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**MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING**

**Tuesday, July 20, 2021**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, July 20, 2021, via telephone conference pursuant to the March 16, 2020 Notice issued by the Office of the Texas Attorney General and in accordance with the applicable portions of the Texas Open Meetings Act. The U.S. toll-free number was 1-877-853-5257, the local number was 1-346-248-7799 and the meeting identification number was 812 6428 0441.

Chair Snowden called the meeting to order at 3:00 p.m. Secretary Thiele called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter, who has been instructed to be on teleconference as well and will be available to Spanish speakers who may need assistance for public comments only. ELIZABETH PARIS was asked to introduce herself in Spanish and let the attendees know of her service.

Present: LaRence Snowden, Chair  
Kristy Kirkendoll, Vice Chair  
Kris Thomas, Commissioner  
Andrea Hilliard Cooksey, Commissioner  
Stephanie A.G. Ballard, Commissioner  
Mark Thiele, Secretary

ABSENT: Commissioners Guillermo “Will” Hernandez and Dr. Max A. Miller, Jr.

**APPROVAL OF MINUTES**

Chair Snowden stated the Board has had an opportunity to review the June 22, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the June 22, 2021 meeting minutes.

Commissioner Thomas moved to adopt the June 22, 2021, Board of Commissioners meeting minutes. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the June 22, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

**INTERIM PRESIDENT’S REPORT**

We start on a serious note as we have been in the State of Texas, with 3,033,479 confirmed COVID cases and 52,956 have passed. In Harris County Houston, 407,863 confirmed cases, 6,659 souls have passed and COVID numbers are rising. This is becoming a pandemic of the unvaccinated. The delta variant is serious business. Now is not the time to let down your guard. Please take the opportunity to get vaccinated and also get tested. Please continue to mask up, practice social distancing and wash your hands as we take care of one another.

We did another vaccination event this Saturday at Irvinton Village in partnership with Congresswoman Sheila Jackson-Lee, UMMC and Angels Serving with a Purpose and we were able to vaccinate an additional 21 individuals including 14 of the residents. I want to thank the PHO team George Griffin, Cheryl Rivers, Gilda Jackson, Debra, Brian Terry as well as Donna Dixon and management, J Allen, for rallying to get this done in a tight window. We will see more of these events as we can continue to work to take care of each other as we move forward in these challenging times.

The last few weeks HHA has received, from one of our industry organizations, NAHRO, nine awards. Commissioners and audience, we deeply appreciate the work done by staff. I think 9 is our record. This represents HRDT, Human Resources Training and Development, and their efforts last year with; *2020 Seeing Things in a New Light – Cultural Diversity*. Carla Ferguson of MyGoals: *The Year of Change* and Cody Roskelley, of REID and the work that we have done together as a Board; *Fixing the Affordable Housing Problem in Houston – One Deal at a Time*.

Gilda Jackson in Public Housing Operations with 132,000 meals provided, and the efforts in support of the census; *HHA Says Yes to the Census and Breaking Bread Together Apart*. Khalilah Smith in the Housing Choice Voucher Program: *Surviving the Pandemic One Zoom Briefing at a Time*. We were also pleased to celebrate Donna Dixon, Director of Community Affairs; *Protection and Hope: Houston Resident Provides Custom Masks for the Community* and the work that we have done with our PR firm Etched, *Tackling NIMBY Stigmas: Grass Roots Housing Video Series*.

All received Awards of Merit and the first 3 mentioned were Awards of Excellence Nominees. This highlights the year of outstanding working done by staff during this tremendously challenging time.

At a high level we were pleased to see House Appropriations Committee approving a generous T-HUD funding bill and we are appreciative, obviously we need to get you finish line. The President's budget, a good number for us the House and we will see what the Senate does. We call on all of our elected representatives to meet this moment of tremendous housing need. To that end, we also participated in Housing is Infrastructure call-in day and made a variety of calls as well as sent letters to encourage our electeds to think about Housing as Infrastructure.

A couple of other things to mention, as of this moment the Federal Eviction Moratorium is ending at the end of this month. We are very concerned about this. We take strong actions relative to our own residents in the community at large. We expect this to be very damaging and we would encourage folks to think about creative ways to continue to extend and to work with other programs. We were pleased to see that the State Eviction diversion program launched in response to the COVID 19 Pandemic was extended according to an emergency order from the Texas Supreme Court released on Monday originally set to expire July 27th and the new order extends it until October 1<sup>st</sup>.

