



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

August 20, 2025

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

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of the Harris County Housing Authority met in a regular session, open to the public, on August 20, 2025, at the Harris County Housing Authority (HCHA), located at 1933 Hussion Street, within the boundaries of Harris County in Houston, Texas. Chairman Gerald Womack called the meeting to order at 1:00 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 1:02 p.m.
Carrie Rai	Commissioner	Present

Melissa Quijano, Chief Executive Officer of the Harris County Housing Authority, and Nickolas Santulli, General Counsel from the Harris County Attorney's Office, attended all or portions of the meeting. Additional attendees included the following:

Paul Curry, Kimberly Rogers, Terrance James, Vivian Clark, Terumi Shorter, Beverly Burroughs, Debra McCray, and Tabitha Lockhart of the Harris County Housing Authority (HCHA) were in attendance. Also in attendance were David Cornwell (Consultant with Cornwell and Associates), Patricia Green (Tenant at The Villas at Eastwood), and Francisco Castillo (Precinct 2).

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

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

III. PUBLIC COMMENTS

Chairman Womack acknowledged David Cornwell (Consultant with Cornwell and Associates, who has consulted with the HCHA since 2013 and has worked with HCHA Director of Finance, Mr. Paul Curry, for many years. Chairman Womack noted that Mr. Cornwell helped to straighten out HCHA finances and that he was very thankful for that.

At 2:49 p.m., Patrice Green (Resident at The Villas at Eastwood) asked to address the Board.

IV. APPROVAL OF MINUTES

ACTION ITEM 1:

Approval of the Minutes of the August 20, 2025, Board Meeting

Commissioner Carrie Rai moved to approve the resolution; Vice Chairman Shanklin seconded, and the motion carried.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano, Chief Executive Officer, presented the CEO report for the month of August 2025 as follows:

Ms. Quijano advised the Board of the Tenant Rental Assistance Program Audit being conducted by the U.S. Department of Housing and Urban Development (HUD) and Office of Inspector General (OIG). HCHA was notified on August 6, 2025, as being randomly selected for the nationwide conducted audit. The objective of the audit is to determine if the voucher program is operating properly or improperly compared with other Housing Authorities across the country. When selected a sample is requested to be sent to HUD's Public and Indian Housing (PIH).

Commissioner Laolu Davies-Yemitan asked "Did I hear correctly, HCHA was randomly selected and what was the core substance of the audit?" To which Ms. Quijano replied "Yes, HCHA was randomly selected. The basis for the audit for HUD's Office of Inspector General (OIG) to ensure there is no fraud or misuse of the Housing Assistance Payments (HAP) funds and recapture the money. Everything is conducted virtually and is uploaded to HUD. As well, to determine the calculations and miscalculations of funding being used."

Ms. Quijano informed the Board that she would keep them updated on the progress of the audit.

Ms. Quijano notified the Board that HCHA was preparing for its Annual Internal Audit. This audit will take place in the last week of August. Information for the audit is currently being gathered by the HCHA Housing Choice Voucher (HCV) Director, Debra McCray

and HCHA Program of Quality Director, Beverly Burroughs departments.

Ms. Quijano noted that the previous week she met with Director Sonia Corrales (Interim President and CEO) of the Houston Area's Women's Center (HAWC). Ms. Corrales gave Ms. Quijano a tour of the new facility titled "One Safe Place Houston". Ms. Quijano noted how nice everything was and enjoyed the mural that was painted and dedicated to HAWC.

Commissioner Davies-Yemitan thanked Ms. Quijano for sharing this information and noted that he worked with Ms. Corrales through the Leadership Houston program class 26. Commissioner Yemitan-Davies thought it was a good idea for an introduction for Ms. Quijano. Commissioner Davies-Yemitan noted that Ms. King should get to know Ms. Corrales and the program in hopes that it would be feasible for the Permanent Supportive Voucher (PSV) program to help homeless women. Commissioner Davies-Yemitan thanked Ms. Quijano for following through with the suggestion.

