

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD MARCH 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 (arrived 5:11 p.m.), Kathy Beuthin, Mary Jo Zenk, and Kathleen Ballesteros. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Pat Wyatt, Human Resources Manager; Shannon Tonkin, Housing Management Manager; Starla Warren, Fee-for-Service Director of Development; and Tom Griffin, Legal Counsel. Recorder: Sandy Tebbs

PRESENTATIONS: Resolutions of Commendation

Chair Williams presented Resolution 2782 to former Commissioner Alan Styles; Mr. Styles thanked the Board and Staff for all they have done during his years of service to the Housing Authority.

Chair Williams presented Resolution 2783 to former Commissioner Charmaine Scott; Ms. Scott thanked the Board and Staff and stated she will miss everyone.

HDC President Starla Warren made presentations to former Directors Styles and Scott also.

The Boards thanked Mr. Styles and Ms. Scott for their service to both these organizations.

Commissioner Espinoza arrived at 5:11 p.m.

COMMENTS FROM THE PUBLIC

Mr. Justin Kim requested any assistance that the Housing Authority could give regarding the high rent increases made at Pacific Meadows. Chair Williams stated his issue would be referred to Staff and someone would get back to him regarding his complaint.

Chair Williams reported that Staff had responded via mail to Taina Olson, who spoke in public comments in December.

Chair Williams opened the Public Hearing at 5:34 p.m.

PUBLIC HEARING: PHA Annual Plan

Ms. Goebel explained every year HACM is required by HUD to prepare an Annual Plan and every fifth year to create a Five Year plan; this is the last year of the Five Year plan so we only need to do an Annual Plan and part of that process is a Public Hearing. We have prepared the plan; we have also put it out for comment for the 45-day requirement by regulation. There were no comments made by the public.

Chair Williams closed the Public Hearing at 5:35 p.m. and reconvened to regular session.

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Regular Board Meeting held February 24, 2014

Upon motion by Commissioner Healy; seconded by Commissioner Beuthin, 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 committee is working with Staff on the Board Manual; other reports are on the agenda.

Finance/Dev Committee: Commissioner Espinoza reported the committee went over the PHA Annual Plan which is under New Business; other reports are on the agenda.

Monterey County Housing, Inc.: Mr. Rose reported MCHI had a meeting on March 12th; Ms. Scott still has an active interest in joining MCHI but her calendar is currently full; she may not be able to join right away. He stated Commissioner Zenk provided information on Board Connect which connects nonprofit boards with people seeking board membership. We hope our application will be accepted and be a successful one. This Board Connect event takes place on April 23, 2014 at 5 p.m. Mr. Rose noted their next meeting will be on May 14th here at HACM.

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 the scheduled meeting with Congress Farr's aide on the need for funding for Castroville had to be rescheduled to April; Staff hopes to get the Congressman out to see the condition of this property and get his support in Washington, DC. Staff met with Senator Monning's field representative; Senator Monning is on the Committee for Affordable Housing. We have started our service to Interim Inc. She pointed out the attachment on the Overview of the President's Budget; it is very informative regarding FY 2015. Ms. Goebel stated on the table is the GAO report on 2013 Sequestration for the HUD section.

NEW BUSINESS

A. Resolution 2784: PHA Certification of Compliance with the PHA Plan and Related Regulations (2014)

Ms. Goebel explained some discussion about RAD has been added, but most of these things are required. To query, she noted when we do the Five Year Plan is when we do new goals. Next year will include the Five Year Plan and the Annual Plan. To another query, Ms. Goebel stated most of the discretionary decisions are in our ACOP and Admin Plan.

Upon motion by Commissioner Healy, seconded by Commissioner Zenk, the Board adopted Resolution 2784, PHA Certification of Compliance with the PHA Plan and Related Regulations (2014). Motion carried with the following vote:

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

B. HACM Building

During a lengthy discussion, Ms. Warren noted she and Ms. Goebel have met regarding the capital needs on this building. She noted 95% of the RFP has been completed, but we need some energy efficiency measures to be added. The biggest issue is the balancing of the heating system, such as abandoning stand-alone air conditioner or do a whole HVAC; she thinks the RFP would be ready the first of April. Ms. Goebel reminded in addition to the big system issues, there are other updating items that need to take place in the bathrooms and kitchen area. This building is over 25 years old. Commissioner Williams emphasized this issue needs to be moved forward immediately. Ms. Warren replied to query that it would take approximately four weeks for responses to be returned on the RFP. Regarding the funding on this project, Ms. Warren replied she would like to finance it with no interest loans to the extent we can get the energy savings on the building to pay for any debt service. There was a Board consensus to move this project forward immediately with respect to the funds that are available.

