



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

**Houston, Texas**

**April 17, 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 17th day of April 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 1:31 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, and Vivian Clark of HCHA; Kim Brode was also in attendance.

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

Horace Allison 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 MARCH 20, 2019**

Commissioner Joe Ellis moved to approve the minutes from the March 20, 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 Hay Center Meeting, Harris County Auditor's Examination of HCHA Financial Statements and Single Audit Reports, and Data Collection Form for FYE March 31, 2018, NAHRO News - President's 2020 Budget In-Depth, Prisoner Re-Entry Housing Program, Project Based Voucher (The Villas at Eastwood) Waitlist Opening, and HCHA Monthly Report.

Mr. Allison informed the Board that HCHA, Harris County Community Services Development, and Hay Center representatives met to discuss developing an Interlocal Agreement to source funding to develop housing for youth aging out of foster care. The proposed development would provide social supportive services and housing for forty to fifty youths.

Mr. Allison informed the Board that the grant funding audit conducted by the Harris County Auditor's office cited non-significant deficiencies. The audit also cited no further action is required by HCHA.

Mr. Allison provided an overview of the President of the United States' proposed budget reductions for the U.S. Department of Housing and Urban Development's programs. These proposed budget cuts would affect Public Housing, Section 8, Community Development, Home Investment Partnership Program, Self-Help and Assisted Homeownership Opportunity Program (SHOP), and Homeless Assistance Grants. Mr. Allison noted that the current reductions are already significant and Public Housing advocates will continue to send comments and monitor the housing budget outcomes.

Mr. Allison reported that staff conducted research for the Prisoner Re-Entry Housing Program. The program provides housing opportunities for individuals returning to the community after incarceration. HCHA identified two housing authorities operating Prisoner Re-Entry Programs – King County Housing Authority in Washington state and Burlington Housing Authority in Vermont. The program in Burlington assists incarcerated and community-based offenders, with the Department of Corrections providing a high level of program supervision/oversite. HCHA will try to create a local initiative similar to the Burlington Housing Authority model.

Mr. Allison announced that the Project-Based Voucher (PBV) Waitlist for The Villas at Eastwood would open on April 29-30, 2019. The waitlist will be available via an online application process. HCHA offices will also have computers set up to assist applicants that may walk in.

Lastly, Mr. Allison reviewed the Monthly Reports.

**VI. FINANCIAL PRESENTATION**

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

**VII. DEPARTMENT PRESENTATION**

Debra McCray presented the rolling six-month average lease-up rates for the Housing Choice Voucher (HCV) program. The HCV program was 100.9%, Veterans Affairs Supportive Housing program was 85.9%, Jackson Hinds Single Room Occupancy program was 93.8%, and Thomas Moderate Rehabilitation program was 85.7%. Ms. McCray also informed the Board, that there were no home closings this month; however, staff attended a D.R. Horton sponsored Homeownership Fair on April 13, 2019. Staff identified several potential Homeownership program prospects during the fair. Ms. McCray also reviewed the property location map for the Homeownership program. The next HCV program's Landlord Briefing is scheduled for April 26, 2019.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of February. Mr. Babalola informed the Board that all existing properties are currently 95% leased or above. Mr. Babalola noted that Primrose at Heritage Park, Baybrook Park, and Waterside Court properties net incomes were under budget. HCHA staff continues to work with the Texas Department of Housing and Community Affairs (TDHCA) and ITEX on the documentation for finalizing the Westlock cost certification.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 86% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. Mr. Babalola answered questions from the Board.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that a revised Memorandum of Understanding was sent to CCPPI for Emancipation East and West and staff is working on a development budget, timeline, and architect for the METRO - Bernicia Place development.

**VIII. DISCUSSION AND ACTION ITEMS**

**ACTION ITEM 2:**

**Resolution honoring Terrance James as Harris County Housing Authority May 2019 Employee of the Month**

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-11)

**ACTION ITEM 3:**

**Resolution approving the Chief Executive Officer to enter into an Interlocal Agreement with Harris County for the provision of legal services**

Commissioner Joe Ellis moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-12)

**ACTION ITEM 4:**

**Resolution authorizing the Chief Executive Officer to use affordable housing funds as necessary to fund the acquisition of real property for the expansion of The Villas at Eastwood project**

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-13)

**ACTION ITEM 5:**

**Resolution approving the submission of the Section Eight Management Assessment program certification to the U.S. Department of Housing and Urban Development**

Commissioner Joe Villarreal moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-14)

**ACTION ITEM 6:**

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

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-15)

**ACTION ITEM 7:**

**Resolution approving a revision to the Harris County Housing Authority 2019 Annual Public Housing Authority Plan**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-16)

**ACTION ITEM 8:**

**Resolution authorizing the negotiation and execution of Memorandum of Understanding with Brinshore Development, LLC for the development of Bluestem Apartments, an affordable multi-family housing development**

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-17)

**ACTION ITEM 9:**

**Resolution authorizing the negotiation and execution of Memorandum of Understanding with Brinshore Development, LLC for the development of Spero Apartments, an affordable multi-family housing development**

Commissioner Joe Villarreal moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-18)

**ACTION ITEM 10:**

**Resolution authorizing the negotiation and execution of Memorandum of Understanding with LDG Multifamily, LLC for the development of The Hollows, an affordable multi-family housing development**

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

**ACTION ITEM 11:**

**Resolution authorizing the negotiation and execution of Memorandum of Understanding with LDG Multifamily, LLC for the development of Dancy Estates, an affordable multi-family housing development**

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-20)

**ACTION ITEM 12:**

**Resolution authorizing the negotiation and execution of Memorandum of Understanding with AMTEX Multi-Housing, LLC for the development of Richcrest Apartments, an affordable multi-family housing development**

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-21)

**ACTION ITEM 13:**

**Resolution approving the reimbursement of travel expenses for Horace Allison**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-22)

**IX. EXECUTIVE SESSION**

The Board went into executive session at 2:45 p.m.

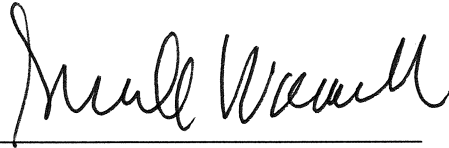
**X. RECONVENE**

The Board of Commissioners reconvened into public session at 3:50 p.m.

**XI. ADJOURNMENT**

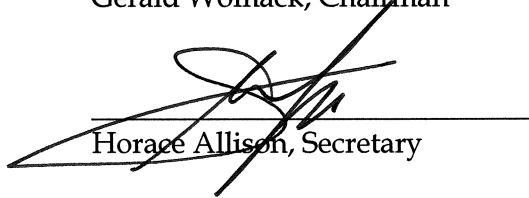
Commissioner Joe Villarreal moved to adjourn at 3:50 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of May 2019.



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Gerald Womack, Chairman



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Horace Allison, Secretary