July 26, 2010

ACTION

MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JULY 26, 2010

Commissioners met at the Central Office. Chair Alan Styles called the meeting to order at 5:04 p.m. Present: Chair Alan Styles, Vice Chair Elizabeth Williams, and Commissioners Josh Stewart, Tom Espinoza, Kevin Healy (arrived 6:58 p.m.), and Andrew Jackson. Also Present: Jim Nakashima, Executive Director; Jerome Politzer, Chief Operations and Finance Officer; Jean Goebel, Director of Asset Management and Compliance; Lynn Santos, Director of Finance; Shelley Giancola, Director of Administrative Services; Norm McColough, Housing Management Manager; Starla Warren, Fee for Service Director of Development, and Tom Griffin, Legal Counsel. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC:

Susan Price from Plaza House commented that she was here for the same problems she has been coming to the Board meetings about that took place at Plaza House on August 27, 2009 and November 7, 2009. After a three minute comment asking the Board why the Housing Authority was terminating her lease, one Commissioner stated that there is information provided to tenants regarding appeals and she should have that information.

PRESENTATION:

A. Scholarship Presentations to FSS clients

The Board presented Certificates of Excellence to FSS clients Bernadette Melendez who won a $1,000 scholarship through an essay contest with KDON Radio 102.5 and to Yesenia Guzman who won a $2,500 scholarship through an essay contest with the Housing Authority Insurance Group. The Board congratulated Ms. Melendez and Ms. Guzman for their achievements.

Mr. Nakashima stated for the record those scholarships are very tough to compete for and for us to get two is a remarkable achievement of what they had to go through to not only qualify but to be selected. He stated, it's a good reflection of their hard work and it doesn't matter so much for what they did as much as the fact that they believed in themselves. Mr. Nakashima stated he applauds both clients for getting these scholarships and he hopes it will lead to many more successes. Congratulations!

NAHRO Awards of Merit received by HACM are noted before Information items.

B. Service Award

The Board congratulated Tanya Kirkland for ten years of service to HACM; the Board thanked Ms. Kirkland for her hard work and service.

CONSENT AGENDA

A. Minutes — Approval of Minutes of the Regular Board Meeting held June 28, 2010
B. Resolution 2666: FY 2010 Section 8 Management Assessment Program Submission
C. Resolution 2667: Authorization to Reject Replacement Housing Factor Grant CA39R033501-10 in the amount of $169,160
D. Resolution 2668: FY 2010 Management Assessment Subsystem Scores
E. Resolution 2669: Authorizing the submittal of an application for funding for multifamily housing project rehabilitation from the Joe Serna, Jr. Farmworker Housing Grant Program of the State of California, Department of Housing Community Development, for the existing affordable rental housing project known as “Castroville Farm Labor Center” in the City of Castroville
F. Revisions to Specified HACM Personnel Policies Between Policy 420 through Policy 615
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Upon motion by Commissioner Stewart, seconded by Commissioner Jackson, the Board approved the Consent Agenda. Motion carried with the following vote:

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

REPORTS OF COMMITTEES
Personnel Committee
Finance/Development Committee
Monterey County Housing, Inc.
Affordable Acquisitions
Resident Advisory Board
Monterey County Housing Development Corporation
TVI & Tynan Village Affordable Housing LP
Rippling River Affordable Housing LLC & LP
MCHADC & Benito FLC, LP
MCHADC & Benito Street Affordable Housing LP
MCHADC & Monterey Affordable Housing LP
MCHADC & Fanoe Vista, LP

Commissioner Josh Stewart, Chairman
Commissioner Elizabeth Williams, Chairman
Tony Caldwell, Representative
Tony Caldwell, Representative
Jean Goebel/Michelle Machado, Representatives
Starla Warren, President
Starla Warren, Authorized Signature
Starla Warren, Authorized Signature
Starla Warren, Authorized Signature
Starla Warren, Authorized Signature
Starla Warren, Authorized Signature
Starla Warren, Authorized Signature
Personnel Committee: Commissioner Stewart reported everything is on the agenda.

Finance/Development Committee: Commissioner Williams requested this report be provided after Commissioner Healy arrives.

Monterey County Housing, Inc.: Mr. Rose reported for a variety of reasons, their monthly meeting had to be delayed so he has nothing to report; their next meeting is scheduled for July 28th at 5:30 p.m.

Affordable Acquisitions: Same as MCHI.

 Resident Advisory Board: Ms. Goebel reported the RAB did not meet this month. To Board query, Ms. Goebel responded that the RAB has two officers but needs four.

Monterey County Housing Development Corporation and LP's: Ms. Warren reported that everything that is relative to HACM is in the development report and the balance of the items is included in the report for the HDC meeting which follows this meeting.

REPORT OF SECRETARY

A. Executive Report

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

The Board welcomed new employees Mr. Politzer and Mr. McCollough to the Board meeting.

NEW BUSINESS

A. Resolution 2670: Approving the Agency Operating Budget for the Fiscal Year Beginning July 1, 2010 and ending June 30, 2011

Commissioner Williams requested this item be considered after Commissioner Healy arrives; see this agenda item after the informational reports.

B. Board Packets

Ms. Giancola reported the Finance/Development Committee requested this item be brought to the Board for consideration.

After a lengthy discussion regarding the reduction of paper and cancelling the courier service plus the expense of providing each Commissioner with an electronic device, three individuals requested their Board packet be sent via email and three individuals would like to continue to receive Board binders with HACM providing the delivery. It was further recommended that Legal Counsel review the packet before being sent out by the Clerk to the Board. The Board thanked Ms. Giancola.

Chair Styles stated that at the NAHRO Conference in Boston HACM received two NAHRO 2010 National Awards of Merit, one for Monterey Street and one for Fanoe Vista; he stated the
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one for Fanoe Vista has also been submitted for an Award of Excellence. He stated that Ms. Sahagun and Ms. Goebel also provided an informational table display on Fanoe Vista at that conference.

INFORMATION

A. Financial Report: Finance Update

Ms. Santos reported that HACM received a letter today notifying us that we had an extra $400K for the Section 8 voucher program for 2010. She further reported that as of July 12th we have paid $857K in waivers to 1,488 clients. PIC continues to be down on the weekend due to a problem with their software upgrade. To Board queries, staff responded that this $400K is for Section 8 HAP only; staff is closer to 55% being completed on the waivers; and regarding the Health and Welfare Trust some small claims are still coming in and the write-off number will be $610K. No action required.

B. Human Resources Report /Summary of Activity – July 2010

Ms. Giancola reported that an individual who had previously applied for the Housing Programs Manager position, and was telephonically interviewed, has requested a face-to-face interview and will be making a trip to our area on her own expense on August 9th for that interview. She further reported that we received notification that the Subsidized Employment Training program will end September 12th because that program is now out of money; it was a successful program but we will be losing our four trainees. Ms. Giancola stated HACM has started to receive the new vehicles; one car and six trucks arrived last Thursday with six more trucks scheduled to arrive tomorrow. She further reported that HACM has acquired a new SEIU Representative.

Mr. Nakashima noted the Personnel Committee minutes are included with the personnel policies that are forwarded to the Board at the direction of that Committee to assist the other Board members in their review of the policies. Commissioner Stewart noted there were some debates but he and Commissioners Espinoza and Jackson thoroughly reviewed and discussed the policies being forwarded. There will be more policies coming next month after those minutes are completed. The Board thanked the Personnel Committee for their hard work.

No action required.


Ms. Warren reported Tynan Village is well on its way to closing this week; she stated she would be working with HACM staff relative to the notes associated with this property. Regarding the Community Center, there needs to be further dialogue on whether HACM wants to do a replacement Community Center because we may have to reprogram some funds out of the regular capital funds into the ARRA for this. Ms. Warren reported she would be going to San Francisco for a public hearing regarding the solar situation on July 29th; the hope is to have CPUC overturn the PG&E tariff and make a provision for affordable housing to have virtual net metering in a different fashion than everybody else.

Ms. Warren further reported that we have received $740K from our MASH Track Two application to be used for tenant education and other things but we have to show proof of an RFP for a Tenant Education Coordinator to be funded; this will be flexible money. Regarding Lakeview, Ms. Warren stated she would be putting forth a request to the owners to modify the lease agreement regarding the purchase option pricing; she noted that if the owners are not willing to change the option price then the current plans will not work. Ms. Warren stated she was happy to report that Casanova has paid the $250K they owed HACM. To Board queries, Ms. Warren explained the Lakeview purchase option has prices not consistent with today’s market prices and that she would be contacting the owners within the next week or two regarding this issue. No action required.
D. Status Report: Monthly Property Management Report

Ms. Goebel reported she had nothing to add to her report but next month it will be Mr. McCollough's official kick off to do this report; no action required.


Ms. Goebel reported that we have not heard back yet on the March inspection at Pueblo del Mar, but CalHFA has responded within two weeks of their inspection at Portola Vista and their concerns were mostly about preventive maintenance. She further reported the recycling grant is finished and we are guessing the savings will be over $50,000 a year in trash costs; there will be a waste audit to see whether we can reduce our pickups and the size of our containers since more recycling is taking place so there could be more cost savings in the future.

Mr. Nakashima stated the Salinas Police Department has contacted HACM to be alert that there are groups now going through recycle bins as a business; Commissioner Styles confirmed the waste company is losing about 45% on stolen recyclables.

Ms. Goebel responded to Board queries that the King City Migrant Center is not full with about 17 vacancies; people are not moving as much and we cannot house people that live close because of the rules. If it looks like we're going to have a lot of vacancies we will talk to the State about that site being used year round instead of the usual time period from May to October/November. She further responded to queries that some of our sites farther away from the bigger cities take longer to fill up plus the senior sites seem to be going through an aging issue where tenants are passing away or moving to nursing homes. Mr. Nakashima noted that farm labor is going down and when they move, they take their elderly with them. Ms. Santos reminded the Board that the migrant center doesn't have an impact on the bottom line for HACM. No action required.

F. Status Report: Eligibility/Section 8 Reports

Ms. Goebel reported that the Project Based Voucher lists were opened on July 19th with 575 applications being submitted as of last Friday; these were for all bedroom sizes in South County and four bedroom size in Salinas. These vouchers, when available, will be Project Based Section 8 which will be tied to the unit and not to the individual. 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 HACM has been added to a White House teleconference list and has received a code number to participate. He stated they discuss many issues but it is very informative and provides good information in advance. He stated he can invite one other individual to join in the teleconference but it is not for the public. No action required.

I. Media Update

Mr. Nakashima reported that the Commissioners should have also received this item via email; no action required.

J. Chief Operations and Finance Officer Report

Mr. Politzer reported that HACM staff participated in a telethon with KION, KCBA 35 and it also showed on the Telemundo television station; it was a call-in show with a web chat included. We had five individuals with a variety of disciplines with both English and Spanish speakers. It was a big hit regarding outreach and contacting the public. People were very happy to learn about our programs and to participate. Commissioner Williams noted that it was mentioned by the station that we would be asked back in a couple of months. Mr. Politzer stated this also helps our requirement for SEMAP regarding how we reach out to the community.

Mr. Politzer further reported that he and Mr. Nakashima met with HUD in San Francisco regarding the need for funding for Pueblo del Mar and how successful that program has been. HUD recommended we look into the HEARTH Act for funding. Ms. Goebel noted that Act is where the SHP money comes from so that might not work but there may be other opportunities
in the Super NOFA. To Board query, staff stated that Pueblo del Mar has a 70% success rate for people completing the program. The program is a two-year program and that is another issue to find the next step housing for these clients.

Commissioner Williams thanked Mr. Politzer for a good job and stated she is very impressed with all he has done in the short time he has been at HACM.

Commissioner Styles thanked all those who participated in the Telethon; and he hopes we can do it again. Good job done by all!

The Board took a break at 6:35 p.m. and returned to regular session at 6:51 p.m.

NEW BUSINESS

A. Resolution 2670: Approving the Agency Operating Budget for the Fiscal Year Beginning July 1, 2010 and ending June 30, 2011

Mr. Politzer thanked Ms. Santos for putting the budget together in conjunction with Ms. Goebel and everybody else here at HACM.

Commissioner Healy arrived at 6:58 p.m. He thanked the Board for their consideration.

Mr. Politzer presented a PowerPoint Presentation, HACM FYE 2011 Budget Stress Test dated 7/26/10.

Upon motion by Commissioner Williams, seconded by Commissioner Healy, the Board adopted Resolution 2670 approving the Budget for FY 2010-2011. The Motion carried with the following vote:

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

Mr. Nakashima reminded that the budget can be amended at any time by the Board.

COMMISSIONER COMMENTS

Commissioner Healy reported he has been appointed President of RJAP Partner at the Sunrise House. The Board and Staff congratulated Commissioner Healy.

Commissioner Espinoza welcomed Mr. Politzer and Mr. McCollough and thanked staff for their good work.

Commissioner Williams thanked Mr. Politzer for his hard work on the Budget and Presentation; she appreciated Mr. Politzer meeting with her for two hours on the budget. She stated she appreciated both Mr. Politzer and Ms. Santos for preparing the budget. Commissioner Williams further thanked Mr. McCollough for his input at this meeting and all the HACM and HDC staffs.

She stated she had an annual review meeting with Supervisor Salinas who appointed her to this Commission and she brings back his kudos to this Board and to the Staff; Supervisor Salinas wanted her to wish everyone well and to thank everyone for all the hard work they do.

Commissioner Stewart commented he really appreciates Staff, but now that there are two Board meetings back to back, he wants to be sure the Board is giving a fair hearing to each of the issues for both Boards.

Commissioner Jackson commented he wished the public could see what an incredible job that Staff does and he appreciates their good job.

Commissioner Styles thanked Staff for an excellent job.
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:59 p.m.

[Signature]
Chairman

ATTEST:

[Signature]
Secretary

[Signature]
Date