



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

January 25, 2024

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 25th day of January 2024, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Gerald Womack called the meeting to order at 1:03 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Dr. Adriana Tamez	Commissioner	Absent
Asheley Gilbert	Commissioner	Absent
Paul Shanklin	Commissioner	Present

Attending all or portions of the meeting were Melissa Quijano, CEO, Silvia Tiller, General Counsel from Harris County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Debra McCray, Paul Curry, Dominique King, Terumi Shorter, Arielene Davis, Vivian Clark, and Tabitha Lockhart of the Harris County Housing Authority. Francisco Castillo from Harris County Precinct 2 Commissioner's office and outside development counsel, Antoniette Jackson, from the Banks Law Firm were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Debra McCray opened the meeting with prayer, followed by Commissioner Paul

Shanklin, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. PUBLIC COMMENTS

There were no public comments.

IV. APPROVAL OF MINUTES

ACTION ITEM 1:

APPROVAL OF MINUTES FROM DECEMBER 20, 2023

Vice Chairman Joe Villarreal moved to approve the minutes from the December 20, 2023, Board meeting, Commissioner Paul Shanklin seconded, all were in favor and the motion carried.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented the November Monthly Report for the Housing Choice Voucher (HCV) Program.

Ms. Quijano informed the Board that in November 2023, 521 family Annual Recertifications was completed with 100% timely processing. There were 37 new vouchers issued to families from HCHA's HCV waiting list. 3,018 families remain on HCHA's HCV waiting list. HCV Program Voucher Utilization for November was 4,216 families for the HCV Program; 559 families for VASH; and 187 families received Emergency Housing Vouchers. In total there were 14,112 residents in Harris County assisted by HCHA for the month of November.

Lastly, Ms. Quijano answered questions from the Board.

VI. FINANCE DEPARTMENT

Mr. Paul Curry presented the HCHA November 2023 financial statements. The consolidated budget reflected revenue over budget by 7% and expenses over budget by 5%.

Lastly, Mr. Curry answered questions from the Board.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Debra McCray presented the HCV lease-up rates as reflected in the Monthly Reports for November 2023 included in the December 20, 2023, Board Book.

Lastly, Ms. McCray answered questions from the Board.

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

Ms. King moved to proposed developments and noted the updated status of METRO and The HAY Center.

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

- The Arbor at Wayforest is 100% complete. The project is preparing for retainage release and project close-out.
- The Hollows project is 100% complete. The project is preparing for retainage release and project close-out.
- The Northwood Apartments project is 99% complete. All buildings are complete including the final punch walk. The close-out is in progress.
- The Bluestem Apartments project is 98% complete. The final punch walk has been conducted on Buildings 1 through 4. There are delays in the Occupancy Certification due to the Fire Marshall capacity.
- The Residences at Arbor Oaks is 99% complete. All the buildings are complete, including the final punch walk. The close-out is in progress.
- The First Met Senior Apartments project is 61% complete. The stucco and MEP installation is ongoing. The insulation installation has begun.

Ms. King advised that The Villas at Eastwood (Fenix Estates) had submitted a response to the Texas Department of Housing and Community Affairs regarding Cost Certification. The Land Use Restrictive Agreement (LURA) amendment is required.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 2:10 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

IX. RECONVENE

The Board of Commissioners reconvened for the public session at 3:10 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution approving the submission to the U. S. Department of Housing and Urban Development Agency (HUD) of the Harris County Housing Authority Fiscal Year 2025 Annual Public Housing Plan for the PHA fiscal year beginning April 1, 2024

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried. (24-01)

ACTION ITEM 3:

Resolution approving the revision of the Harris County Housing Authority Housing Choice Voucher Program Administrative Plan

Commissioner Paul Shanklin moved to approve the resolution, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried. (24-02)

ACTION ITEM 4:

Resolution authorizing Harris County Housing Authority's Executive Director to negotiate with and enter into a pooled legal services contract for the provision of Legal Consulting and Real Estate transactions and Construction related Services

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. Commissioner Paul Shanklin abstained. (24-03)

XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:15 p.m., Commissioner Paul Shanklin seconded, all were in favor, and the motion carried.

Adopted and approved this 21st day of February 2024.



Gerald Womack, Chairman



Melissa Quijano, Secretary