



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

Houston, Texas

January 24, 2018

**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 regular session, open to the public, on the 24th day of January 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:33 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Absent
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Present

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of Harris County Housing Authority and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paula Burns, Paul Curry, Debra McCray, Yolana Kindle, Angela Miller, and Vivian Clark of Harris County Housing Authority; Cody Holder, Lance Gilliam, and Wanda LeBlanc were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Chairman Womack invited Vice Chairman Gonzalez to open the meeting with a prayer, followed by Commissioner Wright, who led the Pledge of Allegiance, and Commissioner Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM DECEMBER 14, 2017

Commissioner Wright moved to approve the minutes from the December 14, 2017 board meeting, Vice Chairman Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Cody Holder thanked the Board of Commissioners and the staff on the work regarding Westlock. Wanda LeBlanc mentioned that Judge Ed Emmett's schedule is hectic.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report by providing updates on Low Income Housing Tax Credit Program, Tax Reform Law of 2017, and Affirmatively Furthering Fair Housing Program. In addition, Mr. Allison informed the Board that he would send the newly created Monthly Report to each Board member for review.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements from November 2017. The consolidated budget reflected revenue being over budget by 27% and expenses being over budget by 10%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented information on the lease-up rates for the HCV program. For November 2017, the HCV program lease-up rate was 96.0%, and the year-to-date is 101.8%, Veterans Affairs Supportive Housing program lease-up rate was 85.4%, and the year-to-date is 86.6%, Jackson Hinds Single Room Occupancy program lease-up rate was 97.2%, and the year-to-date rate is 95.8%, and the Thomas Moderate Rehabilitation program lease-up rate was 100%, and the year-to-date rate is 96.1%. The Homeownership Program had one home closing in December. Lastly, Ms. McCray informed the Board that HCHA has a team of staff members participating in the annual homeless census count, led by the Coalition for the Homeless. The HCHA staff will be working in the city of Pasadena, Texas.

Samson Babalola reviewed the status of properties within the Affordable Housing Division. Mr. Babalola gave an overview of all our existing properties by stating that they are currently 98% leased or above with the exception of Magnolia Estates. Mr. Babalola also reviewed the Operating Expenses for each property and answered questions regarding the units affected by Hurricane Harvey for Magnolia Estates. Chairman Womack asked that HCHA staff follow up with the families that were displaced.

Mr. Babalola moved to working developments. Regarding the Retreat at Westlock, Mr. Babalola informed the Board of the work that was completed on the punch list of construction deficiencies. Additionally, there are 62 units occupied, and a total of 138 units have been turned over to management for leasing. Mr. Babalola mentioned that Fenix Estates construction activities continue to progress well. The project is still expected to be complete by November 2018. Chairman Womack asked Mr. Babalola to coordinate a Fenix Estates site visit for the Board of Commissioners. Additionally, Mr.

Allison added that he gave an update to Councilman Robert Gallegos and his office was very pleased with how well Fenix Estates is progressing.

Mr. Babalola reviewed proposed developments. Center for Civic and Public Policy Improvements (CCPPI), the proposed project known as Emancipation East and West, will seek alternative financing due to its low score on the tax credit pre-application. METRO staff has submitted the appraisal for Bernicia Place to the Federal Transit Administration.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the negotiation and execution of a contract for debt collection and related legal services

This resolution authorizes the negotiation and execution of a contract for debt collection and related legal services.

Commissioner Wright moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-01)

ACTION ITEM 3:

Resolution approving the fiscal year ending March 31, 2018 Budget Revision #1

This resolution approves the fiscal year ending March 31, 2018 Budget Revision #1.

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried. (18-02)

ACTION ITEM 4:

Resolution approving revisions to HCHA's Administrative Plan

This resolution approves revisions to HCHA's Administrative Plan.

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Wright seconded, and the motion carried. (18-03)

ACTION ITEM 5:

Resolution approving the Harris County Housing Authority's (HCHA) 2018 Public Housing Authority (PHA) Plan

This resolution approves the HCHA's 2018 PHA Plan.

Commissioner Wright moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried. (18-04)

ACTION ITEM 6:

Resolution authorizing the Chief Executive Officer to execute a contract amendment with DAE & Associates, LTD D/B/A Geotech Engineering and Testing for material testing services for Fenix Estates

This resolution authorizes the Chief Executive Officer to execute a contract amendment

with DAE & Associates, LTD D/B/A Geotech Engineering and Testing for material testing services for Fenix Estates.

Commissioner Wright moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-05)

ACTION ITEM 7:

Resolution authorizing the Chief Executive Officer of Harris County Housing Authority (HCHA) to enter into an Inter-Local Agreement with the Houston Housing Authority (HHA) to construct, develop, own, and operate Emancipation East and West within the boundaries of HHA

This resolution authorizes the Chief Executive Officer of HCHA to enter into an Inter-Local Agreement with the HHA to construct, develop, own, and operate Emancipation East and West within the boundaries of HHA.

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Wright seconded, and the motion carried. (18-06)

ACTION ITEM 8:

Resolution to approve the selection of an accounting firm and authorizing the manager for the general partnerships to negotiate and execute an engagement letter for tax credit accounting and financial services for Harris County Housing Authority's Affordable Housing Developments

This resolution approves the selection of an accounting firm and authorizes the manager for the general partnerships to negotiate and execute an engagement letter for tax credit accounting and financial services for Harris County Housing Authority's Affordable Housing Developments.

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Villarreal seconded, and the motion carried. (18-07)

ACTION ITEM 9:

Resolution of Harris County Housing Authority (HCHA) approving and authorizing HCHA Redevelopment Authority, Inc. (Corporation) to execute a first amendment to the construction contract for general contracting services

This resolution of HCHA approves and authorizes the Corporation to execute a first amendment to the construction contract for general contracting services.

Commissioner Wright moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-08)

VIII. EXECUTIVE SESSION

The Board went into executive session at 2:37 p.m.

IX. RECONVENE

The Board of Commissioners reconvened into public session at 4:09 p.m.



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

Houston, Texas

February 26, 2018

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 regular session, open to the public, on the 26th day of February 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:33 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Absent
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Present

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paula Burns, Paul Curry, Debra McCray, Yolana Kindle, Terrance James, and Vivian Clark of HCHA; Cody Holder, and Wanda LeBlanc were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Chairman Womack invited Debra McCray to open the meeting with a prayer, followed by Commissioner Wright, who led the Pledge of Allegiance, and Commissioner Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM JANUARY 26, 2018

Commissioner Wright moved to approve the minutes from the January 26, 2018 board meeting, Vice Chairman Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

There were no public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report by providing updates on HCHA Administration Plan, Standard Operating Procedures, Cypresswood Loan Modification, Westlock Construction Loan Extension, 2018-2019 Budget Discussions – possible impact on subsidized Housing Program, Hurricane Harvey - HUD recognition, and the Affirmatively Furthering Fair Housing Program. Mr. Allison discussed the proposed 2019 Budget and Programmatic changes relating to Public Housing contained in the President's 2019 Budget. President Trump's office is proposing \$840 million in cuts in HAP assistance, which directly affects resident's rental assistance and a \$110 million decrease in Administrative fees, which affects Housing Authorities' ability to operate successfully. Additionally, there are major changes that will affect our residents, including but not limited to the following:

- Increasing the amount of rent that residents would pay from 30 percent to 35 percent of their unadjusted income.
- Eliminating some deductions, such as the childcare deduction, will increase the burden on working families.
- Increasing the minimum rent amount from \$50.00 per household to \$150.00.
- Proposing that all adult members in the household must work a minimum of 32 hours per week or participate in a bonafide education or training program.

