



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

September 18, 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 18th day of September 2024, at Harris County Housing Authority, located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Gerald Womack called the meeting to order at 1:04 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Asheley Gilbert	Commissioner	Present
Paul Shanklin	Commissioner	Present
Laolu Davies-Yemitan	Commissioner	Present

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

Beverly Burroughs, Debra McCray, Paul Curry, Dominique King, Idrena Williams, Terumi Shorter, Arielene Davis, Kimberly Rogers, Di Dang, Cindy Ramos, Gary Wallace, Vivian Clark, Tabitha Lockhart, and various staff of the Harris County Housing Authority were in attendance. Franciso Castillo from Precinct 2 was also present.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Francisco Castillo opened the meeting with prayer, followed by Commissioner Asheley Gilbert, 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 AUGUST 21, 2024

Vice Chairman Joe Villarreal moved to approve the minutes from the August 21, 2024, board meeting. Commissioner Asheley Gilbert seconded the motion, Commissioner Lalou Davies-Yemitan abstained, and the motion carried.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented to the Board HCHA's activities from August 21, 2024, to September 18, 2024, which are reflected in the September 2024 Board Book.

Ms. Quijano presented the July report for the HCV program: There were 483 Annual Recertifications with a 100% timely completion rate for July. No new vouchers were issued from the waiting list, with 3,002 applicants remaining on HCHA's Housing Choice Voucher Program waiting list.

Ms. Quijano reported on the July 2024 inspections completed. A total of 724, or 86%, of the inspections conducted were Annual and Initial. 99, or 9%, of the inspections completed were Special or Emergency. The Quality Control type of inspections completed totaled 11, or 2%. A 59% pass inspection rate and a 41% fail rate were reported overall for July 2024. Due to Hurricane Beryl, the passing rate for the inspections dropped.

Chairman Gerald Womack asked Ms. Debra McCray how many homeowners are being assisted. Ms. McCray advised the Board that the Housing Choice Voucher Program assists 52 homeowners. Chairman Womack wanted to know if HCHA received notification about the delinquent homeowners. Ms. McCray confirmed that payments for the homeowners are reported monthly.

Commissioner Laolu Davies-Yemitan asked about the probability rate of the 41% of inspections failing again. He wanted to know if there is historical data for comparison. Chairman Womack requested a spreadsheet with the data for the last six months to show the changes. Commissioner Paul Shanklin stated that a spreadsheet of the data would be good. Ms. McCray noted that she would have the information for the next meeting.

Ms. Quijano reported on the HCV Program Funding Utilization rate for July 2024. It was reported that the Housing Choice Voucher and Veteran Affairs Supporting Housing programs' Housing Assistance Payment (HAP) expenses were 105% of funding for \$5,170,181. The Emergency Housing Voucher program's HAP expenses were reported to be 108% of the funding for \$245,162. The HCV Homeowner program utilization for July was \$49,446. The Housing Choice Voucher Program reported that 4,235 families were assisted with a 100% utilization rate. The Veteran Affairs Supporting Housing program was reported to have a utilization rate of 85%, with 569

veteran families assisted. The Emergency Housing Voucher Program was reported to have a 72% utilization rate, with 175 families assisted. Overall, HCHA assisted 4,979 families with a total of 14,118 residents in July.

Ms. Quijano reported that on August 26, 2024, HCHA received notification from the Harris County Housing and Community Development Department that the Arbors at Wayforest affordable housing development met all Housing Quality Standard inspections conducted in March, April, and May 2024.

Ms. Quijano reported that on September 4, 2024, HCHA received notification from the Harris County Housing and Community Department that the Villas at Eastwood affordable housing development met all requirements of the Housing Quality Standard inspections conducted in May and June 2024.

Ms. Quijano reported that on September 5, 2024, HCHA received notification from the Harris County Housing and Community Development Department that Retreat at Westlock affordable housing development met all requirements of their HOME Program compliance monitoring visit conducted on April 16, 2024.

Ms. Quijano spoke on the 30th anniversary of the Violence Against Women Act (VAWA), which was implemented on September 13, 1994. She acknowledged Congresswoman Shelia Jackson Lee, a pillar of the Houston community, for her honorable service to the United States, a forerunner and supporting advocate for the law.

VI. FINANCE DEPARTMENT

Ms. Kimberly Rogers, on behalf of Mr. Paul Curry, the Finance Director for HCHA, presented the July 2024 financial statements for HCHA as reported in the September 2024 Board Book. The reporting includes check registers, contract logs, and contracts expiring in six months.

Ms. Rogers reported the consolidated financial statements, representing the cash flow balances for the program's reporting period. Ms. Rogers explained that cash flow could fluctuate based on HUD funding, whether they sent more than was needed during one period and none the next so that the overage could be consumed. This could cause a deficit and the account to be negative.

