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

**TUESDAY, AUGUST 15, 2023**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, August 15, 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 August 15, 2023 Board of Commissioners meeting minutes and asked for a motion to adopt the meeting minutes.

Commissioner Kirkendoll moved to adopt the meeting minutes and Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to the August 15, 2023 Board of Commissioners meeting minutes. Having none, the minutes are adopted.

Chair Snowden said we will now move into our new business.

**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 are providing the Heat Relief Initiative to a total of 1,615 window A/C units to be installed at the Kelly Village, Cuney Homes, and Irvinton Village. Strategic communications plan was deployed to maximize the positive outreach and exposure of this initiative to promote HHA’s positive work and impact on clients. Multiple media

outlets have covered the story including NPR, Houston Style Magazine, and KPRC2. The hosted A/C Pre-bid meeting with 21 total attendees, a great turnout focusing on awarding contracts to minority/women-owned businesses and Section 3. The units provided were based on the configuration of bedrooms. One bedroom received one unit and two bedrooms received two units.

We have provided the commissioners and chairman with a copy of the Houston Housing Authority Property Portfolio. It is a compilation of all the agency's public housing sites in one comprehensive, engaging, and centralized document to include information on the scope of the agency's public housing operations and the critical essential resources we provide to the low-income communities throughout Houston.

We hosted a backpack extravaganza event and we gave away 400 backpacks with school supplies, and community resources. The event featured food, games, educational activities, and face painting and was in collaboration between "blessed to be a blessing" organization and Cargill/TEMCO.

We also had Leadership Development Training. HHA leadership members came together for a development session to strengthen our team and work toward progressing our common goal of unity. This session was for City Council Staff and beneficial to facilitate conversation and practical implementation of ways to work together effectively and efficiently in order to successfully accomplish our mission as an agency. We will continue these critical and necessary conversations moving forward to further strengthen our leadership alignment. City Council staff also was given a certificate for their attendance.

We had a great meeting with the Chicago and New York Housing Authorities and discussed how we are addressing the Homeless Coalition. We are excited to share knowledge with other Housing Authorities to become successful in this matter.

Lastly, we have completed the Resource Room in the front next to the lobby area for clients and landlords can come and do their business needs. We have several computers, printers and a library corner stocked with books for all to use.

This concludes my report unless you have any questions, Chairman.

Chairman: Let me just say 'Thanks' to the Houston Housing Authority and kuddos to all staff for their involvement at the Kelly Village, Cuney Homes and Irvinton Village. Do the 1,615 units cover all of the units?

Secretary Northern: It is based on bedroom size and configuration. In years past, HUD denied us the opportunity to get our clients ACs. I want to graduate the staff as they really fought for our clients in order to make this happen. We put the plan in place and it has come to fruition. Recently, there was a big story on heat relief throughout the country and how individuals in public housing missing out on the opportunity to have ACs. We want to be the strategic leader in that and so we want to show other housing authorities how we were able to get it done and get HUD's approval for that budget. So again, I want to thank all staff they're playing that role and I'm thinking something important for our clients.

Chairman states. We appreciate the great work that our staff is doing.

## **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 who would like to make public comments at this time.

## **PUBLIC HEARING**

Esperanza Rodriguez: I am from Irvington Village and recently voted in as Vice President and Honorary Deputy. I would like to request that you Table Resolution 3700 until next month and the reason is, I feel it's very important for the council to be able to have input regarding how services, or suggest how services are allocated.

Verdell Ingram: Shared her thoughts and appreciation of the Precinct 6 officers and the work that they do.

S.Smith: VASH client no longer being served by Veteran Affairs, requested to be ported out urgently.

## **NEW BUSINESS**

### **Resolution No. 3698: Consideration and/or action to authorize the President & CEO or Designee to enter into a contract with ADP for HRIS/Payroll software system services.**

Secretary Northern stated that Resolution No. 3698 will be presented by Patricia Guerra, Human Resources Director.

Ms. Guerra stated Resolution No. 3698 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 the contract with ADP, for HRIS and Payroll System services for a period not to exceed five (5) years, in an amount not to exceed \$100,000 annually pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated August 07, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3698.

ADP representative introduced himself and provided information about their company and stated that they continue to invest in not just the technology but the service to you and your people.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3698.

Commissioner Thomas moved to adopt Resolution No. 3698. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3698 is adopted.

Chair Snowden stated we're looking for greater things and we hope that you are and your company are able to provide recognizing that the individuals that we serve as well as the staff that we have and need to make sure that we're moving things in the right direction.

### **Resolution No. 3699: Consideration and/or take action to authorize the President & CEO to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Revenue Bonds (Brookside Gardens Apartments) Series 2023; Approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject.**

Secretary Northern stated that Resolution No. 3699 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3699 reads: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Revenue Bonds (Brookside Gardens Apartments) Series 2023; Approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject, pursuant to the memorandum from Jay Mason, Director of REID dated August 15, 2023, to David A. Northern, Sr., President & CEO.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3699.

Commissioner Ballard moved to adopt Resolution No. 3699. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3699 is adopted.

**Resolution No. 3700: 2023 Law Enforcement Services Intergovernmental Agreement.**

Secretary Northern stated that Resolution No. 3700 will be presented by Brian Terry, Director of Security.

Mr. Terry stated Resolution No. 3700 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a one-year intergovernmental agreement with an option to renew for four (4) additional one-year terms not to exceed \$2,376,946.78 annually with Harris County through its Constable Precinct 6 Office for Law Enforcement Services at designated Houston Housing Authority properties and make any necessary changes, pursuant to the memorandum dated August 1, 2023, from Brian A. Terry, Director of Security to David A. Northern, Sr., President & CEO.

Mr. Chairman HHA has an agreement with Precinct 6 that the contract expires in September of this year. In 2018 approval to track and gave us the four additional one-year terms and that has expired so we come back today asking you continue the contract with Precinct 6. The new agreement, like the previous one, will be 80/20 split which means HHA pays 80% of the salary and the county pays 20% and we get 100% of their time. We do understand that \$2m of a lot of money but it is well spent. Security brings no revenue but it does bring us safety and security to our residents and to our clients and our properties.

We get 21 dedicated deputies who work on properties. They're dedicated to work our properties. That covers their vehicles, their gas, their hangers on the vehicles, bicycle patrol, and their high-water vehicles, that's the dedication they give us. We use their investigators, we use their internal affairs division, we use their lockup facilities, their entire command center and we do not have to pay for it. With this contract, I can pick up the phone and call about anyone at any time of day and get what we need. That's relationship building.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3700.

Commissioner Cooksey moved to adopt Resolution No. 3700. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3698 is adopted.

**Resolution No. 3701: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Geofill Construction to replace the roof and repair exterior walls at Kennedy Place Apartments.**

Secretary Northern stated that Resolution No. 3701 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3701 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 Geofill Construction to replace the roof and repair exterior walls at Kennedy Place Apartments in an amount not to exceed \$1,545,840 pursuant to the memorandum from Jay Mason, Director of REID dated August 1, 2023, to David A. Northern, Sr., President & CEO.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3701.

Commissioner Thomas moved to adopt Resolution No. 3701. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3701 is adopted.

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

**EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on Tuesday, August 15, 2023 at 3:41 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 4:04 p.m.

Secretary Northern called the roll and declared a quorum present.

**ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 4:05 p.m.