



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

**Houston, Texas**

**November 13, 2019**

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

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

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 13th day of November 2019, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:34 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Dr. Adriana Tamez	Commissioner	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Vice Chairman	Present
Kerry Wright	Commissioner	Absent

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

Beverly Burroughs, Paul Curry, Debra McCray, Zayyana Shehu, and Vivian Clark of HCHA; Nicole Seymour, and Brian Nemeroff from Berman Hopkins Wright & LaHam CPAs & Associates, LLP were also in attendance.

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

Commissioner Dr. Adriana Tamez opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

**III. APPROVAL OF MINUTES FROM OCTOBER 16, 2019**

Commissioner Dr. Adriana Tamez moved to approve the minutes from the October 16, 2019 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

**IV. PUBLIC COMMENTS**

Chairman Gerald Womack congratulated Mr. Horace Allison and the HCHA staff on the accomplishment of The Villas at Eastwood.

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

Mr. Allison presented his report on MRI Housing Pro 9.0, The Villas at Eastwood Senior Tour, The Harris Center Facilities Tour, Veterans Affairs Supportive Housing (VASH) Partnership Meeting, Housing Choice Voucher (HCV) Program Realtor Class, Homeless Navigation Event at the Beacon Center, HCHA/Harris County Community Development (HCCSD) Coordination Meeting and Hurricane Harvey Disaster Relief Round 2, and the HCHA Monthly Report.

Mr. Allison provided an overview of the transition from MRI Housing Pro 8 to MRI Housing Pro 9. HCHA staff training was held from October 28 – October 31, 2019. MRI trainers were impressed with how well HCHA staff adapted to the new software. Mr. Allison reviewed notable improvements, specifically calling attention to the Two-Year Tool and the addition of Management Dashboards. HCHA will continue to work with MRI and looks forward to any Housing Pro software improvements and upgrades.

Mr. Allison acknowledged his appreciation for Commissioner Dr. Adriana Tamez's assistance along with Council Member Robert Gallegos' office in arranging a tour of seniors of The Villas at Eastwood. HCHA staff and Allied Orion conducted the tour on October 29, 2019, for approximately twenty senior citizens. Chairman Gerald Womack and Vice Chairman Joe Villarreal were also in attendance.

HCHA staff also attended a tour conducted by the Harris Center. The purpose of the tour was to allow HCHA staff to see various property operations and facilities. HCHA staff visited Branard, Bristow, Jail Diversion Center, and the Southmore Crisis Center. HCHA staff will continue discussions with the Harris Center to develop a partnership to assist individuals with housing. Mr. Allison reviewed photos of each of the facilities that HCHA staff visited.

Mr. Allison informed the Board that HCHA staff met with the Veteran Affairs senior management staff on November 4, 2019. The discussions were centered around scheduling recurring meetings quarterly to review the lease-up status, increasing VASH program referrals, and the establishment of their new Graduate Team. This team will follow up on veterans that have graduated from the VASH case management program who remain active in HCHA's voucher program. HCHA is happy to report that the referrals from the VA have significantly increased.

Mr. Allison shared that a request was made by JLA Realty to conduct an informational class for the second group of realtors. The realtors were interested in gaining additional knowledge of HCHA, and the HCV and Homeownership Programs. The class was so

successful that John Altic, President/CEO of JLA Realty, offered to be a participant/speaker at future events sponsored by HCHA to extol the virtues of the programs.

HCHA staff also participated in an event sponsored by the Coalition for the Homeless. This event was arranged to target homeless families, provide initial screening, and referral to permanent supportive housing developments. The event was well attended by local law enforcement agencies, social service providers, and housers. Two hundred-fifty homeless families were invited, and one hundred families attended. HCHA has received twenty-seven referrals as a result of this event. HCHA will determined eligibility and issued project-based vouchers and forward eligible clients to The Villas at Eastwood.

Mr. Allison informed the Board that HCHA staff met with HCCSD to obtain an update on CDBG-DR Round 1 and the Request for Applications notice for CDBG-DR Round 2. HCCSD recommended approval of four of HCHA's CDBG-DR Round I proposed developments to the General Land Office (GLO), and the GLO has concurred with the HCCSD's recommendation. The Request for Applications for CDBG-DR Round 2 funding was issued on November 6, 2019, and applications are due January 22, 2020, or until available program funds are allocated. Mr. Allison asked to table the Developer Resolution that was included in this Board Book until the December 2019 Board of Commissioners meeting.

Lastly, Mr. Allison reviewed the Monthly Reports for September:

Annual recertifications are being processed timely. Thirteen vouchers were issued. 100% of invited families are attending the briefings. Inspections are being performed timely. September HAP funding utilization of HCV/VASH is 92%, Mod Rehab is 463%, and SRO is 93%. The voucher utilization for September 2019 for HCV is 95%, Mod Rehab is 83%, SRO is 97%, and VASH is 90%.