Additionally, for Public Housing, they are proposing to cut the capital fund program. There is already a backlog in this area, and it has not improved. They are looking at the elimination of the Community Development Block Grant Program. Housing Industry Groups are sending in rebuttals to the President's proposed changes.

Mr. Allison was happy to report that HCHA received a call from the local HUD office informing him that the HUD Washington office wanted to thank HCHA staff for the work that was done during Hurricane Harvey. Mr. Allison also acknowledged Terrance James and the spreadsheet he created to help eliminate the time required to process the household rent estimator. Lastly, Mr. Allison discussed the Monthly Reports and statistics that HCHA will improve upon.

Chairman Womack mentioned that he would like to see if we could lock in the interest rate as soon as possible for the Cypresswood loan refinancing and issue a press release regarding the recognition by HUD. Mr. Allison answered questions from the Board of Commissioners.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements from December 2017. The consolidated budget reflected revenue being over budget by 8% and expenses being over budget by 2%. Mr. Curry answered questions from the Board of Commissioners.

VII. DEPARTMENT PRESENTATION

Debra McCray presented information on the lease-up rates for the HCV program for the year 2017. The HCV program increased 3.6%, Veterans Affairs Supportive Housing program increased 2.7%, Jackson Hinds Single Room Occupancy program increased 1.3%, and the Thomas Moderate Rehabilitation program had no increase or decrease. [HA1] The Homeownership Program had one home closing on February 21, 2018 and one pending execution of a sales contract. The Homeownership Fair is rescheduled for April 7, 2018. SEMAP is due May 30, 2018.

Samson Babalola reviewed the status of properties within the Affordable Housing Division. Mr. Babalola gave an overview of all our existing properties by stating that they are currently 98% leased or above except for Magnolia Estates. Mr. Babalola informed the Board that the construction contract for Magnolia Estates has been executed and the contractor has started work on the 24 affected units. Mr. Babalola reviewed the operating expenses for each property and answered questions regarding the affected units at Magnolia Estates.

Mr. Babalola moved to working developments. Regarding the Retreat at Westlock, Mr. Babalola informed the Board that all 140 units are now available for lease, 84 units are currently occupied, and 16 units are pre-leased. Additionally, Mr. Babalola informed the board that ITEX is addressing deficiencies regarding the swimming pool and masonry work. Mr. Babalola reviewed the construction activities and progress for Fenix Estates. Mr. Babalola answered questions from the Board of Commissioners.

Mr. Babalola reviewed proposed developments. METRO staff is still waiting to receive a response from the Federal Transit Administration for Bernicia Place. Lastly, Mr. Babalola mentioned that there is an RFP soliciting developer partner for which the responses are due by February 26, 2018. Chairman Womack asked that the Board of Commissioners be informed regarding the issuance of all Request for Proposal, Request for Qualification or Request for Quote.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution approving a memorandum of understanding with the Houston Housing Authority to perform inspections and/or verify rent reasonableness at the partner agency's request

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Wright seconded, and the motion carried. (18-09)

ACTION ITEM 3:

Resolution authorizing the renewal of the software support contract with Happy Software, Inc.

Commissioner Wright moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-10)

ACTION ITEM 4:

Resolution authorizing a contract for janitorial services

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Wright seconded, and the motion carried. (18-11)

ACTION ITEM 5:

Resolution authorizing the CEO to exercise the first of two renewal options to the interlocal agreement with Harris County, the City of Houston, and Houston Housing Authority for the housing search and location tool

Commissioner Wright moved to approve the resolution, Vice Chairman Gonzalez seconded, and the motion carried. (18-12)

VIII. EXECUTIVE SESSION

The Board went into executive session at 2:35 p.m.

IX. RECONVENE

The Board of Commissioners reconvened into public session at 3:39 p.m.

X. ADJOURNMENT

Commissioner Wright moved to adjourn at 3:40 p.m., Vice Chairman Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 22nd day of March 2018.



Gerald Womack, Chairman



Horace Allison, Secretary

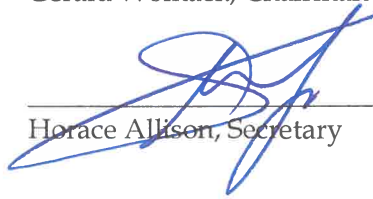
X. ADJOURNMENT

Commissioner Wright moved to adjourn at 4:14 p.m., Vice Chairman Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 26th day of February 2018.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

March 22, 2018

**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 regular session, open to the public, on the 22nd day of March 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:32 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Present

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, and Yolana Kindle of HCHA; Wanda LeBlanc was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Commissioner Wright opened the meeting with a prayer, followed by Commissioner Ellis, who led the Pledge of Allegiance, and Vice Chairman Gonzalez, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM FEBRUARY 26, 2018

Commissioner Wright moved to approve the minutes from the February 26, 2018 board meeting, Vice Chairman Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Wanda LeBlanc provided updates from the Judge Ed Emmett's office.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the goals and objectives for Fiscal Year 2019, topics and issues discussed during the Veteran Affairs Supportive Housing (VASH) program property owners' meeting conducted on March 13, 2018, and details related to the Housing Choice Voucher (HCV) program monthly report. Mr. Allison outlined the thirteen goals and objections and stated that the staff will narrow the goals and objectives down to the top five or six. Mr. Allison mentioned that he is continuing discussions with VASH program representatives about leasing space at Fenix Estates and of the need to fully utilize the allotted vouchers, i.e. leased-up. Lastly, Mr. Allison reviewed the following HCV program activities:

- Annual Recertifications
- Intake Briefings
- Inspections
- Inspections by Type
- Market Analysis
- Rent Reasonableness
- Terminations

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA and Affordable Housing Developments from January 2018. The consolidated budget reflected revenue being over budget by 7% and expenses being over budget by 3%. In addition, Mr. Curry presented the newly created financial statements for the affordable housing developments. Mr. Curry answered questions from the Board of Commissioners.

VII. DEPARTMENT PRESENTATION

Debra McCray presented information on the lease-up rates for the HCV program. For January 2018, the HCV program lease-up rate and the year-to-date was 94.1%, Veterans Affairs Supportive Housing program lease-up rate was 86%, and the year-to-date is 86%, Jackson Hinds Single Room Occupancy program lease-up rate was 97.2%, and the year-to-date rate is 97.2%, and the Thomas Moderate Rehabilitation program lease-up rate was 100%, and the year-to-date rate is 100%. The Homeownership Program did have one home closing and it will show on next month's report. Ms. McCray notified the Board that HCHA has started issuing vouchers. Briefings were scheduled in February, March, and three briefings were scheduled for April 2018 to increase lease-up activity. Ms. McCray mentioned that the staff will use the two-year tool to assist in tracking and achieving our lease-up goals. Lastly, Ms. McCray notified the Board that a Section Eight Management Assessment Program (SEMAP) certification submission resolution is on the agenda and that the SEMAP submission is due on or before May 30, 2018.

Samson Babalola reviewed the status of properties within the Affordable Housing

Division. Mr. Babalola gave an overview of all our existing properties by stating that they are currently 98% leased or above except for Magnolia Estates, which is currently 85% leased. Mr. Babalola informed the Board that some of the 24 flood damaged units at Magnolia Estates should be completed and ready for lease in June. Mr. Babalola answered questions regarding the flood-damaged units at Magnolia Estates.

Mr. Babalola moved to working developments. Regarding the Retreat at Westlock, Mr. Babalola informed the Board that ITEX is addressing deficiencies regarding the swimming pool and masonry brickwork. Mr. Babalola stated that 90 units are occupied, 9 additional units will be occupied by the end of March, with 40 units remaining to be leased. Mr. Babalola reviewed the construction activities and progress for Fenix Estates and answered questions from the Board of Commissioners.

Mr. Babalola reviewed proposed developments. METRO staff is still waiting for the Federal Transit Administration to complete its review of the Bernicia Place proposal. Lastly, Mr. Babalola mentioned that the market study and Phase I Environmental Assessment have commenced for Emancipation East and West.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution approving a memorandum of understanding between the Harris County Housing Authority (HCHA) and SEARCH Homeless Services (SEARCH)

Commissioner Wright moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-13)

ACTION ITEM 3:

Resolution approving renewal of an Interlocal Agreement for the provision of insurance programs

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Ellis seconded, and the motion carried. (18-14)

ACTION ITEM 4:

Resolution approving the budget for fiscal year 2019, beginning April 1, 2018 and ending March 31, 2019

Commissioner Ellis moved to approve the resolution, Commissioner Wright seconded, and the motion carried. (18-15)

ACTION ITEM 5:

Resolution authorizing Harris County Housing Authority (Authority) to withdraw as the sole member of HCHA Cypresswood Estates, LLC (Company) and authorizing HCHA Redevelopment Authority, Inc. (Corporation) to become the sole member of the Company, and authorizing the Authority and the Corporation to take such other steps as the Corporation deems necessary or convenient to carry out these resolutions

Commissioner Wright moved to approve the resolution, Vice Chairman Gonzalez seconded, and the motion carried. (18-16)

ACTION ITEM 6:

Resolution authorizing the negotiation and execution of a memorandum of understanding with developers of affordable multi-family housing

This resolution was tabled.

ACTION ITEM 7:

Resolution approving the submission of the Section Eight Management Assessment Program certification to the Department of Housing and Urban Development

Commissioner Villarreal moved to approve the resolution, Vice Chairman Gonzalez seconded, and the motion carried. (18-17)

VIII. EXECUTIVE SESSION

The Board went into executive session at 2:52 p.m.

IX. RECONVENE

The Board of Commissioners reconvened into public session at 3:20 p.m.

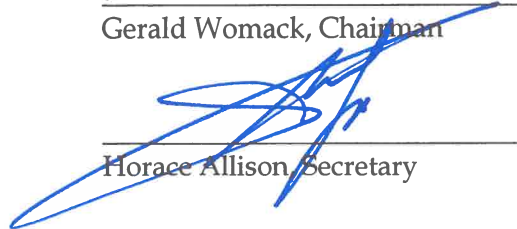
X. ADJOURNMENT

Vice Chairman Gonzalez moved to adjourn at 3:21 p.m., Commissioner Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 18th day of April 2018.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

April 18, 2018

**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 regular session, open to the public, on the 18th day of April 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:32 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Absent

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, and Vivian Clark of HCHA; Lance Gilliam was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Commissioner Gonzalez opened the meeting with a prayer, followed by Commissioner Ellis, who led the Pledge of Allegiance, and Commissioner Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM MARCH 22, 2018

Vice Chairman Gonzalez moved to approve the minutes from the March 22, 2018 board meeting, Commissioner Ellis seconded, and the motion carried.

IV. PUBLIC COMMENTS

Lance Gilliam provided updates from Commissioner Rodney Ellis' office.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the Fiscal Year 2018 Omnibus Bill Released; HUD Funding up by 10 percent, HUD Training on Financial Risk and Financial Management, Texas NAHRO Conference, and details related to the Housing Choice Voucher (HCV) program monthly report. Mr. Allison highlighted the various Federal Housing Appropriations and noted funding increases. Additionally, Mr. Allison provided an overview of the HUD Training that he attended about Financial Risks. Mr. Allison mentioned that he and Debra McCray attended the Texas NAHRO Conference and outlined some of the topics discussed. They have both been asked to serve on committees representing Harris County Housing Authority. Lastly, Mr. Allison reviewed the following HCV program activities:

- Annual Recertifications

- Intake Briefings

- Inspections

- Inspections by Type

- Market Analysis

- Waitlist Summary

- Fungibility Program

- Voucher Utilization

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from February 2018. The consolidated budget reflected revenue being over budget by 7% and expenses being over budget by 3%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented information on the lease-up rates for the HCV program. For February 2018, the HCV program lease-up rate and the year-to-date was 94%, Veterans Affairs Supportive Housing program lease-up rate was 86%, and the year-to-date is 86%, Jackson Hinds Single Room Occupancy program lease-up rate was 93%, and the Thomas Moderate Rehabilitation program lease-up rate was 100%. Ms. McCray informed the Board that efforts continue to be accelerated to increase lease-up activity. Lastly, Ms. McCray was excited to notify the Board that the Homeownership Program had three home closings and another one scheduled for the end of the month of April. Ms. McCray presented a photo of one of the families that recently closed on a home. The photo reflected the family standing outside of their new home. Chairman Womack asked that the photo be sent to the County Commissioners offices. Ms. McCray will also bring back the map showing the locations of where the homes were purchased.

Samson Babalola reviewed the status of properties within the Affordable Housing

Division. Mr. Babalola gave an overview of all our existing properties by stating that they are currently 97% leased or above except for Magnolia Estates. Mr. Babalola informed the Board that sheetrock, doors, and trim have been installed in all 24 flood damaged units at Magnolia Estates. Mr. Babalola also reviewed the financial statements for all existing developments.

Mr. Babalola moved to working developments. Regarding the Retreat at Westlock, Mr. Babalola informed the Board that this project is close to completion. ITEX continues to address the deficiencies regarding the swimming pool and masonry brickwork. Mr. Babalola stated that as of the reporting month of February, 94 units are occupied, however, as of the date of this report, 104 units are occupied. Mr. Babalola reviewed the construction activities and progress for Fenix Estates and answered questions from the Board of Commissioners.

