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

WEDNESDAY, JULY 19, 2023

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Wednesday, July 19, 2023 at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:04 p.m. Secretary Northern called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may need assistance for public comments only. Ms. Elizabeth Parris 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
David A. Northern, Sr., Secretary

Absent: Dr. Max A. Miller, Jr., Commissioner

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the June 27, 2023 Board of Commissioners meeting minutes and asked for a motion to adopt the meeting minutes.

Commissioner Kris Thomas moved to adopt the meeting minutes and Commissioner Stephanie Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the June 27, 2023 Board of Commissioners meeting minutes. Having none, the minutes are adopted.

Chair Snowden said we will now move into our President’s Report.

PRESIDENT’S REPORT

Secretary Northern stated the Commissioners have a copy of the President’s report. The highlights of the report are as follows:

We had great success at the Cuney Food Pantry grand opening. We reached out to our partners and had a number of people provide financial support to help purchase more fresh food for the community. Also, we

recently took over 65 plus kids plus chaperones to the Astros game. I personally accompanied them and each child received an Astros replica ring. It was very exciting for the young kids to have an opportunity to attend and go home with a piece of Astros history.

On your desk, we have provided a REID Development Report which gives an update to all current and ongoing projects. Lastly, we had two community closings this past week. New Hope Berry and New Hope Gray. New Hope Berry is a family site with some 230 units and New Hope Gray is the senior site 55 and up with 135 units and that is in partnership with New Hope Housing.

This concludes my report unless you have any questions Chairman.

Chairman: Let me just say 'Thanks' to the Houston Housing Authority. Texas Southern University runs a Verizon mentoring program for STEM focus - training youngsters in 6th, 7th, and 8th grade in stem areas. They had a chance to visit the aviation facilities on our campus and are experiencing robotics, AR VR, and 3-D Printing. They are finishing up a 3-week program and I would like to commend the Houston Housing Authority for allowing 15 of our 140 kids that are joining us each day for the last three weeks. They are doing a great job and hopefully, they are learning some things to take back. It was for a grant I wrote some years ago and we appreciate the work they do. Thank you again to the Houston Housing Authority for engaging with us. Any other comments?

PUBLIC COMMENTS

Chair Snowden stated that 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.

Kelvin Williams stated we are not in compliance with the organization. He said he is the owner of the HHA and this is an illegal meeting. Each board member is responsible for your actions. You are not the Authority. You are not a legal organization and have been out of compliance since 1987. Ever since Mayor Turner appointed you, you are illegally operating.

OLD BUSINESS

Resolution No. 3686: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Thompson Consulting Services, LLC, Tidal Basin Government Consulting, LLC, Integrated Solutions Consulting, IEM, and MPACT Strategic Consulting for Disaster Recovery Services at various HHA properties.

Secretary Northern stated that Resolution No. 3686 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3686 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute, and make necessary changes and corrections to a three (3) year contract, with an option to extend for two (2) additional years, to Thompson Consulting Services, LLC., Tidal Basin Government Consulting, LLC., Integrated Solutions Consulting, IEM, and MPACT Strategic Consulting for Disaster Recovery Services in an amount not to exceed \$600,000 per year, pursuant to the memorandum dated June 12, 2023, from Jay Mason, Director of REID, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3686.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3686.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3686. Commissioner Kris Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3686 is adopted.

NEW BUSINESS

Resolution No. 3690: Consideration and/or action to authorize the President & CEO or designee to Write-off vacant tenant accounts for April 1, 2023 to June 30, 2023.

Secretary Northern stated that Resolution No. 3690 will be presented by George D. Griffin III, Vice President of Housing Operations.

Mr. Griffin stated this memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write-off vacated tenant accounts designated as uncollectible in the amount of \$100,563.62. This amount captures accounts written off for the months of April 1, 2023 through June 30, 2023.

The amount for this quarter is a 23% decrease from the first quarter and a 46.8% decrease from the same time last year in 2022. HUD requires housing authorities to reduce public housing accounts receivable balances by writing off outstanding debt that is owed by former tenants after the debt has been deemed uncollectible. This debt includes rent additional rent resulting from unreported income, maintenance fees, legal fees, excessive utilities and other fees. Tenant debt that totaling \$50 or more is sent to a third-party collection agency which currently is National Recovery Agency. Outstanding tenant debt is typically sent to this collection agency within 60 days of write-offs and once this debt has been received, it is split 50/50 between the collection agency and HHA.

Therefore resolution 3690 recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$100,563.62 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated July 3, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3690.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3690.

Commissioner Kris Thomas moved to adopt Resolution No. 3690. Commissioner Stephanie Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3690 is adopted.

Resolution No. 3691: Consideration and/or action to authorize the President & CEO or Designee to enter into contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source for the ability to source temporary staff as required.

Secretary Northern stated that Resolution No. 3691 will be presented by Patricia Guerra, Director of Human Resources.

Ms. Guerra stated we currently have three staffing agencies on contract but we have found it challenging to retain the talent for our needs. A couple of months ago we went through the normal RFP process and received 40 respondents, of those we have selected five. This resolution actually did come to the board last month but we were missing M/WBE and WBE designations.

Resolution No. 3691 reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or Designee to negotiate, execute and make necessary changes and corrections to contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source, for Temporary Staffing Services for a period not to exceed three (3) years, in an amount not to exceed \$1,200,000 in the aggregate pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated July 7, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chairman stated this probably should have been in Old Business since it went before the board in July.

Anna Hawkins stated the July resolution was denied therefore a new resolution was required.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3691.

Commissioner Andrea Cooksey moved to adopt Resolution No. 3691. Commissioner Kristy Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3691 is adopted.

Resolution No. 3692: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Yardi Systems, Inc for Yardi Voyager Cloud Software at the Houston Housing Authority main office and all associated properties.

Secretary Northern stated that Resolution No. 3692 will be presented by Roy Spivey, Director Information Technology.

Mr. Spivey stated Resolution No. 3692 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Yardi Systems, Inc., for Yardi Voyager Cloud software system at Houston Housing Authority main office and all associated properties, for the amount of \$4,938,862.79, and for five (5) years pursuant to the memorandum from Roy Spivey, Director Information Technology dated June 30, 2023 to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3692.

HHA has used Emphasis software package called Lead for Operations in compliance and data transmission since 2007. As a normal course of business to ensure that we're using software that meets HHA needs, we send out RFP 2321. There were two responses to the solicitation. these responses were from Emphasis Software and Yardi Systems. Their responses were evaluated by a six-member selection committee that consisted of Mike Rogers, Rhonda Foster, Gary Baxter, Diana Dmitriyeva, Leigha Greenleaf and Corey Franklin. After evaluating the two responses, the selection committee selected Yardi Systems which is an MBE company. Yardi Systems offers many features that HHA has been lacking or that we are trying to process and develop. Staff recommends the approval of this resolution.

Secretary Northern asked Mr. Spivey to talk more about the financial obligations of the Housing Authority and how we plan to move this contract forward.

Director Spivey replied, we still need to negotiate the contract so there are many questions that have not been finalized such as when payments start.

Secretary Northern said, Sir just if you would allow me to add, our current software system is currently not capable of handling this size of a housing authority so we're going to move forward with Yardi for a five-year contract. Part of that contract is implementation which could transfer data from the current system over to the Yardi system. If you look at the numbers over five years, our estimate is close to \$5 million. If we look at the unit count in terms of how many vouchers we have is close to 24,000 that's \$208 per unit so we feel that's an acceptable price related to this type of service for the organization.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3692.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3692. Commissioner Andrea Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution.

Chair Snowden's comments, I guess looking at the time frame and I think I might have a discussion with you all during that negotiation period. We need to really consider talking about initially a three-year contract. I don't want to bind the authority five years out, especially with something new that we're going into. I don't want to have to fight folks from Yardi but we will if we need to. I like three years rather than 5 years. I need you all to do what's best for the Housing Authority and I don't like to bind our hands for extended periods unless there are significant cost breaks and significant benefits to us. Legal, I want to make sure we go that we are, as well as the individuals that are using the system, that they're engaged in making sure that the implementation is in place, and those questions that I asked you like about when things start during this implementation over period And how our data is maintained. We make sure those things are secured. I want to make sure that we have some discussion about this before the final ink is put on. Any other questions or any other discussion?

Commissioner Cooksey's comments: The only other comment to make sure they have adequate training for us to transition because I think the system is needed and I think it handles more than anything and they can eliminate some of the waiting time from understanding correctly for our clients that need to be serviced. I think this will help serve them so we want to make sure that we get some on board training you know for the staff.

Mr. Spivey's reply, as part of the implementation, there's a full training component to it in which every staff member is trained.

Chair Snowden stated, let's be very clear, we're migrating over, jumping on another train of sorts, and I think it's a train for us that has the benefits as we are looking to grow and expand, we oftentimes say that we're not just your typical Housing Authority. There are many things that we do, we need to make sure that all that we have and that the services and products that we have, we are able to use them to benefit from them. So let's make sure that as we are migrating over, moving over that there is that necessary training so that we aren't caught off guard and all of the security is in place so that we aren't losing things on the back end.

Chairman called for a vote. All voted in favor. Resolution No. 3692 is adopted.

Resolution No. 3693: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Credence Construction, LLC. to replace the roof and repair exterior walls at Lincoln Park Apartment.

Secretary Northern stated that Resolution No. 3693 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3693 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Credence Construction, LLC. to replace the roof and repair exterior walls at Lincoln Park Apartment in an amount not to exceed \$1,275,200 pursuant to the memorandum from Jay Mason, Director of REID dated June 3, 2023 to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3693.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3693.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3693. Commissioner Stephanie Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3693 is adopted.

Resolution No. 3694: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060.

Secretary Northern stated that Resolution No. 3694 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3694 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3694.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3694.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3694. Commissioner Kris Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution.

Secretary Northern stated, I want to point out that this is a low-income housing tax credit deal along with the others on our agenda and we really feel that all of these deals provide the needed resources of more affordable housing for our clients. I just want to make sure that we point out that this is a low-income housing tax credit deal.

Chair Snowden commented I am glad you are saying that. We want to make sure we're clear. This is a low-income tax credit deal and housing authorities do it all the time. It's always a benefit to us to be involved. Thank you for that clarity.

Any more discussion? Having none, called for a vote. All voted in favor and therefore Resolution No. 3694 is adopted.

Resolution No. 3695: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC, for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017.

Secretary Northern stated that Resolution No. 3695 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3695 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC, for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3695.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3695.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3695. Commissioner Kris Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3695 is adopted.

Resolution No. 3696: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075.

Secretary Northern stated that Resolution No. 3696 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3696 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023 to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3696.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3696.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3696. Commissioner Andrea Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3696 is adopted.

Resolution No. 3697: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060.

Secretary Northern stated that Resolution No. 3697 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3697 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3697.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3697.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3697. Commissioner Stephanie Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3697 is adopted.

On these transactions, I know we're moving into an MOU with Olive Tree, as we are doing all of these transactions, we are always pushing for more affordability. As we look at what we are up against here in Houston and beyond, it's a must that we are always looking and pushing our developers and partners and let them know the true mission of HHA and the work that we do. It's important that you are recognizing who we are working for and it is those that have the least. I want you to see with Olive Tree, how they can do better.

EXECUTIVE SESSION

Chair Snowden stated there is no need for an Executive Session.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 3:42 p.m.