



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

November 19, 2025

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of the Harris County Housing Authority met in a regular session, open to the public, on November 19, 2025, at the Harris County Housing Authority (HCHA), located at 1933 Hussion Street, within the boundaries of Harris County in Houston, Texas. Chairman Gerald 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
Paul Shanklin	Vice Chairman	Present
Asheley Gilbert	Commissioner	Absent
Laolu Davies-Yemitan	Commissioner	Present
Carrie Rai	Commissioner	Present

Melissa Quijano, Chief Executive Officer (CEO) of the Harris County Housing Authority, and Neeharika Tumati, General Counsel from the Harris County Attorney’s Office, attended all or portions of the meeting. Additional attendees included the following:

Dominique King, Paul Curry, Kimberly Rogers, Vivian Clark, Beverly Burroughs, Sherika Thompson, Terrance James, Terumi Shorter, Idrena Williams, Arielle Davis, and Tabitha Lockhart of the Harris County Housing Authority (HCHA) were in attendance. Also, in attendance were Darren Rodgers (Project Manager), Alma Vasquez, and Sindhu Menson (CEO) from Harris County Universal Services (HCUS).

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Melissa Quijano opened the meeting with prayer, followed by Commissioner Laolu Davies-Yemitan, who led the Pledge of Allegiance, and Vice Chairman Paul Shanklin, who led the Texas Pledge.

Vice Chairman Paul Shanklin acknowledged those who are uncomfortable praying and asked that they use the moment as a time of silence to reflect on what is taking place at the meeting. Chairman Gerald Womack thanked Vice Chairman Shanklin for this statement.

III. PUBLIC COMMENTS

No comments.

IV. EXECUTIVE SESSION

The Board entered an executive session at 1:05 p.m. to consult with its attorneys and seek or receive legal advice regarding pending or contemplated litigation, discuss the value or transfer of real property, or discuss any item listed on the agenda.

V. RECONVENE

The Board of Commissioners reconvened for the public session at 1:50 p.m.
No action was taken.

VI. APPROVAL OF MINUTES

ACTION ITEM 1:

Approval of the Minutes of October 15, 2025, and October 20, 2025, Board Meetings

Vice Chairman Paul Shanklin moved to approve the resolution; Commissioner Laolu Davies-Yemitan seconded, all were in favor, and the motion carried.

VII. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano, Chief Executive Officer, presented to the Board HCHA's activities from October 16, 2025, to November 19, 2025, which are reflected in the November Board Book.

Ms. Quijano reported that on October 7, 2025, the HCHA Veterans Affairs Support Housing (VASH) Department attended the Houston Stand Down 2025, an annual event. One participant received a Purple Heart and most likely will be at the Board Meeting next month to say thank you.

Ms. Quijano reported that on November 4, 2025, the HCHA Real Estate Development Department met with Harris County Housing and Community Development. Ms. Dominique King will provide you with an update on that.

Ms. Quijano reported that on November 6, 2025, the HCHA Real Estate Development Department traveled to Austin, Texas, to meet with the Texas Department of Housing and Community Affairs. Ms. Dominique King will provide you with more information regarding that meeting.

Ms. Quijano informed the Board that HCHA was working on transferring the Emergency Housing Vouchers (EHVs) to permanent Housing Choice Vouchers (HCVs).

Mr. Terrance James advised that there are 166 EHVs eligible for transition. Due to the U.S. Department of Housing and Urban Development (HUD) shutdown, the EHV waiver deadline was missed. Participants were reached via mail and email, and the HCHA office was open on Saturday, November 15, 2025, to assist them. The office will be open on Saturday, November 22, 2025, at 9 am as well. The goal is to have all transitions completed by December 2025.

Commissioner Carrie Rai asked for clarification of the EHV participants being put on the wait list.

Mr. James stated that, according to the Office of Public and Indian Housing (PIH), HUD said it would allow the Housing Authorities to place those participants on the waitlist automatically. We took the initiative and went proactive with each individual. So, even if the waiver comes down, they will already be on the list.

Commissioner Rai stated that maybe she was not being clear and asked, "What does it mean if someone is on the waiting list? Will they lose the voucher? Will they get a new voucher?"

Mr. James stated, "No ma'am, HCHA put preferences in place that will put them at the top of the wait list. The participant still has to be in compliance with the notice. They are not subject to income letters and things of that nature. If they were admitted properly to the EHV program, they are ok for the HCV program. The participants are not in danger of losing their voucher assistance."

Commissioner Rai noted that she just wanted to be clear, "Other than the clients submitting the paperwork, nothing will be interrupted for them?"

Mr. James confirmed that is correct.

Chairman Womack asked, "How many were there?"

Mr. James confirmed 166.

Chairman Womack stated, "That is great and thanked the HCHA staff for taking the next step of meeting with the participants on Saturday to get the ball rolling." Chairman Womack thanked Mr. James.

Ms. Quijano informed the Board that HCHA's Homeownership Housing Specialist, Ms. Keyarra Price, was at an event and would not be presenting it today. Ms. Price will be at the December 17, 2025, meeting to provide updates.

Ms. Quijano noted that she had a meeting with the local HUD office in Houston by phone. She informed Ms. Ingrid Swanier, PIH Houston HUD Director, that she was still at HCHA

until the transition of a new CEO takes place.

Ms. Quijano acknowledged that October 31, 2025, was noted as Debra McCray Day. Ms. McCray retired in October as HCHA's Housing Choice Voucher Director.

Commissioner Laolu Davies-Yemitan stated, "You mentioned the Affordable Housing Strategy meeting with the City of Houston to the Commissioners. I was in that meeting in a different capacity. The Housing Affordability Strategy is an effort between the City of Houston and Harris County with trying to put together means of a housing plan. This will be the first time we've ever done this in this region. Neither one has a housing plan today. So, it's an effort to bring both different partners together. HCHA Housing Authority, Housing Finance Corp., and a number of key state holders. It was more of an updating informing that a consultant has been engaged, and they are going to start working on a strategy that will take a year. So, hopefully, by next Fall with conversations with Ms. Dominique King (HCHA's Real Estate Development Director), and other stakeholders regarding voucher holders with the hope of a plan that is actionable where the City of Houston and Harris County adopt the resolution."

Commissioner Rai asked if the Homeless Coalition was involved.

Chairman Womack stated, "I'm sure it is. I'm sure Mike would have invited them."

Commissioner Davies-Yemitan told Commissioner Rai, he would talk with her about it offline.

Chairman Womack noted that it is good that there is a plan with everyone working together, and there will be no duplication.

Lastly, Chairman Womack thanked Ms. Quijano for her report.

VIII. FINANCE DEPARTMENT

Paul Curry (HCHA Financial Director) presented the September financial statements as reported in the Board Book on November 19, 2025.

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

Mr. Curry reported that the consolidated budget reflected a revenue budget that was 3% under budget, and expenses were 4% under budget.

Mr. Curry reported that the EHV Program had a negative balance of about \$48,550 due to HUD not funding the program at the 100% funding rate for the reporting period to available cash on hand.

Mr. Curry reviewed the contracts that expire within the next six months, covering the period ending December 31, 2025.

Mr. Curry presented the Developer Fee for Developments under Construction/Constructed report.

Commissioner Davies-Yemitan asked to go back to the contracts set to expire. "Capstone Real Estate Services, Inc., has 2.5% of the Monthly Gross Income or \$2,500 per month, whichever is greater. Heting Management Corp. 5% of Monthly Gross Effective Income Collected. Can you explain the rhyme or logic for how the percentages are determined?"

Mr. Curry stated it was his first time seeing the Capstone's information; the contracts were all done at different times.

Commissioner Davies-Yemitan stated that perhaps Ms. King could explain it. Commissioner Davies-Yemitan to please come and explain the percentages.

Ms. King agreed with Mr. Curry that all the contracts were executed at different times. Some were done with development partners, and some were strictly HCHA. There is a consistent percentage of 5% with the contracts done by HCHA. These are reviewed each month between the Real Estate Development and Finance Departments. If there is a difference that needs to be explained, that information is requested from the management company. It is tracked, although it is cumbersome due to everyone having a different agreement. It is still monitored to ensure the number is correct.

Commissioner Davies-Yemitan questioned the 5% Monthly Gross Operating Revenue percentage for Coach Realty Services, Inc.

Ms. King explained that Coach Realty Services, Inc. is managed by HCHA. It is a guarantor on one HCHA's properties.

Chairman Womack advised that he has stated in the past that new contract percentages should be explained so that the Board is aware of what is going on. Or at least a backup to justify the payments. Ms. King noted or at least got HCHA's management company up and running.

Mr. Curry presented the Affordable Housing Operating Transfers from Developments and Ground Lease Payments for the Fiscal Year Quarterly Report for the second Quarter of 2025.

Vice Chairman Shanklin asked what percentage needed to be leased for the development leasing to be considered stabilized to refinance.

Mr. King noted that a development needed be leased at 90% and maintained at that percentage for 90 days.

Commissioner Davies-Yemitan questioned Cornerstone Village Apartment, LP fee not being received until 2026.

Mr. Curry stated it would be received in the 2026 Fiscal year after March.

Commissioner Davie-Yemitan asked if not receiving the funds will negatively affect the current budget.

Mr. Curry advised it would not.

Lastly, Chairman Womack thanked Mr. Curry for his presentation.

IX. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Sherika Thompson (Housing Choice Voucher Director) presented the HCV lease-up rates as reflected in the September 2025 Monthly Reports, which are included in the November 19, 2025, Board Book.

Ms. Thompson reported that the utilization in September 2025, for the Housing Choice Voucher Program (HCV) was 99.9% for September and 97% for the year-to-date; the Veteran Affairs Supportive Housing Program was 87.7% for September and 90% for the year-to-date; the Emergency Housing Voucher (EHV) Program was 75.5% for September and 80.0% for the year-to-date.

Commissioner Rai asked should the HCVs number be seen going up in the future due to the EHV's numbers going down.

Ms. Thompson stated she would turn that question over to be answered and Mr. Curry answered yes.

There was one home closing in September. There are two more to close, and they will still be going through the process of looking for a home.

Ms. Thompson reported for September that the HCV and VASH Programs utilized 105% of the HAP funding, totaling \$5,466,030, and the EHV Program utilized 105% of the funding, totaling \$ 207,866.

For September 2025, 467 Annual Recertifications were processed in a timely manner at 100%. For Intake, 16 new VASH Vouchers were issued. There are 3046 applicants on the HCHA's HCV waiting list.

Ms. Thompson reported that 904 inspections were completed in September 2025, 783 of which were Annual and Initial Inspections, representing 86% of the total. 96 Special/Damage or Emergency inspections were completed, at 11%. The Quality Control inspections totaled 25, at 3%.

Ms. Thompson reported that for September 2025, the yearly average passed for Initial Inspections is 99%, and for Annual Inspections, it is 89%.

Lastly, Chairman Womack thanked Ms. Thompson for her report.

Ms. Dominique King, Director of Real Estate Development, reported all information for the stabilized properties and the status of all properties within the Affordable Housing Division for September 2025 as presented within the November 19, 2025, Board Book. Ms. King identified the high-performing properties.

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

Commissioner Rai noted this is the first time since she has been on the Board The Villas at Eastwood leasing rate has been so high. Commissioner Rai commended Ms. King on that.

Ms. King advised that several college students chose to stay at the apartments in the market rate apartments.

Ms. King reported on developments under construction.

Ms. King reported that pre-development activities for the Bernicia Place - METRO Southeast Transit Development were ongoing. The estimated closing is January 2026.

Ms. King reported that recruiting for the HAY Center is underway. All the units have undergone HQS inspections, and owners are currently addressing menial findings.

The Bluestem Apartments is 99% complete. The project is preparing for retainage release and project close-out.

Ms. King reported that for the Villas at Eastwood (Fenix Estates), the cost certification is projected for close-out in December 2025.

Commissioner Davies-Yemitan questioned the staffing size for all of the ongoing projects regarding the work that needs to be done. Commissioner Davies-Yemitan suggested a more through look at Human Resources (HR) and the budget planning.

Chairman Womack advised that HR and the Finance department would need to work together regarding the budget. Chairman Womack noted that he has asked Ms. Quijano for her input as well.

Commissioner Davie-Yemitan asked if there was a timeline for the budget for 2026, and Chairman Womack advised that Mr. Curry would get that information to the Board.

Chairman Womack thanked Ms. King for her report.

X. EXECUTIVE SESSION

The Board entered an executive session at 2:37 p.m. to consult with its attorneys and seek or receive legal advice regarding pending or contemplated litigation, discuss the value or transfer of real property, or discuss any item listed on the agenda.

XI. RECONVENE

The Board of Commissioners reconvened for the public session at 3:16 p.m.
No action was taken.

XII. **DISCUSSION AND ACTION ITEMS**

ACTION ITEM 2:

Resolution authorizing the negotiation of a contract to purchase information technology equipment

Commissioner Laolu Davies-Yemitan to approve the resolution. Commissioner Carrie Rai seconded the motion, and all were in favor; the motion carried. (25-40)

ACTION ITEM 3:

Resolution ratifying the Second Amendment and extension of the current contract or employment contract of the Executive Director, Secretary, and Chief Executive Officer of the Harris County Housing Authority

Commissioner Laolu Davies-Yemitan moved to approve the resolution. Commissioner Carrie Rai seconded the motion, and all were in favor; the motion carried. (25-41)

XIII. **COMMITTEE PRESENTATION:**

A) Affordable Housing Committee Updates

B) Human Resources, Budget, and Finance Committee Updates

COMMISSIONER'S COMMENT:

ADJOURNMENT

Commissioner Laolu Davies-Yemitan moved to adjourn at 3:16 p.m.
Commissioner Carrie Rai seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of December 2025.



Gerald Womack, Chairman



Melissa Quijano, Secretary