



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

June 21, 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 21st day of June 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 1:01 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	Absent
Dr. Adriana Tamez	Commissioner	Absent
Asheley Gilbert	Commissioner	Present

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

Beverly Burroughs, Debra McCray, Paul Curry, Dominique King, Gayla Mickens, Vivian Clark, Mary Williams, and Tabitha Lockhart, along with staff of Harris County Housing Authority. Francisco Castillo from Harris County Precinct 2 Commissioner's office and General Counsel Toni Jackson from the Banks Law Firm were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Beverly Burroughs 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 MAY 17, 2023

Vice Chairman Joe Villarreal moved to approve the minutes from the May 17, 2023 Board meeting, Commissioner Asheley Gilbert seconded, and the motion carried.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented the Emergency Housing Voucher (EHV) Program, Republic of Ghana, Honorable Francis Asenso-Boakye visit, 2023 SEMAP Final Score Letter, and the Monthly Reports.

Ms. Quijano informed the Board that on May 22, 2023, HCHA staff received the final closeout notification from the U.S. Department of Housing and Urban Development (HUD) for the Emergency Housing Audit Review.

On May 24, 2023, Ms. Quijano shared that Chairman Womack and HCHA staff were visited by The Republic of Ghana, Honorable Francis Asenso-Boakye, along with a delegation from Ministry of Works and Housing from Accra, Ghana. The premise of the visit was to learn more about HCHA's affordable housing system, supportive services, and developmental partners.

Ms. Quijano noted that on May 25, 2023, HCHA staff received the SEMAP final score letter from HUD reporting a High Performer PHA rating.

Lastly, Ms. Quijano presented the Monthly Report for April 2023 included in the June 21, 2023 Board Book.

VI. FINANCIAL PRESENTATION

Mr. Paul Curry presented the HCHA April 2023 financial statements. The consolidated budget reflected revenue under budget by 29% and expenses under budget by 5%.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Debra McCray presented the HCV lease-up rates as reflected in the Monthly Reports for April 2023 included in the June 21, 2023 Board Book.

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

Ms. King moved to proposed developments.

Ms. King informed the board that before the Board Meeting HCHA received the bond reservation for the Housing Tax Credit Application for METRO and needed to submit the application in three days. HCHA staff was able to submit the tax credit application on time and it was accepted.

Ms. King noted that HCHA staff met with The HAY Center staff to continue working on the policies and procedures regarding the property management expectations.

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 99% complete. The project is preparing for retainage release and project close-out.
- The Northwood Apartments project is 91% complete. Building seven passed inspections and is awaiting occupancy release. Installation of granite countertops is ongoing. HCHA staff received a bond reservation for supplemental tax credit for this project and will be completing that application soon.
- The Bluestem Apartments project is 81% complete. The exterior brick and siding are complete on all buildings. HCHA staff are currently awaiting permanent power in order to complete inspections.
- The Residences at Arbor Oaks is 98% complete. HCHA staff are currently awaiting permanent power in order to complete inspections.
- The First Met Senior Apartments is 17% complete.

Ms. King noted that The Villas at Eastwood (Fenix Estates) submitted Cost Certification documentation to Novogradac Consultants and is awaiting final review from TDHCA.

Ms. King also noted that HCHA staff is still working with the developer on the AMTEX Katy development (The Greenwood at Katy). Ms. King advised that Board that the ADA non-compliance issues have been resolved. This development will no longer be on the "Other Affordable Housing Development Updates" report. It was determined that this development is not under a subsidized program and is an ADA Title II compliant development.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 2:06 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 2:48 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Mary Williams as the Harris County Housing Authority Employee of the Quarter (July-September 2023)

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (23-24)

ACTION ITEM 3:

Resolution adopting June 2023 revisions to the Harris County Housing Authority Employee Handbook

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (23-25)

ACTION ITEM 4:

Resolution authorizing the negotiation and execution of a contract with Praxis Consulting Group, LLC to provide Financial Consulting Services on a task order basis for existing and proposed affordable housing developments

Commissioner Asheley Gilbert moved to approve the resolution as amended, *"the contract negotiation amount from \$400,000 to \$150,000 without a special meeting for Board approval and anything over \$150,000 will need Board approval,"* Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried. (23-26)

ACTION ITEM 5:

Resolution authorizing travel and other expenses for Paul Curry, Director of Finance, and Kimberly Rogers, Accountant/Purchasing Agent to attend financial workshop

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried. (23-27)

ACTION ITEM 6:

Resolution approving extension of Mailing Services Agreement between Harris County Housing Authority and Questmark Information Management, Inc.

Commissioner Asheley Gilbert moved to approve the resolution, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried. (23-28)

ACTION ITEM 7:

Resolution authorizing execution of Memorandum of Understanding between Harris County Housing Authority and The Harris Center for Mental Health and IDD

Commissioner Asheley Gilbert moved to approve the resolution, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried (23-29)

XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:16 p.m., Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of July 2023.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary