July 25, 2011

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JULY 25, 2011

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

COMMENTS FROM THE PUBLIC: None

PRESENTATION:

A. Service Award: The Board congratulated and thanked Mercedes Somilleda for her five years of loyal service to HACM; Ms. Somilleda was not able to attend tonight’s meeting.

Commissioner Espinoza arrived at 5:06 p.m.

B. Certificates of Achievement: The Board Chair presented Penny Mejia, FSS Client, with a HACM Certificate of Achievement for being awarded a $1,500 Scholarship by the Women’s Education Leadership Initiative to be used for 2011-2012 educational expenses. The Board Chair stated that Jacqueline Bickley, FSS Client, who was not able to be at tonight’s meeting, was also the recipient of a $2,500 Scholarship by the Housing Authority Insurance Group for her 2011-2012 collegiate academic year. The Board congratulated both recipients.

CONSENT AGENDA

A. Minutes - Approval of Minutes of the Regular Board Meeting held June 27, 2011
B. Resolution 2707: FY 2011 Section 8 Management Assessment Program Submission

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

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

The Board moved the Closed Session items forward to accommodate out of town guests.

The Board convened to Closed Session at 5:10 p.m.

CLOSED SESSION

The Board of Commissioners met in Closed Session for the following purposes and reasons:

C. Government Code Section 54956.9(a): Litigation: Thomas Sears v. HACM et al.
ACTION: Nothing to report.

A. Government Code Section 54956.9(b)(1)(C): Claimant: Susan Price
ACTION: Application for late claim was denied; Ms. Price will be given notice.

B. Government Section 54957(b)(1): Personnel Matter
ACTION: Nothing to report.

The Board reconvened to regular session at 6:14 p.m.
REPORTS OF COMMITTEES

Personnel Committee: Commissioner Espinoza reported the agenda item is on the Consent Agenda. Commissioner Espinoza stated he agreed to contact County Counsel regarding the 9/80 work week regarding the County’s experience with their 9/80 schedule.

Finance/Development Committee: Commissioner Stewart reported in Commissioner Style’s absence that Ms. Santos went through the areas of concern with the Committee and will provide a short overview tonight.

Monterey County Housing, Inc.: Ms. Warren reported MCHI has not had a meeting since the last time they met. The ED is actively searching for additional Board members and they are participating in the weatherization grant with HACM for MCHI properties.

Affordable Acquisitions: Same as MCHI.

Monterey County Housing Development Corporation and LP’s: Ms. Warren reported this information is in the HDC development report.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported Staff will be inundated with reviewers and auditors during the month of August; the first and third weeks are the same review but the first week is with the independent auditor and the third week will be with HUD. The VMS review will take place during the second week. The Finance Department will be greatly impacted during these weeks.

INFORMATION

A. Finance Report

Ms. Santos reported that we received notice today that our REAC submission for June 30, 2010 has been approved; scores should be out shortly. No action required.

B. Human Resources Report

Ms. Wyatt reported an update of the vacant positions: we have filled the Property Management Specialists I and II positions as well as the FSS Specialist position. Ms. Santos stated that one of her Finance Department employees will be filling one of these positions so that will leave a vacancy in the Finance Department.

The Board addressed reports out of sequence.

D. Property Management Report

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

E. Asset Management Report

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

C. Development Report

Ms. Warren reported the ACC for capital fund has been executed and returned so once we have access to those funds through LOCCS we will be bringing back the laid off workers. She also reported that we have received permission to operate one of the three public housing solar sites. The other solar sites should follow and once that happens we will be eligible for the MASH allocation of $760K.

Ms. Warren stated the Portola Vista refinancing is going very well; the third party reports are in process and should be completed this week. A seismic report came back with nothing required; the capital needs assessment will be done this week and possibly the appraisal next week. The City of Monterey has requested additional documents which will be done by the broker.

To query regarding Castroville FLC, Ms. Warren responded there seems to be an issue with allocations at the federal level. We are trying to get discretionary funds which were left over from prior years, but it appears USDA is waiting on something internal before releasing the funds. There have been some discussions at higher levels of rolling USDA into HUD but there is
no documentation or legislation that states that is going to happen. They do have a new
cal construction NOFA that is due out at the end of August which would mean we could access that
money and do a transaction but we would have to demolish the current site. To query on option,
Ms. Warren responded that new construction at 4% tax credits and bonds would be her avenue
on this property, but she is still focused on the discretionary funding and is hopeful that will
happen. She stated she would give them another couple of weeks, but in these rough times you
have to go where the money is. No action required.

F. Housing Programs Report

Ms. Ruelaz reported the only new thing is the resolution under the Consent Agenda for the
SEMAP submission. She reminded that we did get the 25 VASH vouchers and Staff is working
on those also. No action required.

G. Ad Hoc Committee Executive Director Search – Information

Commissioner Healy reported that the Ad Hoc Committee reports that the first candidate
graciously declined the offer that was levied by the Board. The Committee also recommended
the HACM Board set a Special Meeting to interview the second candidate. The Board will be
giving direction for coordinating with Avery Associates to schedule the Special Meeting.

CLOSED SESSION: See Closed Session items after the Consent Agenda above.

COMMISSIONER COMMENTS

Commissioner Jackson commented good job, Staff!

Commissioner Stewart commented he does have some concerns that need to be addressed and
recommended a Retreat be scheduled as soon as possible, but after Commissioner Styles returned
from the conference. Chair Williams stated that she had that on her comments to request a
Retreat. Commissioner Stewart responded that he appreciates that.

Commissioner Healy thanked everyone for their hard work. He congratulated Ms. Mejia for her
accomplishment and thanked those involved in the coordination between FSS and Hartnell.

Commissioner Espinoza commented that if Commissioner Stewart has concerns, then he is more
than willing to participate in an all-day Retreat and/or if necessary a special session of the Board
as soon as possible if there is an urgency. Commissioner Stewart responded he appreciated this.

Commissioner Williams congratulated Ms. Mejia and thanked Staff for all they do. She further
stated she wanted to bring up to the Board that we need to have a Retreat. She stated she would
be talking with Legal Counsel about having discussions in Closed Session during the Retreat.
Mr. Griffin responded that what you’re asking makes sense and he would give advice with
respect to the scope of any closed session.

To Ms. Williams query regarding facilitators, Commissioner Stewart responded that he thought
the Board could discuss without bearing the extra expense of a facilitator.

Chair Williams directed the Clerk of the Board to set up a Retreat on a weekend. She requested
the other Board members provide any open session agenda items they would like to have on the
Retreat Agenda.

To query on whether Staff should be present at the Retreat, Commissioner Williams responded it
is a Board Retreat but there is also open session so anybody is welcomed to come but they are
not required to attend.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:30
p.m.

[Signature]
Chairman
July 25, 2011

ATTEST:

[Signature]
Secretary

8-23-11
Date