Ms. Rogers reported that the consolidated financial statements reflected revenue over budget by 10% due to HCHA housing more portability vouchers than budgeted and expenses over budget by 6%, also due to portability vouchers. Ms. Rogers reported a positive cash flow balance.

Ms. Rogers asked the Board if there were any questions she needed to ask Mr. Paul Curry for more information.

Chairman Womack thanked Ms. Rogers for her hard work.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Debra McCray presented the HCV lease-up rates reflected in the July 2024 monthly reports, included in the September 18, 2024, Board Book.

Ms. McCray reported that for July 2024, the HCV Program was 109.2%, the VASH Program was 86.3%, and the EHV Program was 72%, and no homes were purchased.

Commissioner Asheley Gilbert asked if a notification was sent to the HCV program participants for the events promoting Homeownership. Ms. McCray stated that letter notifications are sent, but there has not been an event recently. Chairman Gerald Womack encouraged more promotion for the program. The Vice Chairman advised that current homeowners' program participants should be invited to the events to testify about how the program has helped them.

Lastly, Ms. McCray answered questions from the Board.

Ms. Dominique King reviewed the status of properties within the Affordable Housing Division for July 2024.

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

Ms. Kings advised the board of the repairs currently being done for the buildings that needed repairs. Commissioner Davies-Yemitan asked where the repair funds came from and about insurance deductibles. Ms. King responded that the money comes from the Escrow account. Ms. King stated that solutions were being reviewed to cut the cost of the deductibles. Ms. King said she would have more information for the Board by the end of the year.

Chairman Womack questioned the number of available units and wanted to ensure that property availability was promoted on multiple websites. Ms. King reminded the Board that the senior community properties have a more significant number of vacancies due to the unfortunate deaths of the occupants, and some have moved to assisted living facilities. There is a waitlist for each property, and as each rental unit becomes available, new occupants are pulled from the waitlist. Marketing strategies are being developed at this time as well. Chairman Womack and Commissioner Davies gave some key pointers to add assistance to advertising for vacancies.

Ms. King identified the high-performing properties and reported the following for July 2024:

- The Hollows project is 100% complete. HCHA has requested a retainage release.
- The Northwood Apartments is 100% complete. HCHA has requested a retainage release.

- The Bluestem Apartments project is 99% complete. It is preparing for retainage release and project close-out and is awaiting compliance release.
- The Residences at Arbor Oaks is 100% complete. HCHA requested a retainage release.
- The First Met Senior Apartments project is 92% complete. Flooring installation, final trim, and paint are underway.
- The Villas at Eastwood cost certification is anticipated to be closed out in August 2024.

The September 18, 2024, Board Book included information for the reporting month of July 2024.

Lastly, Ms. King answered questions from the Board.

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 3:48 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Di Dang as the Harris County Housing Authority Employee of the Quarter (October – December 2024)

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Laolu Davies-Yemitan seconded, and all favored. The motion carried. (24-28)

ACTION ITEM 3:

Resolution authorizing Harris County Housing Authority's Executive Director to negotiate and enter into a Tag-On Addendum to Harris County Auctioning Services and other related items agreement with Houston Auto Auction Inc.

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (24-29)

ACTION ITEM 4:

Resolution ratifying a First Amendment to the Plumbing Services agreement between Harris County Housing Authority and Suncoast Plumbing Co., Inc.

Commissioner Paul Shanklin moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (24-30)

ACTION ITEM 5:

Resolution by Harris County Housing Authority, in its capacity of being the sole member of HCHA Bammel, LLC, authorizes its Executive Director as a Manager of HCHA Bammel, LLC, the General Partner of TX Bammel Housing, L.P., a Texas Limited Partnership and owner of Heritage Estates Apartments to evaluate, negotiate and execute a waterline easement across a portion of the real property site to independently owned Dairy Queen Store #4021

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (24-31)

ACTION ITEM 6:

Resolution authorizing Harris County Housing Authority's Executive Director to negotiate and enter into Tag-On Addendum to Harris County's Dahill Office Technology Corporation agreement for the provision of Photocopier Services and related items

Commissioner Paul Shanklin moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (24-32)

ACTION ITEM 7:

Resolution updating the Harris County Housing Authority Investment Policy with the updated Investment Officer

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Paul Shanklin seconded, and the motion carried. (24-33)

Chairman Womack advised the Board that former Chairman Kerry Wright's wife, Cynthia "Cyndy" Bairnsfather Wright, had passed and asked everyone to keep him in our prayers. It is noted that former Chairman Wright is now the Chairperson of the Metropolitan Housing Alliance Board of Commissioners in Little Rock, Arkansas.

XI. ADJOURNMENT

Chairman Gerald Womack moved to adjourn at 3:52 p.m., Vice Chairman Joe Villarreal seconded, and the motion carried.

Adopted and approved this 16th day of October 2024.



Gerald Womack, Chairman



Melissa Quijano, Secretary