



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

**December 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 December 2023, 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 1:08 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, Vanessa Munoz, Terumi Shorter, Vivian Clark, Tabitha Lockhart, and various staff of Harris County Housing Authority. Francisco Castillo from Harris County Precinct 2 Commissioner's office was also in attendance. Mandy Merchant, CPA Principal for CliftonLarsonAllen LLP was in attendance via Zoom

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

Commissioner Paul Shanklin 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**

There were no public comments.

**IV. APPROVAL OF MINUTES**

**ACTION ITEM 1:**

**APPROVAL OF MINUTES FROM NOVEMBER 15, 2023**

Commissioner Paul Shanklin moved to approve the minutes from the November 15, 2023 Board meeting, Vice Chairman Joe Villarreal seconded, all were in favor and the motion carried.

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

Ms. Melissa Quijano presented the October Monthly Report for the Housing Choice Voucher (HCV) Program.

Ms. Quijano informed the Board that in October 2023, 525 family Annual Recertifications were completed with 100% timely processing. There were 70 new vouchers issued to families from HCHA's HCV waiting list. 3,051 families remain on HCHA's HCV waiting list. HCV Program Voucher Utilization for October was 4,210 families for the HCV Program; 561 families for VASH; and 187 families received Emergency Housing Vouchers. In total there were 14,074 residents in Harris County assisted by HCHA for the month of October.

Ms. Quijano advised that Katherine Escamilla, VASH (Veteran Affairs Supportive Housing) Program Coordinator attended the 2023 HUD (U.S. Department of Housing and Urban Development)-VASH Boot Camp in San Antonio, Texas December 12 – 13, 2023.

Lastly, Ms. Quijano answered questions from the Board.

**VI. FINANCE DEPARTMENT**

Mr. Paul Curry presented the HCHA October 2023 financial statements. The consolidated budget reflected revenue over budget by 7% and expenses over budget by 5%.

Ms. Mandy Merchant, CPA Principal for CliftonLarsonAllen LLP presented the information regarding the recent audit for HCHA. Per the Board in the future a correction Action Plan needs to be attached to the Annual Real Estate assessment submission.

Lastly, Mr. Curry and Mandy Merchant, CPA, 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 October 2023 included in the December 20, 2023, Board Book.

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 October 2023. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each property's net income for October 2023.

Ms. King moved to proposed developments and noted the updated status of METRO and The HAY Center.

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

- The Arbor at Wayforest is 100% complete. The project is preparing for retainage release and project close-out.
- The Hollows project is 100% complete. The project is preparing for retainage release and project close-out.
- The Northwood Apartments project is 99% complete. All buildings are complete including the punch walk. The close-out is in progress.
- The Bluestem Apartments project is 96.7% complete. The final punch walk has been conducted on Buildings 1 through 4. There are delays in the Occupancy Certification due to the Fire Marshall capacity.
- The Residences at Arbor Oaks is 99.5% complete. Building 4 final punch walk was conducted and the final HQS Inspection will follow.
- The First Met Senior Apartments are 53.38% complete. The roofing, windows, and balcony are fully installed. The stucco work has begun, and MEP installation is ongoing.

Ms. King advised that The Villas at Eastwood (Fenix Estates) received a response from the Texas Department of Housing and Community Affairs regarding Cost Certification and noted that a Land Use Restrictive Agreement (LURA) is required.

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

The Board went into an executive session at 2:25 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 3:07 p.m.

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

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

**Resolution honoring Vanessa Munoz as the Harris County Housing Authority Employee of the Quarter (January – March 2024)**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (23-47)

**ACTION ITEM 3:**

**Resolution authorizing Harris County Housing Authority to provide the Department of Housing and Urban Development the annual Real Estate Assessment Center submission as prepared by HCHA's independent auditors**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (23-48)

**ACTION ITEM 4:**

**Resolution by the Harris County Housing Authority (The "Authority") approving and ratifying (i) an amendment to the purchase and sale agreement for acquisition of the real property for Bernicia Place (The "Project"), and such other actions necessary or convenient to carry out this resolution**

Commissioner Asheley Gilbert moved to approve the resolution, Commissioner Paul Shanklin seconded, and the motion carried. (23-49)

**ACTION ITEM 5:**

**Resolution authorizing Harris County Housing Authority's Executive Director to enter into negotiations with the top four offerors to RFP 23-04 for the provision of Legal Consulting and Construction Development Services, and after completion of thorough due diligence evaluation and conflict check a final selection and recommendation to the Board of Commissioners for final approval of the contract**

Vice Chairman Joe Villarreal moved to table the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried.

**ACTION ITEM 6:**

**Resolution authorizing Harris County Housing Authority's Executive Director to negotiate and enter into an agreement for the provision of janitorial services for the main building**

Commissioner Asheley Gilbert moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (23-50)

**ACTION ITEM 5:**

**Resolution authorizing Harris County Housing Authority's Executive Director to negotiate and enter into an agreement for the provision of a copy machine (s), copy supplies, and maintenance**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (23-51)

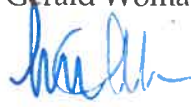
**XI. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 3:15 p.m., Commissioner Paul Shanklin seconded, all were in favor, and the motion carried.

Adopted and approved this 25th day of January 2024.



Gerald Womack, Chairman



Melissa Quijano, Secretary