



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

April 30, 2025

**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 a regular session, open to the public on the 19th day of March 2025, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Gerald Womack called the meeting to order at 2:01 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Paul Shanklin	Vice Chairman	Present
Asheley Gilbert	Commissioner	Absent
Laolu Davies-Yemitan	Commissioner	Present 1:03 p.m.
Carrie Rai	Commissioner	Present

Melissa Quijano, CEO of the Harris County Housing Authority, and Nicholas Santulli, General Counsel from the Harris County Attorney’s Office, attended all or portions of the meeting. Additional attendees included the following:

Beverly Burroughs, Paul Curry, Dominique King, Debra McCray, Kimberly Rogers, and Tabitha Lockhart of the Harris County Housing Authority (HCHA) attended. Kim Martin (CEO) from CORE Management Group was also present.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Debra McCray opened the meeting with prayer, followed by Vice Chairman Paul Shanklin, who led the Pledge of Allegiance, and Commissioner Carrie Rai, who led the Texas Pledge.

III. PUBLIC COMMENTS

There were no public comments.

IV. APPROVAL OF MINUTES

ACTION ITEM 1:

Resolution authorizing the negotiation and execution of an agreement for property management for Sierra Meadows (25-17)

Chairman Gerald Womack explained that there would be no need for an Executive Session to discuss Action Item #1. Commissioner Carrie Rai inquired if the applicants for the RFP were given feedback on how they could improve their application. Mr. Paul Curry (Finance Director) stated that at the end of the process, applicants were notified whether their bid was accepted. An unsuccessful bidder notice is sent to the applicant. Commissioner Rai wanted to know if any feedback was given as to how the applicant can improve their bid for the next time. Ms. Dominique King (Director of Real Estate Development) stated Yes, if the applicant asked for that information. Feedback is given as long as it does not involve information regarding other bidders. Chairman Gerald Womack wondered whether the notification was by mail and if the applicant was allowed to respond for more information regarding their results. Is this information regarding who the bidders were for tracking purposes in a database? Ms. King responded Yes.

Vice Chairman Paul Shanklin referred to the meeting on April 16, 2025, when Commissioner Laolu Davies-Yemitan requested that this resolution be tabled. There is a general concern as to why this is so urgent. Ms. King advised that the urgency is due to the insurance policy expiring on April 30, 2025. The passing of the resolution is to ensure that the Sierra Meadows is insured and to get the proposed fee, which would be about 50% less than what is currently being paid. Chairman Womack asked if the price is 50% of \$50,000 or what amount, and if the contract would go into effect May 1, 2025, after the resolution is signed. Ms. King stated it was 50% of \$149,000, and yes, the contract for the insurance would go into effect on May 1, 2025. Vice Chairman Shanklin wanted to know if the management company negotiates with the insurance company, not HCHA. Ms. King confirmed that the management company for Sierra Meadows negotiates the contract & HCHA is insured under an umbrella policy through them with the management agreement. HCHA will receive a better rate under this umbrella policy. Chairman Womack stated that notification is needed in advance for the future. Insurance companies usually give a 60-day notice when policies are expiring. Hopefully, this is something the Commissioners' Affordable Housing Committee will have noted in the future to keep the Board up to date.

Commissioner Rai wanted to know the actual management fee being agreed upon because the resolution has blank spaces. Ms. King states it would be the higher of the two versus 5% of \$3,000.

Chairman Womack stated that it is a two-year contract and that he called around to get information regarding the management company. He was informed that the management company manager made sure that residents' concerns were addressed,

and this is what the property (Sierra Meadows) in question needs. Chairman Womack is looking forward to working with the management group and is looking forward to great results.

Commissioner Laolu Davies-Yemitan asked if there was a scoring report for the bidders. He was advised that it was located in the binder, to which Commissioner Davies-Yemitan stated there should be a more detailed breakdown of why each bidder received the score they did in each category. Mr. Curry explained that the scores obtained were the summaries of the total scores. Ms. King explained that the resolution was mainly based on the insurance and not the acceptance of the bidders. Commissioner Davies-Yemitan stated that it helps the Commissioners to have more information regarding the process for future reference. Chairman Womack acknowledged that having a Procurement Specialist on staff now will help with the process. Ms. King stated that deferring this to legal counsel will also help to ensure it is done properly.

Commissioner Laolu Davies-Yemitan moved to approve the nominations; Commissioner Carrie Rai seconded, and the motion carried.

V. ADJOURNMENT

Vice Chairman Paul Shanklin moved to adjourn at 2:47 p.m.; Commissioner Carrie Rai seconded, and the motion carried.

Adopted and approved this 21st day of May 2025.



Gerald Womack, Chairman



Melissa Quijano, Secretary