The final thing I'll leave you all with is the note of optimism from our NAHRO symposium earlier this month. We spoke to a number of folks around the country including very high-level HUD officials, officials from partner organizations and other electeds, there is conversation currently about universal vouchers and federal source of income discrimination legislation. Both of which are tremendously important to us. We would love to see national action to eliminate the ability for folks to discriminate against voucher holders based on source of income and as well to fully fund vouchers for the eligible. To just briefly explain universal vouchering, currently there's one voucher available for every five eligible families. Universal vouchering is the remaining 4 vouchers. We would love to see that fully funded, \$62 billion will be the annual price tag which in my mind, although considerable taxpayer resources have been recently obligated, is the right thing to do for the country. That's my report, Commissioners respectfully submitted.

Chair Snowden stated, thank you Secretary Thiele. I would like to say kudos to Gilda Jackson. Gilda had partnered with TSU and the Verizon Innovative Learning program and brought forth about 45+ young men (6th, 7th and 8th graders) this summer to participate virtually in a STEM focused program. I have to personally say thank you and Texas Southern and the Verizon program also thanks you. We will be doing an in-person engagement in the Fall and Spring. I received a call from the Verizon Foundation and they will be reaching out to us as well.

## **PUBLIC COMMENTS**

Chair Snowden stated if an individual would like to make public comments at this time to press \*9 to raise your hand for your question or comment. Speakers will be allowed three (3) minutes for public comments. Speakers will only be allowed to speak once. I will inform you when your three minutes have expired. The Board will generally not provide responses to the comments or answer any questions. However, HHA residents making comments are encouraged to clearly state their name and the property where you reside. We will have someone from the property management team or from our staff, to reach out to you directly regarding any issue or concern you may have

Chair Snowden asked if there are any individuals that would like to make public comments at this time. No hands were raised.

Chair Snowden stated he will now move forth with the New Business.

## **NEW BUSINESS**

**Resolution No. 3297: Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into contracts with The Reserves Network, Inc., (dba ExecuTeam Staffing), COGENT Infotech Corporation, and RADgov, Inc. for Temporary Staffing Services**

Secretary Thiele stated that Resolution No. 3297 will be presented by Ms. Dianne Mitchell, Director of HR.

Ms. Mitchell stated Resolution No. 3297 recommends that the HHA Board of Commissioners authorize the Interim President & CEO to take all necessary action to create, execute and make necessary changes and corrections to separate contracts with The Reserves Network, Inc., (dba ExecuTeam Staffing), COGENT Infotech Corporation, and RADgov, Inc. for Temporary Staffing Services for a period not to exceed five (5) years, in an amount not to exceed \$1,000,000.00. HHA request the Board to approve Resolution No. Resolution No. 3297.

Chair Snowden stated the Board has heard the resolution presented by Ms. Mitchell and asked for a motion to adopt Resolution No. 3297.

Commissioner Cooksey moved to approve Resolution No. 3297. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion regarding Resolution No. 3297.

Chair Snowden stated I do have something to discuss.

Any objection or discussion....I do have some discussion and want to make sure I went on record with this. I understand to our, as Dianne and Mark brought this up many a time, I want to really discuss these minority MWBE points that we are giving for people who are saying that they're going to use minority firms and not really being a minority firm so I want to discuss that whether it needs to be with Legal. I will probably bring this up a couple more times with this procurement issue that I'm seeing here especially seeing it now and it's becoming

more evident. I thought I had discussed it enough that we wouldn't be at this point. I would say that I am not happy with these Resolutions overall. We are going to move forward but we are going to make some corrections on the back end with some of the procurement issues, Mr. Coleman, that I'm seeing that I think we need to have some discussion about and to Ms. Mitchell with this piece of temporary, I noticed as I walked through it that the individuals and those that are receiving some of these MWBE points that are saying that they're going to use, agreeing to and so I want to make sure that we have policies in place that will make sure these individuals will adhere to it.

Chair Snowden asked if there is any objection to approve Resolution No. 3297. Having none, Resolution No. 3297 is adopted.

Chair Snowden stated we will move now to Resolution No. 3298.

**Resolution No. 3298: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Carahsoft Technology Corporation for Software Licenses and Services**

Secretary Thiele stated that Resolution Nos. 3298, 3299 and 3300 will be presented by Ms. Robin Walls, Vice President of HCVP.

Ms. Walls stated Resolution No. 3298 requests that the HHA Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Carahsoft Technology Corporation for Software Licenses and Services in an amount not exceed \$196,152 in the aggregate for one (1) year pursuant to the memorandum from Robin Walls to Mark Thiele, Interim President & CEO. These licenses are for DocuSign. DocuSign is a technology that we have been using to have our residents and applicants complete applications online. This new version of DocuSign will also allow for SMS technology meaning that we can also send the applications via text messaging as well. Accordingly, staff recommends the Board adopt Resolution No. 3298.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3298.

Commissioner Cooksey moved to approve Resolution No. 3298. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3298. Having none, Resolution No. 3298 is adopted.

Chair Snowden stated we will move now to Resolution No. 3299.

**Resolution No. 3299: Consideration and/or to take action to authorize the Interim President & CEO or designee to conditionally award Project-Based Vouchers to Tejano Center**

Ms. Walls stated Resolution No. 3299 requests that the HHA Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to conditionally award eighty-nine (89) Project-Based Vouchers to Tejano Center (Sunrise Lofts) located at 3103 McKinney Houston, TX 77003, pursuant to the memorandum dated July 8, 2021, from Robin Walls to Mark Thiele, Interim President & CEO. The focus for this particular project-based voucher resolution will be used aging out of foster care which is a particularly vulnerable group of individuals who have experienced homelessness and is in fact the group that is most at risk for homelessness. The Tejano Center has worked aggressively and is using both the City financing as well as project based vouchers to potentially execute this new development. Accordingly, staff recommends the Board adopt Resolution No. 3299.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3299.

Commissioner Thomas moved to approve Resolution No. 3299. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3299. Having none, Resolution No. 3299 is adopted.

Chair Snowden stated we will move now to Resolution No. 3300.

**Resolution No. 3300: Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a Memorandum of Understanding (MOU) with the Coalition for the Homeless (CFTH) to administer Emergency Housing Vouchers**

Ms. Walls stated Resolution No. 3300 requests that the HHA Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes or corrections and enter into a Memorandum of Understanding (MOU) with the Coalition for the Homeless (CFTH) to administer 771 Emergency Housing Vouchers awarded by HUD to the Houston Housing Authority, pursuant to the memorandum from Robin Walls to Mark Thiele. With respect to the Emergency Housing Vouchers, EHV's were authorized by HUD and via the American Rescue Plan. With respect to this authorization of EHV's are targeted to provide and help assist individuals and families who are homeless, at risk of homelessness or fleeing or attempting to flee domestic violence. With respect to the 771 vouchers, housing assistance payments can equal to \$7.6 million and split service fees of \$2.698 million. Accordingly, staff recommends the Board adopt Resolution No. 3300.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3300.

Commissioner Kirkendoll moved to approve Resolution No. 3300. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3300. Having none, Resolution No. 3300 is adopted.

Chair Snowden stated we will move now to Resolution No. 3301.

**Resolution No. 3301: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute contracts with Walter P. Moore and Associates, Inc., Ally General Solutions, LLC, and Gradient Group, LLC for Civil Engineering Services**

Secretary Thiele stated that Resolution Nos. 3301 and 3302 will be presented by Mr. Cody Roskelley, Vice President of Real Estate Investment & Development.

Mr. Roskelley stated Resolution No. 3301 requests that the HHA Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to contracts with Walter P Moore and Associates, Inc., Ally General Solutions, LLC, and Gradient Group, LLC for Civil Engineering Services related to Capital Funds and Construction Services projects in an amount not to exceed \$300,000.00 in the aggregate for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley, VP of REID dated July 7, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3301.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3301.

Commissioner Thomas moved to approve Resolution No. 3301. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3301. Having none, Resolution No. 3301 is adopted.

Chair Snowden stated we will move now to Resolution No. 3302.

**Resolution No. 3302: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract for Architectural and Engineering (A&E) Services at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV)**

Mr. Roskelley stated Resolution No. 3302 requests that the HHA Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with GSMA, for Architectural and Engineering (A&E) Services, at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV), for the amount of \$1,700,000.00, for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley dated July 7, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3302.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No.3302.

Commissioner Thomas moved to adopt Resolution No. 3302. Commissioner Kirkendoll seconded the motion.

Chair Snowden stated the Chair has discussion about this resolution.

Chair Snowden stated I noticed, Mr. Roskelley, you say this contract of \$1.7 million but you're saying an option of an additional year. Can you give me some explanation on that?

Mr. Roskelley stated, GSMA is already the architect of record on this project and they have an existing contract. We are just upping the amount because they're expanding their services. Given the fact that we just barely received our bond allocation and we wanted to have them to be the architect that would help oversee construction and that's going to be about a two-year period for overseeing the renovation of APV and HOAPV and that's why we not only wanted add to the time but also the amount.

