



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

**July 19, 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 19th day of July 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 1:04 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  | Present |
| Asheley Gilbert   | Commissioner  | Absent  |
| Paul Shanklin     | 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, and Tabitha Lockhart. Outside development counsel, Antoniette Jackson, from the Banks Law Firm was also in attendance.

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

Commissioner Dr. Adriana Tamez opened the meeting with prayer, followed by Commissioner Paul Shanklin, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

### **III. PUBLIC COMMENTS**

Chairman Gerald Womack thanked Commissioner Joe Ellis for the eleven years of service he provided to the residents of Harris County and the Harris County Housing Authority.

### **IV. APPROVAL OF MINUTES**

#### **ACTION ITEM 1:**

#### **APPROVAL OF MINUTES FROM JUNE 21, 2023**

Commissioner Dr. Adriana Tamez moved to approve the minutes from the June 21, 2023 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

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

Ms. Melissa Quijano presented a report on the HCHA 2023 Fiscal Audit, Community Resource and Referral Center (CRRC)-VA Facility, National Alliance to End Homelessness, and the Monthly Reports.

Ms. Quijano informed the Board that the HCHA audit is underway for the 2023 Fiscal Year. The auditors from Clifton Larson Allen will be onsite from July 31, 2023 through August 4, 2023.

Ms. Quijano shared that on June 22, 2023, the HCHA Housing Choice Voucher (HCV) Program Director and the Veterans Affairs Supportive Housing (VASH) Coordinator toured the new Veterans Administration facility, Community Resource and Referral Center (CRRC) at 1700 Webster, Houston, TX 77030. The facility is a "One Stop Shop" for our Veterans. The facility will be available to HCHA VASH staff for intake briefings, recertifications, and move briefings. Transportation will be provided by the CRCC for the Veterans. The services provided will be medical services, case management, assessments, resources to obtain items such as ID's, Social Security cards, Social Security Award letters, SNAP benefits, cell phones, job searching, etiquette, and help with obtaining VA benefits. Dress for Success will aid to provide appropriate attire for job interviews.

Ms. Quijano noted that on June 30, 2023, HCHA staff met with the National Alliance to End Homelessness. This meeting was to provide policy input and suggestions to better assist Public Housing Agencies (PHA) in assisting homeless families in connection with the Housing Choice Voucher Program.

Ms. Quijano presented the Monthly Report for May 2023 included in the July 19, 2023 Board Book.

Lastly, Ms. Quijano answered questions from the Board.

### **VI. FINANCIAL PRESENTATION**

Mr. Paul Curry presented the HCHA May 2023 financial statements. The consolidated budget reflected revenue under budget by 13% and expenses under budget by 1%.

Lastly, Mr. Curry 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 May 2023 included in the July 19, 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 May 2023. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each property's net income for May 2023.

Ms. King discussed proposed developments.

Ms. King noted that the METRO (Bernicia Place) pre-development plans are underway. Commissioner Dr. Adriana Tamez requested Ms. King provide information regarding the real estate developments for the past 10 years. Commissioner Dr. Adriana Tamez would like the demographics of who the developers were/are and how the land was/is being chosen to ensure that all of Harris County is being served with consistency. Ms. King will provide the requested information prior to the board meeting on August 16, 2023.

Ms. King noted that HCHA staff continues to review the management company policies and procedures for 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 95% complete. The Clubhouse, along with Buildings one, three, four, six, and seven are complete including final punch walk. Building two is complete except for the final punch. Building five appliances are being installed.
- The Bluestem Apartments project is 88% complete. The exterior is complete on all buildings; painting is ongoing. A/C condensing units are installed in all units. Countertop installation is ongoing in all buildings. Pre-leasing started in June 2023.
- The Residences at Arbor Oaks is 99% complete. The exterior is complete on all buildings. HCHA staff is currently waiting for permanent power for the inspections to be completed. ADA compliance is pending on all buildings.
- The First Met Senior Apartments is 20% complete.

Ms. King noted that The Bernicia Place pre-project plans are underway.

**VIII. EXECUTIVE SESSION**

The Board went into an executive session at 2:29 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 3:34 p.m.

**X. DISCUSSION AND ACTION ITEMS**

**ACTION ITEM 2:**

**Resolution honoring Commissioner Joseph Robert Ellis, United States Marine Corps (RET.) for his service to the Harris County Housing Authority**

Vice Chairman Joe Villarreal moved to table the resolution, Commissioner Paul Shanklin seconded, and the motion carried.

**ACTION ITEM 3:**

**Resolution by the Harris County Housing Authority ("The Authority") authorizing the submission of and ratifying actions in connection with a Low-Income Housing Tax Credit Application from Bernicia Place, and such other actions necessary or convenient to carry out this resolution**

Commissioner Paul Shanklin moved to approve the resolution, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried. (23-30)

**ACTION ITEM 4:**

**Resolution authorizing the negotiation and execution of a contract with GSMA, Inc., to provide Architectural and Engineering Services for Bernicia Place Affordable Housing Development**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (23-31)

**ACTION ITEM 5:**

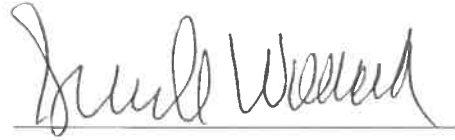
**Resolution appointing Melissa Quijano Executive Director, Secretary, and Chief Executive Officer of Harris County Housing Authority**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried. (23-32)

**XI. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 3:38 p.m., Commissioner Paul Shanklin seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of August 2023.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary