Homeownership Program. Ms. Simmons has sent out press releases for the Homeownership program and the Amy Young Barrier Removal program over the last few weeks. Ms. Simmons reported that she has been working with staff members to produce a new landlord information packet for HCHA's landlord briefings. Additionally, she has also been focused on generating a method for acquiring information for high opportunity areas. Ms. Simmons also invited Katie Thomson to present an update on the Annual Report. Ms. Thomson reported that the project was on target and would be ready to be presented after the audit results are in. Ms. Thomson said no changes to the project have been made since the last board meeting.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution adopting revisions to the 2016 PHA Plan

This resolution approves revisions to the Fair Market Rents and Payment Standards in HCHA's Annual PHA Plan. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-29)

Discussion and request to approve or deny a resolution authorizing a contract for security monitoring services

This resolution authorizes the CEO to execute a contract for a security monitoring system with ADT. Commissioner Villarreal moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-30)

Discussion and request to approve or deny a resolution approving and authorizing the approval of training expenses for Diana Zuniga

This resolution approves training expenses for Ms. Zuniga's Executive Management training course with Nan McKay & Associates. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-31)

Discussion and request to approve or deny a resolution authorizing HCHA Redevelopment Authority Inc. to authorize and negotiate the execution of a contract for general contracting services for Fenix Estates

This resolution authorizes the HCHA Redevelopment Authority to select a General Contractor for the Fenix Estates project. Vice Chairman Womack moved to table this resolution until after executive session.

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

This resolution approves training and travel expenses for Mr. Allison and Ms. Simmons to attend Nan McKay & Associates' annual housing conference. Vice Chairman Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-32)

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 3:03 p.m.

ADDITIONAL BOARD ACTION


Discussion and request to approve or deny a resolution authorizing HCHA Redevelopment Authority Inc. to authorize and negotiate the execution of a contract for general contracting services for Fenix Estates

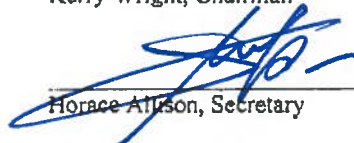
This resolution authorizes the HCHA Redevelopment Authority to select a General Contractor for the Fenix Estates project. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Womack seconded, Commissioner Villarreal abstained, and the motion carried. (16-33)

ADJOURNMENT

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

Adopted and approved this 17th day of August 2016.


Kerry Wright, Chairman


Horace Allison, Secretary

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

Houston, Texas

August 10, 2016

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

The Board of Commissioners of Harris County Housing Authority met in a special session, open to the public, on the 10th day of August 2016, 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 10:37 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 and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional present attendees included the following:

Katie Thomson and Paul Curry of Harris County Housing Authority; Daniel Cratty, Keith Grady, and Phil Sharp were also in attendance.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

The Board went into executive session at 10:38 a.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 1:07 p.m.

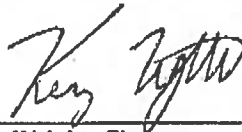
BOARD ACTION ITEMS

None.

ADJOURNMENT

Commissioner Gonzalez moved to adjourn at 1:08 a.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of August 2016.



Kerry Wright, Chairman

Horace Allison, Secretary

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

Houston, Texas

August 17, 2016

**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 August 2016, 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 1:33 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	Absent
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. Additional present attendees included the following:

Paul Curry, Beverly Burroughs, Timika Simmons, Samson Babalola, Debra McCray, Diana Zuniga, Paula Burns, Adeline Benoit, Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Bobken Simonians, Cody Holder, Hunter Harrison and Jamie Rickenbacker were also in attendance.

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

PUBLIC COMMENTS

Timika Simmons presented an award of appreciation to HCHA's summer intern, Hunter Harrison.

APPROVAL OF MINUTES FROM JULY 5, 2016

Commissioner Gonzalez moved to approve the minutes from the July 5, 2016 board meeting, Commissioner Villarreal seconded, and the motion carried unanimously.

APPROVAL OF MINUTES FROM JULY 20, 2016

Commissioner Gonzalez moved to approve the minutes from the July 20, 2016 board meeting, Commissioner Ellis seconded, and the motion carried unanimously.

APPROVAL OF MINUTES FROM AUGUST 10, 2016

Commissioner Gonzalez moved to approve the minutes from the August 10, 2016 board meeting, Commissioner Ellis seconded, and the motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Horace Allison began his report by giving an update on HCHA's recent audit. Mr. Allison said the auditors were onsite for one week in August. While staff is still sending items to the auditors, Mr. Allison expects to wrap up the audit no later than a week from today. Mr. Allison said the board can expect to see a draft of the report by mid to late September, and auditors will be present at the October board meeting to make a presentation. Mr. Allison thanked staff for their dedication and for getting the auditors what they needed quickly.

Mr. Allison also reported that HCHA met with City of Houston's Housing and Community Development Department to discuss budget issues for Fenix Estates. Mr. Allison said he received a verbal confirmation from Tom McCasland from HCD and David Turkel from Harris County Community Services Department that they would help HCHA make up the shortage of funds for the project. Mr. Allison said he hopes to close on Fenix Estates by November 2016 and to be under construction shortly after.

Mr. Allison gave an update on RFP #16-06 for Information Technology Services (IT) and reported that HCHA's top choice's (firm) fee proposal exceeded the Authority's IT budget. After assessing all firm's proposals, Mr. Allison said HCHA will need to do an assessment of its current system in place to get a fair price for services so that HCHA knows what to prioritize. HCHA will be putting out a second RFP to look for a company to conduct an assessment of what HCHA currently has in place and what HCHA needs from an outside firm. Mr. Allison said he hopes to put this RFP out within the next 30 days.

HCHA's Memorandum of Understanding (MOU) with Northwest Assistance Ministries (NAM) will be expiring soon, and HCHA is seeking to renew this contract. Mr. Allison said he and staff will be working with NAM's staff to review HCHA's guidelines for selecting voucher recipients and how to continue to work closely together. Staff will be attending a follow up meeting with NAM to discuss the rules and procedures for both organizations to make sure everyone is in compliance with one another's practices.

HCHA met with representatives from the local HUD office regarding HCHA being under-leased with its VASH vouchers. Mr. Allison said the Authority is still not receiving an adequate number of referrals from the VA. In the meeting, HUD asked HCHA to put together a corrective action plan to get leased-up and work with the VA. Mr. Allison said staff is currently working to hire a

temporary employee to help clients find units quicker. Mr. Allison assured the Board that this is a nation-wide issue.

Mr. Allison also said that new legislation has been passed by the President of the United States that will affect the housing program, public housing, and the section eight program. Mr. Allison provided a summary sheet to the Commissioners. The biggest issues that will affect HCHA will concern inspection procedures, income limits, public housing tenancy, and utility allowance data.

Mr. Allison concluded his report by inviting the Commissioners to a cookout hosted by Houston Interactive Servicemen to benefit homeless veterans. HCHA will be participating in the cookout and will be promoting the agency and different opportunities the Authority can offer these individuals.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from June 2016 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow due to HCHA's balanced budget. In the consolidated budget, revenue is over budget by 5%. Expenses are over budget by 103%.

ADMINISTRATIVE AGENDA

Debra McCray presented information on the lease-up rates for the HCV program. For July, the HCV lease-up rate was 92.9% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 81.7%, Single Room Occupancy is at 95% and the Mod Rehab program is leased at 99% of authorized vouchers. HCHA has 36 total participants in the homeownership program to date. Ms. McCray explained that the lower-than-usual lease-up rate for the VASH program was due to HCHA receiving an additional 65 vouchers in June and an inadequate amount of referrals from the Veteran Affairs program.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are 99-100% leased to date. Mrs. Burns reported that Net Operating Expenses for Louetta Village, Primrose at Heritage Park, Magnolia Estates and Sierra Meadows are all over budget for the month due to repairs and administrative expenses, but said that all properties are still within their annual budget. Mrs. Burns reported that a Harris County HOME monitoring visit took place at Cornerstone Village on August 16, 2016. Mrs. Burns reported that all properties were over budget with their total income and collections for the month and were healthy.

Samson Babalola also presented a status update on development activities within the Affordable Housing Division. Ms. Babalola estimated that the Retreat at Westlock is 39% complete, and currently the roof sheathing, roof shingles, plumbing, and fire sprinklers are being installed. Mr. Babalola gave an update on Fenix Estates and reported that HCHA is currently in negotiations with the recommended general contractor discussed at the last board meeting. For the METRO Southeast Transit Oriented Development, HCHA received approval for this project on July 21, 2016 and is currently working to begin negotiations on an agreement. Mr. Babalola also reported that inspections have been conducted on the Amy Young Barrier Removal Program units, and said that HCHA is currently seeking reimbursement for these projects.