Chair Snowden stated that is different than what you are presenting to me. You are saying that you are executing another contract not an extension of a contract. Secretary Thiele, I would like to have further discussion upon hearing Mr. Roskelley's comments today. Rather than say no to the resolution I think we should have it tabled.

Secretary Thiele stated we currently have a motion and a second on the floor, how would you like to proceed?

Chair Snowden has asked Keland Lewis, Interim General Counsel for proper procedure for rescinding a motion.

Mr. Lewis stated it is at the Board's discretion.

Commissioner Thomas stated she would like to rescind the motion.

Chair Snowden asked for a motion to TABLE Resolution No. 3302 to have further discussion.

Commissioner Thomas moved to TABLE Resolution No. 3302. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3302. Having none, Resolution No. 3302 is TABLED.

Chair Snowden stated at this time, the Board will move into Executive Session.

#### **EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on July 20, 2021 at 3:29 p.m. to convene into Executive Session to discuss personnel, legal and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

#### **PUBLIC SESSION RECONVENED**

Chair Snowden reconvened Public Session at 4:10 p.m.

Secretary Thiele called the roll and declared a quorum present. Commissioner Hernandez and Commissioner Miller were not present.

#### **NEW BUSINESS continued...**

Chair Snowden stated Resolution No. 3305 and Resolution No. 3309 will be removed from today's agenda.

Proper procedure states that we have a motion therefore Chair Snowden motioned and Commissioner Thomas seconded.

Chair Snowden asked if there is any discussion or objection to removing Resolution No. 3305 and Resolution No. 3309 from the agenda. Having none, Resolution No. 3305 and Resolution No. 3309 are removed.

**Resolution No. 3303: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with AMTEX for the development of Barker Oaks, an apartment community that will be located at or about 2250 Barker Oaks Dr., Houston, TX 77077**

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3303.

Commissioner Thomas moved to approve Resolution No. 3303. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3303. Having none, Resolution No. 3303 is adopted.

Chair Snowden stated we will move now to Resolution No. 3304.

**Resolution No. 3304: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Allied Orion for the development of EADO, an apartment community that will be located at or about the northeast corner of Emancipation Avenue and Leeland Street, Houston, TX 77003**

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3304.

Commissioner Thomas moved to approve Resolution No. 3304. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3304. Having none, Resolution No. 3304 is adopted.

Chair Snowden stated we will move now to Resolution No. 3306.

**Resolution No. 3306: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of The Highbank, an apartment community located at or about 8877 Frankway Dr., Houston, TX 77096**

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3306.

Commissioner Ballard moved to approve Resolution No. 3306. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3306. Having none, Resolution No. 3306 is adopted.

Chair Snowden stated we will move now to Resolution No. 3307.

**Resolution No. 3307: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Belveron Partners, LLC and Redbud Realty Partners, LLC for the acquisition of San Cierra Apartments, an apartment community located at or about 15500 Cutten Rd, Houston, TX 77070**

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3307.

Commissioner Thomas moved to approve Resolution No. 3307. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3307. Having none, Resolution No. 3307 is adopted.

Chair Snowden stated we will move now to Resolution No. 3308.

**Resolution No. 3308: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Prose West Cypress, an apartment community located at or about 19770 Clay Road, Katy, TX 77449**

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3308.

Commissioner Thomas moved to approve Resolution No. 3308. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3308. Having none, Resolution No. 3308 is adopted.

Chair Snowden stated we will move now to Resolution No. 3310.

**Resolution No. 3310: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Elmington Capital Group for the development of Tidwell Flats, an apartment community that will be located at or about the Northeast intersection of Tidwell Road and Mesa Drive, Houston, TX 77078**

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to TABLE Resolution No. 3310.

Commissioner Thomas moved to TABLE Resolution No. 3310. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3310. Having none, Resolution No. 3310 is TABLED.

Chair Snowden stated we will move now to Resolution No. 3311.

**Resolution No. 3311: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Elmington Capital Group for the development of Almeda Flats, an apartment community that will be located at or about the Southwest corner of Almeda Road and Fuqua Street, Houston, TX 77053**

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3311.

Commissioner Ballard moved to approve Resolution No. 3311. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3311. Having none, Resolution No. 3311 is adopted.

## **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda. He thanked the Commissioners for their time and commitment.

Chair Snowden asked for a motion to adjourn the meeting.

Commissioner Cooksey moved to adjourn. Commissioner Thomas seconded. The meeting adjourned at 4:17 p.m.