



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

Ms. Vivian Clark opened the meeting with prayer, followed by Commissioner Carrie Rai, who led the Pledge of Allegiance, and Vice Chairman Paul Shanklin, who led the Texas Pledge.

**III. PUBLIC COMMENTS**

No comments.

**IV. APPROVAL OF MINUTES**

**ACTION ITEM 1:**

**Approval of the Minutes of the April 16, 2025, Board Meeting**

Commissioner Laolu Davies-Yemitan moved to approve the minutes from the board meeting on April 16, 2025. Vice Chairman Paul Shanklin seconded, and the motion carried.

**ACTION ITEM 2:**

**Approval of the Minutes of the April 30, 2025, Special Board Meeting**

Commissioner Laolu Davies-Yemitan moved to approve the minutes from the board meeting on April 30, 2025. Vice Chairman Paul Shanklin seconded, and the motion carried.

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

Ms. Melissa Quijano, Chief Executive Officer, presented the CEO report for the month of May 2025 as follows:

Ms. Quijano reported that the Harris County Housing Authority received notification from U.S. Department of Housing and Urban Development (HUD) regarding the Section Eight Management Assessment Program (SEMAP) report. On April 23, 2025, the SEMAP Final Score Letter was provided. This SEMAP Final Score Letter is provided to housing authorities once the SEMAP certification is submitted and is due after the fiscal year end. This letter confirms the continued performance as a High Performer PHA rating. This is the practice to aim toward this goal and while it is not easy to accomplish, we may make this easy as this is how the PHA is rated. Ms. Quijano commended the Board of Commissioners and HCHA staff for their tremendous work and ensuring all the metrics are met. If these metrics are not met, the U.S. Dept. of HUD takes actions on a PHA and may sanction PHA funding.

Chairman Gerald Womack requested how many years HCHA has had a good score. Ms. Quijano responded by reporting that HCHA has been rated as a High Performer PHA by HUD for the last 24 consecutive years. Chairman Womack wanted to know the ranking compared to other housing authorities in regard to SEMAP.

Ms. Quijano reported that for the neighboring Pasadena Housing Authority and Baytown Housing Authority the rating is high, however, did not have the information for the Houston Housing Authority.

Ms. Quijano reported that on May 13, 2025, HCHA received notification from the U.S. Department of Housing and Urban Development's Financial Management Center that provides eligible funding authority for the Housing Choice Voucher (HCV) program for the 2025 calendar year is \$68,347,271.00. Ms. Quijano reported the increase in funding did not reflect an increase in the number of vouchers. The higher costs attributed to this funding as reported by the U.S. Department of HUD. The Financial Management Center's notification reported HCHA's budget authority had increased from \$55,320,175.00 to \$68,347,271.00 for the HCV program.

Ms. Quijano reported that on April 29, 2025, the Affordable Housing Committee met, and Ms. Dominique King would provide information updates provided on developments. During the Affordable Housing Committee meeting there was also discussion on a future Homeownership Program roundtable event. It was recommended by Commissioners that all stakeholders should be invited, like Shad Bogany, Allyson Griffin and down payment assistance providers.

Chairman Womack requested that the Affordable Housing Committee members, Commissioner Davies-Yemitan and Commissioner Gilbert seek the Board's advice for this as there are more stakeholders to invite that are involved with this Homeownership and this committee can assist to ensure the right people are at this roundtable. Chairman Womack requested that the Judge's Office and Commissioners Office are invited because they receive all the complaints of people calling about housing and homeownership. He also requested non-profits to be invited. Commissioner Davies-Yemitan stated he had provided some information for Ms. King. Ms. King said that she would circulate the information from the previous Affordable Housing Committee meeting to the Board.

Ms. Quijano reported that on May 6, 2025, HCHA received from the HR, Budget and Finance Committee, a new Hiring Process for HCHA Staff from Commissioner Rai. This process is for key leadership roles and includes staff and Board engagement to streamline for a better process.

Chairman Womack asked Commissioner Rai if she had any comments related to this committee.

Commissioner Rai stated that she and Vice Chairman Paul Shanklin met with Ms. Quijano and has as a follow-up item with her questions on the next steps with scheduling interviews. She stated that it was her understanding that the interviews were going to be scheduled this week and asked Ms. Quijano where they were in that process.

Ms. Quijano responded that, to her knowledge, the next step was to provide Commissioner Rai with questions for the interviewing first, before scheduling in addition to her limited availability for the month of June. Ms. Quijano advised Commissioner Rai, that this would be followed up on.

Chairman Womack asked if Commissioner Rai and Ms. Quijano would get together after the meeting.

Commissioner Davies-Yemitan asked Chairman Womack that given some of the commentary he requested if a motion to adjourn to an executive session may be conducted to further discuss this item since they are talking personal matters.

Chairman Womack began to entertain the motion, Vice Chairman Shanklin interjected to request that before executive session that they hear the two other presentations first.

Ms. Quijano advised the Board that she had not finished her CEO report.

General Counsel Neeharika Tumati asked if there was a motion on the table.

Commissioner Davies-Yemitan acknowledged it was, but it was tabled to allow Ms. Quijano to finish her report.

Ms. Quijano reported that on May 9, 2025, HCHA staff began Ethics training by NAHRO available free to all NAHRO members. Ms. Quijano reported that this Ethics training was shared with the Board of Commissioner to complete. Additionally, Ms. Quijano reported that she shared additional PHA Board of Commissioners training currently available to all HCHA Board of Commissioner members.

Ms. Quijano lastly reported an update on the Bernicia Place Development Project. Ms. Quijano reported that the total cost to date is \$1,432,295.61. The project has been in the planning phase since 2013. On May 21, 2021, HCHA and METRO entered into a purchase-sale agreement for Bernicia Place. In October 2022, HCHA began the due diligence and procurement for this self-development project all while working to secure additional funding. On October 11, 2023, HCHA applied for ARPA funding. On March 8, 2024, HCHA was notified the project was not selected without any explanation provided. On May 16, 2024, HCHA resubmitted an application to Harris County Housing and Community Development Department for ARPA funding. On June 17, 2024, HCHA was notified that the project was not selected without any explanation provided. On July 19, 2024, HCHA resubmitted updated application information as requested for ARPA funding. August 29, 2024, HCHA was notified that the project was not selected without any explanation provided. On October 18, 2024, HCHA applied for the City of Houston's Housing and Community Development Department available funding. On November 26, 2024, HCHA was notified by the City of Houston that the Bernicia Project had been selected for \$4,000,000 in funding from the application submitted. In November 2024, the Texas General Land Office (GLO) announced funding opportunities for projects. On February 2025, Texas GLO announced an invitation to apply for funding. On April 4, 2025, HCHA applied for Bernicia Place funding. On May 19, 2025, HCHA received notification that Texas GLO made the announcement of award funding. Ms. Quijano reported that HCHA's Bernicia Place Development was selected for an award of \$10,000,000 in funding, the largest funded amount for our area. Ms. Quijano commended Ms. King for her dedication, determination and resilience in making this happen. Ms. King provided cost savings to HCHA by completing the application without outside assistance and working closely with the Texas GLO for a flawless application process. Ms. Quijano stated that there is work ahead for Bernicia Place, however, HCHA may report to the residents of Harris County that the Bernicia Place Project will soon move to the

development phase and continue to not only assist with the affordable housing shortage but help make a difference in the quality of life for the families we serve.

Chairman Womack stated that he believes the residents of Harris County would be very pleased. He also stated that this is a great example of what could happen along the rail line and bus line with good partnerships and that Dr. McDavid and the Southeast Management will be very pleased with this announcement. Ms. Quijano stated that Mr. Horace Allison would also be pleased with this recent announcement. Chairman Womack commended all staff who helped make this possible.

## **VI. FINANCE DEPARTMENT**

Paul Curry (HCHA Financial Director) presented the March financial statements as reported in the Board Book on May 21, 2025.

Mr. Curry reported the consolidated financial statements, representing the cash flow balances for the program's reporting period. Mr. Curry explained that cash flows could fluctuate based on HUD funding, as they might send more than is needed during one period and none the next, allowing the overage to be consumed. This could result in a deficit and a negative account balance.

To preserve time, Commissioner Davies-Yemitan requested for Mr. Curry to proceed with his presentation without going through the list of notable checks because they were listed in the board book, and the Commissioners could read them.

Mr. Curry reported that the consolidated budget reflected revenue 12% over budget and expenses 11% over budget.

Mr. Curry addressed Commissioner Laolu Davies-Yemitan's question regarding page 6, line item 345, Deferred Revenue, and line item 346, Deferred Inflows of Resources, from the April 16, 2025, Board meeting. Commissioner Davies-Yemitan wanted to know if the "deferred" statement should be listed as "prepaid" instead because the money is an HCHA asset and not a liability. Mr. Curry, after confirming with the Auditor for HCHA, will now have the "deferred" entry line listed as "unearned revenue" starting with the June 2025 Board Book Report.

Ms. Dominique King (Director of Real Estate Development) addressed Chairman Gerald Womack's questions regarding the Suncoast Plumbing Co. contract, which has expired and was a one-time contract for replacing the sewer system at The Villas at Eastwood.

Mr. Curry presented the Affordable Housing Operating Transfers from Developments and Ground Lease Payments for the Fiscal Year Quarterly Report for the first Quarter of 2025. Mr. Curry answered Vice Chairman Paul Shanklin's questions regarding the balances and stated that this report will continue to be done Quarterly.

Mr. Curry responded to Chairman Gerald Womack's questions regarding the Developer

Fees for developments under construction/constructed. Mr. Curry explained that not all the fees had been received before March 31, 2025, and would be noted in the following quarterly report.

Chairman Womack asked Mr. Curry if there was still a reserve for HCHA operating costs for 90 days. Mr. Curry confirmed that there was still a reserve to pay HCHA operating costs for 90 days should the Federal Government cause the funding to be halted.

Lastly, Mr. Curry answered questions from the Board.

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

Mr. Terrance James (on behalf of Ms. Debra McCray, Housing Choice Voucher Director) presented the HCV lease-up rates as reflected in the Monthly Reports for March 2025, included in the May 21, 2025, Board Book.

Mr. James reported that in March 2025, the Housing Choice Voucher Program (HCV) was 97%, the Veteran Affairs Supportive Housing (VASH) Program was 89%, and the Emergency Housing Voucher (EHV) Program was utilized at 83%. Mr. James stated there were no home closings in March 2025. The HCV and VASH Programs utilized 102% of the HAP funding, for a total of \$5,300,881, and the EHV Program utilized 69% of the funding for a total of \$223,744.

For March 2025, 439 Annual Recertifications were processed 100% in a timely manner. Ten new VASH Vouchers were issued for March 2025. There are 3048 applicants on the HCHA's HCV waiting list.

Mr. James reported that 950 inspections were completed for March 2025, 761 of which were Annual and Initial Inspections at 83%. One hundred five inspections completed were Special/Damage or Emergency, at 12%. The Quality Control inspections totaled 24, with 2%.

Mr. James reported that for March 2025, the yearly average passed for Initial Inspections is 99%, and for Annual Inspections, it is 90%.

Lastly, Mr. James answered questions from the Board.

Ms. Dominique King, Director of Real Estate Development, reported all information for the stabilized properties along with the status of all properties within the Affordable Housing Division for March 2025 as presented within the May 21, 2025, Board Book. Ms. King identified the high-performing properties. Ms. King reported that there are 54 pre-leased units from all vacancies and in comparison, that is a 96% occupancy overall, our entire portfolio.

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

Ms. King reported as Ms. Quijano stated, HCHA was notified that an additional \$10,000,000.00 was awarded from the Texas GLO through their Disaster Recovery Reallocation Program. This program has funds made available for the community from de-obligated CDBG-DR funds from other localities. A total of \$45,000,000.00 was awarded over 15 projects. HCHA received the largest award of \$10,000,000.00. Ms. King also reported that combined with the City of Houston funding award of \$4,000,000.00, there is a total of \$14,000,000.00 for Bernicia Place and set to close.

Ms. King reported that for the HAY Center, the recruiting of personnel is underway at this time. Ms. King reported that she has been working with Paul Curry, Finance Director, in completing property software demos.

Ms. King reported for developments under construction; the Bluestem Apartments is 99% complete as HCHA is working with Harris County Housing and Community Development Department as some outstanding items with the contractor currently being addressed.

Ms. King reported that the First Met Senior Apartments project is at 99% complete. HCHA is working to close out some final compliance items. First Met Senior Apartments has already received applications with a total of 24 residents moved in.

Chairman Womack requested for HCHA to ensure the Board of Commissioners get a date with invite for the grand opening of First Met Senior Apartments. Ms. King confirmed this would be coordinated with the Commissioners.

Ms. King reported that for the Villas at Eastwood (Fenix Estates), she has submitted the final requests to TDHCA for the Cost Certification and is currently under review as she hopes this is closed out this month. Ms. King reported that with this closeout, there should be some developer fee.

Chairman Womack informed Neeharika Tumati, General Counsel that there was Action Item that would be taken up next.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 3:

**Resolution authorizing travel and other expenses for Paul Curry, Director of Finance, Dominique King, Director of Real Estate Development, and Laolu Davies-Yemitan, Commissioner**

Vice Chairman Paul Shanklin moved to approve the resolution; Commissioner Carrie Rai seconded. All were in favor, and the motion carried. (25-19)

**IX. EXECUTIVE SESSION**

The Board went into an executive session at 1:56 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, or discuss any item listed on the agenda. No action was taken.

**X. RECONVENE**

The Board of Commissioners reconvened for the public session at 2:18 p.m.

Chairman Womack reported that there was no action taken in Executive Session and would like to open the meeting back up.

Commissioner Carrie Rai stated to Ms. Quijano, that she had some few follow-up questions to her CEO Report. She asked that in terms of hiring key staff what are the next steps and timeline?

Ms. Quijano responded that she would follow her next steps and timeline.

Commissioner Rai stated to Ms. Quijano that there is already an application, there is already a next steps like processes, and that for interview questions they could use the list already provided and pair the questions as it relates to the applicant and position. She suggested to start scheduling the past interviews.

Ms. Quijano asked Commissioner Rai if she would be available during the current week.

Commissioner Rai responded and stated that her schedule was booked so she would let other Commissioners who could help participate in the interview process and that would be great and as we are going into Pride Season and if Ms. Quijano lets her know when those are scheduled and she will let Ms. Quijano know if she will make it. Commissioner Rai stated that she just wants to know from the Commissioners when they would think would be a great deadline to aim for having these interviews completed.

Commissioner Davies-Yemitan responded and stated that maybe in the next thirty-days given the time it's referred and thinks that time is placed on filling these roles as it takes time and effort and the longer it takes, there may be consequences of it. Commission Rai stated that by then the applicants may have got other positions. Chairman Womack mentioned that if they are not local, they need time to get here. Commissioner Davies-Yemitan suggested that maybe they would just have to pull the person from the initial interview and maybe they advanced to the final round. Commissioner Rai stated that her schedule would be more flexible with virtual interviews.

Ms. Quijano responded and apologized if this may have seemed delayed because she knows this is a new process for HCHA and any Housing Authority as she reached out and consulted with HUD and Nan McKay and Associates, however she would follow-up and any question they suggest they may send.

Chairman Womack stated that the purpose of the Board creating the HR, Budget and Finance Committee is because they would like to get positions hired up. He asked Paul in his meeting the day before how many positions and budget amount and while some have since been filled, they want to get the positions hired. Chairman requested for Commissioners Rai, Vice Chairman Shanklin and Commissioner Davies-Yemitan to coordinate within the Committee and as Chairman he is recusing himself, stepping back and will let the Committee do their job in bringing the persons to them and move forward as quickly as possible and encourages the CEO to do the same.

Vice Chairman Shanklin stated that he would like to state that in total transparency they have a big date for Ms. Quijano coming up in July 18 and all of this, all of this discussion and how this is handled, everything will fit into that discussion at some point in time, and so he just wanted to, if he is not out of line saying it. Chairman Womack answered no, he is right. Vice Chairman Shanklin continued to state that its significant and it's come up several times.

Ms. Quijano responded by thanking Commissioner Shanklin for that reminder. Ms. Quijano, stated that July 18, if anyone does not know, is the end of her contract date and would like to make it easier for the Board of Commissioners, and was going to do this privately after the meeting but she wanted to first read what was to be submitted to Chairman Womack. Ms. Quijano stated that she would like to thank the Chairman and all Board of Commissioners of the Harris County Housing Authority for allowing her the opportunity to serve as Executive Director with HCHA, the place where she began her housing career over 30 years ago and is submitting her notice of resignation notice of 60 days as her term comes to end on July 18, 2025. She stated that she is honored to have worked for HCHA and is grateful to have assisted in leading to great successes with the opportunities provided and all the accomplishments they made and as HCHA ends the fiscal year with a continued PHA High Performer rating from HUD for the 24<sup>th</sup> year in a row, an Independent Audit with zero findings, the completion of 6 CDBG-DR developments and now with the new Texas GLO \$10 Million funding award to complete the Bernicia Project, she would like to wish HCHA continued success in making a difference in the quality of life for the families served. Ms. Quijano stated that she would never have imagined when she started answering telephones for HCHA that she would have the opportunity one day to serve as Executive Director and wanted to especially thank Mr. Bruce Austin for hiring her HCHA's receptionist, Ms. Dorothy Washington for allowing her to assist with HCV Case Management and Ms. Sarita Scarbrough who created a position within the HCV Department for a full caseload. Ms. Quijano stated she is thankful to have had the opportunity to have seen HCHA grow from a PHA that had one printer, no developments, to where it is now in addition to having helped thousands of people throughout the country with housing assistance during the time of disasters. Ms. Quijano stated that she will provide her assistance during the transition process and again thanks to all HCHA Board of Commissioners.

Chairman Womack responded and stated the Board of Commissioners thanks Ms. Quijano.

**ADJOURNMENT**

Commissioner Laolu Davies-Yemitan moved to adjourn at 2:26 p.m.  
Vice Chairman Paul Shanklin seconded, and the motion carried.

Adopted and approved this 18th day of June 2025.



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Gerald Womack, Chairman



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Melissa Quijano, Secretary