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. This month the Public Affairs Department has connected with local Chambers of Commerce, Economic Development Corporations, the Veteran Land Board and Veterans Tactical. The department has helped HCHA with Realtor and landlord engagement initiatives, and has produced a high opportunity area indicator report. Ms. Simmons also invited Katie Thomson to present an update on the Annual Report. Ms. Thomson reported that the project was on target and would be ready to be presented after the audit results are in. Ms. Thomson said no changes to the project have been made since the last board meeting.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing the CEO to negotiate and execute an agreement for the disposal of surplus property

This resolution authorizes the CEO to negotiate and execute an agreement with Houston Auto Auction to provide auctioneering services and related items to HCHA. Commissioner Villarreal moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-34)

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for third party inspection services for the Retreat at Westlock

This resolution authorizes the CEO to negotiate a contract for third party inspection services. Chairman Wright moved to table this resolution until next board meeting.

Discussion and request to approve or deny a resolution authorizing the approval and extension of a contract for access to the reservation system for the Amy Young Barrier Removal Program

This resolution authorizes the CEO to extend a contract for access to the Reservation System for the 2016-2018 Amy Young Barrier Removal Program. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-35)

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

This resolution adopts revisions to HCHA's administrative plan regarding Project-Based Voucher Assistance. Commissioner Ellis moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-36)

Discussion and request to approve or deny a resolution authorizing the amendment of an agreement to extend the termination date for a time extension request sent to the General Land Office for Contract No. 13-446-000-7915 – Community Development Block Grant Disaster Recovery Program Rental Housing Projects round 2, sub-recipient grant agreement

This resolution authorizes HCHA to request for the GLO to extend the completion deadline for the Community Development Block Grant Disaster Recovery Program Rental Housing Projects Round 2 Subrecipient Grant Agreement to December 31, 2017. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-37)

Discussion and request to approve or deny a resolution authorizing the approval of a five-year extension to the housing assistance payment contract for Jackson Hinds Gardens

This resolution authorizes the CEO to negotiate and execute a Housing Assistance Payment contract with Jackson Hinds Gardens, Inc. and extending the duration of the existing contract through September 6, 2021. Commissioner Ellis moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-38)

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 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 secure an additional loan from Harris County for the Retreat at Westlock. Chairman Wright moved to table this resolution until next board meeting.

EXECUTIVE SESSION

None.

ADJOURNMENT

Commissioner Gonzalez moved to adjourn at 3:05 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 22nd day of September 2016.



Kerry Wright, Chairman

Horace Allison, Secretary

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

Houston, Texas

September 22, 2016

**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 22nd day of September 2016, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Vice Chairman Womack called the meeting to order at 3:15 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	Chairman	Absent
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 and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional present attendees included the following:

Paul Curry, Beverly Burroughs, Timika Simmons, Samson Babalola, Debra McCray, Paula Burns, Adeline Benoit, Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Kenneth Baugh was also in attendance.

Vice Chairman Womack opened the meeting with a prayer and invited Commissioner Gonzalez to lead the Pledge of Allegiance and the Texas Pledge.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES FROM AUGUST 17, 2016

Commissioner Gonzalez moved to approve the minutes from the August 17, 2016 board meeting, Commissioner Villarreal seconded, and the motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Horace Allison requested to let Timika Simmons and Paula Burns give their department presentations before the CEO report so that they could leave early for an event off-site. Vice Chairman Womack invited Ms. Simmons to present her report.

ADMINISTRATIVE AGENDA

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. This month the Public Affairs Department has worked on projects for the Homeownership program, the Retreat at Westlock open house and the annual report. Ms. Simmons said she has attended several events on behalf of HCHA including several veteran events, local chamber meetings, and community events.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are 99-100% leased to date. Mrs. Burns reported that Net Operating Expenses for Baybrook Park and Sierra Meadows are over budget for the month due to elevator repairs, landscaping, and contracted cleaning, but said that all properties are still within their annual budget. Mrs. Burns reported that a Harris County HOME monitoring visit took place at Louetta Village on September 12, 2016. Mrs. Burns reported that all properties were over budget with their total income and collections for the month and were healthy.

CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison began his report by telling the Commissioners that HCHA attended a Veterans Cookout. Staff attended to educate veterans about the VASH program and other VA benefits available to homeless veterans.

Mr. Allison also reported that staff attended the Nan McKay conference to learn about housing and health issues. The conference covered new practices for housing authorities, new legislation, strategies for lease-up, and economic development.

