

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD APRIL 26, 2010**

Commissioners met at the Central Office. Chair Alan Styles called the meeting to order at 5:37 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; Starla Warren, Director of Development; Lynn Santos, Director of Finance; and Shelley Giancola, Human Resources Manager. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC:

Several residents of Pueblo del Mar spoke in public comments to request that the 24-month housing limit at Pueblo del Mar be extended due to the current economic situation and the hardships and family separations that having to move would create. Written letters were provided by Veronica Moncayo, MyLina Salas, and Anastasia Hebert. Valerie Vergunst provided her address and phone number as the representative of the group. The Board reminded that they could not respond to requests in public comments, but would take the issue under consideration.

Mr. Nakashima stated that chances of an extension being approved were slim because this complex was under the McKinney Act and was governed by strict State and Federal regulations. Chair Styles stated the request by the residents would be considered and provided to HUD if appropriate.

PRESENTATION:

A. Resolution 2637: Resolution of Commendation for Merri Bilek

Chair Styles presented former Commissioner Merri Bilek with a Resolution of Commendation and thanked Ms. Bilek for her service to the Board and the Housing Authority. Ms. Bilek thanked the Board and Staff.

B. Environmental Impact Review Statement for Haciendas and Project Review

Ms. Warren provided a Power Point Presentation on the Environmental Process regarding part of the Housing Authority's property called Haciendas.

Staff responded to questions that this environmental review has been sent out to approximately 30 different agencies for review and comments, but would be brought back to this Board for approval in May and then would go to the Salinas City Council for approval in June in order to submit an application for the California Tax Credit round in July. Construction on this site could possibly start between September and November of this year. It is not part of the Coastal Zone area and the drainage canal is not part of the property. The modular units will be constructed in accordance with the State building codes which are adopted from the Federal building codes. The modulars will come from Idaho. As soon as the disposition is approved, they will apply for 100 replacement vouchers and also for Project Based Section 8 vouchers. There will be a relocation consultant to assist the tenants on a temporary basis; HACM will pay for the move outs and the voucher should cover any differential. The goal is to keep them out less than 12 months.

CONSENT AGENDA

- A Minutes - Approval of Minutes of the Regular Board Meeting held March 22, 2010
- B. Resolution 2653: Regarding Voluntary Services for the Limited Purpose of Qualifying for Workers' Compensation Insurance Coverage

- C. Resolution 2654: Adopting Revisions to Specified HACM Personnel Policies Between Policy 005 through Policy 620
- D. Resolution 2655: Renewal of Vehicle Leases

Commissioner Stewart stated that the Personnel Committee reviewed and considered each policy separately; the Committee recommends only ten policies be considered per month and that the next set of policies be delayed a month in order for the Personnel Committee minutes to be added to that agenda item because it might answer questions the other Board members have regarding policies presented. Ms. Giancola reminded that policies with any substantial changes were included in these policies because there were changes made in accordance with the Union MOU reviewed from September 2009; future policies should mainly be clerical changes.

Commissioner Stewart recommended that the Clerk to the Board set up policy binders for each Commissioner.

Upon motion by Commissioner Williams, seconded by Commissioner Stewart, the Board approved the Consent Agenda. Motion carried with the following vote:

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

REPORTS OF COMMITTEES

Personnel Committee	Commissioner Josh Stewart, Chairman
Finance/Development Committee	Commissioner Elizabeth Williams, Chairman
Monterey County Housing, Inc.	Starla Warren, Representative
Affordable Acquisitions	Starla Warren, Representative
Resident Advisory Board	Jean Goebel/Michelle Machado, Representatives
Monterey County Housing Development Corporation	Starla Warren, President
TVI & Tynan Village Affordable Housing LP	Starla Warren, Authorized Signature
Rippling River Affordable Housing LLC & LP	Starla Warren, Authorized Signature
MCHADC & Benito FLC, LP	Starla Warren, Authorized Signature
MCHADC & Benito Street Affordable Housing LP	Starla Warren, Authorized Signature
MCHADC & Monterey Affordable Housing LP	Starla Warren, Authorized Signature
MCHADC & Fano Vista, LP	Starla Warren, Authorized Signature

Personnel Committee: Commissioner Stewart reported everything was on the agenda.
 Finance/Development Committee: Commissioner Williams reported everything was on the Consent Agenda; she stated she asked Ms. Santos to go through the Operating Fund Sheet for the full Board during her Finance Report.
 Monterey County Housing, Inc.: Ms. Warren reported that MCHI had taken two months off from meetings due to Mr. Rose' travel plans.
 Affordable Acquisitions: Same as MCHI.
 Resident Advisory Board: Ms. Goebel reported the RAB met on April 15th with 15 people in attendance; there was one person interested in serving on the RAB which is good news.
 Monterey County Housing Development Corporation and LP's: Ms. Warren reported that all her information would be reported at the Development Corporation meeting tomorrow night.
 Commissioner Williams stated that at the Finance/Development Committee there was concern about the HELP loans, but the President of the HDC provided some funding ideas of how they would pay HACM.

REPORT OF SECRETARY

- A. Executive Report

Mr. Nakashima reported that he had nothing to add to his report.

OLD BUSINESS

- A. Amended Conflict of Interest Code

Commissioner Stewart reminded that this agenda item was delayed until the Reorganizational Chart was approved at the Special Board meeting.

Upon motion by Commissioner Stewart, seconded by Commissioner Jackson, the Board approved the Conflict of Interest Code amended for April 2010. Motion carried with the following vote:

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

NEW BUSINESS

- A. Resolution 2656: HACM Job Descriptions – Director of Administrative Services & Human Resources Administrative Assistant

Ms. Giancola explained that these are only title changes as recommended at the Special Board meeting held on April 15th.

Upon motion by Commissioner Espinoza, seconded by Commissioner Healy, the Board adopted Resolution 2656, approval of the Revision of HACM Job Description Director of Administrative Services and the Creation of HACM Job Description for the Human Resources Administrative Assistant. Motion carried with the following vote:

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

INFORMATION

- A. Financial Report: Finance Update

Ms. Santos reported that on the last page of her report was a summary of the Operating Fund submissions for 2009 as requested, 2009 as funded and 2010 as requested. The overall funding has decreased, but the variances by property from year to year are significant. This is due to a formula change. HUD has re-benchmarked the income calculation. The previous years' submissions had income frozen at 2004 levels, this year the formula reverts to what it will be going forward which is June of the prior year. Rents are based on 30% of adjusted income and since the tenant composition at any given site changes from year to year, these amounts will also change.

To Board query on the Health and Welfare Trust, Ms. Santos responded that after her report was prepared, HACM was notified that an additional \$145K in claims came in. Some of this will be covered by stop loss reimbursement, but not all, and we do not have details on how much will be covered.

To another query regarding the Tynan Land Lease, Ms. Santos stated that her report was incorrect regarding the HELP loans. The \$500K loan is not due until the end of next year. The \$1.3M is the amount that is due in May. Commissioner Williams stated that she understood that the Development Corporation will provide \$170K to HACM towards the Tynan Land Lease.

To Board queries regarding Pacific Meadows, Ms. Warren reported that the pay-off is in the second year. Commissioner Williams stated Ms. Warren anticipates paying \$3M to HACM for the State bill regarding the Tynan Village Land Lease. She thanked Ms. Santos and Ms. Warren.

Commissioner Williams stated that Ms. Warren has a backup plan on the \$1.3M due on the HELP loans. Mr. Nakashima reported that he, Ms. Santos, and Ms. Warren would be meeting with the HELP program people to get an extension in order to use the current money for something else. He stated unfortunately, the HELP loans are due with interest on May 14th and the closure on Tynan Village is supposed to be on June 1st. If an extension is granted, then Ms. Warren can finish the closing and money can be released to pay the HELP loans. There was some mention of other possibilities such as a 231F refinance loan to cost or applying for other funds to backfill. Ms. Warren noted that we probably can't have closing on new developments

until September/October time frame. Mr. Nakashima stated the HELP program people have said no extensions will be given on HELP loans so at this meeting it is essential for us to present a good case. Commissioner Williams asked Ms. Warren if she was comfortable with this process. Ms. Warren responded that all of this doesn't hurt; we will get what we can but she doesn't take no quietly.

No action required.

B. Human Resources Report /Summary of Activity April 2010

Ms. Giancola reported that the Chief Operations and Finance Officer interviews are scheduled for May 4th with the Selection Committee. After the Special Board meeting on April 15th, the Housing Management Manager position was posted on April 23rd and since Friday we have received seven emails, two phone calls, and two applications; this position will close on May 14th. We are currently at zero interns, but two will be coming from Heald College; one will work in the Finance Department. The volunteer individual in Procurement is doing very well.

Ms. Giancola stated she was sad to report that we have had a work-related injury reported. The injury was minor and should not be too large. The claim can close within 30 days from the employee being discharged. We also had a reportable first-aid claim reported the next day. This injury was minor and should not incur high dollars.

She stated she was pleased to report some good news from CHWCA's annual meeting held last Thursday. HACM received the Most Improved Safety Award for large Housing Authorities; this was very well received by everyone in the pool because our loss ratio affected other agencies. We also received a \$2,000.00 check which will be used for a Safety recognition luncheon. She stated she would inform the employees. Hopefully, there will be no more injuries. Regarding the financial status of the CHWCA pool, last week the CHWCA Board agreed to pay out dividends and in four to six weeks we should receive a large check.

To Board query, staff responded that there has been no internal interest for the Housing Programs Manager position. For the record, Commissioner Stewart asked whether internal candidates go into the same pool as the external candidates. Ms. Giancola replied if the opening is for both external and internal applicants then everyone is included in the same pool of applicants, but some positions are open only to internal. She stated the process is the same for both. Internal candidates would have an advantage because they are familiar with the housing business but they also have to meet the other criteria required for the position. Commissioner Healy stated that Hartnell College also has a good intern program.

No action required.

C. Status Report: Monthly Development Report:

Ms. Warren reported that she had a meeting with the Seaside City Manager along with Commissioner Stewart and they have possibilities for three projects, to include the land and money. No action required.

D. Status Report: Monthly Property Management Report

Ms. Goebel reported she had nothing to add to her report; no action required.

E. Status Report: Monthly Asset Management Report

Ms. Goebel reported she had nothing to add to her report; no action required.

F. Status Report: Eligibility/Section 8 Reports

Ms. Goebel reported that Section 8 is moving through the process of rescission. Ms. Santos stated that HACM has paid 500 residents. To Board query, Ms. Santos stated that a letter was sent out ahead of the check stating that a check would be forthcoming in the near future.

Mr. Nakashima complimented Ms. Webster and her team; he stated that possibly 200 residents were not affected by the rescission. HACM is going to ask to keep the left over rescission

money that could help keep us going to the end of May. He further thanked staff on how quickly they have been getting through this rescission process of approximately 3,000 people. Ms. Goebel stated that staff didn't work this weekend because HUD let us know that PIC would be down. No action required.

G. Status Report: Administrative Report

Ms. Giancola reported she had nothing to add to her report; no action required.

H. Legislative Update

Mr. Nakashima reported that he had already provided this information in the two letters provided previously. He further stated that AB 2327 regarding insurance of Public Housing Agencies can now be open to other organizations that are involved in affordable housing. No action required.

I. Media Update

Mr. Nakashima reported he had nothing to add to this report; no action required.

COMMISSIONER COMMENTS:

Commissioner Healy asked about the Commissioner Guidebooks from NAHRO. Mr. Nakashima stated he has ordered some guidebooks for each Commissioner.

Commissioner Healy asked for clarification regarding the recommendation for a policy binder to be prepared for each Commissioner. Commissioner Stewart responded that the personnel policy binder for each commissioner is to prevent staff from having to retrieve or pull a policy. Commissioner Healy asked whether the Housing Development Corporation would also have a policy manual provided. Ms. Warren explained that after HACM goes through their personnel policies then the Development Corporation would bring theirs to that Board.

Commissioner Espinoza thanked staff for their hard work.

Commissioner Williams thanked Ms. Giancola for her hard work in reducing the workers' comp claims. She further thanked Ms. Santos for her hard work. She stated it was good to see former Commissioner Bilek at the meeting.

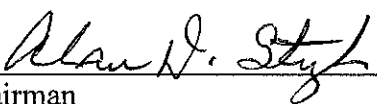
Commissioner Stewart commented that his comments were the same as everyone else's and that it was good to see former Commissioner Bilek.

Commissioner Jackson commented he was trying to learn about housing as fast as possible and he was very impressed with how everything at HACM is operating.

Commissioner Styles commented that KION TV station had a segment about Section 8 and in that segment people were being encouraged to get vouchers from Monterey County; he stated people in our area do not know what we do here at HACM. Commissioner Williams suggested we get on the Teresa Wright television show.


ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:02 p.m.


Chairman

April 26, 2010

ATTEST:


Secretary

05/20/10
Date