



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

August 16, 2023

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 16th day of August 2023, 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 1:05 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Dr. Adriana Tamez	Commissioner	Absent
Asheley Gilbert	Commissioner	Present at 1:28 pm
Paul Shanklin	Commissioner	Present

Attending all or portions of the meeting were Melissa Quijano, CEO, and Silvia Tiller, General Counsel from Harris County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Debra McCray, Paul Curry, Dominique King, Gayla Mickens, Terumi Shorter, Vivian Clark, and Tabitha Lockhart of Harris County Housing Authority. Also, in attendance: Francisco Castillo from Harris County Precinct 2 Commissioner's Office.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Paul Curry opened the meeting with prayer, followed by Ms. Vivian Clark, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. PUBLIC COMMENTS

There were no public comments.

IV. APPROVAL OF MINUTES

ACTION ITEM 1:

APPROVAL OF MINUTES FROM JULY 19, 2023

Commissioner Paul Shanklin moved to approve the minutes from the July 19, 2023 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented a report on the 1st Annual Veteran Leasing Fair, 2023 Houston Area Veteran Homeless Summit, Notification of new U.S. Department of Housing and Urban Development (HUD) vouchers, Harris County Public Health Access, and the Monthly Reports.

Ms. Quijano informed the Board that HCHA Veterans Affairs Supportive Housing (VASH) staff participated in the first annual Veteran Leasing Fair in coordination with the Department of Veterans Affairs on July 25, 2023.

Ms. Quijano shared that on August 9, 2023, HCHA staff attended the Veteran Homeless Summit presented by the Department of Veterans Affairs for the Houston area.

Ms. Quijano noted that HCHA leadership met with Harris County Public Access to help support the access initiative with future collaborations with Harris County Public Health Mobile units at HCHA developments for public outreach.

Ms. Quijano presented the Monthly Report for June 2023 included in the August 16, 2023 Board Book.

Lastly, Ms. Quijano answered questions from the Board.

VI. FINANCIAL PRESENTATION

Mr. Paul Curry presented the HCHA June 2023 financial statements. The consolidated budget reflected revenue under budget by 7% and expenses are within budget by 0%.

Lastly, Mr. Curry answered questions from the Board.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Debra McCray presented the HCV lease-up rates as reflected in the Monthly Reports for June 2023 included in the August 16, 2023 Board Book. Ms. McCray also updated the Board on the new Homeownership participants.

Lastly, Ms. McCray answered questions from the Board.

Ms. Dominique King reviewed the status of properties within the Affordable Housing Division for the month of June 2023. Ms. King identified the high performing properties.

Lastly, Ms. King reviewed the status of each property's net income for June 2023.

Ms. King discussed proposed developments.

Ms. King provided the Board with the requested information regarding all real estate developments.

Ms. King noted that HCHA staff continues to review the management company policies and procedures for The HAY Center.

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

- The Arbor at Wayforest is 100% complete. The project is awaiting retainage release and project close-out.
- The Hollows project is 100% complete. The project is awaiting retainage release and project close-out.
- The Northwood Apartments project is 96% complete.
- The Bluestem Apartments project is 90.5% complete.
- The Residences at Arbor Oaks is 99% complete.
- The First Met Senior Apartments are 27% complete.

Ms. King noted that The Bernicia Place pre-project plans are underway.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 2:29 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

IX. RECONVENE

The Board of Commissioners reconvened for the public session at 3:13 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution of Harris County Housing Authority, as sole member of HCHA Louetta, LLC, electing Melissa Quijano and Paul Curry to serve as managers (Louetta Village)

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (23-33)

ACTION ITEM 3:

Resolution of Harris County Housing Authority, as sole member of HCHA Olive Grove, LLC, electing Melissa Quijano and Paul Curry to serve as managers (Magnolia Estates)

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (23-34)

ACTION ITEM 4:

Resolution of Harris County Housing Authority, as sole member of HCHA Waterside, LLC, electing Melissa Quijano and Paul Curry to serve as managers (Waterside Court)

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (23-35)

ACTION ITEM 5:

Resolution of Harris County Housing Authority, as sole member of HCHA Sierra Meadows, LLC, adopting a First Amendment to the company agreement of Sierra Meadows, LLC, and electing Melissa Quijano and Paul Curry to serve as managers (Sierra Meadows)

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (23-36)

ACTION ITEM 6:

Resolution of Harris County Housing Authority, as sole member of HCHA Bammel, LLC, electing Melissa Quijano and Paul Curry to serve as managers (Heritage Estates)

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (23-37)

XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:38 p.m., Commissioner Paul Shanklin seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of September 2023.



Gerald Womack, Chairman



Melissa Quijano, Secretary