Staff has sent out notices to all remaining applicants on HCHA's waiting list to come in and work to get leased up. HCHA intends to reopen its waiting list by the end of October 2016. Mr. Allison said he is looking forward to getting fresh contact information from new families and finally closing out the current waiting list, which is over eight years old.

HCHA issued a Request for Proposals (RFP) for Employment Income Verification services, which staff uses for client screening. Mr. Allison also intends to issue an RFP for developer partners for future developments.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from July 2016 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow due to HCHA's balanced budget. In the consolidated budget, revenue is over budget by 38%. Expenses are over budget by 4%.

ADMINISTRATIVE AGENDA

Debra McCray presented information on the lease-up rates for the HCV program. For August, the HCV lease-up rate was 93.3% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 82.0%, Single Room Occupancy is at 94% and the Mod Rehab program is leased at 100% of authorized vouchers. HCHA has 36 total participants in the homeownership program to date. Ms. McCray explained that the lower-than-usual lease-up rate for the VASH program was due to HCHA's receiving an additional 65 vouchers in June 2016 and an inadequate amount of referrals from the Veteran Affairs program.

Samson Babalola also presented a status update on development activities within the Affordable Housing Division. Mr. Babalola estimated that the Retreat at Westlock is 40% complete, and currently the roof sheathing, roof shingles, the off-site storm sewer, and fire sprinklers are being installed. Mr. Babalola gave an update on Fenix Estates and reported that a letter of intent was executed with the contractor. Mr. Babalola said plans are expected to be approved by the city before the end of September 2016 and staff expects to close in November 2016.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing Harris County Housing Authority Public Facility Corporation to grant an easement to Centerpoint Energy Resources Corp., DBA Centerpoint Energy Texas Gas Operations for gas main extensions

This resolution authorizes the HCHA Public Facility Corporation to grant an Easement to Centerpoint for gas main extensions to, and upon, the Property. Commissioner Villarreal moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-39)

Discussion and request to approve or deny a resolution authorizing travel expenses for Scott Lemond

This resolution authorizes Scott Lemond to travel to the Novogradac & Company, LLC Affordable Housing Tax Credit Conference in September 2016. Commissioner Villarreal moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-40)

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 enter into a third amendment to the agreement between Harris County and Harris County Housing Authority Public Facility Corporation for the Retreat at Westlock; and authorizing the Corporation to take such other steps as the Corporation deems necessary or convenient to carry out this resolution

This resolution authorizes the HCHA Public Facility Corporation to enter into a Third Amendment to the Agreement between Harris County and Harris County Housing Authority

Public Facility Corporation for the Retreat at Westlock Project. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-41)

Discussion and request to approve or deny a resolution adopting revisions to HCHA's check writing policy

This resolution authorizes HCHA to make a revision to its check writing policy that adds monthly payments to NMA Inspections, LLC for inspection services to those checks that do not require two manual signatures by HCHA Commissioners. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-42)

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for electrical services with Constellation New Energy

This resolution authorizes the CEO to negotiate and execute a contract for electrical service with Constellation New Energy for HCHA's central offices. Commissioner Villarreal moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-43)

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a Memorandum of Understanding (MOU) between Harris County Housing Authority (HCHA) and SEARCH Homeless Services (SEARCH)

This resolution authorizes the CEO to negotiate and execute an MOU with SEARCH for case management services for the Harris County Mental Health Jail Diversion Program. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-44)

Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a contract for property management services for Fenix Estates

This resolution authorizes the HCHA Redevelopment Authority to negotiate and execute a property management services contract with Allied Orion Group. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-45)

Discussion and request to approve or deny a resolution authorizing a revision to HCHA's Administrative Plan

This resolution authorizes HCHA to adopt changes to the Administrative Plan regarding the waiting list and local preferences. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-46)

Discussion and request to approve or deny a resolution authorizing a revision to HCHA's PHA Plan

This resolution authorizes HCHA to adopt revisions to the 2016 Annual PHA Plan regarding local preferences. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-47)

Discussion and request to approve or deny a resolution approving the selection of developments and the negotiation and execution of Housing Assistance Payment contracts for participation in Harris County Housing Authority's Project Based Voucher program

This resolution authorizes the selection of Fenix Estates I, LP development for participation in HCHA's Project Based Voucher program. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-48)

Discussion and request to approve or deny a resolution authorizing the CEO to purchase wetlands mitigation credits from the Greens Bayou Wetlands Mitigation Bank

This resolution authorizes the CEO to pay \$334,000.00 to Greens Bayou Wetlands Mitigation Bank for the purpose of securing 17 wetlands mitigation credits. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-49)

Discussion and request to approve or deny a resolution authorizing the CEO to pay \$68,368.54 to Harris County Municipal District No. 499 for the purpose of securing wastewater treatment capacity for 56 equivalent single family connections in the first expansion of the interim wastewater treatment plant

This resolution authorizes the CEO to pay \$68,368.54 to Harris County Municipal District No. 499 for the purpose of securing wastewater treatment capacity for 56 Equivalent Single Family Connections in the First Expansion of the Interim Wastewater Treatment Plant. Commissioner Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried unanimously. (16-50)

EXECUTIVE SESSION

None.


ADJOURNMENT

Commissioner Gonzalez moved to adjourn at 4:39 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of October 2016.



Kerry Wright, Chairman



Horace Allison, Secretary

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

Houston, Texas

October 19, 2016

**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 October 2016, 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
Gerald Womack	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Roberto Gonzalez	Commissioner	Absent
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. Additional present attendees included the following:

Paul Curry, Beverly Burroughs, Samson Babalola, Debra McCray, Paula Burns, Adeline Benoit, Katherine Escamilla, Charity Debose, Corey MacAllister, Christina Wright and Katie Thomson of Harris County Housing Authority; Wanda LeBlanc, Cody Holder and Kenneth Baugh were also in attendance.

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

PUBLIC COMMENTS

None.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are 98%-100% leased to date. Mrs. Burns reported that Net Operating Expenses for Cornerstone Village, Louetta Village, Magnolia Estates and Sierra Meadows are over budget for the month due to unbudgeted roof repairs, water bills, and repairs, but said that all properties are still within their annual budget. Mrs. Burns reported that all properties were over budget with their total income and collections for the month and were healthy.

Samson Babalola also presented a status update on development activities within the Affordable Housing Division. Mr. Babalola estimated that the Retreat at Westlock is 44% complete, and currently the electrical wiring, framing, and windows are being installed. Mr. Babalola gave an update on Fenix Estates and reported that a letter of intent has been executed with the contractor. Mr. Babalola said plans are expected to be approved by the city before the end of November 2016 and staff expects to close in December 2016.

Katie Thomson presented a status update on HCHA's wait list opening. Ms. Thomson said an optimization team has been assembled to lead the project for the three day event. Applicants will be able to apply online or at several sites organized around Harris County. Public Affairs has reached out to 75 different publications with local news and local government beats. Currently, 39 of those publications have been contacted and HCHA has received coverage and shares from 10. HCHA is currently working with two new outlets on articles, which are expected to be released the week before the wait list opens on October 31 – November 2, 2016.

BOARD ACTION ITEMS

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 project

This resolution authorizes Harris County Housing Authority Public Facility Corporation to induce bonds to be used for Fenix Estates. Chairman Wright moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-51)

Discussion and request to approve or deny a resolution authorizing the renewal of a contract for real estate brokerage services for the sale of real property

This resolution authorizes HCHA's CEO to renew the Authority's contract for real estate brokerage services with Lewis Property Company through December 15, 2017 to provide services related to the sale of a parcel of land and/or other real estate holdings with all other terms of said contract remaining the same. Chairman Wright moved to table this resolution until after executive session.

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

This resolution authorizes HCHA to adopt changes to the Administrative Plan. Vice Chairman Womack moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-52)

EXECUTIVE SESSION

The Board went into executive session at 2:53 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 4:10 p.m.

ADDITIONAL BOARD ACTION

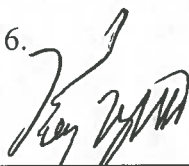
Discussion and request to approve or deny a resolution authorizing the renewal of a contract for real estate brokerage services for the sale of real property

This resolution authorizes HCHA's CEO to renew the Authority's contract for real estate brokerage services with Lewis Property Company through December 15, 2017 to provide services related to the sale of a parcel of land and/or other real estate holdings with all other terms of said contract remaining the same. Chairman Wright moved to table this resolution until the next board meeting.

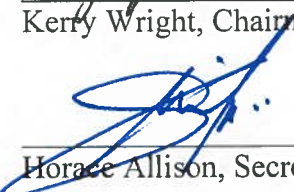
ADJOURNMENT

Chairman Wright moved to adjourn at 4:11 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of November 2016.



Kerry Wright, Chairman



Horace Allison, Secretary

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

Houston, Texas

November 16, 2016

**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 November 2016, 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 1:34 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	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 and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional present attendees included the following:

Paul Curry, Beverly Burroughs, Samson Babalola, Paula Burns, Timika Simmons, Debra McCray, Adeline Benoit, Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Wanda LeBlanc, Cody Holder, Kenneth Baugh, Greg Lewis, Dean Donarumo, Deana Moore, Brian Nemeroff and David Cornwell were also in attendance.

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

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES FROM OCTOBER 19, 2016

Vice Chairman Womack moved to approve the minutes from the October 19, 2016 board meeting, Commissioner Villarreal seconded, and the motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison began his report by giving an update on the HCV waiting list opening. HCHA opened the list for applications for the three days at the end of October 2016 to applicants. After closing the application window, HCHA now has 5,000 families who have been accepted onto the waiting list. Mr. Allison said that on the first day of the waiting list opening, around 12,000 families submitted applications. Staff will continue to work through the current waiting list before serving families on the new list. Mr. Allison said that the number of families who applied for HCHA's list shows that there is a tremendous need for housing assistance in the greater Houston area.

Mr. Allison also gave an update on HCHA's VASH program and acknowledged the hard work of the new temporary VASH clerks on staff. Mr. Allison reported that lease-up numbers have jumped dramatically since having these two workers on board.

Mr. Allison reported that there are several resolutions pertaining to Fenix Estates on the board meeting agenda that he will talk about throughout the meeting. HCHA also received a conditional commitment letter from the City of Houston for \$3.9 million in funds for the development.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from September 2016 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow due to HCHA's balanced budget. In the consolidated budget, revenue is over budget by 30%. Expenses are over budget by 5%.

ADMINISTRATIVE AGENDA

Debra McCray presented information on the lease-up rates for the HCV program. For October, the HCV lease-up rate was 103.3% of HCHA's awarded vouchers, Veteran Affairs Supportive Housing is at 82.2%, Single Room Occupancy is at 94% and the Mod Rehab program is leased at 100% of authorized vouchers. HCHA has 37 total participants in the homeownership program to date.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are 98%-100% leased to date. Mrs. Burns reported that Net Operating Expenses for all properties except for Waterside Court and Cypresswood Estates are over budget for the month due to unbudgeted repairs and maintenance expenses but said that all properties are still within their annual budget. Mrs. Burns reported that 2017 budgets for all properties were under review and that all properties were fiscally healthy.

Samson Babalola also presented a status update on development activities within the Affordable Housing Division. Mr. Babalola estimated that the Retreat at Westlock is 44% complete, and currently the electrical wiring, ductwork, water heaters, BBQ pavilion and windows are all being installed. Mr. Babalola gave an update on Fenix Estates and reported that a bond reservation and a tax credit application have been submitted to the State. Mr. Babalola said plans are expected to be approved by the city before the end of November 2016 and staff expects to close in December 2016.

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. This month the Public Affairs Department established preferences on the high opportunity area feasibility report, worked on the HCV waiting list initiatives, and the homeownership program strategy. Ms. Simmons said she has attended several events on behalf of HCHA including the Habitat for Humanity fashion show fundraiser, the Prevent Blindness 5k fundraiser, and several other community events. She has been working to track the sentiments of the agency in the media and has been working to push campaigns for both the Fenix Estates ground breaking and the Retreat at Westlock grand opening events.

BOARD ACTION ITEMS

Discussion and request to approve or deny a resolution authorizing Harris County Housing Authority (HCHA) to provide the Department of Housing and Urban Development (HUD) with the Annual Real Estate Assessment Center (REAC) submission as prepared by HCHA's independent auditors

This resolution authorizes HCHA staff to provide to HUD the annual REAC submission as prepared by HCHA's independent auditors no later than December 31, 2016. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-53)

Discussion and request to approve or deny a resolution authorizing the HCHA Redevelopment Authority, Inc. (the "Corporation") to form three business entities for the Fenix Estates Condominium space, and any other actions necessary to carry out this resolution

This resolution authorizes the formation of Fenix Estates Condos, LLC; Fenix Estates Commercial MM, LLC; and Fenix Estates Commercial, LLC. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-54)

Discussion and request to approve or deny a resolution authorizing the formation of Fenix Estates Condominiums Association, Inc. (the "Corporation") and to approve and ratify its formation as a condominiums association, and such other actions necessary or convenient to carry out this resolution

