



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

February 21, 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 21st day of February 2024, 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 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	Present @1:34 p.m.
Asheley Gilbert	Commissioner	Present @1.51 p.m.
Paul Shanklin	Commissioner	Present

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

Beverly Burroughs, Debra McCray, Paul Curry, Dominique King, Terumi Shorter, Arielene Davis, Vivian Clark, and Tabitha Lockhart of the Harris County Housing Authority. Natalie Carter/Harris County Constituent and Melanie Rodriguez/Constituent were also in attendance.

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

Mr. Paul Curry 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**

Ms. Natalie Carter provided public comments. Ms. Carter addressed the board on behalf of her mother who resides at Sierra Meadows Apartments.

### **IV. APPROVAL OF MINUTES**

#### **ACTION ITEM 1:**

#### **APPROVAL OF MINUTES FROM JANUARY 25, 2024**

Vice Chairman Joe Villarreal moved to approve the minutes from the January 25, 2024, Board meeting, Commissioner Paul Shanklin seconded, all were in favor and the motion carried.

### **V. CHIEF EXECUTIVE OFFICER'S REPORT**

Ms. Melissa Quijano presented the December Monthly Report for the Housing Choice Voucher (HCV) Program.

Ms. Quijano informed the Board that in December 2023, 531 family Annual Recertifications were completed with 100% timely processing. There were 48 new vouchers issued to families from HCHA's HCV waiting list. 3,001 families remain on HCHA's HCV waiting list. HCV Program Voucher Utilization for December was 4,310 families for the HCV Program; 572 families for VASH; and 188 families received Emergency Housing Vouchers. In total there were 14,116 residents in Harris County assisted by HCHA for the month of December.

Ms. Quijano presented updated information regarding The Residences at Arbor Oaks and First Met Apartments residential development to the Board. There are currently 2,566 Affordable Housing Units that serve the Harris County area.

Lastly, Ms. Quijano answered questions from the Board.

### **VI. FINANCE DEPARTMENT**

Mr. Paul Curry presented the HCHA December 2023 financial statements. The consolidated budget reflected revenue over budget by 7% and expenses over budget by 6%.

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 December 2023 included in the February 21, 2024, Board Book.

Ms. McCray advised the Board that there was 1 Housing Choice Voucher homeowner closing in December in Precinct #3/Tom S. Ramsey. There was a total of 10 homeowner closings for 2023. 2023 is the highest in homeownership to date per Ms. McCray.



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 December 2023. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each property's net income for December 2023.

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

- The Hollows project is 100% complete. The project is preparing for retainage release and project close-out.
- The Northwood Apartments is 100% complete. The project is preparing for retainage release and project close-out.
- The Bluestem Apartments project is 98% complete. The HQS Inspections were conducted on buildings one and two for occupancy. Certificates of Compliance/Occupancy were received for buildings one through six.
- The Residences at Arbor Oaks is 99% complete. The project is preparing for retainage and project close out.
- The First Met Senior Apartments project is 66% complete. Insulation and drywall installation are underway. Exterior stucco work near completion.

Ms. King advised that The Villas at Eastwood (Fenix Estates) had submitted a response to the Texas Department of Housing and Community Affairs regarding Cost Certification. The Land Use Restrictive Agreement (LURA) amendment is required.

#### **VIII. EXECUTIVE SESSION**

The Board went into an executive session at 1:49 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 2:54 p.m.

#### **X. DISCUSSION AND ACTION ITEMS**

##### **ACTION ITEM 2:**

**Resolution authorizing the Executive Director to execute Amendment-1 to master staffing agreement with the Spearhead Group Inc. to provide temporary staffing services**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (24-04)

**ACTION ITEM 3:**

**Resolution authorizing Harris County Housing Authority's Executive Director to negotiate and enter into an extension agreement for the provision of Internet Technology Manager Services**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (24-05)

**ACTION ITEM 4:**

**Resolution authorizing Harris County Housing Authority's Executive Director to negotiate and enter into a contract for the provision of Financial Audit Services for various HCHA Programs**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (24-06)

**ACTION ITEM 5:**

**Resolution authorizing Harris County Housing Authority's Executive Director to approve the annual expenditure for software and software support provided through MRI Software, LLC, which contract is automatically renewed each year unless earlier terminated**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (24-07)

**XI. ADJOURNMENT**

Commissioner Dr. Adriana Tamez moved to adjourn at 2:57 p.m., Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of March 2024.



Gerald Womack, Chairman



Melissa Quijano, Secretary