Ms. Quijano informed the Board that included in the August 2025 Board Book that she included information regarding the Emergency Housing Voucher Program (EHV). The details explained where the funding came from and what the current status is at this time. Ms. Quijano acknowledged that there was a question regarding EHV's at the July meeting and she wanted to provide a breakdown of how many were left and the progress. In Precinct 1 there are 57 families; Precinct 2 there are 15 families; Precinct 3 there are 63 families; Precinct 4 there are 39 families. The goal is in August with revision of the Administration Plan based on HUD regulations the EHV's can be absorbed into the HCV program. HUD will provide the Housing Authorities with an incentive of \$40,000 for each family and provides around \$171,000 for administrative fees when this happens. Ms. Quijano noted that Mr. Curry probably provide more information regarding the amounts.

Chairman Womack stated he understand the process had already started per his conversation with Mr. Cornwell and Mr. Curry. It is anticipated to be \$171,000 if it's approved, and this information would be provided to the Board in 30 to 40 days. Ms. Quijano said yes, it is approved.

Lastly, Chairman Womack thanked Ms. Quijano for her report.

VI. FINANCE DEPARTMENT

Paul Curry (HCHA Financial Director) presented the June financial statements as reported in the Board Book on August 20, 2025.

Mr. Curry reported the consolidated financial statements, representing the cash flow balances for the program's reporting period. Mr. Curry explained that cash flows could fluctuate based on HUD funding, as they might send more than is needed during one period and none the next, allowing the overage to be consumed. This could result in a deficit and a negative account balance.

Mr. Curry acknowledged there was a shortfall in the funding for the HCV program. Mr. Curry reported that the consolidated budget reflected a revenue budget that was

even with no overage or underage, and expenses were 6% under budget.

Chairman Womack and Commissioner Davies-Yemitan questioned the origin of the shortfall. Mr. Curry explained that all Housing Authorities were experiencing the shortfall due to the rent increases in 2024. HUD still owes HCHA money to cover those increases, which created the shortfall.

Mr. Curry reviewed the contracts that expire within the next six months, covering the period ending September 30, 2025. Ms. Tabitha Lockhart (HCHA Executive Administrative Assistant) acknowledged her error of not placing the correct contract log on the PowerPoint; however, it was accurate in the Board Book submitted to the Board.

Chairman Womack stated that the employee liability contract had been with the same company for seven years. Mr. Curry replied more like thirteen years. Chairman Womack noted to the Board that he had requested that other companies be researched for a better plan.

Chairman Womack questioned the Northwood management contract, and Mr. Curry explained that it was a new one that just started.

Mr. Curry presented the Affordable Housing Operating Transfers from Developments & Ground Lease Payments for the year-to-date 2026. Chairman Womack explained to the Board that he requested Mr. Curry to do this every quarter so the Board would know exactly how much money is available for operating the developments.

Mr. Curry presented the Developer Fees For Developments under Construction and Constructed.

Lastly, Mr. Curry answered questions from the Board.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Chairman Womack welcomed back Ms. Debra McCray, who had been out of the office temporarily.

Ms. Debra McCray (Housing Choice Voucher Director) presented the HCV lease-up rates as reflected in the June 2025 Monthly Reports, which are included in the August 20, 2025, Board Book.

Ms. McCray reported that the utilization in June 2025, for the Housing Choice Voucher Program (HCV) was 95.6 % for June and 97.2 % for the year-to-date; for the Veteran Affairs Supportive Housing (VASH) Program was 89.5% for June and 90.5% for the year-to-date, and for the Emergency Housing Voucher (EHV) Program was 77.4% for June and 82.2% for the year-to date.

There were no home closings in June, and the Section Eight Management Assessment Program (SEMAP) scoring was still at 100%.

Ms. McCray reported the HCV and VASH Programs utilized 85% of the HAP funding, totaling \$5,157,839, and the EHV Program utilized 93% of the funding, totaling \$ 209,483.

For June 2025, 481 Annual Recertifications were processed in a timely manner at 100%. 11 new VASH Vouchers were issued. There are 3048 applicants on the HCHA's HCV waiting list.

Ms. McCray reported that 967 inspections were completed in June 2025, 857 of which were Annual and Initial Inspections, representing 87% of the total. 81 Special/Damage or Emergency inspections were completed, at 11%. The Quality Control inspections totaled 29, at 2%.

Ms. McCray reported that for June 2025, the yearly average passed for Initial Inspections is 100%, and for Annual Inspections, it is 94%.

Chairman Womack advised Ms. McCray that Mr. Terrence James did a good job filling in for her while she was away and that she had trained him well. Chairman Womack stated that it was good to see Ms. McCray and have her back.

Ms. Lockhart acknowledged to the Board that she had left Ms. Dominique King's Affordable Housing Development reports out of the PowerPoint in error, but that the information was in their books. Ms. Lockhart apologized to Ms. King for her mistake. Chairman Womack stated to Ms. Lockhart that it showed that she was human, like everyone else, despite her hard work, and sometimes things happen out of our control.

Ms. Dominique King, Director of Real Estate Development, reported all information for the stabilized properties and the status of all properties within the Affordable Housing Division for June 2025 as presented within the August 20, 2025, Board Book. Ms. King identified the high-performing properties. Ms. King reported that there are 61 pre-leased units from all vacancies, which is a 96.5% occupancy overall in our entire portfolio. Ms. King noted that the Sierra Meadows Apartments were currently leased with 3% vacancy.

Ms. King moved to proposed and affordable housing developments that are under construction.

Ms. King stated that she is currently working with the Texas General Land Office (GLO) to get the contract released for the Bernicia Place – METRO Southeast Transit Development. As working to get the Tax Credit signatures with the Attorney. Chairman Womack stated that he wanted to make sure that the opening was announced due to this being a unique development for the community, which would be good for the future developments of this nature.

Ms. King reported that for the HAY Center, personnel are being recruited at this time. Ms. King noted that she recently coordinated with her staff to do the interviews and should have a Property Manager hired soon. This will be the first employee of HCHA's

Property Management Company.

Ms. King reported on developments under construction; the Bluestem Apartments are 99% complete, and the project is preparing for retainage release and project close-out.

Chairman Womack stated that, with the development being 99% completed, he wanted to ensure that he and the board were aware of the grand opening and that invitations were to be sent out. Ms. King acknowledged that that would take place.

Ms. King reported that the First Met Senior Apartments project is 99% complete. Housing Quality Standards (HQS) Inspections have passed all phases, and preleasing has commenced.

Chairman Womack reiterated that he and the Board would like to be notified of grand opening. Ms. King acknowledged that she would make that it was done.

Ms. King noted that The Villas at Eastwood (Fenix Estates) there were some final documents to be submitted for the final close out.

Chairman Womack thanked Ms. King and her staff for their hard work. Chairman Womack noted that he was glad that Sierra Meadows was doing so well along with the other developments.

VIII. EXECUTIVE SESSION

The Board entered an executive session at 1:36 p.m. to consult with its attorneys and seek or receive legal advice regarding pending or contemplated litigation, discuss the value or transfer of real property, or discuss any item listed on the agenda.

No action was taken.

IX. RECONVENE

The Board of Commissioners reconvened for the public session at 2:31 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution updating the Harris County Authority Investment Policy

Mr. David Cornwell (President, CPA of The Cornwell Associates, Accountants, Inc.) answered questions from the Board regarding. Mr. Cornwell stated that he is going on his 43rd year working with Housing Authorities regarding tax credits and investments. In particular, this time Mr. Cornwell was asked to review HCHA's Investment Policy from the Federal side. Mr. Cornwell did not view from the State side, due to waiting for the legal counsel to address it. Mr. Cornwell looked at the State side that was in place at this time, and it mirrored the Federal side at this time. Mr. Cornwell stated that HCHA was very limited in what it could do with it's money. With dollar-for-dollar reimbursement up \$250,000, the Federal Deposit Insurance Corporation (FDIC) guarantees insurance. If

HCHA is going to invest, it would need to be in Certificates of Deposits (CDs) or Treasury Bills (T-Bills). HCHA's current bank has a great program where it will invest HCHA's money with various banks at \$250,000 increments. They do it on an overnight basis and for longer periods up to 270 days. Mr. Cornwell again stated that the final documentation will need to come from the lawyer. Anything done outside of the bank that involves a Credit Union would need to be in T-bills.

Commissioner Davies-Yemitan asked what would need to be done to invest the money in CDs. Mr. Cornwell noted that the money would be invested in 90-day, 180-day, 270-day, or 1-year CDs. Once the CD matures, the funds can be reinvested in a bank that may pay more interest.

Mr. Cornwell advised that there is a lot of excess money and, based on Federal rules, if they are in checking accounts, those accounts need to be interest-bearing.

Commissioner Davies-Yemitan asked how this process would begin, and Mr. Cornwell stated that once all the documentation was in place, the bank would undertake the work. Chairman Womack asked Mr. Cornwell if he was suggesting that HCHA allow the bank to do the work, and Mr. Cornwell replied Yes. Chairman Womack stated it was good that the bank would do the monitoring; otherwise, Mr. Curry would have to monitor the investments as well.

Commissioner Davies-Yemitan asked when the process would begin. Mr. Cornwell advised that when the lawyer reviews everything and sees that it passes the Federal and State of Texas laws, then everything can move forward. Once that happens, then the bank can proceed with the investments. Chairman Womack noted the bank is Amegy Bank. Mr. Cornwell advised that he had been on a Zoom call earlier with Mr. Curry and the representative from Amegy. To Mr. Cornwell's knowledge, this is the only program of this nature, and it is phenomenal.

Commissioner Davies-Yemitan asked if there is a certain amount that could be put into the CD, and Mr. Cornwell stated No.

Vice Chairman Paul Shanklin moved to approve the resolution, subject to final approval by the attorney, with agreement to the State of Texas laws. Commissioner Laolu Davies-Yemitan seconded, and the motion carried. (25-27)

ACTION ITEM 3:

Resolution approving telephone products and services agreement between Harris County Housing Authority and In-Telecom Consulting, LLC (FKA: Lantana Communications)

Commissioner Carrie Rai moved to approve the resolution. Commissioner Laolu Davies-Yemitan seconded. Commissioner Carrie Rai abstained, and the motion carried. (25-28)

ACTION ITEM 4:

Resolution authorizing travel and other expenses for Paul Curry, Director of Finance and Dominique King, Director of Real Estate Development

Ms. Quijano noted that this would also cover Chairman Gerald Womack's and Vice Chairman Paul Shanklin's travel and expenses as well.

Commissioner Laolu Davies-Yemitan moved to approve the resolution; Commissioner Carrie Rai seconded, and the motion carried. (25-29)

ACTION ITEM 5:

Resolution approving the mailing services agreement between Harris County Housing Authority and Questmark Information Management, Inc

Vice Chairman Shanklin moved to approve the resolution; Commissioner Laolu Davies-Yemitan seconded, and the motion carried. (25-30)

ACTION ITEM 6:

Resolution ratifying actions taken by the Harris County Housing Authority's Executive Director to extend and preserve the current agreement for Internet Technology managed with Salco Solutions for the benefit of the Harris County Housing Authority and approving any other action necessary or convenient to carry out this resolution

Awaiting final draft of the contract from the Central Attorneys Office (CAO, Attorney)

Commissioner Carrie Rai moved to approve the resolution; Commissioner Laolu Davies-Yemitan seconded, and the motion carried. (25-31)

ACTION ITEM 7:

Resolution approving the revision of the Harris County Housing Authority Choice Voucher Program Administrative Plan

Commissioner Carrie Rai moved to approve the resolution; Commissioner Laolu Davies-Yemitan seconded. All were in favor, and the motion carried. (25-32)

ACTION ITEM 8:

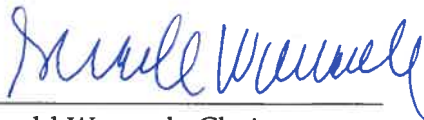
Resolution approving an Interlocal Agreement between the Harris County Housing Authority and the Houston Housing Authority to provide Housing Quality Standards Inspections and/or rent reasonableness calculations/determination services

Commissioner Paul Shanklin moved to approve the resolution; Commissioner Laolu Davies-Yemitan seconded, and the motion carried. (25-32)

ADJOURNMENT

Commissioner Laolu Davies-Yemitan moved to adjourn at 2:56 p.m.
Commissioner Carrie Rai seconded, and the motion carried.

Adopted and approved this 17th day of September 2025.



Gerald Womack, Chairman



Melissa Quijano, Secretary