

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD FEBRUARY 28, 2011**

Commissioners met at the Central Office. Chair Elizabeth Williams called the meeting to order at 5:05 p.m. Present: Chair Elizabeth Williams, Vice Chair Alan Styles, and Commissioners Josh Stewart, Tom Espinoza, Kevin Healy, and Andrew Jackson. Also Present: Jean Goebel, Acting Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; and Starla Warren, Fee for Service Director of Development. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

PRESENTATION: Service Award

(Paquito Doroy wasn't available to receive his five year certificate and pin, but the Board congratulates and thanks him for his years of service.)

CONSENT AGENDA

- A. Minutes - Approval of Minutes of the Regular Board Meeting held January 24, 2011
- B. Resolution 2693: Authorization for the Acting Executive Director to execute a contract with Old Town Carpets, Inc. to provide flooring products and installation as needed
- C. Resolution 2694: Amendment to the Fee-For-Service Agreement Between the Housing Authority of the County of Monterey and the Monterey County Housing Authority Development Corporation

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

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

REPORTS OF COMMITTEES

Personnel Committee: Ms. Goebel noted that everything was on the agenda...

Finance/Development Committee: Commissioner Styles reported everything is on the agenda.

Monterey County Housing, Inc.: Ms. Warren reported MCHI has not met since the last HACM Board meeting because their Board Chair has been out of town on personal leave and they have not been able to obtain a quorum. Mr. Rose is trying to get a meeting together soon.

Affordable Acquisitions: Same as MCHI.

Monterey County Housing Development Corporation and LP's: Ms. Warren reported that the updates are included in HDC development report.

REPORT OF SECRETARY

- A. Executive Report

Ms. Goebel stated she had nothing to add to her report, but noted that everyone is concerned about what Congress will do with regards to the budget and how that might affect HACM programs so Staff is paying close attention to that legislation. Other than that, Staff continues their routine business.

NEW BUSINESS

- A. Resolution 2692: Authorization to Adopt a Second Tier Employer Contribution Level for HACM's Pension Plan for Non-Affiliated Employees

Commissioner Espinoza arrived at 5:07 p.m.

Upon motion by Commissioner Styles, seconded by Commissioner Jackson, the Board adopted Resolution 2692, authorizing the creation of the second tier level of contributions for all new non-affiliated (non-union) hires to be effective March 1, 2011 and authorized the Acting Executive Director to negotiate with the pension plan provider any necessary agreements to put this in place. Motion carried with the following vote:

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

B. Revision to Human Resources Position

Ms. Goebel explained that from the applications received for the Director of Administrative Services vacancy that it appeared to Staff that there would not be a candidate with the full qualifications for that director position and what was more important at this time was hiring a Human Resources Manager. The revisions presented are to the previously approved job description for the Human Resources Manager job description. To query, she emphasized that management staff is already short-staffed, but the current temporary HR Manager can fill this important position until the Executive Director is on board to be in the permanent HR Manager selection process. She also noted that if the temporary individual is selected for a permanent position with another employer before the arrival of the new Executive Director then HACM would need to find another temporary person for this position and would then have to retrain the new individual on the processes that HACM has for HR.

Upon motion by Commissioner Healy, seconded by Commissioner Styles, the Board adopted the changes to the Human Resources Position job description and authorized the change to the organizational chart to reflect the position change. Motion carried with the following vote:

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

After a short discussion, the Board decided that the vacancy announcement for the HR Manager position would be put on hold until the new Executive Director was on board to participate in that selection.

C. Resolution 2695: Authorization to Assign the HACM Note on Tynan Village and Execute Documents to Reflect the Note Payable To HACM from MCHADC

Upon motion by Commissioner Styles, seconded by Commissioner Stewart, the Board adopted Resolution 2695 authorizing the Executive director to execute the documents necessary to accomplish the full assumption of the HACM Note by the Monterey County Housing Authority Development Corporation, and to bring back to the Board the repayment terms, satisfactory to both entities, for repayment of the \$503,348 HACM Note. Motion carried with the following vote:

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

INFORMATION

A. Finance Report

Ms. Santos reported the OIG is still on site. She stated Staff is still working on 13 audits but several of them are basically at the final stage, but the auditors will not finalize those audits until they have completed the HACM audit. She noted her lengthy finance report was larger because these financials not only provide the regular summary but reflects the properties and programs compared to year-to-date and annual budgets.

Commissioner Williams thanked Ms. Santos for providing the totals for HACM and HDC in her reports; this report has been very helpful. Commissioner Stewart noted that this information will

also provide a clear financial picture for HACM and HDC. Commissioner Healy stated he appreciated the thoroughness and in-depth reporting of this report.

During a short discussion, Ms. Santos reported that there were some good things going on with the waterfall calculations on the limited partnerships so the Housing Authority will be receiving some funds on Rippling River and HDC will be receiving some funds from several of the other properties.

No action required.

B. Human Resources Report

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

C. Development Report

Ms Warren reported that development is working with USDA on the Castroville projects for rehab, but instead of using both sites we are now focusing on one site and that request is being processed; this project will result in three capital ADA units being added. These ADA units will add some costs because more structure will need to be added to the current structure.

No action required.

D. Property Management Report

Ms. Goebel reported the first annual plan advisory board meeting took place and there were about 140 attendees and out of those, 16 people showed interest in volunteering for board member positions. Most attendees were voucher program participants; probably 15 people were from Public Housing. Staff is in the process of checking the status of the 16 volunteers; they need to be a participant in either the HCV or the Public Housing program and they need to be in good standing in the program.

Commissioner Espinoza recommended that if there were more volunteers than required that they be placed as alternates or on sub-committees to keep them interested in the advisory committee.

Ms. Goebel stated the attendees were told that there would be another meeting in the fall when the annual plan process begins again. She suggested that letters be sent to those that were interested in volunteering.

Commissioner Stewart congratulated Staff for the great attendance at the meeting and for the number of people willing to volunteer.

No action required.

E. Asset Management Report

Ms. Goebel reported that HACM received the renewals for the Pueblo del Mar Supportive Housing Grant as well as the Shelter Plus Care vouchers so that money is available; we are just waiting for the grant documents from HUD. We will need the documents by May when our current contracts expire. HACM finally heard from HCD on the Pueblo del Mar audit from last March and we passed. She further reported the annual plan is out for comment and will be coming to the Board next month for the public hearing and approval.

No action required.

F. Housing Programs Report

Ms. Ruelaz reported that a ten member committee was formed to work on the 70th anniversary for HACM. The Committee members are working diligently to get things in place for next month and the anniversary celebration.

Commissioner Williams thanked Ms. Ruelaz for doing a good job on the anniversary; she mentioned that there will be an anniversary cake cutting at 4 p.m. on March 21st and all the Commissioners are invited to participate. Commissioner Healy thanked Ms. Ruelaz for the community outreach for the anniversary open house.

No action required.

G. Administrative Report

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

H. Media Update

Ms. Goebel reported that the Housing Highlights that are part of the Sherwood Reports have been emailed to the Commissioners to see whether the Commission would rather receive these informational documents instead of the Media Update. It seems that some of the articles in the Media Update are archived too soon and cannot be retrieved easily. She further reported that that the Housing Highlights focus on Public Housing, Section 8, plus Housing Law and regulations and appropriations. To query, Ms. Goebel stated that the Housing Authority has a subscription to the Sherwood Reports.

Commissioner Williams stated that she likes the Housing Highlights. She directed the Clerk of the Board to send the Housing Highlights to each Commissioner via email.

No action required.

COMMISSIONER COMMENTS

Commissioner Jackson commented that everything seems to be up to par and everyone seems to be satisfied. He thanked Ms. Santos for her hard work on her Finance Report.

Commissioner Stewart commented that it is a very stressful time and even LULAC and the NAACP have been coordinating with the different Mayors regarding the things happening at the State government level. Everyone is painting a bleak picture regarding the budgets and it seems there will be a tremendous impact regarding development type issues coming from Governor Brown's office. He stated these organizations are going to try to get a resolution sent stating they do not condone what is being proposed.

Commissioner Healy thanked Staff and especially Ms. Santos for her in-depth report; it was the best he has seen. He further stated that since the Ad Hoc Committee for the Executive Director Search was not agendized that he would like to report, on behalf of that committee, that the search firm is in the final stage on the approval of the brochure which hopefully will be sent out this week so that process is on track and on schedule. The search firm is also expecting to have someone hired by the middle of June so hopefully everything will work out with the timeline.

Commissioner Espinoza commented that he would like to reiterate what he stated in the Personnel Committee meeting last week, that he is getting a sense that the Staffs from HACM and HDC are working very well together and getting things done; they are trying to put the meat on the bones so to speak and he really thanks Staff for that.

Commissioner Styles commented that he agrees with Commissioner Espinoza.

Commissioner Williams thanked Ms. Ruelaz and her anniversary committee for all the work they have been doing on the anniversary celebration; she really appreciates that. She congratulated Commissioner and Mrs. Healy in advance on the birth of their son and requested that the Commission be notified when the new baby arrives.

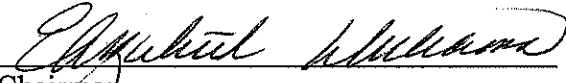
Commissioner Williams further thanked everyone for coming to the meeting tonight; she stated it is nice to look out and see a full house. She stated to the audience, you are welcome any time. She thanked Ms. Goebel for her hard work and for her weekly updates. She stated she appreciates Ms. Warren; and knows that Ms. Santos has really had her hands full but she really

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appreciated her Finance Report. Commissioner Williams also thanked the Commissioners for their attendance.

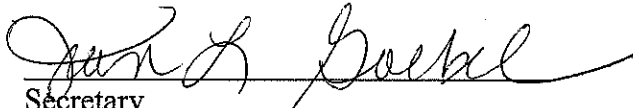
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:45 p.m.

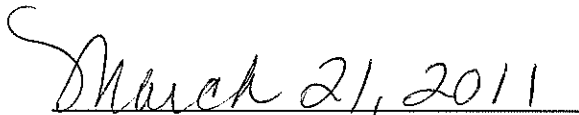


Chairman

ATTEST:



Secretary



Date

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