This resolution authorizes Harris County Housing Authority Redevelopment Authority, Inc. to form this Company and authorizes its Secretary to act as the Executing Officer for the formation of the Company. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-55)

Discussion and request to approve or deny a resolution authorizing the Fenix Estates Condos, LLC (the “Company”) to control condominium space covering the Fenix Estates project and any other actions necessary to carry out this resolution

This resolution authorizes Harris County Housing Authority Redevelopment Authority, Inc. to form this Company and authorizes its Secretary to act as the Executing Officer for the formation of the Company. Commissioner Gonzalez moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-56)

Discussion and request to approve or deny a resolution authorizing Fenix Estates Commercial, LLC (the “Company”) to control the commercial condominium space in the Fenix Estates project and any other actions necessary to carry out this resolution

This resolution authorizes Harris County Housing Authority Redevelopment Authority, Inc. to form this Company and authorizes its Secretary to act as the Executing Officer for the formation of the Company. Chairman Wright moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-57)

Discussion and request to approve or deny a resolution authorizing a transfer of non-program funds to HCHA Redevelopment Authority, Inc. (the “Corporation”) for the development of the Fenix Estates project (the “Project”) and to take any other actions deemed necessary or convenient to carry out this resolution

This resolution authorizes HCHA to transfer funds to Harris County Housing Authority Redevelopment Authority, Inc. for the development of Fenix Estates. Chairman Wright moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-58)

EXECUTIVE SESSION

The Board went into executive session at 3:30 p.m. to discuss personnel and real estate matters with HCHA’s attorney.

The Board of Commissioners reconvened into public session at 4:57 p.m.

ADDITIONAL BOARD ACTION

Discussion and request to approve or deny a resolution authorizing the renewal of a contract for real estate brokerage services for the sale of real property

This resolution authorizes the CEO to renew HCHA’s contract for real estate brokerage services with Lewis Property Company through December 15, 2017 to provide services related to the sale of a parcel(s) of land and/or other real estate holdings with all other terms of said contract remaining the same. Vice Chairman Womack moved to approve the resolution, Commissioner Gonzalez seconded, and the motion carried unanimously. (16-59)

Discussion and request to approve or deny a resolution amending contract for legal services

Chairman Wright announced that this resolution would be tabled until the next meeting.

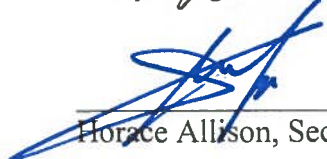
ADJOURNMENT

Vice Chairman Womack moved to adjourn at 4:58 p.m., Commissioner Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of November 2016.



Kerry Wright, Chairman



Horace Allison, Secretary

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

Houston, Texas

December 21, 2017

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 December 2016, 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 1:50 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	Absent
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. Additional present attendees included the following:

Paul Curry, Samson Babalola, Paula Burns, Timika Simmons, Debra McCray, Adeline Benoit, Diana Zuniga Katherine Escamilla and Katie Thomson of Harris County Housing Authority; Wanda LeBlanc, Scott Newmyn, Toni Jackson, Keith Grady, and Dan Cratty were also in attendance.

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

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES FROM NOVEMBER 16, 2016

Commissioner Ellis moved to approve the minutes from the November 16, 2016 board meeting, Vice Chairman Womack seconded, and the motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison began his report by giving an update on the HCV waiting list opening. Since the three-day opening in early November, staff has been working to get accepted applicants registered with HCHA on the Assistance Check program. Mr. Allison reported that HCHA sought out bids for cleaning services and said a resolution would go before the board with staff's recommendation next month. Additionally, HCHA's 2017 PHA Plan will also go before the board in January. Mr. Allison also reported that all staff members are working with supervisors on their annual employee reviews at this time. Mr. Allison informed the board that the waiting list for the Retreat at Westlock has been opened and the property management company, ITEX Developers, has been working to take appointments for new applicants at HCHA's office. Mr. Allison then presented information about updates from HUD and discussed items that were on the agenda.

FINANCIAL AGENDA

Mr. Curry presented the financial statements from October 2016 and answered the Commissioners' questions. Mr. Curry explained that all programs have a positive cash flow due to HCHA's balanced budget. In the consolidated budget, revenue is over budget by 35%. Expenses are over budget by 10%.

ADMINISTRATIVE AGENDA

Debra McCray presented information on the lease-up rates for the HCV program. For November, the HCV program lease-up rate was 103.5% of HCHA's awarded vouchers, Veterans Affairs Supportive Housing program is at 84.1%, Single Room Occupancy program is at 94% and the Thomas Moderate Rehabilitation program is leased at 100% of authorized vouchers. HCHA has 37 total participants in the homeownership program to date.

