



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

March 15, 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 15th day of March 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 1:02 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
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Absent
Asheley Gilbert	Commissioner	Absent

Attending all or portions of the meeting were Melissa Quijano, Acting CEO, Jim Brisse from the County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Paul Curry, Dominique King, Gayla Mickens, Vivian Clark, and Tabitha Lockhart of Harris County Housing Authority. Francisco Castillo from Harris Count Precinct 2 Commissioner's office was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mrs. Beverly Burroughs opened the meeting with a prayer, followed by Vice Chairman Joe Villarreal, who led the Pledge of Allegiance, and Commissioner Joe Ellis, who led the Texas Pledge.

III. PUBLIC COMMENTS

There were no public comments.

IV. APPROVAL OF MINUTES

ACTION ITEM 1:

APPROVAL OF MINUTES FROM FEBRUARY 15, 2023

Vice Chairman Joe Villarreal moved to approve the minutes from the February 15, 2023, Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented the 2023 Annual Homeless Count, HCHA Tornado Response January 26-28, 2023, Calendar Year U. S. Department of Housing and Urban Development (HUD) Housing Choice Voucher (HCV) Funding, METRO Chairman Sanjay Ramabhadran visit, and the Monthly Reports.

Ms. Quijano informed the Board that the HCHA staff participated in the 2023 Annual Homeless Count on January 25-27, 2023. HCHA staff participants were Terrance James, Senior Admissions Manager, Sherika Thompson, HCV Team Lead, and Melissa Quijano, Acting CEO.

Ms. Quijano also informed the Board that HCHA staff assisted Baker Ripley Pasadena Shelter with the recent Tornado disaster in Pasadena, Deer Park, Southeast area. Ms. Quijano noted that the families were referred by Precinct 2, Commissioner Adrian Garcia's office and the number of qualified families that HCHA staff were able to assist.

Ms. Quijano updated the Board that the HCV Program will have an estimated average increase of 10% in funding renewals for calendar year 2023. HUD will provide the actual amounts in April 2023.

On March 29, 2023, Ms. Quijano and HCHA Staff facilitated an onsite tour of The Villas at Eastwood for METRO Chairman Sanjay Ramabhadran, along with HCHA Chairman Gerald Womack and HCHA Vice Chairman Joe Villarreal. The tour provided an overview of all the services provided at The Villas at Eastwood.

Ms. Quijano presented the Monthly Reports included in the March 2023 Board Book. Lastly, Ms. Quijano answered questions from the Board.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA January 2023 financial statements. The consolidated budget reflected revenue over budget by 10% and expenses over budget by 6%.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Beverly Burroughs presented the HCV Program lease-up rates as reflected in the

Housing Choice Voucher Division reports included in the March 15, 2023 Board Book.

Ms. Dominique King reviewed the status of properties within the Affordable Housing Division for the month of January 2023. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each property's net income for January 2023.

Ms. King moved to proposed developments.

Ms. King informed the Board that the Bond reservation may be received in Summer 2023 for METRO. The phase one environmental recommended that a phase two environmental study be completed.

Ms. King noted that The HAY Center project closed in February 2023. HCHA staff are working on the policies and procedures of the property management services agreement.

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

- The Arbor at Wayforest is 98% complete.
- The Hollows project is 99% complete. The Ribbon Cutting has been scheduled for March 22, 2023 at 10 am.
- The Northwood Apartments project is 87% complete. The Ribbon Cutting has been scheduled for March 23, 2023 at 10 am.
- The Bluestem Apartments project is 70% complete.
- The Residences at Arbor Oaks is 94% complete.

Ms. King noted that the AMTEX Katy development (The Greenwood at Katy) is 99% complete. HCHA staff is still working with the developer on the ADA non-compliant issues and awaiting the ADA certification.

Ms. King noted that she received the final document on the cost certification for The Villas at Eastwood.

Ms. King noted that the First Met Senior project is 3% complete. Construction started on February 17, 2023.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 1:48 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 3:18 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring TeQueda Sheriff as the Harris County Housing Authority Employee of the Quarter (April – June 2023)

Vice Chairman Joe Villarreal moved to approve the resolution, Joe Ellis seconded, and the motion carried. (23-09)

ACTION ITEM 3:

Resolution approving Harris County Housing Authority's Budget for the Fiscal Year 2024 ending March 31, 2024

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (23-10)

ACTION ITEM 4:

Resolution approving renewal of interlocal agreement with the Texas Municipal League Intergovernmental Risk Pool

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (23-11)

ACTION ITEM 5:

Resolution authorizing the negotiation and execution of a contract with A-1 Personnel, Inc. for Temporary Staff Services

There was no action taken on this item.

ACTION ITEM 6:

Resolution approving the Fiscal Year 2023 Utility Allowance schedules used by Harris County Housing Authority in administering the Housing Choice Voucher Program

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (23-12)

XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:48 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of April 2023.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary