



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

November 20, 2024

**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 20th day of November 2024, at Harris County Housing Authority, located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Gerald Womack called the meeting to order at 1:03 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
Asheley Gilbert	Commissioner	Absent
Paul Shanklin	Commissioner	Present
Laolu Davies-Yemitan	Commissioner	Present 2:03 pm

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

Beverly Burroughs, Debra McCray, Paul Curry, Dominique King, Katherine Escamilla, Terumi Shorter, Arielene Davis, Kimberly Rogers, Idrena Williams, Vivian Clark, and Tabitha Lockhart of the Harris County Housing Authority (HCHA) were in attendance. Francisco Castillo with Precinct 2, Benjamin David Irvin (owner of United Veterans Health Center, Inc.), with his wife, son, and two co-workers, were present. Angelina Emanuel Davis (Department of Veterans Affairs), Tracy Long (Veterans Affairs Medical Center), Shannon Hunter (counsel with COATS/ROSE), She Massinnissa, (HCV participant) and Sue Thomas (tenant with SEARCH) were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Dominique King opened the meeting with prayer, followed by Commissioner Paul Shanklin, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. PUBLIC COMMENTS

1. David Irvin stated that in 2018 he had a life-threatening accident with a hit and run and lost his right leg and became homeless with his family and wife and had to make a choice since he was in the VA hospital and sent his wife to Louisiana to have his son. He faced darkness in his life after this and after had working years in the oil and gas industry, he had lost faith during that time and was going through these programs and was introduced to Ms. Katherine Escamilla, HCHA's VASH (Veterans Affairs Supportive Housing) Coordinator with the HUD VASH Program. His family was assisted with the HCHA's VASH program with rental assistance for three years to allow for stability to their next steps. He went to counseling and everything to help better himself for his family and the HUD VASH Program and Ms. Escamilla made that possible. She then guided them to the next steps to become first time homeowners and are very proud of that. Mr. Irvin stated that Ms. Escamilla was there every step of the way and expressed the love that he and his family have for Ms. Escamilla and for all she has done to aid them and just wanted to thank her. This has allowed him to the place where he is now with his own non-profit organization to give back to the same HUD VASH Program named United Veterans Heath Center. This non-profit helps veterans off the streets and guides them to the resources needed. He thanked the VASH program and Ms. Escamilla for helping to get him there. Mr. Irvin is a constituent of Precinct 2 and was accompanied by his wife (expecting a daughter), son, and two fellow workers and Army veterans (Darius and Derrek) from his organization.

Commissioner Paul Shanklin acknowledged meeting Mr. Irvin at a previous meeting and asked if he received the needed aid. Mr. Irvin stated they received boxes of pencils but were trying to get backpacks for a back-to-school drive. Chairman Gerald Womack stated that the need is so great, encouraged Mr. Irvin to keep doing what he is doing, and said that God will send him the help he needs.

Ms. Quijano acknowledged that this would not be possible without our VA partners who are in attendance, Angelina Emanuel Davis (Department of Veterans Affairs) and Tracy Long (Veterans Affairs Medical Center) and asked them to come forward to be in the photo with the Board and Irvin family.

2. She Massinnissa, a participant in the HCV (Housing Choice Voucher) program. Ms. Massinnissa originally came to the meeting because she had been terminated from the program and was not getting remedy from staff however, prior to the meeting she was able to speak with Ms. Beverly Burroughs, Director of Program Quality, and Ms. Debra McCray and had offered a temporary relief to assist. She presented a folder to the Board members with details of which she wishes not to elaborate at this time and would just complete the process with Ms. McCray and Ms. Burroughs

to resolve and return if necessary. She stated she wished she had gone before Mr. Irvin; after hearing all the good things, she wanted to leave everything on a good note and not bash.

IV. APPROVAL OF MINUTES

ACTION ITEM 1:

APPROVAL OF MINUTES FROM OCTOBER 16, 2024

Vice Chairman Joe Villarreal moved to approve the minutes from the board meeting on October 16, 2024. Commissioner Paul Shanklin seconded, and the motion carried.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented to the Board HCHA's activities from October 17, 2024, to November 20, 2024, reflected in the November 20, 2024, Board Book.

Ms. Quijano reported on the HCV Program Funding Utilization rate for September 2024. It was reported that the Housing Choice Voucher and Veteran Affairs Supporting Housing programs' Housing Assistance Payment (HAP) expenses were 100% of funding for \$5,060,700. The Emergency Housing Voucher program's HAP expenses were reported to be 119% of the funding for \$210,878. The HCV Homeowner program utilization for August was \$50,360. The Housing Choice Voucher Program reported that 4,214 families were assisted with a 99% utilization rate. The Veteran Affairs Supporting Housing program was reported to have a utilization rate of 89%, with 596 veteran families assisted. The Emergency Housing Voucher Program was reported to have a 74% utilization rate, with 180 families assisted. Overall, HCHA assisted 4,990 families, with a total of 14,543 residents in September.

Ms. Quijano reported that on October 18, 2024, HCHA staff in partnership with U.S. Department of Housing and Urban Development (HUD) and the VA participated in the 2024 Stand Down Event hosted by Veterans Affairs via Housing. HCHA VASH Program Coordinator Katherine Escamilla attended the event. Ms. Quijano explained to the board the purpose of the Stand Down event, which assists veterans with transitioning from homelessness and any needs they may have.

Ms. Quijano acknowledged that on November 11, 2024, which was Veterans Day, the U.S. Department of HUD reported along with the VA reported that veteran homelessness had dropped 55%, the lowest on record since 2010. Year to date, 48,000 homeless veterans have been housed with the VASH program.

Lastly, Ms. Quijano acknowledged and thanked veterans for their service to our country, the VA, and all who assist in partnership with HCHA.

Chairman Gerald Womack thanked Ms. Quijano for her report and stated that there used to be an office for VA services in the building with HCHA and wished it could be done again. He noted that space is available, and it would be a great collaboration

to have VA services, mental health, and all of them in one place with HCHA. He challenged the present VA representatives to take that information back to their bosses to see how that could work out again.

Commissioner Shanklin stated that he appreciates the information reported during the CEO report and would like this included in his book as it has been missing the last couple of meetings, and it would be nice to have that ahead of time. Commissioner Shanklin acknowledged that Ms. Quijano delivered her report very well. Chairman Womack stated that maybe Ms. Vivian Clark could help Ms. Quijano to ensure her CEO report details were listed in the future in case any questions need to be addressed, or something should be added.

VI. FINANCE DEPARTMENT

Mr. Paul Curry presented the September 2024 financial statements for HCHA as reported in the November 20, 2024, Board Book. The reporting includes check registers, contract logs, and contracts expiring in six months.

Mr. Curry reported the consolidated financial statements, representing the cash flow balances for the program's reporting period. Mr. Curry explained that cash flow could fluctuate based on HUD funding, whether it sent more than was needed during one period and none the next so that the overage could be consumed. This could cause a deficit and the account to be negative.

Vice Chairman Joe Villarreal had questions regarding the Housing Telecommunications, Inc. subscription. He wanted to know how many employees actually use it. Mr. Curry stated it was used for training and is open to all employees. Ms. Dominique King noted that her staff had used the program, and because of the subscription, it gave a discount on the cost. Vice Chairman Villarreal wanted to know the actual number or percentage. Chairman Womack stated that he had asked the same question previously. Mr. Curry said he would have all the information at the next board meeting. Ms. McCray noted that her staff uses it for certifications and saves on the cost of not sending the employees out for training. Chairman Womack stated that he understood that sending the employees out to be trained costs more, but he wants to know the percentage of people using the subscription. To him, the incentive of having the subscription is that the percentage rate is high enough to benefit the cost. Ms. McCray will get the percentage to the Board. Chairman Womack stated that he wants the number of people. Ms. McCray acknowledged that she understood.

Chairman Womack questioned the payments of Bernicia Place and wanted to know if the payments are done now and addressed the question to Ms. King. Ms. King stated that it was a small amount due. Chairman Womack acknowledged that Ms. Toni Jackson, outside counsel, had been working on the project without submitting a bill. Chairman Womack would like Ms. Jackson to be compensated for her work. Mr. Curry clarified that some of the funds were paid to the architect and not all to Bernicia Place.

Commissioner Shanklin questioned the negative balances regarding the Jackson Hinds (SRO) project. Mr. Curry explained that the funds are in a liability account and are not counted as assets. Mr. Curry stated that the program was closed and that all the participants had received vouchers to be replaced. Mr. Curry confirmed that all 72 participants were issued vouchers by HUD and have been relocated.

Mr. Curry reported that the consolidated financial statements reflected revenue over budget by 10% due to HCHA for housing more portability vouchers than budgeted and expenses over budget by 7% , also due to portability vouchers. Mr. Curry reported a positive cash flow balance.

Chairman Womack asked about the Administrative salaries and the budgeted number of positions for these salaries. Mr. Curry responded and reported a total of 40 to 45 positions. Chairman Womack wanted to know how many were employed at this time, and Mr. Curry estimated a total of 40 to 42. He will provide the exact number and report it at the next meeting.

Mr. Curry presented the quarterly report for Affordable Housing Operating Transfers from Developments and Ground Lease Payments for Year-to-Date 2025. Mr. Curry reported on the Developer Fee for Developments under construction and being constructed.

Chairman Womack asked Mr. Curry if he would not present the Amegy Bank Sweep during his presentation or wait until it was time to vote on it. Mr. Curry stated that he would wait until the time to vote. Ms. Silvia Tiller, General Counsel, wanted to make a statement about the Amegy Bank Sweep. Chairman Womack said he would ask for her advice before it was voted on.

Lastly, Mr. Curry answered questions from the Board.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Debra McCray presented the HCV lease-up rates reflected in the September 2024 monthly reports, included in the November 20, 2024, Board Book.

Ms. McCray reported that the HCV Program was 99.3%, the VASH Program was 88.6%, and the EHV Program was 88.7% for September 2024.

Ms. McCray presented the September 2024 report for the HCV program: There were 483 Annual Recertifications, with a 100% timely completion rate for July. 12 VASH vouchers were issued. 3,047 applicants are remaining on HCHA's Housing Choice Voucher Program waiting list.

Ms. McCray reported that 856 inspections were completed for September 2024. 539 Annual and Initial inspections were conducted. 132 of the inspections completed were Special or Emergency. The Quality Control type of inspections completed totaled 14. A pass inspection rate of 62% and a 38% fail rate were reported overall for August 2024.

Ms. McCray provided a spreadsheet that detailed the pass and fail rate percentages from January 2024 through September 2024. Vice Chairman Villarreal wanted to clarify whether the Initial inspections are for newly constructed residences or just for people moving into a new place. Ms. McCray said they could be for each scenario.

Ms. McCray advised the Board on the difference between annual/bi-annual and initial inspections. Annual/Bi-annual Inspections are required at least annually/bi-annually during assisted occupancy to ensure the unit meets Housing Quality Standards (HQS). Initial Inspections are required before the initial term of the lease to ensure the unit meets (HQS).

Commissioner Shanklin asked what happens if a tenant does not want to move and the unit fails a second time. Ms. McCray stated that sometimes people cannot move due to finances or circumstances that are out of their control. In those situations, a request is submitted for tenant approval for the participant to remain in the unit and for another inspection. If the unit fails two times, a new contract is started to allow another inspection in these circumstances. The participant must move to another unit if it still does not pass the inspection. No payment will be made if the unit does not pass the inspection. Chairman Womack commented that he had an HCHCA voucher participant whose car was stolen contact him due to being bullied by the landlord. The participant told the landlord that he would have to break the lease because it was unsafe, but they feared losing their voucher. Chairman Womack said he would get Ms. McCray the name. Chairman Womack would like it if the participants could be assisted.

Chairman Womack liked the breakdown of the inspection report, and so did Commissioner Shanklin. Ms. McCray stated that all the help that can be provided based on HUD regulations is done for the HCV participants.

Ms. McCray informed the Board that there are currently 53 HCV homeowners, and there were no new closings in September 2024.

Commissioner Laolu Davies-Yemitan wanted to know the percentage of the fail rate the second time around and what happened then. Ms. McCray stated that the participant would need to move to another unit.

Lastly, Ms. McCray answered questions from the Board.

Chairman Womack excused Ms. Dominique King from presenting her September 2024 reports for the Affordable Housing Division, which are included in the November 20, 2024, Board Book. Chairman Womack stated that he had Ms. King's personal number should any questions arise.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 2:24 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. Commissioner Laolu Davies-Yemitan left the meeting during the Executive Session (the time is not noted).

IX. RECONVENE

The Board of Commissioners reconvened for the public session at 4:17 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution by the Harris County Housing Authority (the "Authority") approving: (i) the purchase of the investor limited partner interest and special limited partner interest in Cornerstone Village Apartments, L.P. by HCHA Redevelopment Authority, Inc. (the "Corporation") (ii) Admission of the Corporation as a limited partner and special limited partner into the partnership, (iii) execution of purchase and sale agreement and an assignment and assumption agreement, and a Third Amendment of the amended and restated agreement of limited partnership, and (iv) such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, and all favored. The motion carried. (24-37)

ACTION ITEM 3:

Resolution by the Harris County Housing Authority (the "Authority") approving: (i) the purchase of the investor limited partner interest and special limited partner interest Louetta Village Apartments 45, L.P. by HCHA Redevelopment Authority, Inc. (The "Corporation") (ii) Admission of the Corporation as a limited partner and special partner into the partnership, (iii) execution of purchase and sale agreement and an assignment and assumption agreement, and a Third Amendment of the amended and restated agreement of limited partnership, and (iv) such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution. Commissioner Paul Shanklin seconded, and the motion carried. (24-38)

ACTION ITEM 4:

Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying (i) an amendment to the purchase and sale agreement for acquisition of the real property for Bernicia Place (the "Property"), such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution. Commissioner Paul Shanklin seconded, and the motion carried. (24-39)

ACTION ITEM 5:

Resolution approving Harris County Housing Authority to open and maintain a sweep bank account and authorizing such other actions necessary or convenient to

carry out this resolution

Vice Chairman Joe Villarreal moved to table the resolution, Commissioner Paul Shanklin seconded, and the motion carried. (24-40)

XI. ADJOURNMENT

Chairman Gerald Womack moved to adjourn at 4:14 p.m., Vice Chairman Joe Villarreal seconded, and the motion carried.

Adopted and approved this 10th day of December 2024.



Gerald Womack, Chairman



Melissa Quijano, Secretary