



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

Houston, Texas

May 15, 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 (HCHA) met in regular session, open to the public, on the 15th day of May 2019, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:32 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Commissioner	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:

Samson Babalola, Beverly Burroughs, Ana Candelario, Paul Curry, Debra McCray, Terrance James, Cindy Vance, and Vivian Clark of HCHA; Kim Brode and Antoinette Jackson were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

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

III. APPROVAL OF MINUTES FROM APRIL 17, 2019

Commissioner Joe Ellis moved to approve the minutes from the April 17, 2019 Board meeting, Vice Chairman Roberto Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Kim Brode provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the Hay Center, Resident Commissioner Nominee(s), Harvey CDBG-DR Developer Applications, The Villas at Eastwood, and the HCHA Monthly Report.

Mr. Allison updated the Board that HCHA, Harris County Community Services Department, Harris County Protective Services for Child and Adults, Houston Alumni and Youth Center, and Houston Alumni and Youth Center Foundation representatives continue to discuss the Interlocal Agreement. This agreement sets forth the aspirations of the parties to create a joint partnership to develop housing for youth aging out of foster care. HCHA staff is excited about this opportunity.

Mr. Allison informed the Board that HCHA staff contacted households participating in the Housing Choice Voucher and Affordable Housing Programs to identify prospective Resident Commissioner Nominee(s). The outreach yielded two (2) prospective applicants that have been submitted to the Harris County Attorney's Office through General Counsel, Scott Lemond, for possible consideration.

Mr. Allison provided a summary of the Harvey CDBG-DR Developer applications. Eight (8) applications were submitted. The applications, if approved, would generate one thousand seventy-four (1,074) units. The total Harvey CDBG-DR funding requests exceed one hundred million dollars (\$100,000,000.00), while the total development cost is more than three hundred million dollars (\$300,000,000.00). HCHA staff has been made aware of the City of Houston's position not to support developments located in extra territorial jurisdiction (ETJ) census tracts, where the poverty rate exceeds twenty-five (25) percent. HCHA will discuss with the City of Houston and Harris County the impact the City's position will have on HCHA not being able to proceed with several of its proposed developments located in the ETJ.

Mr. Allison reported that HCHA staff is working on obtaining a Temporary Certificate of Occupancy from the City of Houston for The Villas at Eastwood. Harris County Community Services has reallocated some of its funding to cover the cost associated with, the provision of social services through December 2020 for The Villas at Eastwood. In addition, the Waitlist was opened, and HCHA received one hundred fifteen (115) applications. HCHA staff has met with the Coalition for the Homeless to discuss the prospective tenant referral process. HCHA is in discussion with SEARCH to finalize the social services agreement and budget. Mr. Allison also reviewed the proposed rule changes in the Section 3 Program, broadening the program eligibility criteria to allow more persons and businesses to qualify as Section 3 program participants.

Mr. Allison mentioned that HCHA sent several letters to the Department of Veterans Affairs (VA) regarding the continued underutilization of VASH Program vouchers and the absence of adequate participant referrals. The local VA office has not responded to HCHA's letters. Mr. Allison has been instructed to send a letter to HUD asking approval to transfer the underutilized vouchers to another housing authority that would be able to use them.

Lastly, Mr. Allison reviewed the Monthly Reports.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from March 2019. The consolidated budget reflected revenue being over budget by 3% and expenses being under budget by 1%.

VII. DEPARTMENT PRESENTATION

Beverly Burroughs presented the lease-up rates for the month of March for the Housing Choice Voucher (HCV) program. The HCV program was 100.2%, and the year-to-date was 100.8%, Veterans Affairs Supportive Housing program was 86.3%, and the year-to-date was 86.8%, Jackson Hinds Single Room Occupancy program was 90.3%, and the year-to-date was 90.3%, and Thomas Moderate Rehabilitation program was 85.7%, and the year-to-date was 85.7%. Ms. Burroughs also informed the Board, to date, 35 families became homeowners under the HCV Homeownership Program. Ms. Burroughs mentioned that SEMAP reporting is at 100% and has been submitted. Ms. Burroughs noted that the local field HUD office is currently reviewing the SEMAP.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of March. Mr. Babalola informed the Board that all existing properties are currently 97% leased or above. Mr. Babalola noted that Primrose at Heritage Park and Cypresswood Estates properties net incomes were under budget. HCHA staff has submitted the closeout documents to the Texas Department of Housing and Community Affairs (TDHCA) for the Retreat at Westlock. TDHCA sent back additional questions and asked for clarifications regarding the submitted documents. HCHA staff is working with ITEX to respond to TDHCA.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 90% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. Mr. Babalola updated the Board regarding the work on Hussion Street.

Mr. Babalola reviewed the proposed developments. Mr. Babalola reiterated that eight (8) applications were submitted for CDBG-DR Harvey funds and that a draft Memorandum of Understanding was sent to CCPPI for Emancipation East and West. HCHA staff is finalizing the development budget and the timeline for Emancipation East and West. Mr. Babalola answered questions from the Board.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Cindy Vance as Harris County Housing Authority June 2019 Employee of the Month

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-23)

ACTION ITEM 3:

Resolution ratifying the emergency purchase of Information Technology Services

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-24)

ACTION ITEM 4:

Resolution authorizing the negotiation and execution of a contract to purchase Information Technology Equipment

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-25)

ACTION ITEM 5:

Resolution by the Chief Executive Officer to negotiate and execute a Master Services Agreement

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-26)

ACTION ITEM 6:

Resolution authorizing the Chief Executive Officer to negotiate and execute a Telephone Products and Services Agreement

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-27)

ACTION ITEM 7:

Resolution authorizing the negotiation and execution of Memorandum of Understanding between Harris County Community Services Department, Harris County Protective Services for Children and Adults, Houston Alumni and Youth Center, Houston Alumni and Youth Center Foundation, and the Harris County Housing Authority

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-28)

ACTION ITEM 8:

Resolution by the Harris County Housing Authority authorizing the Chief Executive Officer to enter into a Contract for Legal Services and such other actions necessary or convenient to carry out this resolution

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-29)

ACTION ITEM 9:

Resolution revising the Harris County Housing Authority Procurement Policy

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-30)

IX. EXECUTIVE SESSION

The Board went into executive session at 2:31 p.m.

X. RECONVENE

The Board of Commissioners reconvened into public session at 3:17 p.m.

XI. ADJOURNMENT

Commissioner Joe Villarreal moved to adjourn at 3:17 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of June 2019.

Gerald Womack, Chairman

Horace Allison, Secretary