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

**Tuesday, August 17, 2021**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, August 17, 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 US Toll-free 1-888-475-4499; Local Number 1-346-248-7799; Meeting ID: 817 6908 3111

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  
Dr. Max A. Miller, Jr., Commissioner  
Guillermo “Will” Hernandez, Commissioner

**APPROVAL OF MINUTES**

Chair Snowden stated the Board has had an opportunity to review the July 20, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the July 20, 2021 meeting minutes.

Commissioner Thomas moved to adopt the July 20, 2021, Board of Commissioners meeting minutes. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the July 20, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

**INTERIM PRESIDENT’S REPORT**

Secretary Thiele stated as it has been the case over these many months, the concern about COVID -19 in Texas is 3,344,694 confirmed cases and 54,537 souls have passed. In Harris County 454,416 confirmed cases and 6,848 souls have passed which is 12.5% of the deaths in Texas. Continue to get tested. Continue to mask up social distance. Wash your hands. Get vaccinated.

We did a vaccination event at Kelly Village on July 24th and at Lincoln Park on August 7th, in partnership with Congresswoman Sheila Jackson Lee and UMMC, both of which have been really stalwart partners to the Housing Authority and those that we serve. I do want to thank Public Housing Operations, George Griffin, Cheryl Rivers, Rhonda Foster, Gilda Jackson and Brian Terry and Donna Dixon for their ongoing work on these events.

The eviction moratorium briefly lifted at the end of July and reinstated through October 3rd. Although there are very serious concerns that it may not make it that long and may not even make the week, we will continue to work in support of our families, primarily with referrals to the ERAP, Emergency Rental Assistance program which anyone can find at [www.Houstonharrishealth.org](http://www.Houstonharrishealth.org). Additional information can be found on our website, [www.housingforhouston.com](http://www.housingforhouston.com), but as of now the court is giving the Justice Department until 9:00 AM Tuesday for a response and parties have asked the court to rule by this Thursday on one of the many actions under way.

August is advocacy month as NAHRO members, National Association of Housing Redevelopment Officials will continue to advocate to our electeds to consider housing infrastructure and to fully fund vouchers up to and including universal vouchers. Administrative fees and mobility services should also be increased. We asked for support for LIHTC and Community Development Programs. Strong funding in the Transportation-HUD bill for 2022. Those are the items that will be advocated for and on a regular basis throughout the year but in particular, during this advocacy period.

That is my report, respectfully submitted.

#### **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.

#### **MEMORIAL AT SIX PUBLIC HEARING**

Chair Snowden stated the Memorial at Six Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on Memorial at Six, press \*9 to raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding the Memorial at Six.

#### **THE BROADWAY APARTMENTS PUBLIC HEARING**

Chair Snowden stated The Broadway Apartments Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on The Broadway Apartments, press \*9 to raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding The Broadway Apartments.

### **THE TOWNE WEST APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Towne West Apartments Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on the Towne West Apartments, press \*9 to raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding the Towne West Apartments.

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

### **NEW BUSINESS**

#### **Resolution No. 3312: Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for April 1, 2021 to June 30, 2021**

Secretary Thiele stated that Resolution No. 3312 will be presented by Mr. George Griffin, Vice President of Public Housing Operations.

Mr. Griffin stated Resolution 3312 seeks to authorize the interim President and CEO, or designee, to write off vacated tenant accounts designated as uncollectible for the period April 1st, 2021 to June 30th, 2021 in the amount of \$98,026.64.

HUD requires housing authorities to reduce public housing, accounts receivable balances quarterly by writing off outstanding debt that are owed by former tenants after the debt has been deemed as uncollectible. This is usually as a result of voluntary and involuntary move outs. This debt includes rent, additional rent resulting from unreported income, maintenance fees, legal fees, excessive utilities, and other fees. It should be noted that during COVID-19, the Houston Housing Authority has been complying with federal mandates authorizing housing authorities and property owners to execute Rent moratoriums until October 3, 2021.

Therefore, this resolution recommends authorizing the interim President and CEO to write off, vacated tenant accounts designated as uncollectible for the period April 1, 2021 to June 30, 2021 in the amount of \$98,026.64. Staff recommends the approval of this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Griffin and asked for a motion to adopt Resolution No. 3312.

Commissioner Thomas moved to approve Resolution No. 3312. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3312. Having none, Resolution No. 3312 is adopted.

Chair Snowden stated we will move now to Resolution No. 3313.

**Resolution No. 3313: Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a Memorandum of Understanding (MOU) with Harris County Domestic Violence Coordinating Council (HCDVCC)**

Secretary Thiele stated that Resolution No. 3313 through Resolution No. 3315 will be presented by Robin Walls, Vice President of Housing Choice Voucher Program.

Ms. Walls stated this resolution requests that the Houston Housing Authority Board of Commissioners authorizes the Interim President and CEO or it's designee, to negotiate, execute and make necessary changes or corrections and enter into an additional Memorandum of Understanding with Harris County Domestic Violence Coordinating Council for the purpose of administering emergency housing vouchers that is specifically for victims of domestic violence pursuant to a memorandum from Robin Walls to Mark Thiele on August 2, 2021.

With respect to the domestic violence referrals for the emergency housing vouchers, this Memorandum Of Understanding will be an accompaniment to the emergency Housing voucher resolution memorandum that was passed last month and that was specifically with a partnership with the Coalition for the Homeless. The emergency housing vouchers for the victims of domestic violence, the requirements are specifically for **fleeing** or attempting to escape domestic violence, dating violence, sexual assault, stalking or human trafficking or recently homeless. HHA was awarded 771 emergency housing vouchers. Accordingly, staff recommends the adoption of this resolution.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3313.

Commissioner Thomas moved to approve Resolution No. 3313. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3313. Having none, Resolution No. 3313 is adopted.

Chair Snowden stated we will move now to Resolution No. 3314.

**Resolution No: 3314: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with edOpp Solutions for Management Training & Development Services**

Ms. Walls stated this resolution requests that the Board of Commissioners authorizes the Interim President and CEO, or designee, to negotiate, execute and make necessary changes and corrections to a contract with edOpp Solutions for management training and development services for costs not to exceed \$185,000 for services pertaining to Peak Performance Power for Managers for a period of one (1) year with renewal options for two (2) years pursuant to the memorandum from Robin Walls to Mark Thiele dated August 2, 2021.

With respect to the training for the Peak Performance for Managers, this will consist of a combination of group and one on one coaching sessions for Housing Choice Voucher management staff as well as Senior Housing Specialist staff and our ongoing adaptations to operating Housing Choice Voucher Program. The pandemic funds for this project will be used from the CARES Act. Accordingly, staff recommends the Board adopt Resolution No. 3314.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3314.

Commissioner Kirkendoll moved to approve Resolution No. 3314. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3314. Having none, Resolution No. 3314 is adopted.

Chair Snowden stated we will move now to Resolution No. 3315.

**Resolution No. 3315: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Edgemere Consulting Corporation and Du & Associates for Consulting Services**

Ms. Walls stated Resolution No. 3315 requests the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Edgemere Consulting Corporation, in the amount not to exceed \$180,000 and Du & Associates in the amount not to exceed \$180,000 for Consultant Services for a length of one (1) year, with HHA having the option of extending the contract two (2) additional years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 29, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3315.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3315.

Commissioner Kirkendoll moved to approve Resolution No. 3315. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3315. Having none, Resolution No. 3315 is adopted.

Chair Snowden stated we will move now to Resolution No. 3316.

**Resolution No. 3316: Consideration and/or to take action to authorize the Interim President & CEO or designee to increase the contract amount with GSMA, for Architectural and Engineering (A&E) Services at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV)**

Secretary Thiele stated that Resolution No. 3316 through Resolution No. 3325 will be presented by Cody Roskelley, Vice President of REID.

Mr. Roskelley stated Resolution No. 3316 requests the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to increase the contract amount with GSMA, for Architectural and Engineering (A&E) Services, to \$1,700,000.00 for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated June 7, 2021, to Mark Thiele, Interim President & CEO.

GSMA is already the architect of record on the rehab of APV and HOAPV, and some of their additional services are things such as overseeing the archaeological services, the modernization of 11 elevators, additional permitting and also the FF&E. Accordingly, staff recommends the Board adopt Resolution No. 3316.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3316.

Commissioner Thomas moved to approve Resolution No. 3316. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3316. Having none, Resolution No. 3316 is adopted.

Chair Snowden stated we will move now to Resolution No. 3317.

**Resolution No: 3317: Consideration and/or to take action to authorize the Interim President & CEO or designee to accept the Agencies in Action energy incentive from CenterPoint Energy**

Mr. Roskelley stated Resolution No. 3317 requests the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to accept the "Agencies in Action" energy incentive from CenterPoint in the amount of \$408,000 for HVAC replacements at Heatherbrook Apartments, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3317.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3317.

Commissioner Kirkendoll moved to approve Resolution No. 3317. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3317. Having none, Resolution No. 3317 is adopted.

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

**EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on August 17, 2021 at 3:23 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 3:56 p.m.

Secretary Thiele called the roll and declared a quorum present.

**NEW BUSINESS continued...**

**Resolution No. 3318: Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units at, The Broadway Apartments located at 8965 N. Broadway, Houston, Texas 77034, and the execution of all required documents therefor**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3318.

Commissioner Miller moved to approve Resolution No. 3318. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3318. Having none, Resolution No. 3318 is adopted.

Chair Snowden stated we will move now to Resolution No. 3319.

**Resolution No. 3319: Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units at, Towne West Apartments located at 14906 Westpark Drive, Houston, Texas 77082, and the execution of all required documents therefor**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3319.

Commissioner Thomas moved to approve Resolution No. 3319. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3319. Having none, Resolution No. 3319 is adopted.

Chair Snowden stated we will move now to Resolution No. 3320.

**Resolution No. 3320: Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of that certain parcel of land located at 850 Addicks-Howell Road, Houston, Texas 77079, the construction and development of the 297-unit Memorial at Six, and the execution of all required documents therefor**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3320.

Commissioner Thomas moved to approve Resolution No. 3320. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3320. Having none, Resolution No. 3320 is adopted.

Chair Snowden stated we will move now to Resolution No. 3321.

**Resolution No. 3321: 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 Highpoint at Cypress, an apartment community that is located at or about 13902 Mandolin Dr., Houston, TX 77070**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3321.

Commissioner Kirkendoll moved to approve Resolution No. 3321. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3321. Having none, Resolution No. 3321 is adopted.

Chair Snowden stated we will move now to Resolution No. 3322.

**Resolution No. 3322: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora District West, an apartment community that is located at or about 22125 FM 1093, Richmond, TX 77047**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3322.

Commissioner Hernandez moved to approve Resolution No. 3322. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3322. Having none, Resolution No. 3322 is adopted.

Chair Snowden stated we will move now to Resolution No. 3323.

**Resolution No. 3323: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora Kingwood, an apartment community that is located at or about 5814 Splitting Willow Court, Porter, TX 77365**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3323.

Commissioner Hernandez moved to approve Resolution No. 3323. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3323. Having none, Resolution No. 3323 is adopted.

Chair Snowden stated we will move now to Resolution No. 3324.

**Resolution No. 3324: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora New Forest, an apartment community that is located at or about 14615 Carmine Glen Dr., Houston, TX 77049**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3324.

Commissioner Cooksey moved to approve Resolution No. 3324. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3324. Having none, Resolution No. 3324 is adopted.

Chair Snowden stated we will move now to Resolution No. 3325.

**Resolution No. 3325: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Fairstead for the acquisition and rehab of Coopertree Village, an apartment community that is located at or about 1415 West Gulf Bank Road, Houston, TX 77088**



Chair Snowden stated that the Board has heard the resolution. He asked for a motion to TABLE Resolution No. 3325.

Commissioner Kirkendoll moved to TABLE Resolution No. 3325. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLE Resolution No. 3325. Having none, Resolution No. 3325 is TABLED.

## **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 Hernandez moved to adjourn. Commissioner Ballard seconded. The meeting adjourned at 4:04 p.m.