

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

March 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 March 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 1:00 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
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, Jacqueline Benjamin, Vivian Clark, Tabitha Lockhart, and various staff of the Harris County Housing Authority. Outside Counsel Antoinette Jackson was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Beverly Burroughs opened the meeting with prayer, followed by Commissioner Asheley Gilbert, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

ACTION ITEM 1:

APPROVAL OF MINUTES FROM FEBRUARY 21, 2024

Commissioner Asheley Gilbert moved to approve the minutes from the February 21, 2024, Board meeting, Vice Chairman Joe Villarreal seconded, all were in favor and the motion carried.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Quijano provided an overview of Harris County Housing Authority's (HCHA) current Procurement Policy *Section 17. Required Efforts* in connection with utilizing Minority and Women Owned Business and Enterprise (M/WBE) when procuring and currently captures percentage goal set data. Ms. Quijano reported that Harris County has a robust M/WBE program in this area and Harris County leaders would like this type of program implemented for smaller agencies. Ms. Quijano met with Commissioner Rodney Ellis, Chairman Womack, and Commissioner Ellis staff on March 8, 2024, to discuss how HCHA is meeting this requirement with a follow-up request to provide more in-depth data detail for large housing development projects along with a presentation at Commissioner Court to assist HCHA. Ms. Tiller advised the Board as to how the data collecting process is being evaluated, conducted, and monitored from the past to present date to meet the needs of a proposed grant opportunity for a disparity study in working with M/WBEs to assist HCHA. Ms. Tiller reported she is working with an Intern with the County Attorney's Office that will conduct a presentation to HCHA Board of Commissioners on his research regarding M/WBE.

Ms. Quijano presented for discussion the Tenant Protection Policy ("Tenant Protection Addendum") which was adopted by Harris County at the Commissioner Court on 10/11/22 and is a policy required for all Community Services Department (CSD) funded projects. HCHA was requested by Commissioner Rodney Ellis Office to work to adopt within 30 days. Ms. Quijano consulted with the U.S. Department of Housing and Urban Development Field Office and confirmed that this is a policy that HCHA is not authorized to adopt in connection with the Housing Choice Voucher Program (HCV) as PHA's are not party to a lease agreement between a family and owner. HCHA is not authorized to modify or add addendums to HUD Forms as required in 24 CFR 982.451 and in 24 CFR 982.308 in the HCV program. HCHA is not authorized to modify HUD's mandatory prohibited admission criteria required in 24 CFR 982.553. HCHA is not authorized to modify any family obligations requirements as required in 24 CFR 982.551 of the HCV program and HCHA is not authorized to use HCV Administrative Fee's to cover costs for administrative responsibilities (staff time) related and/or unrelated to the HCV program and not in accordance with HCV HUD regulations and requirements as

required in 24 CFR 982.152. Ms. Quijano answered questions and the Board recommended more clarification from County Attorney on the item as it relates to HUD requirements before approval.

Ms. Quijano reported to the Board that HCHA and the U. S. Department of Veteran Affairs (VA) partnered on March 15, 2024, for a mass briefing and issued 46 housing VASH vouchers to homeless veterans.

Ms. Quijano also informed the Board that HCHA participated in an event for outreach and employee recruitment with Baker Ripley and University of Houston Clear Lake's College of Human Science and Humanities on February 29, 2024.

Ms. Quijano presented updated information on Bluestem Apts as being 99% complete with 180 units; which is located at 12450 Lake Houston Parkway, Houston, in Precinct 1.

Ms. Quijano informed the Board that in January 2024, 493 family Annual Recertifications were completed with 100% timely processing. There were 27 new vouchers issued to families from HCHA's HCV waiting list. 2,988 families remain on HCHA's HCV waiting list. HCV Program Voucher Utilization for January was 4,302 families for the HCV Program; 566 families for VASH; and 192 families received Emergency Housing Vouchers. In total there were 13,912 residents in Harris County assisted by HCHA for the month of January.

Ms. Quijano reported that HCHA affordable housing developments in the Affordable Housing Dept. were monitored this month for a total of 16 monitoring visits conducted in the last seven months by Harris County Community Services Dept.

Ms. Quijano commended the HCHA staff on their continued excellent work performance. Ms. Quijano answered questions from the Board.

VI. FINANCE DEPARTMENT

Mr. Paul Curry presented the HCHA January 2024 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 January 2024 included in the March 20, 2024, Board Book.

Ms. McCray advised the Board that there were no homeowner closings in January.

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 January 2024. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each property's net income for January 2024.

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 99% complete. The HQS Inspections were conducted on buildings one, two, four, and six 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 72% complete. Insulation and drywall installation are underway. Exterior stucco work is 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, and this will be discussed in the Executive Session. Chairman Womack requested an update on the properties that are to be refinanced.

Lastly, Ms. King acknowledged her staff works diligently to get the development projects on track to completion.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 2:16 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 3:15 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Jacqueline Benjamin as Harris County Authority Employee of the Quarter (April – June 2024)

Commissioner Paul Shanklin motioned to vote on Action Item 2 before the Executive Session; Commissioner Asheley Gilbert seconded the motion. Commissioner Paul

Shanklin moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (24-08)

ACTION ITEM 3:

Resolution approving the Seventh Extension of the mailing services agreement between Harris County Housing Authority and Questmark Information Management, Inc. extending the term of the arrangement through March 31, 2025

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (24-09)

ACTION ITEM 4:

Resolution authorizing the Executive Director to execute contract Amendment No. 1 with NMA Inspections, LLC to expand the number of assigned daily inspections

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (24-10)

ACTION ITEM 5:

Resolution approving the renewal of the Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool

Commissioner Paul Shanklin moved to approve the resolution, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried. (24-11)

ACTION ITEM 6:

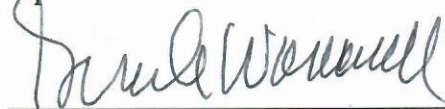
Resolution approving Harris County Housing Authority's Budget for Fiscal Year 2025 ending March 31, 2025

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (24-12)

XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:20 p.m., Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of April 2024.



Gerald Womack, Chairman



Melissa Quijano, Secretary