



## **EXECUTIVE SUMMARY & EXECUTIVE DIRECTOR'S REPORT**

Mr. Rankin advised the Board of Commissioners that a Board Retreat needed to be scheduled prior to the beginning of the next fiscal year, in April 2008. Mr. Rankin provided date possibilities and schedules were discussed by the Board. Mr. Wallace requested that a draft agenda be forwarded to each Board member.

Mr. Wallace inquired as to whether HCHA has ever adopted a document retention policy. Mr. Rankin advised that there was no such policy at this time. Discussion ensued as to the policy availabilities.

Mr. Rankin advised the Board of the Fiscal Year 4<sup>th</sup> Quarter Activities, including the upcoming audits that will be taking place February through April. Ms. Saenz requested a copy of the auditor's scope and schedule. Mr. Rankin added that the difference in this audit is that it will include the new disaster program that HCHA is administering.

## **ADMINISTRATIVE AGENDA**

### **Administration**

Mr. Rankin reviewed with the board the annual approval of a series of Authority plans and documents. The first of that series, he noted, is the Investment Policy. Mr. Rankin explained that Mr. Gunter has reviewed various investment options and has recommended that the Authority consider participating in an investment pool through TexPool.

Mr. Gunter introduced Jerry Landrum of TexPool. Mr. Landrum reviewed with the Board the history of TexPool and their qualifications. He also explained their investment plans and provided literature for the Board to review.

A question and answer session followed Mr. Landrum's presentation.

Mr. Wallace requested a motion. Mr. Herrera motioned to accept the Investment Policy as presented. Ms. Saenz seconded, motion carried.

Mr. Herrera motioned to approve the TexPool Participation Agreement and Resolution. Ms. Saenz seconded. Motion carried.

### **Disaster Housing Assistance Program (DHAP)**

Mr. Rankin reviewed with the Board the revenue produced through the various DHAP programs administered through HCHA, noting that some of this revenue is deferred.

Mr. Rankin reviewed the statistics of those families who fall under the DHAP USA program. He also reviewed the administration requirements of this program.

Mr. Herrera requested an evaluation of Mir Fox Rodriguez's performance. Mr. Rankin advised the Board of MFRs accomplishments and execution of the program.

Ms. Saenz motioned to approve and ratify the amendment to the existing DHAP Harris County contract to administer DHAP USA. Mr. Herrera seconded, motion carried.

Mr. Herrera motioned to approve Mir Fox Rodriguez to administer the DHAP USA under a separate contract. Ms. Saenz seconded, motion carried.

Mr. Rankin reviewed the statistics of those families who fall under the DHAP New Orleans program. He also reviewed the administration requirements of this program.

Ms. Saenz motioned to approve the DHAP New Orleans Memorandum of Understanding that names Harris County Housing Authority as the administrator. Mr. Herrera seconded, motion carried.

Mr. Herrera motioned to approve Mir Fox Rodriguez to administer the DHAP New Orleans program as contracted by HCHA. Ms. Saenz seconded, motion carried.

Mr. Herrera inquired as to the future plans of the DHAP contractors in respect to the growth of the additional DHAP programs HCHA is acquiring. Mr. Rankin led a discussion regarding those plans.

In response to an inquiry by Mr. Herrera, Mr. Rankin explained the process that will occur if a DHAP client claims an inability to pay the rent payments as agreed upon when they signed up for the program.

#### **Housing Choice Voucher Division**

Mr. Rankin presented a status report to the Board on the Section 8 occupancy rates at the Authority. Mr. Rankin advised the Board that the following programs, as listed, were at least 99% leased up, as follows:

**Disaster Voucher Program  
Jackson Hinds Garden SRO  
MOD Rehab**

#### **Report on Affordable Housing Division Developments**

Mr. Rankin expressed that all developments were 97 – 100% occupied.

Ms. Hunter updated the Board on the current status of Magnolia Estates. The current estimate revealed this project opening in April 2008.

Ms. McDonald reviewed with the Board the planned project, Cottages at Fallbrook. Discussion ensued regarding the viability of this project in its proposed location. Mr. Wallace declared this subject tabled pending a special meeting of the Board of Commissioners in which further information and discussion can be shared on this project.

Ms. Quijano reviewed with the Board the proposed 2008 PHA Plan. Mr. Herrera motioned to approve the 2008 PHA Plan as presented. Ms. Saenz seconded, motion carried.

## **FINANCIAL AGENDA**

Mr. Gunter presented the HCHA November and December 2007 financials. He reviewed the impact the DHAP program had on the various items on the balance sheet.

## **OTHER BUSINESS**

Mr. Rankin reviewed the various conferences and events coming up that he encouraged the Board members to attend including:

Houston Homeless Conference February 1, 2008

NAHB Multifamily Pillars of the Industry Conference April 1 -3, 2008

## **PUBLIC COMMENT**

There were no public comments at this time.

## **EXECUTIVE SESSION**

No executive session was convened.

## **COMMENTS BY COMMISSIONERS:**

Ms. Saenz reviewed with the Board the PHADA Commissioners Conference she attended. She requested that each Commissioner receive a copy of the handouts from that conference. Ms. Saenz also extended her appreciation for the ethics of Mr. Rankin, the Commissioners, and the Authority staff.

Mr. Herrera expressed his concern for ensuring the Authority has the right staff in place based on the project expansions it is incurring.

## **COMMENTS OR ANNOUNCEMENTS BY CHAIR:**

Mr. Wallace advised the Board of his recent trip to Washington, D. C. with Mr. Rankin. He explained that they were able to meet with a number of Representatives to brief them on the current status of DHAP and HCHA. Mr. Wallace felt that a lot of interest was generated for the Authority through these meetings.

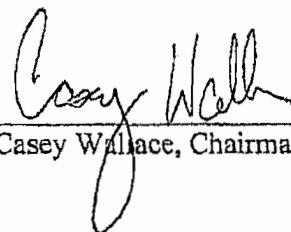
Mr. Wallace extended his gratitude and appreciation for Mr. Rankin and his staff for doing such a great job.

## **ADJOURNMENT**

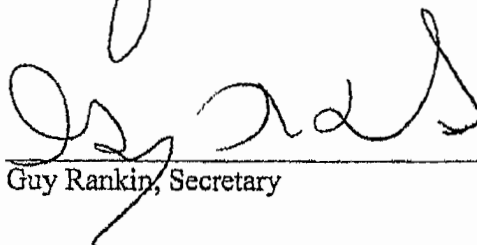
Mr. Rankin invited each Board member to go to New Orleans to see the work that has taken place in regards to DHAP New Orleans.

Mr. Wallace invited a motion to adjourn. Mr. Herrera moved to adjourn, Ms. Saenz seconded, and the motion carried. The meeting was adjourned at 1:20 o'clock p.m.

Adopted and approved this 19<sup>th</sup> day of MARCH, 2007.



Casey Wallace, Chairman



Guy Rankin, Secretary

Mr. Herrera made the motion to approve the minutes with the changes requested by Mr. Gunter. The motion was seconded by Mr. Jones, and the motion passed unanimously.

## **EXECUTIVE SUMMARY & EXECUTIVE DIRECTOR'S REPORT**

Mr. Gunter advised the Board that Mr. Rankin was currently in New Orleans, LA overseeing the DHAP program administration.

## **ADMINISTRATIVE AGENDA**

### **Administration**

#### **Disaster Housing Assistance Program (DHAP)**

Mr. Gunter explained that the DHAP New Orleans Center, located at 3630 MacArthur, opened its doors this week. Mr. Gunter advised of bridge payments that were requested to be made by HUD to cover clients that did not currently have a contract in place. He noted that these contracts should be in place by April 1<sup>st</sup>.

Mr. Gunter advised the Board that there are currently about 5,000 tenants listed in the DHAP Harris County program. Of those, approximately 4,500 have completed contracts.

Mr. Gunter advised the Board that there are currently about 800 tenants that are signed up for the DHAP USA program.

Discussion ensued regarding the growth of the DHAP program and the Authority's preparedness for that growth.

#### **Housing Choice Voucher Division**

Mr. Gunter presented a status report to the Board on the Section 8 occupancy rates at the Authority. Mr. Gunter advised the Board that the following programs, as listed, were at least 99% leased up, as follows:

**Disaster Voucher Program  
Jackson Hinds Garden SRO  
MOD Rehab**

#### **Report on Affordable Housing Division Developments**

The Board reviewed the reports presented and discussed variances. Mr. Herrera inquired about the \$800,000 in HOME Funds that was denied for the Cottages at Fallbrook. Mr. Turkel reviewed with the Board the reason the funds were denied being that the project did not meet the requirements and specifications of the HOME program. The program necessitates the a new project may not be funded unless the tax credit projects that are within a five mile radius of the proposed site are at least 90% leased up. During this project review, there were three such projects that had below the required lease up rate.

Mr. Herrera inquired as to why the number of families closing each month on the Independence program was so low. Ms. Sullivan explained the application process.

## **FINANCIAL AGENDA**

Mr. Gunter presented the HCHA January 2008 monthly financials which included the FY2007 budget adjustments. He reviewed with the board the justifications, explaining each adjustment noted. There was a discussion regarding the impact the DHAP project was having on the budget and its adjustments.

Mr. Herrera motioned to approve the January 2008 monthly financials including the FY2007 budget adjustments as presented. Mr. Jones seconded. Motion carried.

## **OTHER BUSINESS**

Mr. Jones advised the Authority of the importance of having their efforts and experiences in the DHAP project be documented.

## **PUBLIC COMMENT**

There were no public comments at this time.

## **EXECUTIVE SESSION**

No executive session was convened.

## **COMMENTS BY COMMISSIONERS:**

Mr. Herrera expressed his concern for ensuring the Authority has the right staff in place based on the project expansions it is incurring.

## **COMMENTS OR ANNOUNCEMENTS BY CHAIR:**

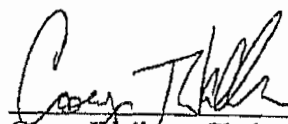
There were no announcements by the chair.

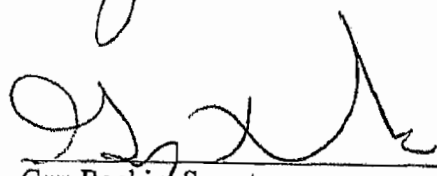
## **ADJOURNMENT**

Mr. Wallace invited a motion to adjourn. Mr. Herrera moved to adjourn, Mr. Jones seconded, and the motion carried. The meeting was adjourned at 12:35 o'clock p.m.



Adopted and approved this 19<sup>th</sup> day of March, 2008.

  
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Casey Wallace, Chairman

  
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Guy Rankin, Secretary



developed to find an alternative to the FEMA trailers that were used for the Katrina and Rita victims. Ms. Crawford advised that the TDHCA was chosen to review a panelized housing solution from The Heston Group. She gave an overview of the housing solution and fielded questions regarding the information presented, along with Mr. Al-Fozan and Ms. Callan. Ms. Crawford also stated that a full presentation could be scheduled at the Board's request.

#### **PRESENTATION AND APPROVAL OF MINUTES OF THE FEBRUARY 20, 2008, BOARD MEETING**

The Minutes of the February 20, 2008, Board meeting were presented for approval. Ms. Saenz made the motion to approve the minutes as presented. The motion was seconded by Mr. Jones, and the motion passed unanimously.

#### **EXECUTIVE SUMMARY & EXECUTIVE DIRECTOR'S REPORT**

Mr. Rankin presented a draft of the 2007 Annual Report. He requested that each Board member review the draft and submit any edits by Friday, March 21<sup>st</sup>.

Mr. Rankin reviewed with the Board the 2008-2009 Budget. He detailed the effects of the recent additions of the DHAP programs to the budget and a discussion ensued regarding the anticipated participation in future DHAP programs.

Mr. Wallace and Mr. Herrera expressed their concerns about increasing the number of programs under the administration of the HCHA without increasing the staff. Mr. Rankin advised the Board that a new CFO has been hired and will begin employment at the Authority on April 1, 2008. He also noted that David Gunter will move to the position of CAO. Mr. Rankin also reported that a search has begun to find a COO and a Tax Credit Compliance Officer. Discussion ensued regarding the staffing needs of the Authority and its affiliation with the County.

Mr. Jones motioned to approve the 2008 – 2009 Budget as presented. Ms. Saenz seconded. Motion carried.

Ms. Quijano reviewed with the Board the 2008 Administrative Plan, detailing the changes that were made to the plan from 2007. Ms. Kirk motioned to accept the plan as presented. Mr. Herrera seconded. Motion carried.

Mr. Rankin reviewed with the Board the 2008 Utility Allowance Schedule. Ms. Kirk motioned to accept the schedule as presented. Ms. Saenz seconded. Motion carried.

#### **ADMINISTRATIVE AGENDA**

Mr. Wallace advised the board of his desire to create three board committees. Each committee will include two Board members who would be assisted by HCHA management staff. The committees, as proposed by Mr. Wallace, were the Finance and Audit Committee, the Program

and Services Committee, and the Compensation and Management Committee. Mr. Wallace requested volunteers from the Board to sit on each committee. The volunteers were as follows:

Finance and Audit Committee – Gilbert Herrera (chair) and Gracie Saenz  
Program and Services Committee – Gracie Saenz (chair) and Brenda Kirk  
Compensation and Management Committee – Brenda Kirk (chair) and Walter Jones

Mr. Rankin requested that each Board member attend the housing authority commissioner training developed by HUD in order to better serve on these committees.

### **Administration**

#### **Disaster Housing Assistance Program (DHAP)**

Mr. Rankin advised the Board that the Harris County DHAP program was going well. He also explained that Mike Snyder of the Houston Chronicle would be doing a story on David Turkel and Nyla Woods in reference to the types of social services they provide through DHAP.

Mr. Rankin reviewed the current statistics of each of the other DHAP programs administered by Harris County Housing Authority.

Mr. Rankin expressed his thanks to each of the Board members that attended the grand opening ceremony of the DHAP New Orleans Center. Each Board member was presented with an award of appreciation for the DHAP program.

#### **Housing Choice Voucher Division**

Mr. Rankin presented a status report to the Board on the Section 8 occupancy rates at the Authority. He advised the Board that the following programs were at least 99% leased up, as follows:

**Disaster Voucher Program**  
**Jackson Hinds Garden SRO**  
**MOD Rehab**

#### **Report on Affordable Housing Division Developments**

Mr. Rankin explained that Magnolia Estates was the only development under construction at this point, and that it should be completed within the next 45 days. He also noted that all of the Authority's developments were at least 94% leased up at this time. Based on a question from Mr. Wallace, Mr. Rankin advised the Board that a new tax credit RFP would have to be issued and the evaluation and selection process would have to be conducted before the Authority could proceed with the development of any new tax credit projects.

### **FINANCIAL AGENDA**

Mr. Gunter presented the HCHA February 2008 monthly financials.

### **OTHER BUSINESS**

Mr. Wallace requested that each Board member review the upcoming conferences offered in their board packets.

**EXECUTIVE SESSION**

No executive session was convened.

**COMMENTS BY COMMISSIONERS:**

Ms. Kirk requested clarification on the opening of the waiting list. Mr. Rankin explained the current protocol.

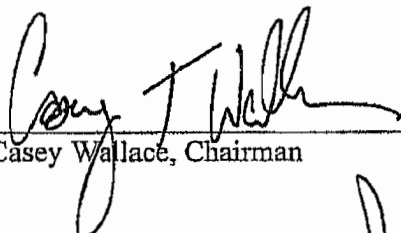
**COMMENTS OR ANNOUNCEMENTS BY CHAIR:**

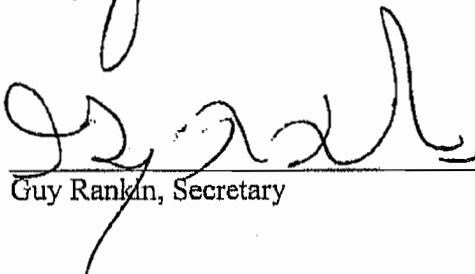
Mr. Jones requested information as to the housing needs of the county. Mr. Herrera advised the Board that a Harris County Economic Development Strategic Plan was published on the county website the day before which offered such information.

**ADJOURNMENT**

Mr. Wallace invited a motion to adjourn. Mr. Herrera moved to adjourn, Ms. Saenz seconded, and the motion carried. The meeting was adjourned at 1:30 o'clock p.m.

Adopted and approved this April day of 16<sup>th</sup>, 2008.

  
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Casey Wallace, Chairman

  
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Guy Rankin, Secretary



Mr. Dunn recapped his work experience, citing specific job experience as it related to his new position with HCHA.

Mr. Wallace welcomed Judge Lykos.

### **PRESENTATION AND APPROVAL OF MINUTES OF THE MARCH 19, 2008, BOARD MEETING**

The Minutes of the March 19, 2008, Board meeting were presented for approval. Mr. Herrera made the motion to approve the minutes as presented. The motion was seconded by Ms. Kirk, and the motion passed unanimously.

### **EXECUTIVE SUMMARY & EXECUTIVE DIRECTOR'S REPORT**

Mr. Rankin advised the Board that FEMA and HUD has requested that the Authority take on a larger role in DHAP by assisting an additional 15,000 families to move out of FEMA trailers into traditional housing.

Mr. Rankin reviewed the pilot project that the Texas Department of Housing and Community Affairs has requested the Authority participate in. Mr. Rankin introduced Kelly Crawford from TDHCA. Ms. Crawford gave a formal presentation regarding this pilot program and HCHA's participation. She explained the priority of this program would be to test alternative housing in an urban environment in order to find suitable housing solutions for future national disasters.

After Ms. Crawford's presentation; she, Ms. Hunter, and Mr. Al-Fozan fielded questions regarding this program. Discussion amongst the Board members ensued regarding the projects viability and the Authority's association with such a program.

Mr. Rankin explained to the Board that a number of housing authorities around the nation have requested that HCHA management assist them in the administration of their housing authorities. Mr. Rankin advised the Board that there were only a small number of companies available to assist housing authorities improve their performance and administration, all of which are private businesses. With this in mind, Mr. Rankin requested that the Board consider creating a nonprofit organization that would assist "troubled" housing authorities in improving to, at the minimum, a "standard" rating. Mr. Rankin also offered the possibility of creating another nonprofit organization that would assist housing authorities around the nation develop high quality affordable housing in their own jurisdictions. Further discussion ensued between the Board and Mr. Rankin regarding the creation of the two nonprofits.

### **EXECUTIVE SESSION**

At 12:45 p.m., Mr. Wallace requested that the Board convene into Executive Session pursuant to Texas Government Code §551.071. Mr. Wallace announced that the Board would deliberate in Executive Session and consult with its attorneys regarding potential litigation involving Olive

Grove Manor, d/b/a Magnolia Estates, a 160-unit tax credit affordable housing development located at 101 Normandy Street in Harris County, Texas.

Mr. Wallace reconvened the meeting in Open Session at 2:15 p.m.

### **ADMINISTRATIVE AGENDA**

#### **Administration**

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

Mr. Herrera motioned to approve the creation of the nonprofit organization "HCHA Housing America, Inc.," as presented. Mr. Jones seconded. All board members were in favor and the motion carried.

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

Mr. Herrera motioned to approve the renewal of HCHA's revised Interlocal Agreement with Harris County, as presented. Ms. Saenz seconded. All board members were in favor and the motion carried.

#### **FY 2008 Budget Adjustment**

Mr. Gunter reviewed with the Board the items that required budget adjustments, including administrative fees earned and case management revenues due to the DHAP programs.

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

Mr. Jones motioned to accept the FY 2008 Budget Adjustments. Ms. Kirk seconded. All board members were in favor and the motion carried.

#### **Disaster Housing Assistance Program (DHAP)**

Mr. Rankin advised the Board that each of the DHAP programs were going well.

#### **Housing Choice Voucher Division**

Mr. Rankin reviewed with the Board the Occupancy Reports presented in the Board packets. He presented a status report on the Housing Choice Voucher occupancy rates at the Authority, noting that the fiscal year ended with a 100% occupancy rate. He advised the Board that the following programs were at least 99% leased up:

**Disaster Voucher Program  
Jackson Hinds Garden SRO  
MOD Rehab**

#### **Report on Affordable Housing Division Developments**

Mr. Rankin reviewed with the Board the leasing reports contained in the Board packets.



### **FINANCIAL AGENDA**

Mr. Gunter presented the HCHA March 2008 monthly financials.

### **OTHER BUSINESS**

Mr. Rankin reminded the Board that the Authority will be undergoing its annual internal audit during the week of April 28<sup>th</sup>.

### **PUBLIC COMMENT**

Nancy Simms, of Pierpont Communications advised the Board that her firm's work on the HCHA DHAP program was being considered as a recipient of the annual IABC/Houston 2008 Bronze Quill Award. Notification has been received by Pierpont that it has been nominated for either the Bronze Quill or the Merit award and a ceremony will be held on April 24<sup>th</sup> to announce the winners of those awards.

### **COMMENTS BY COMMISSIONERS:**

Ms. Kirk inquired about the Board Retreat. Mr. Wallace advised that the Retreat would need to occur in May, between the 1<sup>st</sup> and the 12<sup>th</sup>. Mr. Rankin requested that the Board members e-mail their availability during that timeframe to Ms. Alleman.

Mr. Jones inquired about the information on waiting lists provided in the board packets. Mr. Rankin advised that this information was provided based on a request by Ms. Saenz in the previous meeting. A discussion ensued as to the future opening of the Authority's waiting list.

Mr. Rankin advised the Board that the Annual Report will be printed and distributed within two weeks.

Mr. Rankin advised the Board that the Authority has launched its new website. He requested that each Board member review the site and forward any comments and/or edits to Ms. Alleman.

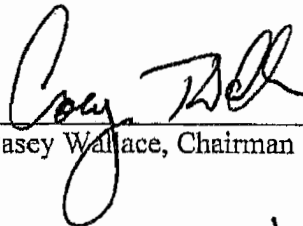
### **COMMENTS OR ANNOUNCEMENTS BY CHAIR:**

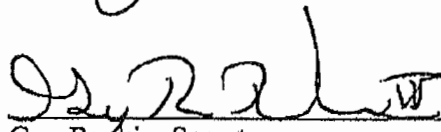
Mr. Wallace requested comments from the Board members regarding HUD's request to add 15,000 families to the present DHAP program. Discussion ensued. The Board's consensus was to proceed with the addition.

### **ADJOURNMENT**

Mr. Wallace invited a motion to adjourn. Ms. Kirk moved to adjourn, Mr. Jones seconded, and the motion carried. The meeting was adjourned at 2:40 o'clock p.m.

Adopted and approved this 23 day of June, 2008.

  
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Casey Wallace, Chairman

  
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Guy Rankin, Secretary

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

**Houston, Texas**

**June 23, 2008**

**THE STATE OF TEXAS )  
                                          )  
COUNTY OF HARRIS    )**

The Board of Commissioners of the Harris County Housing Authority met in regular session, open to the public, on the 23rd day of June, 2008, at the offices of the Authority, 8933 Interchange Drive, inside the boundaries of Harris County in the city of Houston, Texas. Mr. Wallace, Chairman, called the meeting to order at 12:04 o'clock p.m. and the roll was taken of the duly constituted officers and members of the Board:

Casey T. Wallace	Chairman	Present
Brenda Kirk	Commissioner	Absent
Walter Jones	Commissioner	Present
Graciela Saenz	Commissioner	Present
Gilbert Herrera	Commissioner	Present

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Attending all or portions of the meeting were Guy Rankin, CEO and Executive Director of the Harris County Housing Authority and Jim Lemond, Gail McDonald, and Mark Guthrie of the law offices of Winstead PC, the Authority's General Counsel. Additional attendees included the following:

David Gunter, Arvle Dunn and Chantel Alleman of the Harris County Housing Authority; Marvalette Hunter of 3D Visions Planning Consultants; Richard Breedlove and Karen Balzi of Breedlove & Co., P.C., Marilyn Locus of McConnell Jones Lanier and Murphy, LLP, and Vernon Young of Inland General.

**PRESENTATION AND APPROVAL OF MINUTES OF THE APRIL 16, 2008, BOARD MEETING**

The Minutes of the April 16, 2008, Board meeting were presented for approval. Mr. Herrera made a motion to approve the minutes as presented. The motion was seconded by Ms. Saenz, and the motion passed unanimously.

### **EXECUTIVE SUMMARY & EXECUTIVE DIRECTOR'S REPORT**

Mr. Rankin advised the Board that the annual audit had been completed. He introduced Mr. Richard Breedlove and Ms. Karen Balzi of Breedlove & Company as presenters of the audit. Mr. Breedlove reviewed with the Board the annual audit, advising of no significant deficiencies. He also noted that the Authority was considered a "low risk" auditee. It was noted that the document issued to the Board was a draft of the audit report, and a final report would be issued once Breedlove has received all remaining representative letters. After Mr. Breedlove's presentation, he and Ms. Balzi fielded questions regarding the audit.

Ms. Saenz advised the board that the Audit Committee had met with Breedlove & Co to review in detail the audit report and get a better of understanding of the specific items the auditors examined. Mr. Herrera advised the Board of the Audit Committee's acceptance of the draft audit report, to include the adjustments made as discussed by Mr. Breedlove in regards to the representative letters.

### **ADMINISTRATIVE AGENDA**

#### **Administration**

Mr. Rankin reviewed with the Board the quality control work that McConnell Jones Lanier & Jones would perform for DHAP Harris County.

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#### **ACTION ITEM:**

Mr. Herrera motioned to approve the contract as presented with McConnell Jones Lanier & Jones to provide quality control services for DHAP Harris County. Ms. Saenz seconded. All board members were in favor and the motion carried.

#### **Disaster Housing Assistance Program (DHAP)**

Mr. Rankin advised the Board that each of the DHAP programs were going well. He reviewed the client numbers in regards to Harris County, USA, and New Orleans. Mr. Rankin also reviewed the Phase and Tier allocations for DHAP, representing the various categories that each DHAP family is divided into in order to determine their social services needs.

Mr. Rankin advised the Board that Secretary Steve Preston, U.S. Department of Housing and Urban Development, would be attending a meeting held at the DHAP New Orleans center to review the area's progress on June 20, 2008.

#### **Housing Choice Voucher Division**

Mr. Rankin reviewed with the Board the Occupancy Reports presented in the Board packets. He presented a status report on the Housing Choice Voucher occupancy rates at the Authority. He advised the Board that the following programs were at least 99% leased up:

**Jackson Hinds Garden SRO  
MOD Rehab**

**Report on Affordable Housing Division Developments**

Mr. Rankin advised the Board that each of HCHA's developments were doing well, with the exception of Magnolia Estates. He noted that the Magnolia Estates development has yet to open. He explained that Mr. Vernon Young on behalf of Inland General, the general contractor, would review the progress of the Magnolia Estates development during the Public Comment portion of the meeting.

**FINANCIAL AGENDA**

Mr. Dunn presented the HCHA April and May 2008 monthly financials.

**PUBLIC COMMENT**

Mr. Vernon Young on behalf of Inland General, the general contractor for Magnolia Estates, updated the Board on the progress of the development. He noted that Thursday he is to receive a report regarding the status of current drainage issues and the approval of plans. He also advised that there has been a substantial loss of leases due to the late opening. Mr. Young fielded questions from the Board regarding the delays in completion. In response to a board member's question as to when the development would be ready for occupancy; Mr. Young replied that his best estimate would be that the first seven buildings should open by the 1<sup>st</sup> of August and the remaining buildings (to complete the first 18 buildings) would probably open two weeks after that.

**EXECUTIVE SESSION:**

Mr. Wallace adjourned the public session and called the Commissioners into an executive session at 12:45 p.m.

**RECONVENE IN PUBLIC SESSION:**

Mr. Wallace reconvened the meeting into public session at 1:48 p.m.

Ms. Saenz motioned to authorize the HCHA Executive Director, Guy Rankin, in conjunction with the Authority's Legal Counsel, to take all legal steps necessary to complete the construction of the Magnolia Estates project.

The motion was seconded by Mr. Jones. All board members were in favor. Motion carried.

**COMMENTS BY COMMISSIONERS:**

There were no additional comments from the Commissioners at this time.

**COMMENTS OR ANNOUNCEMENTS BY CHAIR:**

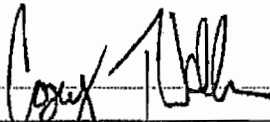
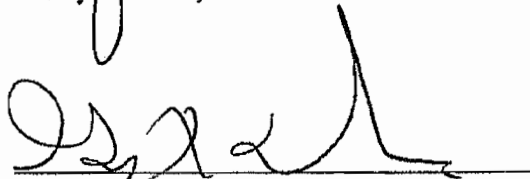
The Chairman had no additional comments at this time.

**ADJOURNMENT**

Mr. Wallace invited a motion to adjourn. Ms. Saenz moved to adjourn, Mr. Herrera seconded, and the motion carried. The meeting was adjourned at 1:49 o'clock p.m.

Adopted and approved this 20 day of Aug, 2008.

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Casey Wallace, Chairman  
Guy Rankin, Secretary



**PRESENTATION AND APPROVAL OF MINUTES OF THE JUNE 23, 2008, BOARD MEETING**

The Minutes of the June 23, 2008, Board meeting were presented for approval. Mr. Herrera made a motion to approve the minutes as presented. The motion was seconded by Ms. Saenz, and the motion passed unanimously.

**EXECUTIVE SUMMARY & EXECUTIVE DIRECTOR'S REPORT**

Mr. Wallace and Mr. Rankin advised the Board of the NAHRO 2008 National Award of Merit awards received by the Authority as presented at the 2008 Summer Conference held in Nashville, TN. The awards were issued for Waterside Court in the "Program Innovation -- Affordable Housing" category and for the Independence Program in the "Program Innovation -- Resident/Client Services" category. Mr. Rankin also noted the Chairman of the Board, Mr. Wallace, was in attendance at the conference to receive the awards on behalf of the Authority.

Mr. Rankin added that the Waterside Court development was also nominated for the National Award of Excellence, which will be awarded in October 2008 at the NAHRO Conference to be held in San Antonio, TX. Results of the selection of the recipient of that award will be conveyed to the Commissioners following the conference.

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Mr. Wallace reviewed with the Board the Request for Proposals which have been issued by HCHA for Banking Services, Independent Auditing Firms, Legal Counsel, and Public Relations services, including the current providers of those services. Ms. Saenz recused herself from all participation in the evaluation or selection of a law firm to provide legal services to the Authority.

Mr. Rankin advised the Board that no responses to the RFPs had been received as of this meeting date; however, he indicated, the deadline for responses is August 29<sup>th</sup> and it is expected that several responses will have been received by that day. He added that the advertisements for each RFP have appeared in the Houston Chronicle each Sunday over the last month. Mr. Rankin also noted the advertisements were available on the HCHA website.

Mr. Wallace introduced Mr. Michael Gerber, Executive Director of the Texas Department of Housing and Community Affairs (TDHCA). Mr. Gerber reviewed the Agency's request that HCHA partner with TDHCA in a proposed Alternative Housing Pilot Program (AHPP), as discussed in previous board meeting presentations. This project will involve the development a site to accommodate the placement of 20 fully-equipped, pre-fabricated, panelized housing units designed and constructed by the Heston Group. The units would be tested for viability as a short term housing alternative to the FEMA trailer following a disaster such as a hurricane,.



Mr. Gerber, Ms. Callan, and Ms. Crawford fielded questions regarding the Alternative Housing Pilot Program, the specific type of housing that will be used in this testing program, and the Authority's role in the partnership.

Upon completion of the discussion, Mr. Wallace directed Mr. Rankin to continue to work with TDHCA in an effort to reach agreement on contract terms and conditions relating to the AHPP. Ms. Crawford agreed to provide Mr. Lemond with a draft contract for his review and evaluation.

### **ADMINISTRATIVE AGENDA**

#### **Administration**

Mr. Rankin reviewed with the Board the Grand Opening event for Magnolia Estates scheduled for Friday, September 12, 2008. A discussion ensued regarding local government officials attending the event and the possibility of changing the date of the event. Mr. Rankin and Mr. Wallace reviewed the agenda and the donations made by local companies for the tenants of Magnolia Estates.

Mr. Rankin advised the Board that all administrative issues were in order and all programs were at 98%+ lease-up rate; including:

#### **Jackson Hinds Garden SRO MOD Rehab**

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#### **Disaster Housing Assistance Program (DHAP)**

Mr. Rankin advised the Board that each of the DHAP programs were going well. He reviewed the status reports for Harris County, USA, and New Orleans which were provided in each Board Packet. Mr. Rankin fielded questions and provided explanations regarding the specifics of each DHAP program.

#### **Housing Choice Voucher Division**

Mr. Rankin reviewed with the Board the Occupancy Reports presented in the Board packets. He presented a status report on the Housing Choice Voucher occupancy rates at the Authority.

Mr. Rankin advised the Board that David Gunter, Melissa Quijano, and Anna Hinojosa were scheduled to attend a HUD Conference in Kansas City, MO during the week of August 25<sup>th</sup>; they are to make a presentation regarding HCHA's administration of the various DHAP programs.

Mr. Wallace inquired as to the long-term housing needs of DHAP Tier 3 and 4 participants. Mr. Rankin reviewed the current agreement with HUD and a discussion ensued as to the possibility of those DHAP participants being converted to participants in the standard HUD Housing Choice Voucher program, and the steps that HCHA would need to take to prepare for such an occurrence.

**Report on Affordable Housing Division Developments**

Mr. Rankin advised the Board that each of HCHA's developments were doing well.

Mr. Jones inquired as to the drop in number of leased units at Primrose. Ms. Sullivan noted that a new tax credit property had opened in that area which had attracted some of the Primrose tenants.

Ms. Sullivan gave a brief summary of the Magnolia Estates development progress.

**FINANCIAL AGENDA**

Mr. Rankin advised the Board that the Section 8 Waiting List has opened. He noted that applications were only being accepted via the internet. Victoria Morales of Pierpont Communications reviewed the media release schedule in regards to the Waiting List. The Board inquired as to different media outlets being utilized.

Mr. Gunter presented the HCHA June and July 2008 monthly financials. He and Mr. Rankin reviewed the impact DHAP has had on the financial reports.

Mr. Rankin requested that each Commissioner volunteer to serve on a committee to review the RFPs. Committees were formed to review the RFPs as follows:

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Legal:	Casey Wallace
Banking:	Walter Jones, Graciela Saenz
Public Relations:	Gilbert Herrera, Peggy Kruckemeyer
Audit Firm:	David Gunter, Guy Rankin

**OTHER BUSINESS**

Mr. Wallace reminded the Board that a NAHRO Conference was being held in October in San Antonio, TX. He advised any Commissioner who has not attended a NAHRO Conference to make an effort to attend this one.

**PUBLIC COMMENT**

No public comments were made at this meeting.

**EXECUTIVE SESSION:**

No Executive Session was conducted.

**COMMENTS BY COMMISSIONERS:**

No further comments were made by any of the Commissioners.

**COMMENTS OR ANNOUNCEMENTS BY CHAIR:**

The Chairman had no additional comments.

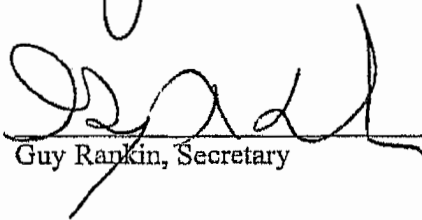
**ADJOURNMENT**

Mr. Wallace invited a motion to adjourn. Ms. Saenz moved to adjourn, Mr. Herrera seconded, and the motion carried. The meeting was adjourned at 1:35 o'clock p.m.

Adopted and approved this 15 day of Oct, 2008.



Casey Wallace, Chairman



Guy Rankin, Secretary

The Minutes of the August 20, 2008, Board meeting were presented for approval. Mr. Herrera made a motion to approve the minutes as presented. The motion was seconded by Ms. Kruckemeyer, and the motion passed unanimously.

Mr. Herrera requested that the RFP Committees meet soon to evaluate and make recommendations to the full board regarding responses to HCHA's latest Requests For Proposal.

### **EXECUTIVE SUMMARY & EXECUTIVE DIRECTOR'S REPORT**

Mr. Rankin reviewed with the Board the activities that HCHA has been involved in since Hurricane Ike.

Mr. Rankin reviewed the operational report of the Points Of Distribution (PODs) which DHAP personnel managed and staffed as of September 15, 2008.

Mr. Rankin explained the residential damage assessment report produced by DHAP staff. He pointed out that the report included the Annex J analysis request from David Turkel of the Harris County Community and Economic Development Department. Mr. Turkel thanked the Authority for its assistance in assessing the damage from this storm and explained that the information would be provided to the County Judge's office. The information, he said, would assist the Judge's office in creating a plan of action for the County in respect to residential damage incurred during events of disaster within the County. Mr. Rankin fielded questions and reviewed statistics regarding the residential damage assessment.