Mr. Babalola reviewed proposed developments. There were no new updates for METRO. Chairman Womack asked that we keep him informed of any new progress. Lastly, Mr. Babalola mentioned that the market study is due and should help determine the next steps for the Emancipation East-West project.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing and approving travel expenses for Horace Allison and Debra McCray

Commissioner Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-18)

ACTION ITEM 3:

Resolution authorizing the negotiation and execution of a memorandum of understanding with developers of affordable multi-family housing

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Ellis seconded, and the motion carried. (18-19)

VIII. EXECUTIVE SESSION

The Board went into executive session at 2:27 p.m.

IX. RECONVENE

The Board of Commissioners reconvened into public session at 3:18 p.m.

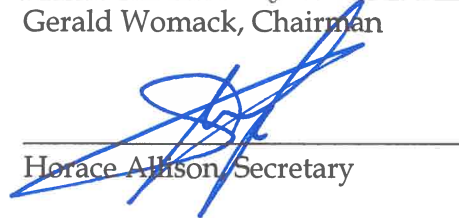
X. ADJOURNMENT

Commissioner Villarreal moved to adjourn at 3:20 p.m., Commissioner Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of May 2018.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

May 16, 2018

**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 regular session, open to the public, on the 16th day of May 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:32 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Absent

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, and Vivian Clark of HCHA; Lance Gilliam was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Horace Allison opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Commissioner Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM APRIL 18, 2018

Commissioner Joe Ellis moved to approve the minutes from the April 18, 2018 board meeting, Vice Chairman Roberto Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Mr. Allison commented regarding the passing of Lynwood Johnson.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the HUD Study, Discrimination Against Families with Children in the Rental Housing Markets, HUD Proposes Rent Legislation Fiscal Year 2018 Omnibus Bill; and details related to the Housing Choice Voucher (HCV) program monthly report. Additionally, Mr. Allison highlighted notable facts contained in the HUD Study and the Proposed Rent Reform Legislation. Lastly, Mr. Allison reviewed the following HCV program activities:

- Annual Recertifications
- Intake Briefings
- Inspections
- Inspections by Type
- Terminations
- Market Analysis
- Waitlist Summary
- Voucher Utilization
- Fungibility
- Utilization (Voucher/Funding)

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from March 2018. The consolidated budget reflected revenue being over budget by 18% and expenses being over budget by 3%. Mr. Curry also explained the expenses for the existing properties.

VII. DEPARTMENT PRESENTATION

Debra McCray presented information on the lease-up rates for the HCV program. For March 2018, the HCV program lease-up rate and the year-to-date was 94%, Veterans Affairs Supportive Housing program lease-up rate was 86%, Jackson Hinds Single Room Occupancy program lease-up rate was 92%, and Thomas Moderate Rehabilitation program lease-up rate was 100%. Ms. McCray also informed the Board that the Homeownership Program had one closing, and two pending loan approvals during April of 2018. Ms. McCray reviewed the updated map showing the locations of homes purchased through HCHA Homeownership Program. Additionally, Ms. McCray informed the board that HCHA staff and Chairman Womack attended a meeting with Houston Association of Realtors (HAR) to discuss HCHA's Homeownership Program. Lastly, Ms. McCray notified the board that the SEMAP Certification was submitted and is being reviewed by the Houston Office of the US Department of Housing and Urban Development.

Samson Babalola reviewed the status of properties within the Affordable Housing Division. Mr. Babalola gave an overview of all our existing properties by stating that they

are currently 98% leased or above except for Magnolia Estates. Mr. Babalola informed the Board that cabinets and flooring had been installed in all 24 flood damaged units at Magnolia Estates.

Mr. Babalola moved to working developments. Regarding the Retreat at Westlock, Mr. Babalola informed the Board that all swimming pool deficiencies have been completed and are compliant with Americans with Disabilities Act guidelines. Mr. Babalola stated that 105 units are occupied, 14 units are pre-leased, and we are working to close out the construction phase of the Retreat at Westlock. Mr. Babalola reviewed the construction activities and progress for Fenix Estates.

Mr. Babalola reviewed proposed developments. Currently, there are no new updates regarding the METRO project. Lastly, Mr. Babalola mentioned that the market study and Phase II Environmental Assessment are underway for Emancipation East and West.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution rescinding resolution 18-09 and approving an Interlocal Agreement with the Houston Housing Authority to perform inspections and/or verify rent reasonableness at the partner agency's request

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-20)

ACTION ITEM 3:

Resolution approving revisions to the Harris County Housing Authority's (HCHA) Administrative Plan

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-21)

ACTION ITEM 4:

Resolution approving the revision of the Harris County Housing Authority's (HCHA) 2018 Annual Public Housing Authority (PHA) plan

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-22)

ACTION ITEM 5:

Resolution adopting revisions to Harris County Housing Authority's (HCHA) Check Writing Policy

Commissioner Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-23)

ACTION ITEM 6:

Resolution approving the adoption of the Succession Plan for the Executive Director and Chief Executive Officer of the Harris County Housing Authority

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-24)

ACTION ITEM 7:

Resolution authorizing the HCHA to enter into an Interlocal Agreement with Harris County for the provision of legal services

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-25)

ACTION ITEM 8:

Resolution to approve the award of a contract for third-party construction cost estimating and analysis services for Fenix Estates

Vice Chairman Roberto Gonzalez moved to table this resolution, Chairman Gerald Womack seconded, and the motion carried.

VIII. EXECUTIVE SESSION

The Board went into executive session at 2:42 p.m.

IX. RECONVENE

The Board of Commissioners reconvened into public session at 3:29 p.m.

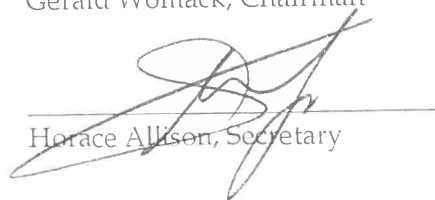
X. ADJOURNMENT

Vice Chairman Roberto Gonzalez moved to adjourn at 3:30 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 27th day of June 2018.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

June 27, 2018

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 regular session, open to the public, on the 27th day of June 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:32 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Absent
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Present

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paula Burns, Paul Curry, J.R. Harris, Debra McCray, and Vivian Clark of HCHA; HCHA Interns Tiana Williams, Kierra Cole, Destiny Zapata, and Mariel Petty. Wanda LeBlanc was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Horace Allison opened the meeting with a prayer, followed by Commissioner Kerry Wright, who led the Pledge of Allegiance, and Commissioner Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM MAY 16, 2018

Commissioner Joe Villarreal moved to approve the minutes from the May 16, 2018 board meeting, Vice Chairman Roberto Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Scott Lemond introduced J.R. Harris from the Harris County Attorney's Office. Mr. Harris will help to support HCHA's legal team. Mr. Allison introduced the interns. Wanda LeBlanc mentioned the upcoming Bond Election.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the NAHRO National Award of Excellence for the Retreat at Westlock, Housing Choice Voucher (HCV) Monthly Report, GLO Funding, Housing Choice Voucher Program Two Year Tool Training, Cypresswood Estates – Amendment #4, Harris County Community Services Department – Harvey Stakeholder Meeting, and Homeownership Roundtable. Mr. Allison noted that we are currently under leased and the staff is working hard to increase the lease rate. We are monitoring our increased lease-up activity utilizing the Two-Year Tool. The HCV staff has scheduled three to four waitlist briefings each week to screen and issue vouchers to eligible clients. Mr. Allison discussed the status of the General Land Office (GLO) Funding and the progress being made on the refinancing of Cypresswood Estates. Mr. Allison informed the board that we had received from the US Department of Housing and Urban Development (HUD) approval of the 2017 HCHA Independent Audit. Mr. Allison also answered questions from the Board of Directors.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from April 2018. The consolidated budget reflected revenue being over budget by 3% and expenses being under budget by 5%. Mr. Curry also explained the expenses for the existing properties.

VII. DEPARTMENT PRESENTATION

Debra McCray presented information on the six-month lease-up rates for the HCV program. The HCV program lease-up rate and the year-to-date was 94%, Veterans Affairs Supportive Housing program lease-up rate was 86%, Jackson Hinds Single Room Occupancy program lease-up rate was 92%, and Thomas Moderate Rehabilitation program lease-up rate was 100%. Ms. McCray also informed the Board that the Homeownership Program had one closing in June and one more in July. Additionally, we have five families currently searching for a home to purchase. Ms. McCray informed the board that HCHA staff attended training with the Houston Association of Realtors (HAR) to explain how the HCHA's Homeownership Program works. Lastly, Ms. McCray notified the board that SEMAP is still reporting at 100%.

Samson Babalola reviewed the status of properties within the Affordable Housing Division. Mr. Babalola gave an overview of all our existing properties by stating that they are currently 98% leased or above except for Magnolia Estates. Mr. Babalola informed the Board that 18 of the 24 units are completed, and the remaining 6 units will be turned over to management for leasing by the end of the month. There are 6 units occupied, 16 units

are pre-leased, and 8 of the 24 families are returning. Mr. Babalola answered questions regarding Magnolia Estates.

Mr. Babalola moved to working developments. Regarding the Retreat at Westlock, Mr. Babalola informed the Board that 121 units are occupied, 12 units are leased and 7 units are vacant. Mr. Babalola informed the Board that the property manager is working hard to get the last 7 units leased. Mr. Babalola reviewed development photos of Fenix Estates. Mr. Babalola informed the Board that Fenix Estates is estimated to be about 45% complete and that the stucco application has started in Building 3.

Mr. Babalola reviewed proposed developments. Currently, there are no new updates regarding the METRO project. Mr. Babalola stated that he plans to set up a meeting next month to see how we can move forward regarding this project. Lastly, Mr. Babalola mentioned that the Phase II Environmental Assessment for the Emancipation East and West site is complete and indicates no further investigation is required.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the negotiation and execution of a contract for Inspection Services

Commissioner Kerry Wright moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-26)

ACTION ITEM 3:

Resolution approving the following actions: (i) renaming the development currently known as Fenix Estates and (ii) such other actions necessary or convenient to carry out this resolution

Vice Chairman Roberto Gonzalez moved to table this resolution, Commissioner Kerry Wright seconded, and the motion carried.

ACTION ITEM 4:

Resolution authorizing travel expenses for Horace Allison

Commissioner Kerry Wright moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-27)

ACTION ITEM 5:

Resolution authorizing the execution of the fourth amendment to the agreement between Harris County and Harris County Housing Authority for the Cypresswood Estates project

Commissioner Kerry Wright moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-28)

ACTION ITEM 6:

Resolution authorizing the Harris County Housing Authority Public Facility Corporation, to enter into the fourth amendment to the agreement between Harris County and Harris County Housing Authority Public Facility Corporation for the Retreat at Westlock; and authorizing the Corporation to take such other steps as the Corporation deems necessary or convenient to carry out this resolution

Commissioner Joe Villarreal moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-29)

VIII. EXECUTIVE SESSION

The Board went into executive session at 2:48 p.m.

IX. RECONVENE

The Board of Commissioners reconvened into public session at 3:31 p.m.

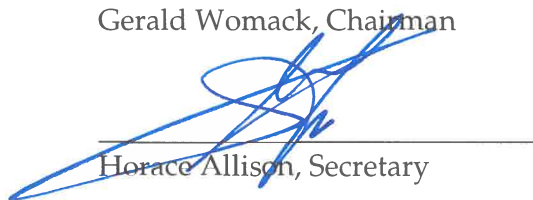
X. ADJOURNMENT

Commissioner Kerry Wright moved to adjourn at 3:33 p.m., Vice Chairman Roberto Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 18th day of July 2018.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

July 18, 2018

**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 regular session, open to the public, on the 18th day of July 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:38 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Absent
Joe Ellis	Commissioner	Present
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Absent

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paula Burns, Paul Curry, Yolana Kindle, Debra McCray, and Vivian Clark of HCHA; Wanda LeBlanc; Latisha Sterling from Fort Bend Independent School District; Anita Bouges, Veterans Affairs Case Manager; and Thomas Kirk, Veterans Affairs Supportive Housing (VASH) participant were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Horace Allison opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Commissioner Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM JUNE 27, 2018

Commissioner Joe Ellis moved to approve the minutes from the June 27, 2018 board meeting, Commissioner Joe Villarreal seconded, and the motion carried.

IV. PUBLIC COMMENTS

Thomas W. Kirk, HUD VASH participant, addressed his concerns.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the NAHRO Fenix Estates Presentation, NAHRO 2018 Agency Award of Excellence for the Retreat at Westlock, Development Opportunity - Magnificat House, Request for Proposal (RFP) for Developer Partners, 2018 State of the Nation's Housing, and Housing Choice Voucher (HCV) Monthly Report. Mr. Allison pointed out that Fenix Estates would be one of three developments presented at the NAHRO Summer Conference in which commercial and residential space in combination was used as a catalyst to spur community redevelopment activities. Mr. Allison also discussed the two-page handout that would be distributed at the conference for the NAHRO 2018 Agency Award of Excellence for the Retreat at Westlock. Mr. Allison addressed the opportunity to develop affordable housing on land owned by Magnificat House and the RFP for Developer Partners. Mr. Allison highlighted facts from the 2018 State of the Nation's Housing study by Harvard's Joint Center for Housing Studies and reviewed the HCV Monthly Report. Lastly, Mr. Allison thanked HCHA staff members, Debra McCray, Vanessa Hinojosa, and Phylcia Torres for achieving the quality control inspection goal of 5 percent.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from May 2018. The consolidated budget reflected revenue being over budget by 3% and expenses being under budget by 5%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented information on the six-month lease-up rates for the HCV program. The HCV program six-month average was 93.5%, and the year-to-date was 93.2%, Veterans Affairs Supportive Housing program six-month average was 85.6%, and the year-to-date was 85.4%, Jackson Hinds Single Room Occupancy program six-month average was 91.7% and year-to-date was 90.3%, and Thomas Moderate Rehabilitation program six-month and year-to-date was 100%. Ms. McCray also informed the Board that the Homeownership Program had one closing in June and one more in July. Additionally, we have six families currently searching for a home to purchase. Lastly, Ms. McCray notified the board that she contacted the Houston Housing Authority and inquired about their Homeownership Program. She will review their plan and determine if there are any takeaways that we can add to make our program better.

Samson Babalola reviewed the status of properties within the Affordable Housing Division. Mr. Babalola gave an overview of all existing properties by stating that they are currently 97% leased or above except for Magnolia Estates and Retreat at Westlock. Mr. Babalola informed the Board that all 24 units at Magnolia Estates are complete and were turned over to management for leasing. Mr. Babalola stated that 127 units are occupied, 6 units are leased, and 7 units are vacant at the Retreat at Westlock. Mr. Babalola will look into the ongoing marketing efforts for the Retreat at Westlock.

Mr. Babalola moved to working developments. Regarding Fenix Estates, Mr. Babalola informed the Board that we are roughly 47% complete. The City of Houston will be out to conduct Mechanical, Electrical, and Plumbing inspections for Building 1. Mr. Babalola reviewed development photos of Fenix Estates. Mr. Babalola answered questions from the Board.

Mr. Babalola reviewed proposed developments and mentioned that we are still working with the Center for Civic & Public Policy Improvement and Trinity East United Methodist Church to acquire additional land for the Emancipation East and West development. Additionally, Mr. Babalola informed the Board that HCHA staff is working with Herman Kittle Properties and LDG Development, LLC on finalizing a Memorandum of Understanding (MOU) to move forward with their respective proposed projects.

Lastly, Mr. Babalola mentioned that the METRO staff is working to coordinate a meeting to discuss moving forward on the Southeast Transit Center site. The assistance of Chairman Gerald Womack was requested in facilitating the meeting request.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the execution of a contract for a wage/salary comparability study

Commissioner Joe Ellis moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (18-30)

ACTION ITEM 3:

Resolution authorizing the Chief Executive Officer to negotiate and enter into a contract for photocopier services

Commissioner Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-31)

ACTION ITEM 4:

Resolution approving a memorandum of understanding to provide Housing Choice Voucher Program - Inspection Services for the Rosenberg Housing Authority

Commissioner Joe Ellis moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (18-32)

ACTION ITEM 5:

Resolution authorizing the negotiation and execution of a contract for electrical services

Commissioner Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-33)

ACTION ITEM 6:

Resolution approving the following actions: (i) renaming the development currently know as Fenix Estates and (ii) such other actions necessary or convenient to carry out this resolution

Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-34)

VIII. ADJOURNMENT

Commissioner Joe Ellis moved to adjourn at 2:35 p.m., Commissioner Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of August 2018.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

August 15, 2018

**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 regular session, open to the public, on the 15th day of August 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:33 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Absent

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paula Burns, Paul Curry, JR Harris, Yolana Kindle, Debra McCray, and Vivian Clark of HCHA; Wanda LeBlanc, Lance Gilliam, and David Riddle were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

David Riddle opened the meeting with a prayer, followed by Commissioner Joe Villarreal, who led the Pledge of Allegiance, and Commissioner Joe Ellis, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM JULY 18, 2018

Vice Chairman Roberto Gonzalez moved to approve the minutes from the July 18, 2018 board meeting, Commissioner Joe Villarreal seconded, and the motion carried.

IV. PUBLIC COMMENTS

Lance Gilliam and JR Harris provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the U.S. Department of Housing and Urban Development (HUD) notice regarding the Voluntary Transfer and Consolidation of Housing Choice Vouchers (HCV) Programs, the NAHRO conference panel presentation update on Fenix Estates (The Villas at Eastwood), the NAHRO 2018 Agency Award of Excellence for the Retreat at Westlock, the NAHRO Commissioner's Training and Certification, Hurricane Harvey Community Development Block Grant Disaster Recovery (CDBG-DR) Funding, HCV Monthly Report and Staff Training. Mr. Allison informed the board about HUD's voluntary notice, which allows smaller public housing agencies to consolidate HCV programs. Mr. Allison pointed out that the Fenix Estates presentation was a great success. Additionally, Harris County Housing Authority (HCHA) received the 2018 National Award of Merit for Program Innovation – Project Design from NAHRO. Mr. Allison noted that several NAHRO conference attendees were astonished by HCHA's developments. A press release will be sent out acknowledging the award. Mr. Allison also noted that Chairman Womack attended the Commissioner's Guide to Monitoring and Oversight training. Chairman Womack received a certificate of completion from NAHRO. Mr. Allison discussed the categories and amounts of funding allocated to Harris County under the first round of Hurricane Harvey CDBG-DR funds. The Harris County Action Plan was approved by the State of Texas and provides for project funding sizes from a minimum of \$500,00.00 to a maximum of \$5,000,000.00. Mr. Allison informed the Board that we are under leased and staff continues to work to lease up units. The Landlord Briefing is scheduled for August 24, 2018. Lastly, Mr. Allison reviewed the HCV Monthly Report and acknowledged various staff members that have completed training approved by the Board of Commissioners.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from June 2018. The consolidated budget reflected revenue being under budget by 10% and expenses being under budget by 6%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease up rates for the month of June for the HCV program. The HCV program was 95.5%, and the year-to-date was 93.6%, Veterans Affairs Supportive Housing program was 88.0%, and the year-to-date was 85.9%, Jackson Hinds Single Room Occupancy program was 86.1% and year-to-date was 90.1%, and Thomas Moderate Rehabilitation program six-month, and year-to-date was 100%. Ms. McCray also informed the Board that the Homeownership Program had one closing in June and July bringing the total to thirty-two homes closing. Additionally, we have six families currently searching for a home to purchase.

Samson Babalola reviewed the status of properties within the Affordable Housing Division. Mr. Babalola gave an overview of all existing properties by stating that they are currently 95% leased or above except Retreat at Westlock. Mr. Babalola informed the Retreat at Westlock is above 90%, and 129 units are occupied, 7 units are leased, and 4 units are vacant. Mr. Babalola also reported on the ongoing marketing efforts by ITEX for the Retreat at Westlock.

Mr. Babalola moved to working developments. Regarding Fenix Estates (The Villas at Eastwood), Mr. Babalola informed the Board that we are roughly 51% complete. Mr. Babalola reviewed the construction status and photos of each of the three buildings. The target completion date is late Spring 2019.

Mr. Babalola reviewed proposed developments. Mr. Babalola and Mr. Allison are scheduling a meeting with the METRO Government Relations contact regarding the METRO Southeast Transit project. Mr. Babalola also mentioned that staff is still working with the Center for Civic & Public Policy Improvement on finalizing the Memorandum of Understanding (MOU) with a possible partnership with Trinity East United Methodist Church for the Emancipation East and West development. Lastly, Mr. Babalola informed the Board that HCHA staff is working with Herman Kittle Properties and LDG Development, LLC on finalizing an MOU to move forward with their respective proposed projects.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the Chief Executive Officer to negotiate and enter into a cooperation agreement with Texas Housing Foundation to rebuild Bay City Village Apartments within unincorporated Harris County

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-35)

ACTION ITEM 3:

Resolution rescinding Resolution 18-27 and approving travel expenses for Horace Allison

Vice Chairman Roberto Gonzalez moved to approve the resolution as amended, Commissioner Joe Ellis seconded, and the motion carried. (18-36)

ACTION ITEM 4:

Resolution authorizing the negotiation and execution of a memorandum of understanding with developers of affordable Multi-family Housing

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-37)

ACTION ITEM 5:

Resolution authorizing the renewal of the membership agreement with Talx Corporation

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-38)

ACTION ITEM 6:

Resolution approving a memorandum of understanding between the Harris County Housing Authority (HCHA) and The Harris Center for Mental Health and IDD (Agency)

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-39)

IX. EXECUTIVE SESSION

The Board went into executive session at 2:53 p.m.

X. RECONVENE

The Board of Commissioners reconvened into public session at 3:17 p.m.

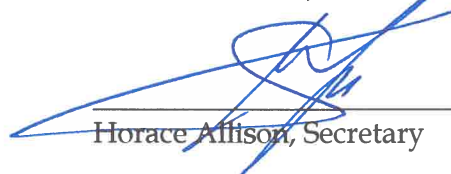
XI. ADJOURNMENT

Vice Chairman Roberto Gonzalez moved to adjourn at 3:17 p.m., Commissioner Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of September 2018.



Gerald Womack, Chairman



Horace Allison, Secretary

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

III. APPROVAL OF MINUTES FROM AUGUST 15, 2018

Commissioner Joe Ellis moved to approve the minutes from the August 15, 2018 board meeting, Commissioner Joe Villarreal seconded, and the motion carried.

IV. PUBLIC COMMENTS

Lance Gilliam provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the Houston Apartment Association meeting with Andy Teas, The Villas at Eastwood meeting with Council Member Robert Gallegos, Veterans Affairs Supportive Housing (VASH) Program, increase in the Housing Tax Credit Allocation for four years, income averaging under the Housing Tax Credit Program and HCHA Monthly Report. Mr. Allison informed the board about the meeting with Houston Apartment Association and that an article was written by staff that will be published in Abode magazine. Mr. Allison and Mr. Babalola met with Council Member Robert Gallegos and gave him an update on The Villas at Eastwood (Fenix Estates). Mr. Allison noted that there had been several conference calls regarding the VASH program regarding the Travis Plaza development fire. Mr. Allison assured the Board that all of HCHA families' needs had been met. There were only a few Travis Plaza residents that HCHA issued move vouchers to allow the impacted family to relocate. Lastly, Mr. Allison discussed the increase in Housing Tax Credit allocation and income averaging under the Housing Tax Credit Program.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from July 2018. The consolidated budget reflected revenue being under budget by 11% and expenses being under budget by 7%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of July for the HCV program. The HCV program was 98.8%, and the year-to-date was 94.3%, Veterans Affairs Supportive Housing program was 86.0%, and the year-to-date was 85.9%, Jackson Hinds Single Room Occupancy program was 93%, and year-to-date was 90.1%, and Thomas Moderate Rehabilitation program was 86%, and year-to-date was 98.6%. Ms. McCray also informed the Board that the Homeownership Program had five home closings for 2018. Additionally, we have four families currently searching for a home to purchase. Ms. McCray informed the Board about the Landlord Briefing and that there will be another briefing in December. Lastly, Ms. McCray mentioned that HCHA is still on target for SEMAP.

Samson Babalola reviewed the status of properties within the Affordable Housing Division. Mr. Babalola gave an overview of all existing properties by stating that the properties are currently 90% leased or above. The Retreat at Westlock has 138 units occupied, and 2 units are pre-leased. Mr. Babalola also mentioned that the request for retainage has been approved by the General Land Office and that HCHA is working with the County to close out The Retreat at Westlock project. Additionally, the construction

loan should be converted to a permanent loan by the end of November 2018. Mr. Babalola also reported that Waterside Court's and Magnolia Estates' net incomes were under budget due to repairs and equipment inspections.

Mr. Babalola moved to working developments. Regarding Fenix Estates (The Villas at Eastwood), Mr. Babalola informed the Board that construction is roughly 56% complete. Mr. Babalola reviewed the construction status and photos of each of the three buildings. Mr. Babalola mentioned that the contractor should have two mock-up units ready to be viewed by the end of September.

Mr. Babalola reviewed proposed developments. Mr. Babalola informed the board that METRO received approval to move forward with negotiations with HCHA and a meeting would be scheduled in October. Mr. Babalola mentioned that the HCHA would be issuing a Request for Proposals for architects in October 2018, for the Emancipation East and West project. Lastly, Mr. Babalola informed the Board that HCHA staff is negotiating a Memorandum of Understanding with AMCAL Equities, LLC, Ojala Holdings, LLC, and Brinshore Development LLC with their respective proposed projects.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the negotiation and execution of a contract for property management services for Cypresswood Estates

Commissioner Joe Ellis moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (18-40)

ACTION ITEM 3:

Resolution authorizing the Chief Executive Officer to negotiate and execute a Mailing Services Agreement

Commissioner Joe Ellis moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (18-41)

ACTION ITEM 4:

Resolution authorizing travel expenses for Paul Curry, Debra McCray, and Kimberly Rogers

Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-42)

ACTION ITEM 5:

Resolution adopting a Policy for honoring the Public Service of retiring employees

Chairman Gerald Womack moved to approve the resolution as amended, Commissioner Joe Ellis seconded, and the motion carried. (18-43)

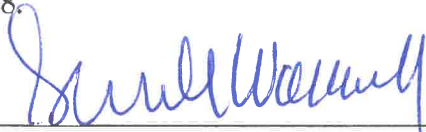
ACTION ITEM 6:
Resolution honoring Jannet Johnson on her Retirement

Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-44)

IX. ADJOURNMENT

Commissioner Joe Villarreal moved to adjourn at 2:37 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of October 2018.



Gerald Womack, Chairman

Horace Allison, Secretary



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

Houston, Texas

October 17, 2018

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority (HCHA) met in regular session, open to the public, on the 17th day of October 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:36 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Present via Electronic Media

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Beverly Burroughs, Paula Burns, Paul Curry, JR Harris, Debra McCray, and Vivian Clark of HCHA; Wanda LeBlanc, Tiffany Brown, and Clay Burns were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Horace Allison opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Commissioner Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM SEPTEMBER 19, 2018

Commissioner Joe Ellis moved to approve the minutes from the September 19, 2018 Board meeting, Commissioner Joe Villarreal seconded, and the motion carried.

