Commissioners met at the Central Office. Chair Alan Styles called the meeting to order at 5:15 p.m. Present: Chair Alan Styles, Vice Chair Elizabeth Williams, and Commissioners Josh Stewart, Tom Espinoza, Kevin Healy, and Andrew Jackson. Also Present: Jim Nakashima, Executive Director; Jean Goebel, Director of Asset Management and Compliance; Lynn Santos, Director of Finance, Shelley Giancola, Human Resources Manager; and Starla Warren, Director of Development. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

The Board decided to consider New Business items first.

NEW BUSINESS

A. Resolution 2650: Authorization to Reject Replacement Housing Factor Grant CA39R033501-07 in the amount of $101,571

B. Resolution 2651: Authorization to Reject Replacement Housing Factor Grant CA39R033501-08 in the amount of $99,580

C. Resolution 2652: Authorization to Reject Replacement Housing Factor Grant CA39R033501-09 in the amount of $131,025

Mr. Nakashima explained that the New Business agenda items A, B, and C were brought forward on this agenda due to their deadline date of April 20th.

Upon motion by Commissioner Healy, seconded by Commissioner Williams, the Board adopted in one motion Resolution 2650, Authorization to Reject Replacement Housing Factor Grant CA39R033501-07 in the amount of $101,571; Resolution 2651, Authorization to Reject Replacement Housing Factor Grant CA39R033501-08 in the amount of $99,580; and Resolution 2652, Authorization to Reject Replacement Housing Factor Grant CA39R033501-09 in the amount of $131,025. Motion carried with the following vote:

AYES: Styles, Williams, Stewart, Espinoza, Healy, Jackson

NOES: None

ABSENT: None

OLD BUSINESS

A. Structural Reorganization Proposal

Mr. Nakashima explained this organizational chart was created to meet the needs of the Housing Authority and the needs anticipated for the future in order to keep HACM fiscally stable. There was much discussion regarding the newly created position for the Chief Operations and Finance Officer, which would be second in command at HACM under the Executive Director. Staff explained this position was created to provide CPA expertise and if possible legal experience for the review of contracts. The legal experience is not a requirement, but a desire. To Board queries, staff responded that the Housing Programs Manager position has been advertised both internally and externally; one individual in-house applied for the Housing Programs Manager position but pulled their application. Another individual that staff felt might apply did not do so, but that individual had expressed interest in retirement within the next two years so that might be the reason for not applying. The Eligibility and Section 8 Departments, as well as the Property Management Department, are running smoothly under Ms. Goebel’s interim direction. As soon as the Board approves the organizational chart, recruitment can start on the Housing Management Manager vacancy which will help alleviate extra duties under Ms. Goebel.
The Board took a break at 5:35 p.m. and returned to regular session at 5:41 p.m.

To Board queries regarding Human Resources (HR) Manager moving to the Chief Administrative Officer (CAO) position, staff explained that the new organizational structure is like the one when Mr. Phillips was the CAO. This was an existing Board-approved job description. Mr. Nakashima stated that it was not a bad decision on the Board’s part when it moved from the CAO structure previously because it was a different time with different circumstances. He reminded that Ms. Giancola has worked with CHWCA and workers’ comp is lower than it has been in years due to her diligence. Staff explained that some positions have been changed to Manager instead of Director which is also a cost savings.

Ms. Giancola stated there used to be four people working in HR when we did newsletters and celebrated an employee of the month, quarter, and year. She stated she would like to reinstate these types of morale boosters when we can hire someone to do the day-to-day duties in HR. The Personnel Complement shows that there used to be an HR Manager and two Specialists but one specialist moved and the other position was eliminated. At that time the HR Department was responsible for payroll but that position has since moved to Finance.

In further explanation, staff stated that because of HUD’s Asset Management, Eligibility functions will be moved under Property Management with waiting lists moved to the property sites except for the Salinas public housing waiting lists which will remain consolidated, but still moved under Property Management.

After several discussions on the CAO position versus Director of Administrative Services, it was decided to change the CAO position to Director of Administrative Services and to change the HR Specialist to HR Administrative Assistant and to bring new job descriptions forward at the next Board meeting for approval. Commissioner Stewart stated that the Personnel Committee had discussed the COFO position and whether it should be operations with no financial or vice versa, but staff reminded that the Chief Administrative Operations Officer job description did not have the financial functions that are now necessary requirements. In further discussion, staff explained that the Executive Assistant will report to the COFO but support all the Directors.

Commissioner Espinoza stated that he recused himself from the selection committee for the COFO position because he knew one of the candidates; Commissioner Healy thanked Commissioner Espinoza for recusing himself.

Mr. Nakashima explained that nothing improved with Maintenance being temporarily managed by Development; and under the new organizational chart the Maintenance Department is being moved back under HACM. It was under Development because Ms. Warren was assisting Mr. Caldwell during the implementation of Yardi but that has now been completed. The Maintenance Department employees are Union members and cannot go from public entity to private entity. Staff explained that Maintenance employees are also HACM employees and if moved under Development there would be an added supervisory Fee For Service when that department already has a HACM supervisor with no added fees. Ms. Giancola reminded that between maintenance and property management there were 39 HACM employees that would be involved in this type of move.

The Board took a break at 7:26 p.m. and returned to regular session at 7:34 p.m.

In further discussion, the Board asked what the cancellation policy was with John Stewart Company; Ms. Warren replied there is a 30 day cancellation policy. Some Commissioners felt that that company was not doing a very good job.

Upon motion by Commissioner Healy, seconded by Commissioner Jackson, the Board adopted the Organizational Chart dated March 17, 2010 with the following changes: The Chief Administrative Officer position would be re-titled to Director of Administrative Services; change Office Assistant in Eligibility to make three Office Assistants under Housing Programs Manager.
and one Office Assistant under Housing Management Manager; the Force Account boxes under Fee For Service would be flipped so the Skilled Trades Technician box is above the Building Trades Technician box. Motion carried with the following vote:

AYES: Styles, Williams, Stewart, Espinoza, Healy, Jackson
NOES: None
ABSENT: None

Commissioner Stewart stated he would like Staff to summarize how things are going with the new organizational chart in six month.

COMMISSIONER COMMENTS:

Commissioner Styles thanked everyone for coming tonight; it was good to get this done. He reminded Staff that the Board doesn't do the day-to-day things because they are not here day-to-day. He thanked everyone for their comments on the issues.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:03 p.m.

[Signature]
Chairman

ATTEST:

[Signature]
Secretary

05 24 10
Date