Paula Burns reviewed the status of properties within the Affordable Housing Division. All properties are 98%-100% leased to date. Mrs. Burns reported that net operating expenses for all properties except for Primrose at Heritage Park and Baybrook Park are over budget for the month due to unbudgeted utility and personnel expenses, but said that all properties are still within their annual budget. Mrs. Burns reported that all properties were fiscally healthy.

Samson Babalola also presented a status update on development activities within the Affordable Housing Division. Mr. Babalola estimated that the Retreat at Westlock is 47% complete, and currently the electrical wiring, ductwork, window installation, and pavilion, are all being installed. Mr. Babalola gave an update on Fenix Estates and reported that plans have been approved by City permitting. A tax credit application has been resubmitted to the State and HCHA will seek County and City approval on funding in early 2017. Mr. Babalola said plans are expected to be approved by the City before the end of December 2016 and staff expects to close in mid-January 2017.

Timika Simmons presented a status update on marketing and communications activities within the Public Affairs Department. This month the Public Affairs Department proceeded with outreach strategies and campaigns for affordable housing, coordinated the waiting list opening for the Retreat at Westlock, pitched press releases for the PHA Annual Plan and internship program, and focused on client updates for the homeownership program. Ms. Simmons also said she has worked to track the sentiments of the agency in the media.

BOARD ACTION ITEMS

Resolution authorizing the renewal of a contract for fee accounting services

This resolution authorizes the CEO to extend the contract for fee accounting services with The Cornwell Associates, Accountants, Inc. through October 15, 2017 in an amount not to exceed \$100,000.00. Chairman Wright moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-60)

Resolution authorizing the negotiation and execution of a contract for audit services

This resolution authorizes the CEO to negotiate and execute a contract amendment for audit and tax preparation services with Berman Hopkins Wright & LaHam, CPAs & Associates, LLP. Vice Chairman Womack moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-61)

Resolution approving the fiscal year ending March 31, 2017 budget revision #1

This resolution authorizes HCHA to approve a budget revision #1 for the fiscal year beginning April 1, 2016 and ending March 31, 2017. Vice Chairman Womack moved to approve the resolution, Commissioner Ellis seconded, and the motion carried unanimously. (16-62)

Resolution to authorize Harris County Housing Authority to submit a Subsidy Layering Review relating to Fenix Estates to the U.S. Department of Housing and Urban Development for approval, and authorizing the Authority to take other actions deemed necessary or convenient to carry out this resolution

This resolution authorizes the CEO to take part in one or more submissions to HUD for the Subsidy Layering Review, including the Agreement to Enter into a HAP Agreement and all related documents, writings, correspondences, certifications, and/or instruments along with any documents advisable or desirable in order to support the Subsidy Layering Package. Chairman Wright moved to approve the resolution, Vice Chairman Womack seconded, and the motion carried unanimously. (16-63)

Resolution authorizing Harris County Housing Authority to approve and ratify actions in connection with the financing for Fenix Estates that include (i) approval for HCHA Redevelopment Authority, Inc. to enter into a HOME Loan from the City of Houston and (ii) approval to let the Authority take any other actions deemed necessary or convenient to carry out this resolution

This resolution authorizes the Executing Officer to initiate or carry out the execution and delivery of all such documents, instruments, and certificates on behalf of the Corporation; and he may, at his discretion, deem it necessary, advisable or appropriate to effectuate or carry out the purposes and intent of the foregoing resolution and also may perform the obligations of the Corporation under the Closing Documents. Vice Chairman Womack moved to approve the resolution, Commissioner Ellis seconded, Commissioner Villarreal abstained, and the motion carried. (16-64)

EXECUTIVE SESSION

The Board went into executive session at 3:30 p.m. to discuss personnel and real estate matters with HCHA's attorney.

The Board of Commissioners reconvened into public session at 4:50 p.m.

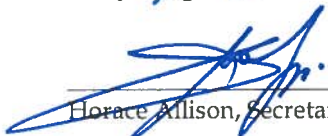
ADJOURNMENT

Vice Chairman Womack moved to adjourn at 4:51 p.m., Chairman Wright seconded, all were in favor, and the motion carried.

Adopted and approved this 18th day of January 2017.



Kerry Wright, Chairman



Horace Allison, Secretary