



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

**May 17, 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 17th day of May 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 1:01p.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 1:18 PM
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, Debra McCray, Paul Curry, Dominique King, Gayla Mickens, Vivian Clark, Terumi Shorter and Tabitha Lockhart of Harris County Housing Authority. Francisco Castillo from Harris County Precinct 2 Commissioner's office was also in attendance.

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

Ms. Vivian Clark opened the meeting with 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 APRIL 19, 2023**

Vice Chairman Joe Villarreal moved to approve the minutes from the April 19, 2023 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

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

Ms. Melissa Quijano presented the Emergency Housing Voucher (EHV) Program U. S. Department of Housing of Urban Development (HUD) Audit and the Monthly Reports.

Ms. Quijano presented to the Board the results of the September 2022 audit conducted by HUD for the Emergency Housing Voucher program.

The following corrections were requested by HUD:

1. Voucher Management System (VMS) Service Fees Expenses
2. The Memorandum of Understanding (MOU) between Harris County Housing Authority (HCHA) and the Coalition for the Homeless (CFTH) – all eligibility categories to be included

Ms. Quijano informed the Board that all information was completed and submitted to HUD.

Ms. Quijano advised the Board that HCHA staff attended a meeting on April 20, 2023 with METRO. This discussion was regarding the Tidwell Transit-Oriented Development Plan. There will be a follow-up meeting in June 2023.

Lastly, Ms. Quijano presented the Monthly Reports included in the May 2023 Board Book.

### **VI. FINANCIAL PRESENTATION**

Mr. Curry presented the HCHA March 2023 financial statements. The consolidated budget reflected revenue over budget by 10% and expenses over budget by 7%.

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

Ms. Debra McCray presented the HCV lease-up rates as reflected in the Monthly Reports for March 2023 included in the May 17, 2023 Board Book.

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

Ms. King moved to proposed developments.

Ms. King informed the board that the due diligence reports were received for METRO and that pre-development activities are underway. HCHA staff has procured for an architect and a development consultant, and HCHA staff are working to finalize an agreement.

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 100% complete.
- The Hollows project is 99% complete.
- The Northwood Apartments project is 91% complete.
- The Bluestem Apartments project is 81% complete.
- The Residences at Arbor Oaks is 98% complete.

Ms. King noted that the First Met Senior project is 7.5% complete.

Ms. King also 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. HCHA staff is waiting for a response from HUD.

Ms. King stated that she received the final document on the cost certification for The Villas at Eastwood. Cost Certification documentation was submitted and is awaiting final review.

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

The Board went into an executive session at 2:11 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 2:42 p.m.

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

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

**Resolution authorizing execution of amended and restated Memorandum of Understanding between Coalition for the Homeless and Harris County Housing Authority for the Emergency Housing Voucher Program**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (23-22)

**ACTION ITEM 3:**

**Resolution authorizing Harris County Housing Authority's negotiation and execution of a legal services agreement with Harris County for the provision of legal services**

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

**XI. ADJOURNMENT**

Commissioner Dr. Adriana Tamez moved to adjourn at 2:42 p.m., Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 21st day of June 2023.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary