ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD AUGUST 25, 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, Kathleen Ballesteros, and Viviana Gama. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruclaz, Housing Programs Manager; Shannon Tonkin, Housing Management Manager; and Sturla Warren, Fee-for-Service Development Director. Recorder: Sandy Tebbs

PRESENTATION: Service Award
Chair Williams announced a service award for Jose Hernandez for Ten years of loyal service to the Housing Authority. Mr. Hernandez was not present at the Board meeting. The Board congratulates and thanks Mr. Hernandez for his years of service.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Regular Board Meeting held July 28, 2014
B. Resolution 2794: Write-offs for Lakeview
C. Resolution 2795: Authorization to Apply for SuperNOFA for Continuum of Care Supportive Housing Program
D. Resolution 2796: Authorization to Apply for Shelter Plus Care Section 8 Vouchers FY2014
E. Resolution 2797: Authorize Resolution Certifying Section 8 Management Assessment Program (SEMAP) Fiscal Year Ending June 30, 2014

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, Ballesteros, Gama
NOES: None
ABSENT: Zenk

REPORTS OF COMMITTEES
Personnel Committee: Chair Williams stated this information will be provided after Commissioner Zenk arrives.
Finance/Dev Committee: Commissioner Espinoza reported the majority of items reviewed are on the Consent agenda; the budget and Personnel Complement were also discussed.
Monterey County Housing, Inc.: Mr. Rose invited the Board to the next MCHI meeting scheduled for September 10th here at HACM; he noted former Commissioner Scott has joined the MCHI Board. Commissioner Espinoza noted that MCHI is working with HDC regarding their Parkside property.
Affordable Acquisitions: Same as MCHI
Sunrise House: Commissioner Espinoza reported Sunrise House did not meet this month; their next meeting is September 11th.

REPORT OF SECRETARY
A. Executive Report
Ms. Goebel reported we have heard that former Commissioner Styles has been named the recipient of the Elizabeth B. Wells award for NAHRO; which will be presented in October at the National Conference. Chair Williams stated this is a very prestigious Commissioner award.

OLD BUSINESS
A. NAHRO National Conference
Chair Williams encouraged the Commissioners to attend this conference if at all possible. To query on whether a side trip to HUD should be scheduled, the Board decided not at this time.
Three Commissioners will check their availability for the NAHRO National Conference.

NEW BUSINESS

A. Resolution 2793: Personnel Complement

Ms. Goebel explained we need to increase our Personnel Complement by one Eligibility Specialist to maintain lease-ups. We have taken on about 300 more vouchers this year; mostly Tenant Protection and Project Based, plus some VASH. This has impacted our lease-up and we have admin fees to cover this position. Commissioner Healy noted the Finance/Development Committee recommends approval.

Upon motion by Commissioner Healy; seconded by Commissioner Espinoza, the Board adopted Resolution 2793 to increase the Personnel Complement with one Eligibility Specialist. Motion carried with the following roll-call vote:

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

B. Board Retreat Agenda

Chair Williams reminded the Board Retreat is scheduled for Saturday, October 4, 2014, at 9 a.m.

Commissioner Zenk arrived at 5:14 p.m.

The Board directed Ms. Goebel and Ms. Warren to develop a draft Retreat Agenda for the September 22nd Board meeting to include the goals from the last retreat and whether they have been accomplished along with four or five goals for the future. Financial stability, clarification on the HDC mission statement, and directions to the Executive Director and CEO, if needed, were also recommended as points for the Board’s consideration.

INFORMATION

A. Finance Report

Ms. Santos reported the Finance/Development Committee covered her report extensively. She explained these financials are in a different format than with HUD; she anticipates there will be changes between this version and the audit due to elimination entries. Ms. Santos explained that elimination entries are transactions between one entity and another entity that is rolled up into the audit. Ms. Warren noted it doesn’t mean it is not a true expense or a true receivable but it is a lot of work for Ms. Santos due to the related entities as well as the LP’s. Ms. Santos next explained that while the Housing Authority shows a loss, it also reflects a positive cash flow. The loss was related to the HAP funding not coming in for Section 8 which forced us to use our restricted reserves.

To query, Ms. Tonkin replied the King City Migrant Center is not fully leased but it is better than last year; some families have already moved out. This is due to where agricultural work is available plus there has been a decline in families migrating from place to place. Ms. Santos stated the rental income from the center is remitted to the State and we are then reimbursed for our expenses up to the level of the budget.

Ms. Santos responded to query that Lakeview owners have been non-responsive with regards to their regulatory agreement which was up on August 15th. We also asked if they would like our assistance regarding their audits coming due but no response to that either. All we are holding for Lakeview is the replacement reserves for the program.

To query on direct deposit for landlords, Ms. Santos replied we are currently sending out letters to Section 8 landlords who previously expressed interest to apprise them of the upcoming direct deposits.

Chair Williams requested Commissioner Zenk report on the Personnel Committee meeting this month; Commissioner Zenk reported the Committee had been working on the Housing Authority Board Manual which was provided tonight on the table.
B. Human Resources Report

To query regarding tracking open workers’ comp claims, Ms. Goebel replied that was a good question for Ms. Wyatt who wasn’t able to attend the meeting tonight. Ms. Goebel noted a lot of the high claims have to be listed because they are still open.

C. Development Report

Ms. Warren reported we’ve been working on the USDA pre-application which is due on Friday; after we hear back from USDA, it then goes into a formal application. At that point we’ll then decide when to go in for tax credits.

D. Property Management Report

Ms. Tonkin reported that regarding the REAC inspection for Public Housing, HUD is still holding our AMP 120 report, but Ms. Goebel has responded to their inquiries. There is a rumor that the inspectors will be leaving soon. The inspectors are continuing with AMP 105 today. She explained that she and others in Property Management had been asked to assess the situation at Del Monte Manor and provide some direction to clean up existing issues. Our direction was to get their former property managers back because they know what they are doing.

To query regarding the 11,705 wait list, Staff explained this is a combination of housing programs that property management is involved with. For the low rent conventional Salinas area, those will start declining because the wait list is currently closed. To query on families being on multiple wait lists, it was recommended that Staff get a sense of the true need by cross referencing the lists in order to get the total number of people waiting for housing. Commissioner Zenk suggested Yardi might be able to create this type of report. Commissioner Beuthin emphasized that could be done by identifying the total number of applicants with multiple listing. Ms. Santos noted she would check on how this report could be run. Commissioner Zenk noted there was an article in the Californian on Sunday regarding the need for senior housing in Salinas and the good timing that is for Haciendas Phase 4.

E. Housing Programs Report

Ms. Ruelaz reported her staff is currently determining the eligible families for Cypress Gardens, which was moved up by HUD from October 1 to September 1; we will be having a couple of mass lease-up days where all staff will be interviewing with the first one starting tomorrow followed by two in September. Our goal is to lease-up approximately 140 families by December 31st. She next reported that FSS and Shoreline have set the date of October 7th for the Job Fair at the Goodwill building on North Main Street; more employers have been added so we expect more than the 200 people we had last year. Commissioner Williams encouraged the Commissioners to attend the Job Fair; last year’s was very impressive.

Ms. Ruelaz further indicated one of our FSS participants did receive a WELI scholarship in the amount of $2,500.

COMMISSIONER COMMENTS

Commissioner Gama thanked Staff for putting all the information together. She also thanked the Board for giving her an opportunity to attend the Commissioners’ Fundamentals course which provided a lot of useful information. Commissioner Gama noted it was a small class so there was a lot of interaction. Chair Williams reminded that four Commissioners have had the fundamentals course now and one has completed the Ethics course; both courses are also being offered at the National NAHRO Conference. Ms. Goebel mentioned that NAHRO NORCAL is planning a Commissioner Ethics course in January in Napa.

Commissioner Zenk apologized for being late; she had a change in her class schedule today. She thanked Staff for all their hard work.

Commissioner Espinosa thanked Staff for all their hard work- keep it up!

Commissioner Healy dittoed everyone’s comments and thanked Staff.

Commissioner Ballesteros thanked Ms. Goebel for the Commissioners’ Handbook; she looks forward to looking through it. She congratulated Ms. Ruelaz for the Award of Merit for the Power Project. Commissioner Ballesteros next thanked Ms. Goebel, Ms. Tonkin, and other staff
for their assistance to De’ Monte Manor; it shows they called on you because they knew you would get the job done. Very impressive! Thank you!

Commissioner Beuthin thanked Staff for all their continuing efforts and for keeping everything rolling along. She wanted every single staff person to know that all their efforts were truly appreciated.

Commissioner Williams thanked staff for submitting Alan Styles’ name for the Elizabeth B. Wells award; she was happy that Mr. Styles was the winner because he deserved it. She next thanked Ms. Goebel for her response article in the Californian; nothing is worse than misinformed information. Ms. Goebel replied to query that the issue regarded screening applicants for citizenship; she noted it was made clear that we go by the regulations put out by HUD and Congress.

Chair Williams next thanked her daughter for being in attendance at tonight’s meeting.

The Board next wished the Executive Director a Happy Birthday this month.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:51 p.m.

Chairman

ATTEST:

Secretary

9-23-2014