

**HOUSTON LAND BANK
MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
HOUSTON, TEXAS**

January 26, 2026

A regular meeting of the Board of Directors ("Board") of the Houston Land Bank ("HLB"), a Texas non-profit corporation created and organized by the City of Houston as a local government corporation pursuant to the Texas Transportation Code Annotated, Section 431.101, *et seq.*, and the Texas Local Government Code Annotated, Section 394.001 *et seq.*, was held at 602 Sawyer Street, Suite 210, Houston, Texas, on Monday, January 26, 2026 at 12:00 p.m. Written notice of the regular meeting, which included the date, hour, place and agenda for the regular meeting, was posted in accordance with the Texas Open Meetings Act.

Board members in attendance were:

Elaine Morales-Diaz	Rickie Bradshaw
Matt Zeis	Janae Ladet-Gardner
Francisco Castillo	Dwantrina Russell
Thomas Simpson	Ge'Juan Cole
David Collins	

Board directors absent were: Marilyn Muguerza and Chrishelle Palay. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; LaTosha Okoiron, in-house counsel and Compliance Manager of the HLB; Isai Mendez, Finance Director for the HLB; Lindsey Williams, Director of Community Development for the HLB; Melanie Young, Director of Operations; Donesha Albrow, Program Manager for the HLB; LeKendra Drayton, Administrative Assistant for the HLB; Mark Glanowski (Paralegal) of Winstead PC; and Gracie Saenz, outside counsel to the Houston Land Bank.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:02 p.m. A roll call of the Board members attending in person immediately followed. Chairman Zeis then announced that an in-person quorum of the Board was now present for this meeting.

II. Public Speakers & Registered Attendees

Nothing to report due to no public speakers in attendance.

III. Consideration and Adoption of Meeting Minutes

a. December 15, 2025, Board Meeting

Chairman Zeis noted that the minutes for December 15, 2025, regular meeting of the Board were previously circulated for review and comment to the Directors.

Director Castillo then made a motion to approve the written minutes for the meeting held on December 15, 2025, which motion was duly seconded by Director Russell and approved with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked everyone for attending today's meeting on a chilly Monday afternoon. He then stated that the new HLB homeowners have been briefed with the necessary information to prepare their homes for the cold weather.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met on January 12th of this month to discuss the items on the Board meeting Agenda. The Executive Committee also discussed the update by HLB staff on the status of the large tract sites and the incinerator site with the expected construction of the cap once the contracts are in place. He mentioned that residents are now moving into the new Houston Housing Authority apartment development located at 800 Middle Street which is just west of the incinerator site.

b. Finance Committee: Open Chair

Chairman Zeis reported that the Finance Committee did not meet this month. He stated that there were no significant changes since the last financial report.

c. Partnership and Program Development Committee: Chrishelle Palay, Chair

Director Palay was not in attendance, however, Lindsey Williams reported that the Partnership and Program Development Committee did not meet this month.

d. Real Estate Acquisition and Disposition Committee: Francisco Castillo, Chair

Director Castillo reported that the Real Estate Acquisition and Disposition Committee meet this month to discuss the disposition of the lot to the church in Sunnyside. He then stated that he spoke with Neal Ratcliff with the Housing Authority regarding development of affordable housing.

e. Procurement and Oversight Committee: Elaine Morales-Diaz, Chair

Director Morales-Diaz reported that the Procurement and Oversight Committee did not meet this month as there was nothing on Agenda for the committee to address.

VI. Board Action Items

a. Consideration and Possible Action to purchase 3311 Farmer, Houston, Texas 77070 (HCAD 0211440060020).

Chairman Zeis announced that approval of this agenda item will authorize the HLB President and CEO to enter into a final agreement to purchase this land locked lot from the current private lot owner. This lot is adjacent to other HLB owned lots in the Fifth Ward.

Ms. Stoneham noted that the HLB currently owns the three adjacent parcels which comprise a portion of the approximately 5,000 square foot site. This acquisition will allow the HLB to consolidate ownership of the entire site which will then be used to construct a proposed staging and/or demonstration house with adjacent parking.

Director Russell asked why the Fifth Ward area was chosen for the location of the proposed HLB demonstration house. Ms. Stoneham replied that this location in the Fifth Ward will provide a central location with high visibility, and accommodate necessary parking.

Director Bradshaw made a motion to approve the purchase of the lot at 3311 Farmer, which motion was duly seconded by Director Morales-Diaz and approved with the unanimous vote of the Board.

b. Consideration and Possible Action to Approve a Pro Bono Engagement with 180 Degrees Consulting - Rice University.

Chairman Zeis announced that this Agenda item will authorize the HLB to approve a pro bono engagement with the 180 Degrees Consulting – Rice University Chapter.

Ms. Stoneham stated 180 Degrees Consulting is an organization that works with universities and colleges students to provide pro bono consulting which is supervised by a manager.

She then reported that HLB leadership met with representatives from the Rice University chapter of 180 Degrees Consulting, a global nonprofit organization that provides free consulting services to mission-driven organizations. The Rice chapter is comprised of undergraduate and graduate students trained in management consulting methodologies and supported by faculty advisors.

During the meeting, 180 Degrees Consulting outlined their proposed scope of work and confirmed their interest in supporting HLB as a pro bona client for the Spring 2026 semester. The engagement is structured to deliver targeted analysis, recommendations, and tools that align with HLB's current operational needs and strategic priorities with the inaugural HLB fundraiser named *HLB Homecoming* scheduled for June 2026.

Director Russell then mentioned that the University of Houston also has a consulting group which assists nonprofit organizations with consulting services. Director Bradshaw asked if HLB talked to any of the prior clients of 180 Degrees Consulting. Ms. Stoneham responded that she did not but reviewed its public relations booklet.

The proposed engagement will be governed by a memorandum of understanding outlining scope, confidentiality, deliverables, and timeline.

The engagement will include:

- Event Capacity Support
 - Assist with outreach strategies for the HLB Homecoming fundraiser, including development of save-the-date messaging, segmented invite lists, and marketing templates.
 - Provide clear deliverables including communications assets, process documentation, and presentation materials to support staff implementation.

All work will be performed at no cost to HLB and will conclude by April 30, 2026.

Director Bradshaw asked if this engagement can be renewed for the next semester. Ms. Stoneham replied that the HLB may be able to renew the engagement.

Director Russell made a motion to approve the proposed pro bono engagement with 180 Degrees Consulting-Rice University Chapter, which was duly seconded by Director Cole and approved with the unanimous vote of the Board.

c. **Consideration and Possible Action to Authorize the President and CEO to execute the grant agreement with *Casas y Carreras*, and authorizing the disbursement of funds to support pilot implementation of the initiative titled *Homes Built, Futures Launched***

Chairman Zeis announced that approval of this item will authorize the President and CEO of HLB to execute a grant agreement with *Casas y Carreras* and to authorize the disbursement of funds to support the pilot implementation of an initiative titled *Homes Built, Futures Launched*.

Ms. Stoneham announced that this is a grant for \$50,000.00 that was applied for last Fall sometime in September to support the work the HLB is already doing with the Local Initiatives Support Corporation RAMP program. She informed the Board that one-half of the grant will be received upon execution of the grant agreement and the other half in January 2027 upon receipt of the progress report needed to show what was completed against what was proposed.

Homes Built, Futures Launched is an emerging initiative from the Houston Land Bank that aims to create a bridge between housing development and workforce opportunity in the construction sector. Through a strategic collaboration with *Casas y Carreras*, HLB is launching a pilot program that will coordinate workforce referrals, develop implementation tools for builders, and create systems to evaluate long-term impact.

To support this effort, HLB has leveraged operational funding through partnerships with LISC Houston's RAMP program, which is committed to increasing capacity for new housing models and job creation efforts. These funds provide critical infrastructure to launch, document,

and sustain the program beyond its initial pilot year. Director Bradshaw asked if this will enhance what the HLB is doing now with more funding support. Ms. Stoneham confirmed that was correct.

Under the grant agreement, *Casas y Carreras* will hire and oversee a full-time program coordinator, manage legal documentation with referral partners, develop engagement materials, and lead cross-sector coordination. This agreement enables early execution of planning deliverables while laying a strong foundation for future replication and expansion.

Director Cole asked if this grant can be renewed, Ms. Stoneham noted that this is the first grant for the pilot program.

Director Castillo made a motion to authorize the President and CEO to execute the grant agreement with *Casas y Carreras*, and to authorize the disbursement of funds to support pilot implementation of the initiative titled *Homes Built, Futures Launched*, which motion was duly seconded by Director Bradshaw and approved with the unanimous vote of the Board.

VII. Executive Session

No need for any Agenda items to go into Executive Session.

VIII. Board Member Comments

Nothing to report.

IX. Adjournment

Chairman Zeis asked if there were any additional matters to be discussed or considered by the Board. Hearing none, this regular Board meeting then adjourned at 12:21 p.m. upon the motion of Director Russell which was duly seconded by Director Ladet-Gardner and passed with the unanimous vote of the Board.

Minutes Prepared By:

Mark Glanowski (Paralegal) of Winstead PC and
Graciela Saenz of Law Offices of Graciela Saenz, PLLC

Signed on the ____ day of _____, 2026.

Secretary

Signature: Elaine Morales
Elaine Morales (Aug 27, 2026 14:32:43 CDT)

Email: elainemoralesdiaz@gmail.com

HLB Regular Meeting - January 2026

Final Audit Report

2026-08-27

Created:	2026-08-27
By:	Monica Moctezuma (mmoctezuma@houstonlandbank.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwb1UxZ_0dl8X3D3zTOKwlmvC1BqyA0f

"HLB Regular Meeting - January 2026" History

-  Document created by Monica Moctezuma (mmoctezuma@houstonlandbank.org)
2026-08-27 - 4:11:48 PM GMT
-  Document emailed to elainemoralessdiaz@gmail.com for signature
2026-08-27 - 4:11:53 PM GMT
-  Email viewed by elainemoralessdiaz@gmail.com
2026-08-27 - 7:32:22 PM GMT
-  Signer elainemoralessdiaz@gmail.com entered name at signing as Elaine Morales
2026-08-27 - 7:32:41 PM GMT
-  Document e-signed by Elaine Morales (elainemoralessdiaz@gmail.com)
Signature Date: 2026-08-27 - 7:32:43 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-08-27 - 7:32:43 PM GMT