C. 2014 Amendments to the Brown Act

Mr. Griffin reported that a roll-call vote is required for all agenda items by California Senate Bill 751 which went into effect January 1, 2014. This law applies to the Consent Agenda vote as well as any final action reported out of Closed Session. To query whether this applied to decisions already made in January and February, Mr. Griffin replied in the affirmative but didn't think it necessary to go back and redo. Ms. Goebel reminded that currently our motions reflect how the members of the Board voted on an issue; it was just not done via roll call. Chair Williams requested the Clerk of the Board add roll call vote on the agenda as a reminder. To query whether the Board Clerk needed to go into closed sessions, Mr. Griffin responded in the negative; if minutes are needed in a closed session, then the Chair can designate someone in that session to do so. Chair Williams reminded that it is a practice of the Chair person with regards to closed session items that Legal Counsel be contacted when in doubt about whether an issue is a closed or open session item.

C. Sunrise House Appointment

Chair Williams appointed Commissioner Beuthin to be the HACM representative to the Sunrise House Board, but Commissioner Beuthin later declined due to her schedule. Chair Williams then appointed Commissioner Espinoza to be the HACM Representative on the Sunrise House Board to replace former Commissioner Alan Styles.

The Board moved the Closed Session forward on the agenda. The Board convened to Closed Session at 6:09 p.m.

CLOSED SESSION

The Board of Commissioners met in Closed Session for the following purpose and reason:

A. Government Code Section 54957(b) Personnel Matter

ACTION: The Chair announced that the Executive Director would receive a 2% increase in salary for 2014. Motion carried by the following roll-call vote:

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

The Board reconvened to regular session at 6:50 p.m.

INFORMATION

A. Finance Report

Ms. Santos responded to query regarding the HELP loan due in June that HDC can choose to cover this loan and the other loan isn't due until 2015. Commissioner Espinoza reported that the Finance/Development Committee had a good introductory discussion regarding property management fees, operating costs, and what the projects cover; basically what would make sense operationally and financially for both HACM and HDC. Commissioner Williams noted she had requested Ms. Santos provide information on the property management issue and to bring it to the Board in April or May.

B. Human Resources Report

Ms. Wyatt reported that Staff met with the non-union, non-supervisory staff last week and they had until last Friday to solicit their input or raise concerns or questions regarding the proposed 9/80 schedule. The next step is to meet with supervisory staff and put a schedule together to see if we can cover the 7:30 a.m. to 5:30 p.m. schedule. After that we will make an appointment to meet with the Union to address their concerns and our concerns.

C. Development Report

Ms. Warren reported that Staff met with Congressman Farr's staff regarding the Castroville Project and they are engaged in helping us with the terms of our eligibility for a NOFA coming out in November. They were given pictures and a capital needs assessment as well as a letter from us outlining the issues for scheduling a teleconference with USDA. She noted at a conference in Sacramento, she talked with a member of the Monterey County Board of Supervisors about a commitment for a HOME loan for Castroville and consideration regarding processing fees which was met with a positive response. To query regarding Lakeview, Ms. Warren responded the owner was unclear about his need to respond to a next extension; she noted she would follow-up tomorrow on this issue.

To query regarding Castroville Rehab, Staff explained it is a total of 48 units in two locations in Castroville that are in dire need of replacing, but the issue is the USDA NOFA threshold is for new units and USDA calls our demolish and rebuild replacement units. Staff went to the national level of USDA for clarification and the answer came back that we do not meet their threshold of new units. We have local support for this project with the State USDA office, but not nationally which is the reason for our contact with Congressman Farr and his office.

D. Property Management Report

Ms. Tonkin reported the PHAS REAC inspections started today and will finish on Friday. To query regarding Portola Vista tenants being noticed about an increase for the contract rate, Ms. Tonkin responded the residents are noticed in case they have any concerns or questions; it is a HUD requirement to notify the residents. She stated it can be confusing because it doesn't affect tenant's portion of rent; the increase affects HAP.

E. Housing Programs Report

Vivian Brennan reported in the absence of Ms. Ruelaz that we hope the app that Ms. Ruelaz submitted to the CSUMB Ideas of March competition will be taken on by a Capstone student to complete. She stated it was great to be chosen for the competition and noted other HACM departments might benefit from this technology by CSUMB students also. Commissioner Zenk noted pictures of the competition are being passed around the Board table. To query whether this app would do away with paper copies, Staff responded in the negative but noted it would save HACM from making the large volume of copies currently done. Ms. Brennan next pointed out 2013 At A Glance that shows what their department has accomplished in 2013; she noted this is a great tool for presentations. Ms. Brennan further reported Staff is CURRENTLY in the process of completing an application for the NAHRO PSWRC Award for our partnership with Goodwill Industries plus we are nominating an FSS Client of the year for another award.

Commissioner Williams commented that Leticia Fowler, Senior Housing Program Specialist stopped by to introduce herself today; she noted it was nice to meet her and she appreciated her stopping by.

COMMISSIONER COMMENTS

Commissioner Beuthin congratulated Staff on all their work with the housing programs and the funding; she thanked them for doing a good job.

Commissioner Ballesteros thanked Staff for all they do and she appreciates their hard work.

Commissioner Healy thanked Staff for their continued hard work and especially with their diligence regarding the Castroville project. He personally appreciates that as well as how much the community does as well. He thanked Ms. Brennan for a great report and complimented that department on their 2013 At A Glance. He congratulated Ms. Goebel on her salary increase and noted it is well deserved but not at the level it should be. He stated the Board is honored to have Ms. Goebel as the ED of this organization.

Commissioner Zenk thanked Staff for picking up her suggestion to participate in the CSUMB Ideas of March competition; she was glad that the app was selected and a prototype was put

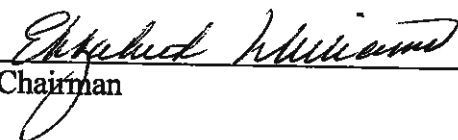
together. Commissioner Zenk noted the Director of that competition stated he thought the students did a good job with that app. She further noted she was glad Staff was going to try to get a Capstone student to take on the completion of the app. Commissioner Zenk noted CSUMB has a whole group of students that do communication design; it is amazing. She noted when HACM is ready for their 75th Anniversary; we might want to engage these students about a year prior. Commissioner Zenk stated the Computer Science students do the app things. She next stated she has Housing Resource Center fund raiser tickets available for a pancake breakfast at Applebee's restaurant on Saturday, April 12th.

Commissioner Espinoza commented he agrees that the 2013 At A Glance is a great piece of marketing material. He further commented that Ms. Warren did a great presentation at the Board of Supervisors meeting and what was encouraging were the questions from Supervisor Parker which elicited more feedback and the gracious comments from Supervisor Armenta which were right on in terms of that Board's perceptions of HACM and HDC and what both Staffs are accomplishing. He stated it was a job well done. He further noted kudos to HACM and HDC for being involved in this marketing strategy and stated it is starting to come to the forefront how HACM and HDC are inter-related. The value that the two organizations bring to the community is highlighted nicely in the presentation.

Commissioner Williams wished Commissioner Zenk a Happy Birthday. She next pointed out the new television screens in the Conference room and noted they will be helpful not only to HACM but other organizations that use this room. Commissioner Williams stated she mirrors what Commissioner Espinoza stated about the presentation to the Board of Supervisors; it was very professional and the Board asked questions; she was very proud of Staff and the passion reflected during the presentation. She further thanked Commissioner Zenk for her help with the evaluations; she thought the process was a good one and she hopes this will continue. Commissioner Williams stated the Ad Hoc Committee for the Selection of Tenant Commissioners will be interviewing someone this coming Friday so hopefully we will have a new Tenant Commissioner at the next Board meeting. She thanked everyone for being here tonight and congratulated Commissioner Healy on his job promotion. Commissioner Williams thanked the Board for their input and Staff for their hard work.

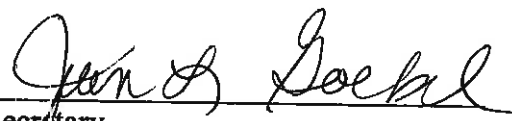
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:26 p.m.



Chairman

ATTEST:



Secretary

4-29-14

Date