



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

**September 20, 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 20th day of September 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 1:03 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
Dr. Adriana Tamez	Commissioner	Absent
Asheley Gilbert	Commissioner	Absent
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, Arielene Davis, Gayla Mickens, Catalina Woods, TeQueda Sheriff, Vivian Clark, Tabitha Lockhart, and various staff of the Harris County Housing Authority (HCHA).

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

Ms. Silvia Tiller 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**

There were no public comments.

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

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

#### **APPROVAL OF MINUTES FROM AUGUST 16, 2023**

Vice Chairman Joe Villarreal moved to approve the minutes from the August 16, 2023 Board meeting, Commissioner Paul Shanklin seconded, and the motion carried.

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

Ms. Melissa Quijano presented the 2023 Veteran Affairs Houston Stand Down, Emergency Housing Voucher Program (EHV), and the Monthly Reports.

Ms. Quijano informed the Board that HCHA Veterans Affairs Supportive Housing (VASH) staff participated in the 30<sup>th</sup> Annual Houston Veterans Affairs (VA) services and resources event in coordination with our VA and U.S. Department of Housing of Urban Development partners on September 8, 2023.

Ms. Quijano noted the American Rescue Plan included a provision that prohibits Public Housing Authorities from issuing Emergency Housing Vouchers upon turnover after September 30, 2023. Vouchers that have already been issued to clients will still be assisted after the deadline issuance.

Ms. Quijano presented the Monthly Report for July 2023 included in the September 20, 2023 Board Book.

Lastly, Ms. Quijano answered questions from the Board.

### **VI. FINANCIAL PRESENTATION**

Mr. Paul Curry presented the HCHA July 2023 financial statements. The consolidated budget reflected revenue under budget by 4% and expenses are over budget by 1%.

The Board of Commissioners requested that all expiring contracts be presented at least 90 days in advance for review.

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 July 2023 included in the September 20, 2023, Board Book. Ms. McCray also updated the Board on the new Homeownership participants.

Ms. McCray reported that the Jackson Hinds Gardens Single Room Occupancy (SRO) properties has been shut down due to bankruptcy and will be demolished. Those

residents that occupied the residence have received vouchers to be relocated.

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 July 2023. Ms. King identified the high performing properties.

Lastly, Ms. King reviewed the status of each property's net income for July 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 99% complete.
- The Bluestem Apartments project is 91.5% complete.
- The Residences at Arbor Oaks is 99% complete.
- The First Met Senior Apartments are 31% complete.

Ms. King noted that The Bernicia Place project is underway.

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

The Board went into an executive session at 1:54 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 3:03 p.m.

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

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

**Resolution honoring Catalina Woods as the Harris County Housing Authority Employee of the Quarter (October-December 2023)**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (23-38)

**ACTION ITEM 3:**

**Resolution approving Third Amendment to telephone products and services agreement between Harris County Housing Authority and Lantana Communications Corporation**

Commissioner Paul Shanklin moved to approve the resolution, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried. (23-39)

**ACTION ITEM 4:**

**Resolution approving Second Amendment to Legal Consulting Services for real estate transactions and construction related services agreement**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (23-40)

**ACTION ITEM 5:**

**Resolution ratifying the execution of a proposal with GSMA, Inc. to provide architectural and engineering services for the Bernicia Place Affordable Housing Development**

Commissioner Paul Shanklin moved to approve the resolution, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried. (23-41)

**ACTION ITEM 6:**

**Resolution authorizing the Executive Director to enter into contract with SuperUrban Ventures, LLC to provide development consulting services for the Bernicia Place Affordable Housing Development**

Commissioner Paul Shanklin moved to approve the resolution, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried. (23-42)

**XI. ADJOURNMENT**

Commissioner Paul Shanklin moved to adjourn at 3:14 p.m., Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 18th day of October 2023.



Gerald Womack, Chairman



Melissa Quijano, Secretary