

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
MONTEREY COUNTY HOUSING AUTHORITY
DEVELOPMENT CORPORATION
HELD JULY 23, 2012**

Directors met at 123 Rico Street, Salinas, CA 93907. The meeting was called to order by Chair Alan Styles at 6:11 p.m. Present: Chair Alan Styles, Vice Chair Elizabeth Williams, and Directors Josh Stewart, Tom Espinoza and Andrew Jackson. Absent: Director Kevin Healy. Also Present: Starla Warren, President/CEO. Also in attendance HACM staff: Jean Goebel, Executive Director and Lynn Santos, Director of Finance. HDC Staff: Carolina Sahagun, Senior Community Development Planner and Marilyn Rose, Senior Finance Officer. MCHI Staff: John Rose, President. Recorder: Carolina Sahagun. Transcriber: Kimmy Nguyen.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

- A. Minutes—Approval of Minutes of the Regular Board Meeting held June 25, 2012
- B. MDC-88: Acceptance Changes to Vendor Protest and Claims Policy and Procedures

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

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

NEW BUSINESS

- A. MDC-89: Authorization to Provide Financial Commitment to Haciendas Apartments II for the Purposes of Tax Credit Allocation Committee Application

Ms. Warren stated that we need a \$250k commitment from HDC in order to increase our public match for the application. Ms. Warren reported that in Phase II will be the replacement offices for HDC that will be torn down in Phase III. In addition to \$500k in HOME funds committed from the City, Ms. Warren commented that a resolution will be considered for \$410k which is on the Consent agenda for the City of Salinas for the processing and impact fees. Ms. Warren explained that when this project is funded, it will be in the current round due on Wednesday. She further explained that we will then pull down the developer fee to offset our commitment. Ms. Warren mentioned that initially she was going to get HACM to commit, but she found out from TCAC that the funds would count as public funds; therefore she doesn't need to do that anymore.

Upon motion by Director Williams, seconded by Director Stewart, the Board adopted Resolution MDC-89 authorizing HDC to provide financial commitment to Haciendas Apartments II for the purposes of tax credit allocation committee application. Motion carried with the following vote:

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

- B. Resolution MDC-91: Media Policy

Ms. Warren commented that there needs to be some type of guidance relative to media contact. She stated that this policy covers a lot of areas which include Staff and Directors. Ms. Warren further stated that this policy provides good guidance to both of the positions relative to media contact.

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Director Williams requested that the Directors read over the Media policy so they can get a better understanding about it.

Upon motion by Director Williams, seconded by Director Espinoza, the Board adopted Resolution MDC-91 Media Policy. Motion carried with the following vote:

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

INFORMATION

A. Monthly Development Report

Ms. Warren reported that HDC has been working hard on the two TCAC applications and thanked both Ms. Rose & Ms. Sahagun for all their hard work. She also thanked both of them on their assistance with Portola Vista. To query regarding the H2A Program, Ms. Warren responded that Director Healy indicated that his presentation was very well received and someone should be contacting her very soon. Director Espinoza commented that Director Healy felt it was a good opportunity to represent HDC.

Ms. Warren presented the newsletter to the Board regarding the tenant participation resident services for Tynan Village & Fano Vista. She commented that these are the types of resident outreach that we do on those two projects.

B. Property Management Report

No questions on this report.

FUTURE AGENDA

- A. Service Awards
- B. Job Descriptions

Director Williams requested that the Service award item be moved to the forefront of the next agenda. Ms. Warren responded that she will get to both of these items next month. Regarding the Service awards, Ms. Warren stated that she would like to develop a Service awards policy that is a bit more comprehensive.

DIRECTOR COMMENTS

Director Jackson thanked Staff for the good job.

Director Stewart thanked Ms. Warren and her staff for a great job.

Director Williams commented that she was very pleased with the newsletters from Tynan Village & Fano Vista. She stated that she was very impressed about the Summer program at Fano Vista, Director Williams expressed how happy she was to see that and she hopes that it continues. She asked that Ms. Warren convey her thanks and kudos to the John Stewart Company.

Director Espinoza commented to Ms. Warren and Staff to keep up the good work.

Director Styles commented that everybody did a great job.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:22 p.m.

July 23, 2012

Alan D. Styc
Chairman

ATTEST:

[Signature]
President/CEO

AUGUST 28, 2012
Date

