

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JUNE 23, 2014

Commissioners met at the Central Office. Chair Elizabeth Williams called the meeting to order at 5:02 p.m. Present: Chair Elizabeth Williams, Vice Chair Kevin Healy and Commissioners Thomas Espinoza, Kathy Beuthin, Mary Jo Zenk, Kathleen Ballesteros, and Viviana Gama. Also Present: Jean Goebel, Executive Director; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resources Manager; and Shannon Tonkin, Housing Management Manager;. Recorder: Sandy Tebbs

PRESENTATION: Service Award

Chair Williams presented Teresa Watkins with a 15-year Certificate of Appreciation; the Board thanked Ms. Watkins for her many years of loyal service.

COMMENTS FROM THE PUBLIC

Leticia Fowler and Suzanne Cook-Turner spoke in favor of the 9/80 work schedule and encouraged the Board to approve the new 9/80 work schedule.

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held May 19, 2014
- B. Minutes - Approval of Minutes of the Special Board Meeting held June 12, 2014
- C. Minutes – Approval of Minutes of the Special Joint HACM/HDC Meeting held June 12, 2014
- D. Resolution 2790 – Semi-Annual Write-offs

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

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

Chair Williams responded to query regarding the comments in public at the May 19th meeting that the public comment issue had been addressed.

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Zenk reported the Committee continues to work on the Commissioner Handbook. Ms. Zenk noted that it has been requested that her trip report for the PSWRC Conference be forwarded to the Commission as an example for a trip report.

Finance/Dev Committee: Commissioner Espinoza reported all items are on the agenda.

Monterey County Housing, Inc.: Mr. Rose reported the next meeting is scheduled for July 9th and there will be a potential Board member attending that meeting.

Affordable Acquisitions: Same as MCHI

Sunrise House: Commissioner Espinoza reported their next meeting is scheduled for July 10th and that Board meets every other month; he also stated that he had an informative lunch with Mr. Rear, Executive Director of Sunrise House.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported the next PHAS inspection is scheduled in August; HUD is still finishing the 2013 inspection and they are scheduling the 2014 one in August. To query, Ms. Goebel responded Ms. Ruvalcaba is now going to Paso Robles to provide intensive training. To query regarding HACM building repairs, Ms. Goebel responded Ms. Warren could better speak to this issue. Commissioner Espinoza noted HDC will be acting as the construction manager for this project. To query regarding the website, Ms. Goebel stated the date for Staff to have their information for the website is the end of July; we hope by the end of summer to have it completed.

NEW BUSINESS

A. Resolution 2791: Approving the Agency Operating Budget for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015

Ms. Goebel explained that Ms. Santos had expected the budget to go to the May Board meeting but due to other issues, it was delayed to this month when she had a planned vacation. She further stated that the Finance/Development Committee reviewed this budget and had a lot of questions that Ms. Santos was able to respond to. Commissioner Espinoza reported that the Finance/Development Committee recommends approval. Commissioner Healy noted the Committee went over the budget in detail. Commissioner Zenk requested an opportunity to add goals for the budget before it is prepared. Chair Williams requested the Clerk of the Board add Strategic Planning for the budget input to the Retreat or possibly a pre-budget workshop could be planned.

The Chair reminded that the Finance/Development Committee does review the Budget for the full Board.

To query regarding the rejection of the audit, Ms. Goebel replied it is still under review by HUD. She explained every year there is a different reviewer and explanations are needed for our complicated audits. To another query, Ms. Goebel noted the Auditor does have to approve the audit to HUD.

Upon motion of Commissioner Espinoza, seconded by Commissioner Healy, the Board adopted Resolution 2791 approving the Agency Operating Budget for FY 2014-2015. Motion carried with the following roll-call vote:

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

B. Board Retreat

There was some discussion about whether Legal Counsel should provide a briefing on Robert's Rules of Order at a Board meeting and whether a visit by Congressman Farr regarding the Castroville project should be set as a Special meeting to provide more time for the Congressman.

The Clerks of the Board for HACM and HDC were tasked with surveying the availability of the Commissioners/Directors for a Board Retreat date in late August.

This item was Tabled until the next Board meeting when the Clerks of the Boards would provide the results of the survey.

C. NAHRO National Conference

Ms. Goebel stated after the Summer Conference, NAHRO usually releases the information for the Fall Conference. There was also some discussion about traveling into Washington, D.C. to visit legislators, HUD offices, and possibly USDA.

The Chair requested any Commissioner interested in attending the Fall NAHRO Conference, to inform the Clerk of the Board. She also noted that there will be a NAHRO Conference held in Los Angeles and a PSWRC Conference held in San Diego in 2015.

The Board Tabled this item until next month for more information.

INFORMATION

A. Finance Report

In discussion on whether the HELP loans should be paid in full, Commissioner Espinoza reminded that there is no adverse financial impact to HACM or HDC by carrying the HELP loans and any payment made on an extension request would be payment on the principal only. This allows HDC to have some available funds for development purposes. Commissioner Zenk pointed out that the extension needs to be obtained prior to June 30th to prevent this from becoming a current liability and putting HACM into troubled status with HUD.

Commissioner Espinoza commented the Finance/Development Committee did discuss the troubled status issue and that we have been through that status before. It is sometimes unavoidable depending on the timing issues related to construction loans and permanent financing. Ms. Zenk recommended looking at it comprehensively and which HELP loan should be paid off first.

Commissioner Espinoza suggested placing the HELP loans on the HDC agenda with the issue of possibly making some substantial payments toward the HELP loans as funds allow.

B. Human Resources Report

Ms. Wyatt reported all items were in the HR report.

C. Development Report

In response to query on Lakeview, Ms. Tonkin responded that HACM stopped managing Lakeview Towers on June 16, 2014; the owner picked up the files on June 17th. Ms. Goebel noted a letter was sent to the tenants on who they should contact for payment and maintenance issues. To query, Ms. Goebel responded that the State has been notified. Commissioner Zenk suggested Staff notify the City Council member of that district as well as the County Supervisor for that district.

D. Property Management Report

Ms. Tonkin stated she has nothing else to report since the PHAS inspection and Lakeview has already been discussed.

E. Housing Programs Report

Ms. Ruelaz reported we have been notified that the grant request submitted with Shoreline for the Workforce Investment Act Funds has been approved. This means that On the Job Training can be done by Shoreline with our clients enrolled in the Power Project or Family Self-Sufficiency programs.

The Board convened to Closed Session at 5:55 p.m.

CLOSED SESSION

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

- A. Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS AGENCY DESIGNATED REPRESENTATIVES: Lynn Santos, Pat Wyatt, Joni Ruelaz, and Jean Goebel
EMPLOYEE ORGANIZATION: Service Employees International Union 521
ACTION: The Board gave direction for a Special open meeting to be held on Thursday, June 26, 2014, at 5 p.m. in regards to the 9/80 work schedule. The direction by the Board was by the following roll-call vote:

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

The Board reconvened to open session at 6:18 p.m.

COMMISSIONER COMMENTS

Commissioner Beuthin thanked Staff for their input on the topics presented in their reports; she appreciates the concerns.

Commissioner Ballesteros thanked Staff for the budget report and everyone involved. She thanked the Finance/Development Committee for reviewing it in detail. Commissioner Ballesteros stated it was good to see the employees attending the meeting as well as the Service Award presented to Ms. Watkins; it was also good to see that employees enjoy their jobs. She thanked everyone for all the information in their reports; she appreciates each one for their input and time.

Commissioner Healy thanked Ms. Santos and the Finance Department for putting together the budget; it is a lot of work and he appreciates that. He further thanked Ms. Wyatt and the negotiating team for all their hard work on the 9/80 work schedule.

Commissioner Gama thanked Ms. Ruvalcaba and Ms. Sahagun for giving her a tour of the properties and providing information on the different programs; she noted they provided a packet for her to take home and read.

Commissioner Zenk thanked Staff for all the hard work they do. She thanked Ms. Santos and all those who worked on the budget and the time put into it. She further thanked the Property Management department for all their hard work for putting the property budgets together. Commissioner Zenk further stated she looks forward to doing a strategic planning retreat with everyone.


Commissioner Espinoza thanked the Board for their commitment to the Housing Authority and that each one is actively engaged in the process; he further thanked HACM and HDC Staffs for all their hard work.

Commissioner Williams thanked everyone for their hard work; she stated she knows the budgets are a nightmare every year and she appreciates all the hard work on that daunting task. She further thanked Ms. Wyatt and the negotiating team for their hard work on the 9/80 work schedule. Commissioner Williams next thanked her fellow Board members for the commitment they make each month to be at the Board and Committee meetings. It is not an easy task to juggle schedules and she appreciates their willingness. She thanked everyone for their hard work.

The Board wished Commissioner Ballesteros a Happy Birthday this month.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:24 p.m.


Chairman

ATTEST:


Secretary

7-29-14
Date