Mr. Wallace discussed with the Board the vouchers that are anticipated to be issued through HUD in a DHAP Ike program. He advised them of the potential DHAP Ike Center sites that have been located should HCHA be awarded a grant for the administration of disaster vouchers in the aftermath of Hurricane Ike.

Mr. Rankin noted that Jefferson County Judge Ronald Walker has requested that HCHA provide 1,000 units of housing for their citizens.

### **ADMINISTRATIVE AGENDA**

#### **Administration**

Mr. Rankin advised the Board that some reimbursements have not been received from HUD; however, the payments were expected in the very near future, he said.

Mr. Rankin advised that the Primrose at Bammel project has lost 11 tenants since Hurricane Ike – all having died of natural causes; noting that dealing with the storm and the damages incurred in the area was extremely stressful on area seniors. The Director of Development, Ms. Sullivan, would be acting soon to address the current unit vacancies at Primrose.

Mr. Rankin advised the Board that all administrative issues were in order and the statistics reflect that the **Jackson Hinds Garden SRO** and the **MOD Rehab** were at 98%+ lease-up rate:

### **Housing Choice Voucher Division**

Mr. Rankin reviewed with the Board the Occupancy Reports presented in the Board packets. He also presented a status report on the Housing Choice Voucher occupancy rates at the Authority.

### **Report on Affordable Housing Division Developments**

Mr. Rankin advised the Board that the Magnolia Estates Grand Opening Event had to be postponed due to Hurricane Ike. New event information will be distributed for the rescheduled date of November 21st.

Mr. Rankin noted that the HCHA has extended the application date for the Section 8 Waiting List until October 15<sup>th</sup> due to impact of Hurricane Ike on the area.

Mr. Wallace advised the Board that HCHA had received letters from two different governmental officials complaining about HCHA's DHAP program and requesting that HCHA terminate the program. He stated that the requests contained in the letters was based on misinformation about DHAP participants that resulted in the belief that these persons had previously been on housing assistance in New Orleans and, having relocated to Houston, were now contributing to an increase in criminal activity in their jurisdictions. Mr. Wallace reported that appropriate responses had been prepared and sent to the elected officials and that their concerns were addressed in a telephone conference call between the officials and HCHA staff.

Ms. Sullivan reviewed the developer briefing hosted by HCHA on September 23rd. She noted that seven developers had attended the briefing and as a result, three presentations would be made to HCHA's development group on October 21<sup>st</sup>. Presentations, she said, had been scheduled for Cornerbrook Development (2 proposals) and NRP (1 proposal).

### **FINANCIAL AGENDA**

Mr. Gunter presented the HCHA August and September 2008 monthly financials. Mr. Herrera commented on the job well done by the finance department in regard to having access to funds in the current market.

### **OTHER BUSINESS**

Mr. Lemond advised the Board of the Winstead insert in the Houston Business Journal that highlights about 8 clients, including a two page write-up on the Harris County Housing Authority.

### **PUBLIC COMMENT**

No public comments were made at this meeting.

**EXECUTIVE SESSION:**

No Executive Session was conducted.

**COMMENTS BY COMMISSIONERS:**

No further comments were made by any of the Commissioners.

**COMMENTS OR ANNOUNCEMENTS BY CHAIR:**

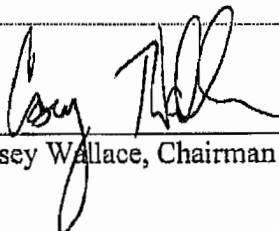
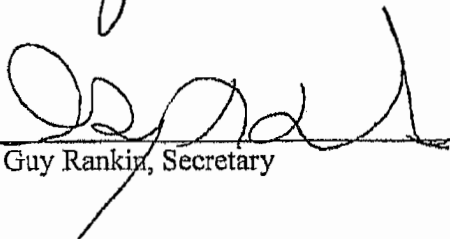
The Chairman had no additional comments.

**ADJOURNMENT**

Mr. Wallace invited a motion to adjourn. Mr. Herrera so moved, Ms. Kruckemeyer seconded, and the motion carried. The meeting was adjourned at 12:45 o'clock p.m.

Adopted and approved this 19 day of Nov, 2008.

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Casey Wallace, Chairman  
Guy Rankin, Secretary

**November 19, 2008**

Mr. Rankin advised the Board of the proposals received based on the Request for Proposals issued in July.



David Gunter reviewed the proposals received for the banking services pursuant to HCHA RFP 07-01. Based on his review, Mr. Gunter recommended that Amegy Bank be awarded the contract. Mr. Jones motioned to accept the recommendation to award the banking services contract to Amegy Bank pursuant to HCHA RFP-01. Ms. Kruckemeyer seconded, and the motion was passed.

Mr. Rankin reviewed with the Board the proposals received for independent audit services pursuant to HCHA RFP 07-02. Based on his review, Mr. Rankin recommended that Breedlove and Associates, LP be awarded the contract. Mr. Herrera motioned to accept the recommendation to award the independent audit services contract to Breedlove and Associates, LP pursuant to HCHA RFP 07-02. Ms. Kruckemeyer seconded, and the motion was passed.

Mr. Rankin reviewed with the Board the proposals received for public relations services pursuant to HCHA RFP 07-04. Based on his review, Mr. Rankin recommended that Pierpont Communications be awarded the contract. Mr. Herrera motioned to accept the recommendation to award the public relations services contract to Pierpont Communications pursuant to HCHA RFP 07-04. Mr. Jones seconded, and the motion was passed.

## **ADMINISTRATIVE AGENDA**

### **Administration**

Mr. Rankin advised the Board of the significant loss of homes in surrounding counties due to Hurricane Ike, including a large number of public housing units. He explained that many government officials from the various storm-affected counties have reached out to the Authority in regards to assisting their communities with their housing needs. In response, HCHA began researching the most appropriate manufactured homes available to suit the needs of the residents in the affected areas. During this time, Galveston County Housing Authority approached Mr. Rankin in regards to one specific displaced family that was in need of housing. As part of the research process, HCHA ordered a manufactured home to house this particular family so as to assess the time, costs, and procedure of this process. Mr. Jones motioned to ratify the emergency purchase of one (1) single family manufactured home to be used exclusively by the Galveston County Housing Authority to assist victims displaced from their homes by Hurricane Ike on Galveston Island. Mr. Herrera seconded. All members were in favor and the motion was carried.

Discussion ensued regarding finding other local vendors to produce manufactured homes to provide future temporary housing.

Mr. Rankin advised the Board of the emergency purchase of nine sport utility vehicles immediately after Hurricane Ike for transportation needs relating to disaster relief activities. Mr. Herrera motioned to ratify emergency purchase of Nine (9) Sport Utility Vehicles to be used exclusively by the Harris County Housing Authority (3 vehicles), the Harris County Sheriff's Office (3 vehicles), the Harris County Office of Emergency Management (2 vehicles) and the

HCHA Disaster Housing Assistance Program (1 vehicle) to address transportation needs relating to Hurricane Ike disaster relief activities. Ms. Kruckemeyer seconded. The motion carried unanimously.

Mr. Rankin reviewed with the Board the joint project management services provided by McConnell Jones Lanier & Murphy and Mir Fox Rodriguez regarding Hurricane Ike recovery activities. He advised that HCHA will request 100% reimbursement from FEMA. Mr. Herrera motioned to ratify the payment of invoices for joint project management services rendered by McConnell Jones Lanier & Murphy, LLP and Mir Fox Rodriguez in connection with emergency protective measures resulting from Hurricane Ike including: Social Services, Points of Distribution (PODs), Property Damage Assessment, and Housing Services Centers. Mr. Jones seconded. All were in favor and the motion was carried.

Mr. Rankin reviewed with the Board the current status of each of the four Disaster Housing Assistance Programs it administers. He advised that DHAP New Orleans would be turned over to the Housing Authority of New Orleans on December 13, 2008, after having accomplished the goal of setting up the program and establishing an efficient and accurate program administration.

DHAP USA currently has over 800 families participating in the program. This program will provide assistance to these families through February 28<sup>th</sup>, which is the program end date. The families will then be turned over to their respective housing authorities to provide additional housing assistance as needed.

DHAP Harris County currently has approximately 3700 families participating in the program. 2500 of those families will receive long term housing choice vouchers. HCHA management staff has held a meeting to develop and implement a transition plan for these families coming in to the HCV program.

There are currently two DHAP Ike programs – DHAP Ike Harris County and DHAP Ike Texas. Intake is currently being done at the Crown Plaza Hotel. Mr. Lemond advised the Board of a presentation given to the Harris County Justices of the Peace regarding the origin of the DHAP program and HCHA's involvement in that program.

#### **Housing Choice Voucher Division**

Mr. Rankin reviewed with the Board the Occupancy Reports presented in the Board packets. He also presented a status report on the Housing Choice Voucher occupancy rates at the Authority.

Ms. Sullivan Burns advised the Board that there has been some turn over at the SRO. She also advised the Board that the MOD Rehab had suffered some damages from Hurricane Ike. The tenants were moved out of the facility for one month while repairs were completed and then returned to their units; causing the loss of rent for one month. Mr. Rankin requested that Ms. Burns have the tenants and management of the SRO contact FEMA regarding this matter.

#### **Report on Affordable Housing Division Developments**

Mr. Rankin advised the Board that the each of the affordable housing division developments were 96%+ leased up. He acknowledged Ms. Burns' efforts to maintain high lease up rates at the HCHA developments.

Ms. Burns reviewed the damages at Magnolia Estates caused by Hurricane Ike and the repairs. Ms. Alleman reviewed the schedule of the Magnolia Estates grand opening event scheduled for Friday, November 21<sup>st</sup>.

Mr. Rankin reviewed with the Board the Alternative Housing Pilot Program. Mr. Jones reviewed his assessment of proposed housing facilities, which he visited an example of in New Orleans, Louisiana. Ms. Kruckemeyer reviewed with the Board a meeting she had with the FEMA Director in regards to temporary housing options. Mr. Jones motioned to approve the authorization to enter into a contract to participate with the Texas Department of Housing and Community Affairs (TDHCA) in an Alternative Housing Pilot Program and approval for the Executive Director to execute contract documents related thereto. Ms. Kruckemeyer seconded. At the request for a vote, there were three ayes and one nay. The motion was carried.

Mr. Jones motioned to approve the authorization to enter into a contract to purchase land to be used for the development of twenty (20) single-family homes to be used in the above-referenced TDHCA Alternative Housing Pilot Program and approval for the Executive Director to execute contract documents related thereto. Ms. Kruckemeyer seconded. At the request for a vote, there were three ayes and one nay. The motion was carried.

Mr. Wallace reviewed with the Board the proposed development of a Veterans Housing Community in the vicinity of Lake Houston. Discussion ensued regarding the development and land availability.

#### **FINANCIAL AGENDA**

Mr. Gunter presented the HCHA October 2008 monthly financials. Mr. Herrera inquired as to DHAP fees and funding.

#### **OTHER BUSINESS**

No other business was brought before the Board at this meeting.

#### **PUBLIC COMMENT**

No public comments were made at this meeting.

#### **EXECUTIVE SESSION:**

Mr. Wallace called the public meeting to adjournment at 12:45 o'clock p.m. An executive session was called to order to discuss the consideration of matters involving terms and conditions of employment for HCHA CEO.

Mr. Wallace adjourned the executive session and called the public meeting to reconvene at 1:45 o'clock p.m.

**COMMENTS BY COMMISSIONERS:**

No further comments were made by any of the Commissioners.

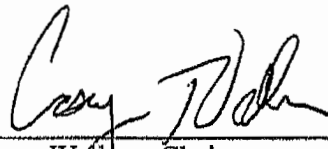
**COMMENTS OR ANNOUNCEMENTS BY CHAIR:**

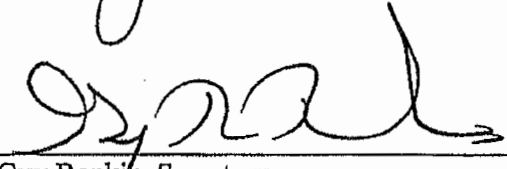
The Chairman had no additional comments.

**ADJOURNMENT**

Mr. Wallace invited a motion to adjourn. Mr. Herrera so moved, Ms. Kruckemeyer seconded, and the motion carried. The meeting was adjourned at 1:45 o'clock p.m.

Adopted and approved this 30 day of January, <sup>2009</sup>~~2008~~.

  
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Casey Wallace, Chairman

  
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Guy Rankin, Secretary