IV. PUBLIC COMMENTS

Tiffany Brown provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the ribbon-cutting ceremony for the Judge Ed Emmett Mental Health Jail Diversion Center, HCHA Public Relations efforts, Homeownership Program – Dual Payment Mortgage Program, Regional Joint Information Center (RJIC) meeting, Cities of Harris County – Active Shooter Training, and HCHA Monthly Report. Mr. Allison noted that staff attended the ribbon-cutting ceremony for the Judge Ed Emmett Mental Health Jail Diversion Center. Mr. Allison informed the Board that he met with representatives of the Houston Community College and the University of Houston to explore technical assistance opportunities regarding the HCHA's media and public relations programs. Both collegiate institutions discussed options that included providing paid internships or a work-study program to assist HCHA in achieving a greater social media and news media presence. Mr. Allison noted that staff met with Allison Griffin, a loan officer from First Choice Mortgage Services, regarding the Dual Payment Mortgage Program for the HCV Homeownership Program. Mr. Allison also noted that staff is currently reviewing this program to make sure it is compliant with U. S. Department of Housing and Urban Development (HUD) regulations and does not pose a financial risk to HCHA. Mr. Allison attended the RJIC meeting. In this meeting, Tom Kolditz from Rice University lectured about setting up a disaster unit and the skills needed from organization leaders in a disaster. Mr. Allison commented that HCHA staff would have an Active Shooter training on October 29, 2018. Lastly, Mr. Allison reviewed the Monthly Report.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from August 2018. The consolidated budget reflected revenue being under budget by 7% and expenses being under budget by 7%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of August for the HCV program. The HCV program was 100%, and the year-to-date was 95.6%, Veterans Affairs Supportive Housing program was 86.5%, and the year-to-date was 85.9%, Jackson Hinds Single Room Occupancy program was 95.8%, and year-to-date was 91.7%, and Thomas Moderate Rehabilitation program was 85.7%, and year-to-date was 97.1%. Ms. McCray also informed the Board that the HCV Homeownership Program anticipates one closing at the end of this month. Additionally, there are three families currently searching for a home to purchase. Ms. McCray thanked her staff for their hard work and mentioned that Katherine Escamilla attended Stand Down and distributed goodie bags to U.S. Veterans. Lastly, Ms. McCray mentioned that SEMAP is at 100%.

Mr. Allison reviewed the status of properties within the Affordable Housing Division. Mr.

ACTION ITEM 4:

Resolution authorizing the disposition of property

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (18-47)

ACTION ITEM 5:

Resolution adopting revisions to Harris County Housing Authority's (HCHA) Check Writing and Wire Transfer Policy

Commissioner Joe Ellis moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (18-48)

ACTION ITEM 6:

Resolution authorizing the negotiation and execution of a memorandum of understanding with developers of Affordable Multi-Family Housing

Vice Chairman Roberto Gonzalez moved to approve the resolution as amended, Commissioner Joe Ellis seconded, and the motion carried. (18-49)

ACTION ITEM 7:

Resolution honoring Paula Burns on her Retirement

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (18-50)

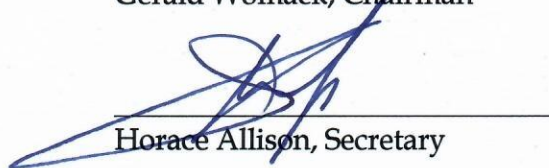
IX. ADJOURNMENT

Commissioner Joe Villarreal moved to adjourn at 2:34 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

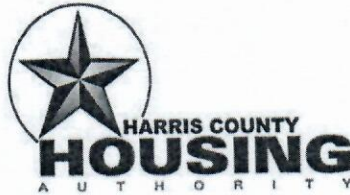
Adopted and approved this 14th day of November 2018.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

December 12, 2018

**THE STATE OF TEXAS §
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COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority (HCHA) met in regular session, open to the public, on the 12th day of December 2018, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:30 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Absent
Joe Villarreal	Commissioner	Present
Kerry Wright	Commissioner	Present

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Beverly Burroughs, Ana Candelario, Paul Curry, Debra McCray, and Vivian Clark of HCHA; Wanda LeBlanc and Lance Gilliam were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Horace Allison opened the meeting with a prayer, followed by Commissioner Kerry Wright, who led the Pledge of Allegiance, and Vice Chairman Roberto Gonzalez, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM NOVEMBER 14, 2018

Commissioner Joe Villarreal moved to approve the minutes from the November 14, 2018 Board meeting, Vice Chairman Roberto Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Wanda LeBlanc provided public comments. Chairman Womack thanked Ms. LeBlanc and County Judge Ed Emmett for their service to Harris County.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison acknowledged and thanked HCHA staff for all their hard work this year. Mr. Allison presented his report on HCHA's Organizational Chart, HCV Financial and Accounting Training, and HCHA Monthly Report. Mr. Allison reviewed and provided copies of HCHA's organizational chart to the Board. Mr. Allison informed the Board that Paul Curry, Debra McCray, and Kimberly Rogers completed and passed the Nan McKay HCV Financial and Accounting training. Lastly, Mr. Allison reviewed the Monthly Reports.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from October 2018. The consolidated budget reflected revenue being under budget by 8% and expenses being under budget by 6%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of October for the HCV program. The HCV program was 100%, and the year-to-date was 96.1%, Veterans Affairs Supportive Housing program was 84.6%, and the year-to-date was 85.8%, Jackson Hinds Single Room Occupancy program was 95.8%, and year-to-date was 91.7%, and Thomas Moderate Rehabilitation program was 85.7%, and year-to-date was 94.3%. Ms. McCray also informed the Board that the HCV Homeownership Program had two home closings in November 2018. Ms. McCray provided an updated map identifying the zip codes where homes were purchased. Lastly, Ms. McCray mentioned that SEMAP is at 100%.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of October. Mr. Babalola informed the Board that all existing properties are currently 97% leased or above. Mr. Babalola noted that HCHA expects to close on the refinancing of Cypresswood Estates in January 2019. The Retreat at Westlock is currently 100% leased and occupied. In addition, the financial conversion to a permanent loan is complete for The Retreat at Westlock.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 68% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. Mr. Babalola answered questions regarding the office relocation to The Villas at Eastwood.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the Chief Executive Officer to negotiate an Interlocal Agreement with Harris County, Texas to fund the acquisition of Real Property for the expansion of The Villas at Eastwood Project

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Kerry Wright seconded, and the motion carried. (18-56)

ACTION ITEM 3:

Resolution approving the fiscal year ending March 31, 2019 Budget Revision #1

Commissioner Kerry Wright moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-57)

ACTION ITEM 4:

Resolution in recognition of extraordinary leadership and distinguished service honoring Commissioner Kerry Wright

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (18-58)

IX. EXECUTIVE SESSION

The Board went into executive session at 2:28 p.m.

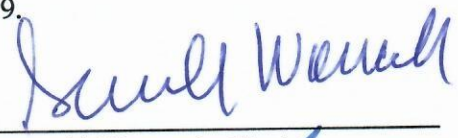
X. RECONVENE

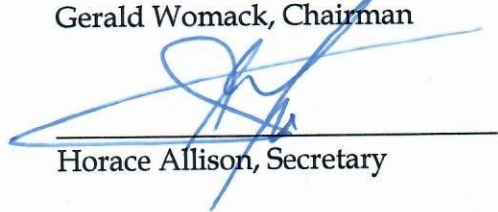
The Board of Commissioners reconvened into public session at 3:02 p.m.

XI. ADJOURNMENT

Commissioner Kerry Wright moved to adjourn at 3:02 p.m., Vice Chairman Roberto Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of January 2019.



Gerald Womack, Chairman

Horace Allison, Secretary