



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

**Houston, Texas**

**January 18, 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 18th day of January 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  | Present at 1:31 pm |
| Asheley Gilbert   | Commissioner  | Absent             |

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

Beverly Burroughs, Paul Curry, Dominique King, Debra McCray, Gayla Mickens, and Vivian Clark of Harris County Housing Authority. Francisco Castillo from Harris County Precinct 2 County Commissioner's and August Williams from Harris County Precinct 3 County Commissioner's offices were also in attendance.

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

Ms. 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**

August Williams provided public comments.

**IV. APPROVAL OF MINUTES**

**ACTION ITEM 1:**

**APPROVAL OF MINUTES FROM DECEMBER 21, 2022**

Vice Chairman Joe Villarreal moved to approve the minutes from the December 21, 2022 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

**ACTION ITEM 2:**

**APPROVAL OF MINUTES FROM JANUARY 11, 2023**

Vice Chairman Joe Villarreal moved to approve the minutes from the January 11, 2023 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

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

Ms. Melissa Quijano presented the U.S. Housing and Urban Development (HUD) Housing Choice Voucher (HCV) program funding for calendar year (CY) 2023, Meeting with Harris County Community Services Department (HCCSD), and the Monthly Reports.

Ms. Quijano informed that on December 29, 2022, the Consolidated Appropriations Act 2023 was enacted, which established the HUD funding formula for the HCV Program. HUD estimates the overall HCV funding proration levels for 2023 will have a:

- 99% for Housing Assistance Payments (HAP)
- 91% for Administrative Fees.

The 2023 funding provides a \$2.9 billion (10.5%) increase in the HCV Program. This includes a \$2.3 billion (10.5%) increase for HAP and \$367 million (15%) increase in Administrative Fees. Ms. Quijano stated that this is a historic increase intended to assist PHAs. The final amounts will not be available until the end of March; however, housing authorities should expect a 10% increase on average monthly.

Ms. Quijano reported that on January 13, 2023, HCHA staff met with HCCSD and the interim director in regards to the affordable housing projects under construction and the draw process. The purpose of the meeting was to provide input and recommendations in a collaborative effort to help CSD streamline the draw and reimbursement processes. HCHA looks forward to our continued relationship with CSD and appreciates the opportunity to continue the partnership.

Ms. Quijano presented the Monthly Reports as reflected in the Monthly Reports for November 2022 included in the January 18, 2023 Board Book. Lastly, Ms. Quijano answered questions from the Board.

**VI. FINANCIAL PRESENTATION**

Mr. Curry presented the HCHA November 2022 financial statements. The consolidated budget reflected revenue over budget by 11% and expenses over budget by 6%.

**VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION**

Ms. Debra McCray presented the HCV Program lease-up rates as reflected in the Housing Choice Voucher Division reports for November 2022 included in the January 18, 2023 Board Book.

Ms. McCray presented a recently purchased property through the Homeownership Program. 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 November 2022. Ms. King informed the Board that all existing properties are currently 96% leased or above for the month of November 2022. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each existing property's net income for November 2022. Ms. King answered questions from the Board.

Ms. King moved to proposed developments.

Ms. King informed the Board that the Bond reservation may be received in late January for METRO. HCHA staff continues to work on the due diligence documentation and working with tax consultants on the tax credit application.

Ms. King advised that HCHA staff are still awaiting the concurrence to proceed notice to begin construction from HCCSD. HCHA staff has provided all required documentation. Ms. King mentioned that the groundbreaking invitation has been sent to each HCHA Board Commissioner. The First Met Groundbreaking is scheduled for February 2, 2023.

Ms. King noted that HCHA staff are discussing the infrastructure of the property management services agreement for The HAY Center development.

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

- The Arbor at Wayforest is 95% complete; however, the property is 100% occupied.
- The Hollows is 99% complete. HCHA is currently undergoing HQS inspections with HCCSD. The property is 50% leased; with 150 applications to be reviewed.
- The Northwood Apartments project is 85% complete.
- The Bluestem Apartments is 60.5% complete.
- The Residences at Arbor Oaks is 87% complete.

Ms. King noted that the AMTEX Katy development (The Greenwood at Katy) is 99%

complete and HCHA staff is still working with the developer on the ADA non-compliant issues.

Ms. King noted that HCHA staff and management made significant progress on completing the TDHCA concerns.

Lastly, Ms. King answered questions from the Board.

**VIII. EXECUTIVE SESSION**

The Board went into an executive session at 1:41 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 2:19 p.m.

**X. DISCUSSION AND ACTION ITEMS**

**ACTION ITEM 2:**

**Resolution authorizing the negotiation and execution of a contract with Gans, Gans & Associates, Inc. to provide executive search services to locate and assist in hiring a qualified individual to serve as Executive Director and Chief Executive Officer of Harris County Housing Authority**

Vice Chairman Joe Villarreal moved to table the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried.

**ACTION ITEM 3:**

**Resolution approving the revision and submission of the Harris County Housing Authority 2024 Annual Public Housing Agency (PHA) Plan for the PHA Fiscal Year beginning April 1, 2023 to the U.S. Department of Housing and Urban Development (HUD)**

Commissioner Asheley Gilbert moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (23-06)

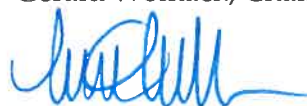
**XI. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 3:51 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of February 2023.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary