

ACTION
MINUTES OF THE ANNUAL BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD SEPTEMBER 22, 2014

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

INTRODUCTION: Ms. Ruelaz introduced the WELI Scholarship recipient, Judy Julius, and the WELI Coordinator, Karen Hagman, who thanked the Housing Authority for their collaboration with the WELI Program. Ms. Julius provided a brief summary of her accomplishments and thanked the WELI program, Hartnell College, and the Housing Authority for their support in her success.

Commissioner Ballesteros arrived at 5:04 p.m.

COMMENTS FROM THE PUBLIC:

Alvaro Camacho commented about his garage being broken into because it doesn't lock. Mr. Camacho provided a written letter regarding his complaint to the Clerk of the Board. He stated he would be happy to fix the problem, but he needs permission to do so. The Board referred this issue to Staff.

Charlene Ray, Section 8 Client, commented about things needing to be fixed at her apartment and how long it took, and then her rent being raised from \$165 to \$374 with a special needs adult in the home; the Board stated the Housing Programs Manager would contact Ms. Ray regarding her issues. Ms. Ray provided her information to the Board Clerk. Ms. Ray had another question regarding medical and the percentage for that; the Board requested Ms. Ruelaz speak with Ms. Ray after public comments.

Catina Lovett, Section 8 client, stated she was at the meeting tonight to request the Board reconsider terminating her Section 8. She stated her rent would go up to \$1,700 and that would affect her and her family very much and she could not afford it. Ms. Lovett noted she had spoken to Ms. Ruelaz who stated she could not overturn the Hearing Officer's decision to terminate.

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held August 25, 2014
- B. Resolution 2798: Approval of 2015 HCV Payment Standards

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

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Zenk reported everything was on the agenda.

Finance/Dev Committee: Commissioner Espinoza reported it was the briefest meeting and everything was on the agenda.

Monterey County Housing, Inc.: Mr. Rose reported their Board met on September 10th and the MCHI Board is becoming more cohesive; he invited the HACM Board members to the next MCHI meeting scheduled for November 12th. He stated he had the privilege to attend the Oak Park II Grand Opening ceremony and the Board should be very proud of what you all have done.

Affordable Acquisitions: Same as MCHI

Sunrise House: Commissioner Espinoza reported Sunrise House met on September 11th and discussed the budget and schedule of revenue; they are doing very well financially. There was an introduction of High School Counselors who will meet monthly; the Board then discussed the audit signage and Lee Law regarding potential sale and advertising of alcohol and tobacco products to minors; and the Sunrise House students will be involved in a DUI Checkpoint. Their

next meeting is scheduled for November 20th when they will discuss Jim Rear's retirement/replacement.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported the Public Housing sites finished their PHAS inspections and all received a 90% or above score which means we are a High Performer for physical inspections and the inspectors will not be back for two years to inspect. She stated Staff is doing a good job thanks to Ms. Tonkin and crew. To query on HACM building, Ms. Warren responded the RFP is out and responses are due back sometime in October.

OLD BUSINESS

A. Board Retreat Agenda

Commissioner Williams reminded that the HACM/HDC Retreat was scheduled for Saturday, October 4, 2014, at 9 a.m. The Board had directed Ms. Goebel and Ms. Warren provide a Retreat Agenda and they have done that.

Ms. Warren stated we have discussed all the topics on the agenda at length and also did some strategic planning in developing the agenda for the retreat session. To query on the HDC Mission Statement not being on the agenda, Ms. Warren responded she thinks the HDC Board needs to provide direction by selecting two Board members to meet with Senior Staff members to bring back two mission statements, but Staff felt this issue would end up with lots of word-smithing during a retreat. Commissioner Williams emphasized that Staff needs to make sure the Mission Statement is put on a future HDC agenda.

Commissioner Zenk asked if the SWOT analysis had been done at the last retreat and if so could that information be provided; Staff replied that SWOT analysis was used at the last retreat. The Clerk of the Board responded that the SWOT analysis for the last retreat was provided in the August Board packet, but that information will also be available at the retreat.

Commissioner Espinoza suggested the HDC Mission Statement could be considered in review of accomplishments in broad terms without word-smithing along with some feedback from the Board on what the overall mission is for HDC.

Commissioner Williams emphasized that marketing should be moved up to #2 position because she doesn't want time to run out before discussing this issue. Ms. Warren noted that Staff felt marketing would serve as a crescendo to all the other items so they put it at the end. Commissioner Espinoza stated it could also be part of #1 Where are we and Where have we gone and it could also be part of #5 What have we accomplished. Commissioner Espinoza noted that he believed Staff also discussed having a timer for brainstorming comments during the retreat to keep everyone on track. Commissioner Zenk suggested times for each item be included on the session agenda. Commissioner Williams stated we do not want the timer to stop the Board if they are in a good discussion and need to finish.

To query on whether anything can be added to the agenda, Ms. Goebel responded that the agenda will say Strategic Planning but this session agenda is a guideline and if anyone wishes to add anything this would be the time. Commissioner Ballesteros stated she was considering communication and also the Board's role when it comes to public comments. Commissioner Williams replied that would come under #1. Commissioner Espinoza noted with regards to public comments that normally only the Chair responds by referring the issue to Staff.

NEW BUSINESS

A. Holiday Dinner

The Board chose Gino's restaurant and directed the Clerk of the Board to take care of the details for the Holiday Dinner to include HDC and MCHI.

B. Nomination and Election of Officers

Upon motion by Commissioner Beuthin, seconded by Commissioner Zenk, the Board elected current Chair Elizabeth Williams and Vice Chair Kevin Healy to another term. Motion carried with the following roll-call vote:

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

Commissioner Williams thanked the Commission for electing her to another term.

- C. Resolution 2799: Authorization to enter into Limited Liability Corporation for the purpose of securing Equity and lender agreements for Oak Park II

Ms. Goebel stated this item has been pulled from the agenda on the advice of Legal Counsel.

INFORMATION

- A. Finance Report

Ms. Santos reported we filed our unaudited financial statements with HUD a couple of days early and now we are waiting to see if they are accepted or rejected. To query regarding HELP loan for Greenfield, Ms. Warren replied in the HDC development report it reflects we are attempting to get an affirmation from the City of Greenfield on our entitlements so we can market that property for sale.

- B. Human Resources Report

Ms. Wyatt reported everything was in the memo.

- C. Development Report

Ms. Warren requested the Board consider the resolution that was removed from the agenda on October 4th also. Ms. Goebel stated that item would be considered in a Special Board meeting prior to the Retreat meeting. Ms. Goebel reminded that Ms. Warren could discuss that issue during this report period.

Ms. Warren explained we have an LLC entity formed that has HDC and HACM in it; HDC is the managing member of that entity and we use that entity frequently in some of our development transactions as the General Partner in order to ensure our tax exempt status on the developments. What we have now is HA LLC and this one will be HA LLC2 and it comes at the request of the equity and lender partner for the Oak Park II transaction because they want a single purpose entity. She suspects this will be an ongoing change where lenders will be requesting sole purpose entities to lessen liability.

- D. Property Management Report

Ms. Tonkin reported regarding the REAC Inspections, AMP 103 was the last one to be inspected on September 5th and we scored a 97%; Ms. Goebel stated it was the very best year for inspections. To query regarding the Migrant Center, Ms. Tonkin replied we filed the extension for October so the first week of November the tenants at the center will be moving out.

- E. Housing Programs Report

Ms. Ruelaz reported tomorrow we are having a job skills workshop in conjunction with Shoreline; and the ads for the job fair are already on TV. She stated there was a flyer on the table about the Job Fair scheduled for October 7th. Ms. Ruelaz encouraged the Board members to stop by the job fair from 9 a.m. to 12 p.m.

Ms. Ruelaz further reported her staff has been working hard to get the lease-up rate up; within the last month they have pulled approximately 700 people off the wait lists, but it hasn't been as successful as it normally has been so they are projecting another two days of lease-ups by mid-November with probably about 500 more people being pulled from the wait lists. We are getting closer to opening up the Section 8 wait list which has been closed since 2008, and which will be a good thing for the public.

Ms. Ruelaz stated staff is also gearing up for an RFP for Project Based Vouchers; we hope to make available about 150 units within the next couple of years. Ms. Goebel noted there has been interest from the public and other non-profit affordable developers in getting Project Based Vouchers.

To query on no longer reporting utilization based on dollars, Ms. Santos responded HUD was giving us less than we were spending forcing us to use NRA so the numbers were distorted, but we can look at putting the numbers back on the report. HUD tells us on a monthly basis what our funding is going to be and they report periodically on the reserves they are holding for us.

To query regarding Section 8 Portability from another State to California, Staff replied the rate would be at our rate not the rate for the other State and the voucher can be used any place that has a Section 8 program.

COMMISSIONER COMMENTS

Commissioner Zenk congratulated Commissioners Williams and Healy on being elected to Chair and Vice Chair; she wished them luck. She congratulated Staff on the great PHAS inspection scores and the good news that the inspectors will not be coming back next year.

Commissioner Espinoza agreed with both comments of Commissioner Zenk and thanked Ms. Goebel and Ms. Santos for attending the Oak Park Grand Opening on a Friday when the office was closed. He also thanked Commissioner Beuthin for her attendance at the Grand Opening. Keep up the good work; he is very proud of Staff.

Commissioner Beuthin congratulated Ms. Tonkin on the terrific inspection results; she wished Ms. Ruelaz good luck on the upcoming job fair and noted it is very important for our residents.

Commissioner Gama congratulated Chair Williams for another year and thanked Staff for their hard work. She commented that she liked the visuals of the Oak Park Grand Opening, especially the photo showing before and after the project which was a big improvement. Commissioner Espinoza noted it is beautiful inside and out in a park-like setting.

Commissioner Ballesteros apologized for being late and stated she was very impressed with the WELI recipient; she appreciated Ms. Julius sharing her story. Commissioner Ballesteros congratulated Chair Williams and Vice Chair Healy on their election and stated she appreciates their leadership and experience; she is glad to have another year of their leadership. She stated she enjoyed the grand opening video and was sorry that she couldn't make it. Commissioner Ballesteros further commented she was glad to hear about the good inspections; she stated that is a reflection of all the work at the Housing Authority. She also thanked Staff for their hard work at the sites. Commissioner Ballesteros commented that she would like to attend a MCHI meeting sometime and she is looking forward to the Board Retreat.

Commissioner Espinoza commented that he was impressed there were people at the Oak Park II Grand Opening from the Paso Robles City Council as well as the Housing Authority; he toured the buildings with Ms. Sahagun and thought they were amazing. Ms. Warren noted the Mayor and City Staff were also in attendance. Commissioner Espinoza further noted their Executive Director was the first speaker and he requested everyone stand in the audience that was involved with the project which showed everyone there the collaboration of people that made this project happen. Kudos to HDC and HACM on this joint venture; hopefully there will be many more of them. The residents are the real beneficiaries from where they were living to these beautiful new buildings.

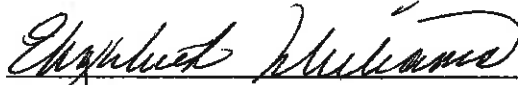
Commissioner Williams thanked her fellow Commissioners for again appointing her to the office of Chair; she does not take the appointment lightly. She stated it is an honor and a privilege to serve as the Chair of the Housing Authority Board of Commissioners. She thanked everyone for their faith in her and her ability to lead; she could not do it without everyone else. Commissioner Williams noted everyone is an important part of this policy setting organization. She next wished everyone going to the NAHRO Conference in Baltimore God speed and thanked them for representing HACM at the award ceremony honoring former Commissioner Styles; the Elizabeth B. Wells award is the most prestigious award for Commissioners that NAHRO gives out. Commissioner Williams further commented how impressive the job fair was last year and encouraged the other Commissioners to attend the upcoming Job Fair for a walk-through. She wished Staff the very best with the Job Fair and reminded it is in conjunction with Shoreline and is a service to the whole community and everybody is welcome to attend.

Commissioner Williams further noted that the WELI Program is one of the most outstanding programs that we are associated with and she likes to hear the award recipients each year share their story. She stated the winner this year was very intelligent and articulate.

Commissioner Williams thanked the Clerks of the Boards for their hard work and stated she is looking forward to the Retreat. She apologized that she wasn't able to make the Oak Park II Grand Opening and hopes to attend the next one. She thanked Commissioner Espinoza for speaking eloquently at the grand opening and stated she appreciates all that Staff does.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:20 p.m.



Chairman

ATTEST:



Secretary

10-28-2014
Date