March 19, 2012

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD MARCH 19, 2012

Commissioners met at the Central Office. Chair Elizabeth Williams called the meeting to order at 5:09 p.m. Present: Chair Elizabeth Williams, Vice Chair Kevin Healy, and Commissioners Alan Styles, Tom Espinoza, and Andrew Jackson. Absent: Commissioner Josh Stewart. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resources Manager; and Starla Warren, Fee for Services Director of Development.

Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

PRESENTATION: Service Award

Commissioner Williams presented a certificate and pin to Elvis Caroro for 15 years of dedicated service to the Housing Authority; the Board thanked Mr. Caroro for his loyal service.

Chair Williams opened the Public Hearing at 5:11 p.m.

PUBLIC HEARING: PHA Annual Plan

Ms. Goebel explained the Annual Plan has been out for public comment since the end of January. This public hearing is a requirement for this plan. If there are any additional comments then we will respond to those comments and add them to the plan. (Note: There were no questions or comments.)

Chair Williams closed the Public Hearing at 5:12 p.m. and convened to regular session.

CONSENT AGENDA

A. Minutes - Approval of Minutes of the Regular Board Meeting held February 27, 2012

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

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Espinoza reported the Committee met last week on the Union Tentative Side Letter of Agreement for the Health Benefits because the current agreement will be expiring. This item is on the agenda under New Business.

Finance/Development Committee: Commissioner Healy reported there was not a quorum but Staff discussed the situation with regard to the HAP funding; he thanked Staff for their time and briefings. He stated it was time well spent.

Monterey County Housing, Inc.: Ms. Warren stated she thinks MCHI has a meeting scheduled for next week but she would have to check her calendar; she further stated that MCHI budgets are being prepared.

Affordable Acquisitions: Same as MCHI.

Monterey County Housing Development Corporation and LP's: Ms. Warren reported everything that is in the next nine or ten entities will be included in the HDC development report.
Commissioner Williams asked Ms. Warren if she had been able to get in touch with the lenders regarding the management of Fanoe Vista; Ms. Warren replied she has a call in to the equity partner and she should hear back from the partner this week. Commissioner Williams stated we need to get that transferred over to HACM.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported the OIG items have been accomplished and the last payment has been sent. Staff is moving forward on the VMS and Ms. Santos will talk about that in her report. HUD asked us to apply for 25 more VASH vouchers and Ms. Ruelaz has done that. To queries on the VASH vouchers, Ms. Goebel responded that these vouchers are slow to lease up because these clients are chronically homeless and sometimes have specific needs which make it more difficult to house them plus they have to find a unit with the help of their VA case manager.

Ms. Goebel further reported that Staff continues to work through the waiting lists. A HUD representative is scheduled to inspect Portola Vista this Friday. To query regarding strategic plan, Commissioner Williams stated she would update this issue under Commissioner Comments.

NEW BUSINESS

A. Resolution 2724: PHA Certification of Compliance with the PHA Plan and Related Regulations (2012)

Ms. Goebel stated this is the Annual Plan that we have to submit to HUD by April 16th. We received one comment from a Section 8 client that is on the Annual Plan Advisory Board; this comment is at the end of the plan along with the response to the client. Ms. Goebel further noted that the City of Seaside called and requested they be included in the list that we had consulted with them on their consolidated plan and we have done that.

Upon motion by Commissioner Healy, seconded by Commissioner Styles, the Board adopted Resolution 2724, PHA Certification of Compliance with the PHA Plan and Related Regulations (2012). Motion carried with the following vote:

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

B. Union Tentative Side Letter of Agreement – Health Benefits

Ms. Wyatt stated this agreement has been accepted by the union members and this is the next step in the agreement process. To query, Ms. Santos explained that the plan that we are renewing is similar to the existing plan but there are law changes that needed to be incorporated. The bulk of the premium increase falls to the Housing Authority with a slight change to the employees' portion of the dependent care coverage. The increase impacts three months of this current fiscal year but it will come up again in the budgets. Ms. Santos stated HACM is in the middle of contract negotiations but this was not an item in the wage reopener. Ms. Goebel reminded this is an annual renewal so it will come up each year. This same health plan is for both management and union staff.

Upon motion by Commissioner Styles, seconded by Commissioner Espinoza, the Board approved the Tentative Side Letter of Agreement dated February 24, 2012 with SEIU 521 for continuation of Health Benefits. Motion carried with the following vote:

AYES: Williams, Healy, Styles, Espinoza, Jackson
NOES: None
ABSENT: Stewart
C. Change Time of May 21, 2012 Board Meeting

Commissioner Williams reminded that the PSWRC NAHRO Conference in Monterey is scheduled for May 21st and 22nd, she encouraged the Commissioners to attend since it is so close and no traveling or hotels would be needed. Ms. Goebel stated the sessions go to 5 p.m. and we will need time to return to Salinas for the Board meeting. Commissioner Williams requested the Commissioners let the Clerk of the Board know if they would be attending the PSWRC Conference. Ms. Warren mentioned she may have a problem because she will be conducting tours and may not be back but she would push to return by 5:30 p.m.

Upon motion by Commissioner Healy, seconded by Commissioner Styles, the Board approved changing the time for the May 21, 2012 HACM Board meeting to 6 p.m. Motion carried with the following vote:

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

INFORMATION

A. Finance Report

Ms. Santos reported that the OIG audit and related repayment will result in a finding in the audit. To query, Ms. Santos responded that the PHAS scoring is outside of the audit findings. Ms. Santos stated she included in her report that HACM would need $35M in funding to totally lease all of the vouchers but that was just to show where we could be; HUD hasn’t fully funded vouchers for housing authorities in many years. To query, Ms. Goebel responded that HUD allocates so many vouchers for HACM but they don’t allocate enough funding for us to lease them all. Commissioner Williams noted she was happy to see that Ms. Santos’ concerns were down.

No action required.

B. Human Resources Report

Ms. Wyatt reported that we have three closed workers’ comp claims this month and only one new claim. She pointed out there is a new section, Total Open Claims, that will make it easier to follow the claims each month. No action required.

C. Development Report

Ms. Warren reported she is working to close out the solar ARRA funds with Ms. Santos. Portola Vista is scheduled for a HUD Inspection as a multi-family housing property and this relates to the refinance issue which means HUD is working on the Portola Vista file which is really good news. Ms. Warren noted she would be accompanying the property management folks on that inspection. She further reported the final certification on MASH was submitted today so those funds should be forthcoming in the mail shortly.

Ms. Warren further reported Staff had met with the residents of Los Ositos and Casa de Oro to discuss the upcoming disposition application and they will now follow-up by notifying those jurisdictions of our intent. Ms. Goebel responded to query that the HACM annual plan did not go to Greenfield or Gonzales because the plan only goes to the participating jurisdictions that have consolidated plans. Ms. Goebel further noted that these jurisdictions can request a copy and can comment but they don’t sign off on a certification because they don’t have a consolidated plan. Ms. Warren further reported the energy consultant continues to do their work so we can apply for the Department of Energy loan and grant program.

No action required.
D. Property Management Report

Ms. Goebel reported in Ms. Tonkin’s absence that Staff continues working on getting the waiting lists out to all the sites; she stated there may be two lists left and we hope one of those will be transitioned the first part of next month and then we will have the difficult one to do which is Lakeview. We will be purging that one because we will be closing that waiting list at the end of this month. No action required.

E. Asset Management Report

Ms. Goebel reported everyone is very happy that we are out of troubled status and that we didn’t have to go through the MOA and the sustainability plan. Staff continues to do all the things we have to do in PIC; we have 100% submission rate for both Section 8 and Public Housing on our 50058’s which is a requirement. If we fall below 95% they can take funds back. No action required.

F. Housing Programs Report

Ms. Ruelaz reminded that Ms. Santos had included in her report the PIH Notice that came out in February regarding streamlining administrative practices for the voucher program. She stated there was a list of about 20 items and some were already in the process of being implemented; some will be coming later to the Board for approval. Ms. Ruelaz stated Staff is working on everything that HUD is requesting that will make our program more cost effective. In the next couple of weeks, Staff will be pulling 350 people off the wait list for the voucher program; our success rate is about 40% so we hope these will last us for a while. Ms. Ruelaz further reported Staff is trying to get our lease-up score up by the end of June. She thanked Ms. Rose for her help with the AHAP’s for the Project Based RFP and stated Ms. Rose put in a lot of time and did a great job. The Board thanked Ms. Rose.

Commissioner Healy requested Ms. Ruelaz provide an update on the PIH notification on streamlining administrative practices; he thinks this would be beneficial to go through the guidance and how it will be implemented. Ms. Ruelaz replied she would do an update.

Commissioner Williams reminded the other Commissioners they could always contact the Executive Director for individual assistance on an issue. She thanked Staff for their assistance.

The Board convened to Closed Session at 5:40 p.m.

CLOSED SESSION

The Board of Commissioners met in Closed Session for the following purpose and reason:

A. Government Code Section 54957(b): Personnel Matters
ACTION: No action taken

The Board reconvened to regular session at 5:55 p.m.

COMMISSIONER COMMENTS

Commissioner Jackson commented that brevity is the name of the game for him; he further stated that he was looking forward to the NAHRO Conference.

Commissioner Healy commented he would echo his learned colleague relative to brevity. He would also like to thank Staff for the time spent at the Finance/Development Committee meeting; he very much appreciated everything. Commissioner Healy further thanked Ms. Tonkin for her participation at the committee meeting also. He stated he is looking forward to hearing more about the Strategic Plan.

Commissioner Styles commented it was good to be back; he thanked everyone for keeping him updated while he was on vacation. Commissioner Styles thanked Staff for all their hard work. The Board welcomed Commissioner Styles back from vacation.
Commissioner Espinoza commented that the Personnel Committee discussed the VASH vouchers and also the Veterans in Monterey County and their issues. He stated Ms. Ruelaz brought in a flyer for a Stand Down gathering for the Veterans that will take place at the Salinas Rodeo Grounds in the middle of June; this will be the first one in Monterey County and Ms. Ruelaz will be involved through HACM and the VA collaborative. He recommended that everyone promote this Stand Down to others. Commissioner Jackson noted that he had posted a Stand Down flyer on the bulletin Board at Casanova. Commissioner Espinoza wished the Commissioners traveling to Washington, DC a safe trip.

Commissioner Williams thanked Ms. Goebel and Ms. Santos and everyone else who worked so hard on the OIG. She further thanked the same crew for getting HACM out of Troubled Status; she was very proud of everyone.

Commissioner Williams stated that she, Commissioner Espinoza, Ms. Goebel and Ms. Warren met and talked about the strategic plan and putting together a scope of work to bring to the Board before going out with an RFP. She stated this Ad Hoc Committee would like to keep this retreat local this time to discuss the programs that we have. She stated that Ms. Warren went through all the trouble and hours of research to come up with an RFP but the Committee wasn’t ready to bring an RFP to the Board tonight. A scope of work will be brought to the next Board meeting. To query regarding scope of work, Commissioner Williams explained the scope of work will be what we want to accomplish and how we want to do it.

Commissioner Williams further noted that in the future we would like to have a Finance Workshop for the Board, aside from the Strategic Plan, to include Staff possibly on a Saturday morning. She stated Ms. Santos felt she could put a presentation together since we are getting into some areas which we are not as familiar. Commissioner Williams stated she would bring this up at the next meeting to discuss and decide. She further emphasized that one-on-one seemed very beneficial to Commissioner Healy.

Commissioner Williams commented that she would be attending the Legislative Conference instead of Commissioner Healy. She stated that Ms. Warren submitted the legislative appointment listing but the Commissioners have decided not to visit the Senators’ Staff people. Ms. Warren noted that she would like to keep those visits on the schedule for herself because they could be beneficial from her perspective. Ms. Warren stated that Ms. Nguyen was following up on whether the Senator or their Staff member would be on the schedule. Commissioners Styles and Williams stated if the meeting is with the Senator then they would like to attend the appointment. Ms. Goebel mentioned one appointment with HUD is with the person in public housing; Ms. Warren stated that possibly Mr. Ozdinec would also be in that HUD appointment.

Commissioner Williams stated that she and Commissioner Espinoza have an appointment with Supervisor Potter on April 24th; she stated they met with Ms. Goebel and Ms. Santos for a HACM update for this appointment. She stated the Supervisor will probably want to know about the troubled status and we will be updating him that we do not have to do anything further. Staff also briefed us on the zipline in case the Supervisor wants to talk about that issue. Commissioner Williams again welcomed back Commissioner Styles and thanked everyone for attending tonight’s meeting.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

Chairman
ATTEST:

Secretary

HAS-12

Date