



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

April 17, 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 17th day of April 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
Asheley Gilbert	Commissioner	Present
Paul Shanklin	Commissioner	Present
Laolu Davies-Yemitan	Commissioner	Present

Attending all or portions of the meeting were Melissa Quijano, CEO, Silvia Tiller, General Counsel, and Gabriel Jackson intern 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, Tabitha Lockhart staff of the Harris County Housing Authority. Samson Babalola; Reagan Flowers; Chief O. Harris; Chief A. Harris; Chief L. Davies; Chief Davies; Alexis Davies; Francisco Castillo from Harris County Precinct 2 Commissioner’s office, and various members of Harris County were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Paul Charles (Executive Director of NR CDC) 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. Administration of the Oath of Office to the New Commissioner

Chairman Gerald Womack administrated the Oath of Office to new Commissioner Laolu Davies-Yemitan.

IV. PUBLIC COMMENTS

Lacie Luigo CEO of The Apartment Concierge presented to the Board the services that The Apartment Concierge offers in aiding those with Housing Vouchers to gainfully achieve residential housing.

V. APPROVAL OF MINUTES

ACTION ITEM 1:

APPROVAL OF MINUTES FROM MARCH 20, 2024

Vice Chairman Joe Villarreal moved to approve the minutes from the March 20, 2024, Board Meeting, Commissioner Asheley Gilbert seconded the motion, Commissioner Laolu Davies-Yemitan abstained, and the motion carried.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Quijano advised the Board of the activities of the HCHA from March 21, 2024, to April 17, 2024, which are reflected in the April Board Book.

Ms. Quijano reported that last month the Board was presented with information regarding M/WBE and reported that Mr. Gabriel Jackson a Legal Intern with the Office of County Attorney and 3L student with Thurgood Marshall School of Law at Texas Southern University and has been working with Silvia Tiller, General Counsel and would present his research.

Mr. Jackson presented his research regarding HCHA doing business with M/WBE to the HCHA Board of Commissioners. Mr. Jackson explained the impact of Harris County Housing Authority's current procurement policy on improving utilization of M/WBE's. Mr. Jackson presented whether HCHA may increase its current M/WBE participation in contracts and real estate development by the creation of an organized M/WBE program or whether its current procurement policy suffices. His presentation provided background on HCHA's current procurement policy, what is a M/WBE set-aside, information on the Supreme Court case City of Richmond v. J.A. Croson Co. and minority business enterprise (MBE), Barriers that may hinder a successful implementation of an M/WBE set-aside policy, information on Harris County's Disparity Study Fund grant and benefits to HCHA. The presentation also provided alternative options available for HCHA, a conclusion and the recommendation for HCHA to apply for the Harris County Disparity Study Fund to implement an M/WBE set aside program that will promote economic equity and opportunity within the community.

Chairman Womack thanked Mr. Jackson and Ms. Silvia Tiller, General Counsel for the presentation and recommendations and informed the Board that there is no vote on the item and looks forward to having this item brought back to the Board by Ms. Tiller and Ms. Quijano.

Commissioner Shanklin thanked Mr. Jackson and Ms. Silvia Tiller for the information, requested that given the current climate on the subject, he would like to know how the recommendation and conclusion would weigh itself against those decisions and would like more information regarding this.

Ms. Silvia Tiller responded to the Board that will research more information as requested and to Commissioner Shanklin's question where the research included the basis in the law where we should and have to complete study and will follow up with the Board.

Ms. Quijano advised the Board that the U. S. Department of Housing of Urban Development (HUD) approved HCHA Annual Public Housing Agency Plan (PHA Plan) for 2024 and the notification was received on March 28, 2024. This annual plan is a HUD requirement as stated in 24 CFR part 903. The Annual PHA Plan is a comprehensive guide to policy, programs, and strategy of the planned activities for the PHA's fiscal year as required by HUD.

Ms. Quijano reported that HCHA was invited to attend a meeting with U.S. Department of HUD Houston Field Office at the request of HUD Regional Director Brian Gage on April 3, 2024, to share our PHA experience and best practices in our Housing Choice Voucher Program Small Area FMR implementation process and our VASH voucher leasing and partnership process with the VA. In attendance was also HUD's Southwest Management Division. They asked questions and listened as they will soon roll out some mandatory requirements for other PHAs and want them to have a smooth transition during the process.

Ms. Quijano reported to the Board that she attended a Women's History Event hosted by Commissioner Lesley Briones of Precinct 4 on Mach 27, 2024.

Ms. Quijano reported that on April 9, 2024, HCHA participated in the OST Community Partnership lunch and learn session. Dominique King, Director of Real Estate Development, Paul Curry, Finance Director participated in a presentation in providing information to the OST Community Partnership on how to do business with HCHA. An overview of HCHA procurement policy was presented along with where they may seek open solicitations available at HCHA.

Ms. Quijano reported that HCHA assisted Harris County CSD with their Fair Housing Plan Process with a Focus Group session on April 17, 2024. CSD requested assistance in inviting a small group of our residents to attend so they may provide feedback regarding Fair Housing and their experience with locating housing and available amenities in their community. They were also invited to complete the Fair Housing Survey available.

Ms. Quijano reported that HCHA staff Terrance James, Admissions Manager and Dominique King, Director of Real Estate Development provided training for landlord Roscoe Property Management (RPM) in the HCV Program and Affordable Housing PFC requirements and compliance on April 10, 2024, in efforts to provide landlord assistance and engagement.

Ms. Quijano also informed the Board that the Affordable Housing Department had monitoring visits from Harris County (CSD) for the following affordable housing developments:

March 19, 2024 – The Villas at Eastwood

March 20, 2024 – Waterside Court – Housing Quality Standards (HQS) Inspection

March 26, 2024 – Retreat at Westlock

April 1, 2024 – Cornerstone Village

April 3, 2024 – Waterside Court – HQS Inspection

April 16, 2024 – Louetta Village

Ms. Quijano reported to the Board that in February 2024, 536 family Annual Recertifications were completed with 100% timely processing. There were 64 new vouchers issued to families from HCHA's HCV waiting list. 3,005 families remain on HCHA's HCV waiting list. HCV Program Voucher Utilization for February was 4,278 families for the HCV Program; 566 families for VASH; and 191 families received Emergency Housing Vouchers. Overall HCHA assisted 5,035 families with a total of 14,075 residents in Harris County assisted by HCHA for the month of February.

Ms. Quijano commended the staff for their commitment and hard work to achieve another year as a SEMAP High Performer Rating in the Housing Choice Voucher Program. Ms. Quijano answered questions from the Board.

VII. FINANCE DEPARTMENT

Mr. Paul Curry presented the HCHA February 2024 financial statements. The consolidated budget reflected revenue over budget by 7% and expenses over budget by 7%.

Mr. Curry reported to the Board the developer fee for developments under construction/constructed. Mr. Curry gave updates on the following properties and their developer fees:

Arbor Oaks – Total \$5,056,032 – Paid \$489,716.80 – Budgeted for 2025 \$250,000

The Hollows - Total \$4,408,722 – Paid \$484,866.60 – Budgeted for 2025 \$350,000

Northwood - Total \$8,213,676 – Paid \$230,879.10 - Budgeted for 2025 \$350,000
Arbor at Wayforest – Total \$4,042,561 – Paid \$571,400 – Budgeted for 2025 -
Bluestem - Total \$4,314,789 – Paid \$217,178.40 – Budgeted for 2025 -
First Met - Total \$5,113,122 – Paid \$25,357.18 – Budgeted for 2025 -
Fenix Estates - Total \$4,465,803 – Paid \$199,661 Budgeted for 2025 -

Mr. Curry will be presenting this additional report quarterly per Chairman Womack request.

Lastly, Mr. Curry answered questions from the Board.

VIII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Debra McCray presented the HCV lease-up rates as reflected in the Monthly Reports for February 2024 included in the April 17, 2024, Board Book.

Ms. McCray advised the Board that there was 1 homeowner closing in February.

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 February 2024. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each property's net income for February 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 all buildings.
- The Residences at Arbor Oaks is 100% complete. The project is preparing for retainage and project close out.
- The First Met Senior Apartments project is 74% 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. Ms. King answered questions from the Board.

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

IX. EXECUTIVE SESSION

The Board went into an executive session at 2:23 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.

X. RECONVENE

The Board of Commissioners reconvened for the public session at 3:23 p.m.

XI. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution celebrating National Fair Housing Month

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (24-13)

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 Managed Services

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, Commissioner Laolu Davies-Yetiman abstained, and the motion carried. (24-14)

ACTION ITEM 4:

Resolution approving the 2024 Utility Allowances schedules used by Harris County Housing Authority in administering the Housing Choice Voucher Program

Commissioner Paul Shanklin moved to approve the resolution, Vice Chairman Villarreal seconded, Commissioner Laolu Davies-Yemitan abstained, and the motion carried. (24-15)

ACTION ITEM 5:

Resolution authorizing Harris County Housing Authority's Executive Director to negotiate and enter into an extension agreement for the provision of Fee Accounting Services

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Laolu Davies-Yemitan seconded, all were in favor, and the motion carried. (24-16)

ACTION ITEM 6:

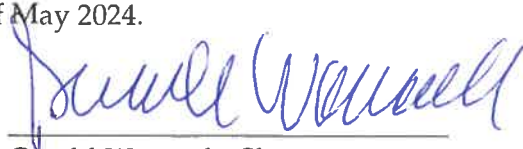
Resolution approving the submission of the 2024 Section Eight Management Assessment Program Certification to the U.S. Department of Housing and Urban Development

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (24-17)

XII. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:33 p.m., Commissioner Laolu Davies-Yemitan seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of May 2024.



Gerald Womack, Chairman



Melissa Quijano, Secretary