



RESOLUTION NO. 25-07

**RESOLUTION ADOPTING REVISIONS TO HARRIS COUNTY HOUSING AUTHORITY'S
CHECK WRITING AND WIRE TRANSFER POLICY**

WHEREAS, Harris County Housing Authority (HCHA) adopted a Check Writing Policy on March 26, 2013, the name of which was later changed to "Check Writing and Wire Transfer Policy" (Policy), which Policy has been subsequently revised by HCHA's Board of Commissioners; and

WHEREAS, HCHA revised the policy for Housing Assistance Payments (HAP) to Landlords and Utility Reimbursement Payments to Participating Families relating to checks under \$10,000.00 requiring manual signature; and

WHEREAS, HCHA revised the policy to include the monthly lease payment to Fenix Estates Commercial, L.L.C. for the HCHA main office location at 1933 Hussion St., to the approved list authorizing the CEO to sign manually and updated the electricity service provider for the monthly payment for services at 1933 Hussion St.; and

WHEREAS, HCHA revised the policy to update the name for Harris County Community Services Department (HCCSD) to Harris County Housing and Community Development Department (HCHCD); and

NOW, THEREFORE, BE IT RESOLVED, that the HCHA Board of Commissioners hereby adopts the revised HCHA Check Writing and Wire Transfer Policy attached:

PASSED, by the Board of Commissioners this 19th day of February 2025.

Gerald Womack, Chairman

Melissa Quijano, Secretary