## **VI. FINANCIAL PRESENTATION**

Mr. Curry presented the financial statements for HCHA from September 2019. The consolidated budget reflected revenue being over budget by 4% and expenses being under budget by 3%. Brian Nemeroff reviewed the Annual Real Estate Assessment Center Submission (financial statement and independent audit).

## **VII. DEPARTMENT PRESENTATION**

Debra McCray presented the lease-up rates for the month of September for the Housing Choice Voucher (HCV) program. The HCV program was 93.6%, and the year-to-date was 97.3%, VASH program was 89.9%, and the year-to-date was 87.5%, Jackson Hinds Single Room Occupancy program was 97.2%, and the year-to-date was 100.0%, and Thomas Moderate Rehabilitation program was 83.0%, and the year-to-date was 100.0%. Ms. McCray noted the significant increase in lease-up for the VASH program percentage. HCHA staff is very pleased to see the increase. Ms. McCray mentioned that the Home Ownership program now has one home loan pending approval.

Ms. McCray provided a brief overview of the Coalition for the Homeless event held at the

Beacon Center. Ms. McCray acknowledged the hard work of the HCV staff.

Ms. McCray notified the Board that the waitlist for the Project Based Vouchers Program opened the week of November 11, 2019. The announcement was sent to various organizations in Harris County and published in the Houston Chronicle and on the HCHA's website.

Lastly, Ms. McCray answered questions from the Board.

Mr. Allison reviewed the status of proposed/under construction properties within the Affordable Housing Division for the month of September. Mr. Allison informed the Board of the Retreat at Westlock's flooring construction deficiencies in the corridors. To address the root cause of the deficiencies, HCHA staff requested quotes from construction forensic consultants/investigators. Additionally, the developer has provided a proposal from a flooring company to correct the deficiencies. HCHA staff is evaluating the developer's proposal. The Board will be notified once an investigation has been completed, the root cause determined, and a corrective action plan established.

Mr. Allison provided an overview of The Villas at Eastwood leasing activities for Building 1 and Building 2. HQS inspections for Building 3 are scheduled, and the associated punch list work will be completed this month. Mr. Allison noted that there would be additional change orders; however, the additional change orders will be to make additional improvements to the property. The construction/development budget for The Villas at Eastwood is fiscally sound.

Mr. Allison reviewed the proposed developments. Mr. Allison informed the Board that HCHA staff is awaiting to receive a response from METRO regarding the updated MOU. Mr. Allison moved to Emancipation East and West Development. Mr. Allison notified the Board that CCPPI is working to finalize an agreement with an architect for the project. HCHA is waiting on the architectural agreement to be executed by CCPPI and assigned to HCHA.

Mr. Allison notified the Board that HCHA received formal approval notices from the General Land Office for the four CDBG-DR Harvey developments. HCHA staff continues to meet with the developers to move the projects forward.

Lastly, Mr. Allison reviewed the status of existing managed properties within the Affordable Housing Division for the month of September. Mr. Allison informed the Board that all existing properties are currently 98% leased or above. Mr. Allison noted that five properties where expenses exceeded budget and four properties where incomes exceeded expenses. Mr. Allison also noted that all properties are staying within their approved annual budget.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 2:

**Resolution authorizing Harris County Housing Authority to provide to the U.S. Department of Housing and Urban Development the Annual Real Estate Assessment Center submission as prepared by Harris County Housing Authority's independent auditors**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-56)

### ACTION ITEM 3:

**Resolution authorizing the negotiation and execution of a memorandum of understanding between Harris County Community Services Department and Harris County Housing Authority**

Commissioner Joe Ellis moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried. (19-57)

### ACTION ITEM 4:

**Resolution approving the revision to the Harris County Housing Authority Administrative Plan**

Commissioner Dr. Andriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-58)

### ACTION ITEM 5:

**Resolution approving the revision to the Harris County Housing Authority 2020 Annual Public Housing Authority (PHA) Plan**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-59)

### ACTION ITEM 6:

**Resolution authorizing the negotiation of a contract for electrical services**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-60)

### ACTION ITEM 7:

**Resolution ratifying the extension of the Managed Services Agreement for the emergency purchase of Information Technology services**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-61)

### ACTION ITEM 8:

**Resolution authorizing the negotiation and execution of memoranda of understanding with developers of affordable multifamily housing**

This resolution was tabled.

**ACTION ITEM 9:**

**Resolution authorizing the execution of a universal membership agreement with TALX Corporation for wage and employment verification services**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-62)

**XI. EXECUTIVE SESSION**

The Board went into executive session at 2:44 p.m.

**XII. RECONVENE**

The Board of Commissioners reconvened into public session at 3:42 p.m. (Commissioner Dr. Adriana Tamez was not present).

**XIII. ADJOURNMENT**

Commissioner Joe Ellis moved to adjourn at 3:42 p.m., Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 4th day of December 2019.

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Gerald Womack, Chairman

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Horace Allison, Secretary