



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

**February 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 February 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	Present 1:18 p.m.

Attending all or portions of the meeting were Debra McCray, HCV Director of HCHA, Jim Brissee 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.

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

Chairman Gerald Womack opened the meeting with a prayer, followed by Commissioner Joe Ellis, 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 JANUARY 18, 2023**

Vice Chairman Joe Villarreal moved to approve the minutes from the January 18, 2023 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

**ACTION ITEM 2:**

**APPROVAL OF MINUTES FROM FEBRUARY 3, 2023 SPECIAL BOARD MEETING**

Vice Chairman Joe Villarreal moved to approve the minutes from the February 3, 2023 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

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

Ms. Debra McCray presented the Monthly Reports.

Ms. McCray presented the Monthly Reports as reflected in the Monthly Reports for December 2022 included in the February 15, 2023 Board Book.

Lastly, Ms. McCray answered questions from the Board.

**VI. FINANCIAL PRESENTATION**

Mr. Curry presented the HCHA December 2022 financial statements. The consolidated budget reflected revenue over budget by 10% and expenses over budget by 6%. Mr. Curry reviewed the Affordable Housing Development financial statements. Mr. Curry answered questions from the Board.

**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 December 2022 included in the February 15, 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 December 2022. Ms. King informed the Board that all existing properties are currently 92% leased or above for the month of December 2022. Ms. King identified the high performing properties. Ms. King informed the Board that property insurance has increased, and the Affordable Housing Department is reviewing insurance for all existing HCHA properties. Lastly, Ms. King reviewed the status of each existing property's net income for December 2022.

Ms. King moved to proposed developments.

Ms. King informed the Board that the Bond due diligence is underway and HCHA staff are awaiting contact from the Bond Reservation Board for METRO.

Ms. King noted that the First Met Groundbreaking was February 2, 2023, and stated that construction is underway. The pencil walk and construction meeting are scheduled for March 2023.

Ms. King noted that HCHA staff are still awaiting the resolution authorization of signing authority for HCHA Management LP. HCHA staff has started formulation of the policies and procedures of the property management company for The HAY Center.

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

- The Arbor at Wayforest is 95% complete.
- The Hollows is 99% complete.
- The Northwood Apartments project is 87% complete.
- The Bluestem Apartments is 66% complete.
- The Residences at Arbor Oaks is 93% complete.

Ms. King noted that the AMTEX Katy development (The Greenwood at Katy) is 99% complete. Ms. King noted that there are discrepancies with completing the ADA units.

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

Lastly, Ms. King answered questions from the Boar.

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

The Board went into an executive session at 2:01 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 2:41 p.m.

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

##### **ACTION ITEM 3:**

**Resolution approving the Harris County Housing Authority as the sponsor of HCHA Development Corporation appointing new directors and authorizing the amendment of HCHA Development Corporation's Bylaws**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (23-07)

**ACTION ITEM 4:**

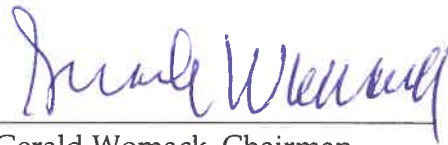
**Resolution approving the negotiation and execution of a contract with MRI Software, LLC to provide software support services**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (23-08)

**XI. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 2:43 p.m., Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of March 2023.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary