

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD FEBRUARY 24, 2014**

Commissioners met at the Central Office. Chair Elizabeth Williams called the meeting to order at 5 p.m. Present: Chair Elizabeth Williams, Vice Chair Kevin Healy, and Commissioners Thomas Espinoza, Kathy Beuthin, Mary Jo Zenk, and Kathleen Ballesteros. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resources Manager; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

PRESENTATION:

Ms. Goebel presented Ms. Ruelaz with the HUD Certificate of Recognition for 2013 Housing Choice Voucher Program High Performer. The Board congratulated Ms. Ruelaz and the Housing Authority for their High Performer status.

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Regular Board Meeting held January 27, 2014

Upon motion by Commissioner Healy; seconded by Commissioner Zenk, the Board approved the Consent Agenda. Motion carried with the following vote:

YES: Williams, Healy, Espinoza, Beuthin, Zenk, Ballesteros
NOES: None
ABSENT: None

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Zenk reported the Personnel Committee is still working with Staff on the Board Manual; other reports are on the agenda.

Finance/Dev Committee: Commissioner Espinoza reported everything is on the agenda.

Monterey County Housing, Inc.: Mr. Rose reported MCHI had a meeting on February 29th and was able to seat Mr. Styles as a Director; Ms. Scott was unable to attend this meeting but we hope she will be able to attend the next meeting on March 12th here at HACM. He invited all to attend. Mr. Rose responded to query that if Ms. Scott becomes a Director next month, there will be only one vacancy left to fill.

Affordable Acquisitions: Same as MCHI

Monterey County Housing Development Corporation and LP's: Ms. Warren reported these are all in the HDC report.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported we have been waiting for HUD to send out inspectors for the Public Housing sites for the Fiscal year ending June 30, 2013, but we have heard they have bid that out to auction again so they are apparently looking for a new inspector. She stated at the California Association of Housing Authorities (CAHA) meeting last month, there were several agencies talking about their experience with RAD and it was clear that HUD is making rules as they go along and trying to figure out how to make things work. Hopefully, they will have things worked out by the time they get to us.

To query regarding repairing the HACM building, Ms. Warren noted there have been staff changes but this issue is still on their radar. To suggestion that since HDC was impacted with a lot of other issues, maybe this could be contracted out, Ms. Warren replied that Staff would talk

about it to see if there is another approach. Staff noted it is an antiquated system and inefficient. The Board requested information on this issue be brought to the Board next month.

INFORMATION

A. Finance Report

Ms. Santos reported her department is underway on seven December 31st audits, has now received the HDC draft of the financials of June 2013, and we are just waiting on the limited partner to approve the Fano Vista audit.

At the Finance/Development Committee meeting, the issue of IT generating a drop box for the Commissioner's documents so they could be accessed by password seems to be an easy thing to do, but IT did recommend using a service that would be more secure and not just one of the free services. Ms. Goebel reminded this portal would have a user name and password access so only certain individuals would have access and not for the public. Overhead costs were also discussed at the committee meeting and explained that management fees cover certain departments and costs for a property manager of a complex are charged directly to that site. Ms. Santos stated she would add something to her report next month that explains what costs are covered where.

To query regarding Plaza House sale, Ms. Santos explained that occurred in January, but HACM received \$150K in cash and there is a \$200K short-term note that will be paid in June and the final payment in December 2014. Commissioner Zenk thanked Ms. Santos for including the specifics to the properties how they were doing compared to the budget. Commissioner Espinoza reminded that the Lakeview management extension with charges was also discussed at the committee meeting. Ms. Warren explained for the first 30 day extension, the cost will be \$5K; if they ask for another 30 day extension, that cost will be \$10k, and for another 30 day extension the cost would be \$20K. The owners agreed to these terms.

B. Human Resources Report

Ms. Wyatt reported the impending meeting regarding the 9/80 schedule on her report has taken place and currently management staff is in discussions to find out what kinds of issues may come up before going back to the union with our input.

Commissioner Zenk suggested that when an agenda item is updated that the updated memorandum reflect the new date.

C. Development Report

Ms. Warren reported she had nothing to add to her report. To query regarding RAD, Ms. Goebel noted there was a letter stating HUD needed authorization from Congress to do any more RAD contracts above the original 60,000 units and that new ones received would be at the 2014 rates. Ms. Warren stated HUD is going ahead and processing applications over the 60,000 with the intent of issuing a conditional approval so when the logjam is broken politically, they will be ready to fund those applications right away. She further mentioned that even though our application is not in that area, our application will still be vetted in the next couple of months.

Commissioner Healy asked if there was any news about getting on the Congressman's calendar regarding Castroville and USDA. Ms. Warren responded it is on her list.

Ms. Warren reminded that Plaza House has closed and to query regarding those funds, Ms. Santos stated they go to the general fund but we also are able to cancel the electricity and water as well as the insurance on that property.

D. Property Management Report

Ms. Goebel responded to query on farm labor subsidies that a lot of additional farm labor rental assistance (RA) subsidies had been received by HACM from USDA in the hopes that we were going to do some rebuilding of Castroville, but we haven't been able to make that happen

because the funding hasn't been available from USDA. Ms. Santos further explained the rents are relatively reasonable even at full rents so we're not utilizing all of the RA and they are all farm labor tenants. Those that are unutilized for a year, USDA takes back most of them. Ms. Goebel noted we have to document for USDA why we need to hold onto some when USDA tries to reclaim them.

Ms. Warren replied to query regarding Paso Robles that Staff is interfacing with them on a regular basis to ensure the timely lease-up of Oak Park Phase 1.

E. Housing Programs Report

Ms. Ruelaz reported the Project Based Voucher RAD project at Gabilan View started on January 10th with 51 units; an application for the NAHRO Award of Merit has been submitted for the POWER Project; one of the CSUMB Interns is focusing on owner outreach in the Peninsula area and we have set the date of March 20th at Casanova for this meeting; and in response to a flyer from Commissioner Zenk for ideas to use apps and the CSUMB students make the apps, we have submitted one to post our listings on the Smart Phone so instead of coming to the office to pick up a paper copy, they can just look on their phone for available units. To query regarding job fair, Ms. Ruelaz responded there will be a big one for Monterey on March 31st at the Monterey Conference Center, but we will be organizing another one in the September/October time frame.

COMMISSIONER COMMENTS

Commissioner Beuthin commented that the Monterey Institute of International Studies is having a career fair this Friday. And if you were interested in recruiting interns, it's probably not too late to contact Dayton Hughes to arrange to be an employer at that career fair. She further congratulated everyone on the 2 Haciendas Grand Opening. She stated Commissioner/Director Espinoza did a wonderful job. It was a wonderful event and congratulations on the organization of it and what it represents, the completion of 2 Haciendas and an opportunity for people to obtain housing. Commissioner Beuthin further noted that she did have a chance to speak with the veteran who was there as a new resident—he and his brother had been homeless and they have housing now at 2 Haciendas.

Commissioner Zenk thanked Staff again for great work on the reports and for following up. And she echoed what Commissioner Beuthin was saying that the grand opening was really nice and she loved the stories from the speakers that were really terrific. She further stated she was glad the Housing Programs department was applying for an app and she hopes the students get excited about it. Commissioner Zenk stated CSUMB is having a career fair tomorrow—and it's a pretty big one. They are also having a couple of workshops including one where they are bringing somebody from LinkedIn down to talk about how to use LinkedIn from a professional point of view. There's information on the university's website on that.

Commissioner Healy thanked everyone for their tireless work. He further thanked Staff for their work on the Plaza House sale. Congratulations on your recognition for the High Performer status. He will be looking for the new app. He stated keep up the good work and thank you again very much.

Commissioner Espinoza commented, maximize the highs and minimize the lows; continue to fight the good fight.

Commissioner Ballesteros commented that she really enjoyed the grand opening; that was her first exposure to the public. And it was very interesting; it was her first time to hear Leon Panetta as well as the whole ceremony. Commissioner Ballesteros noted she knew Councilmember De La Rosa and Supervisor Armenta. Even though she took some personal time off from work to be there, to her it was a pleasure; she thanked everyone involved in setting that up. She further stated Commissioner Espinoza did a great job.

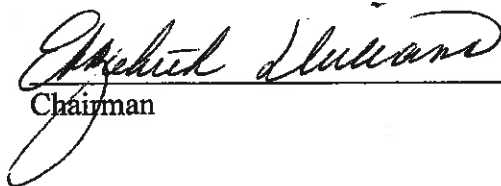
Commissioner Espinoza further commented that there was a nice tie in with the history and the speakers for that day; he thought Councilmember Gloria De La Rosa's personal story and

personal relationship to Maria Torres Gil was very powerful. It was kind of a recurring theme of immigrants because the President of CSUMB was from Argentina and then Secretary Panetta's family came from Italy and Melina Whitehead, HUD representative, was from Greece. It was a beautiful day and whoever put the speakers together did a very good job – congratulations.

Commissioner Williams congratulated Ms. Ruelaz on the High Performer status. For 2 Haciendas – it was a wonderful day. It was nice to see Leon Panetta and Fernando Armenta there and the others. And Commissioner Espinoza did an excellent job; she was very proud. Commissioner Williams further noted the ribbon cutting was a nice ceremony and she enjoyed it. She thanked the Commissioners that were able to come and noted it always means a lot to Staff to have the Commissioners attend. Commissioner Williams thanked Staff for all the work they do.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:35 p.m.



Chairman

ATTEST:

3-25-14

Secretary

Jan B. Boehl

Date