

**ACTION  
MINUTES OF THE REGULAR BOARD MEETING  
OF THE  
MONTEREY COUNTY HOUSING AUTHORITY  
DEVELOPMENT CORPORATION  
HELD AUGUST 27, 2012**

Directors met at 123 Rico Street, Salinas, CA 93907. The meeting was called to order by Chair Alan Styles at 6:43 p.m. Present: Chair Alan Styles, Vice Chair Elizabeth Williams, and Directors Josh Stewart, Tom Espinoza, Kevin Healy and Andrew Jackson. 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; Marilyn Rose, Senior Finance Officer and Ray Helali, Senior Construction Manager. MCHI Staff: John Rose, President. Recorder: Kimmy Nguyen

**COMMENTS FROM THE PUBLIC:** None

**CONSENT AGENDA**

A. Minutes—Approval of Minutes of the Regular Board Meeting held July 23, 2012

Upon motion by Director Williams, seconded by Director Stewart, the Board approved the minutes for the Regular Board Meeting held July 23, 2012. Motion carried with the following vote:

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

Ms. Warren requested an Emergency closed session under Government code 54956.9(b)(2) subsection (E).

Upon motion by Director Stewart, seconded by Director Williams, the Board approved the Emergency closed session under Government code 54956.9(b)(2) subsection (E) be added to the agenda. Motion carried with the following vote:

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

**NEW BUSINESS**

A. MDC-92: Strategic Goals for Fiscal Years 2012 - 2014

Ms. Warren reported that during the Strategic plan meeting held in July, the Board identified three goals outlined in the memo. The goals were to develop a robust marketing plan, develop and implement a staff retention & cross training program and expand market penetration and the associated timeline relative to those items. Director Williams commented that she is happy to see these goals and would like them to keep going forward.

Upon motion by Director Stewart, seconded by Director Jackson, the Board adopted Resolution MDC-92 accepting the Strategic Goals for Fiscal Years 2012 – 2014. Motion carried with the following vote:

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

B. Resolution MDC-93: Acceptance of Revised Job Descriptions

Ms. Warren commented that this item was a result of a discussion that took place at a meeting about 6 months ago. This also meets the requirements of goal number 2 to implement a staff

retention and cross training policy. She stated that this accurately reflects the job functions currently being performed, including cross training references between positions.

Upon motion by Director Stewart, seconded by Director Espinoza, the Board adopted Resolution MDC-93 accepting the revised job descriptions. Motion carried with the following vote:

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

C. Resolution MDC-94: Acceptance of Service and Recognition Policy

Director Stewart commented that this was discussed for a quite a while at the Personnel Committee meeting. He stated that the Board came to the conclusion that since Ms. Warren's staff is not on the same incentives as the Housing Authority, they felt that the policy should be implemented. To address the Board's concern, Ms. Warren mentioned that she added the redlined policy to include an annually budgeted line item with the Board's approval to the policy. She commented that due to many transactions that can occur, this is to have some form of control when giving incentives to staff.

Upon motion by Director Healy, seconded by Director Stewart, the Board adopted Resolution MDC-94 accepting the Service and Recognition policy. Motion carried with the following vote:

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

D. HDC Bylaws/Election of Officers - Information

Ms. Warren reported that there was some talk about bringing the Bylaws and Election of officers to the Board for discussion. She commented that from her recollection, she believes that the Bylaws were somewhat silent to annual elections. Ms. Warren stated that she will be bringing this back next month.

**INFORMATION**

A. Monthly Development Report

Ms. Warren reported that the City of Salinas has started their Section 108 planning which is critical to the commercial efforts at Tynan in order to bring on the tenants. Regarding Greenfield, Ms. Warren mentioned that there has been discussion with the architects and that the preliminary scoping relative to the program size has been completed. Ms. Warren commented that Haciendas Phase I is going very well and we should know in September if Haciendas Phase II is funded. She also mentioned that sometime in the end of December or first of January, construction will start on Oak Park Phase I.

Ms. Warren gave a short explanation to the Board about the TCAC scoring. She stated that this round of funding has enough to fund 12 projects. Both Oak Park Phase II and Haciendas Phase II are on the list. Ms. Warren also stated that she needs to have some clarification with TCAC on Oak Park II relative to a couple of points. She commented that TCAC will have to determine the appeal that was submitted and if it's adequate to restore those points. Ms. Warren continued to explain that it is critical to get into the next round as well as potentially getting another project in that round. She thinks that Castroville would be a good opportunity but this is all subject to discussion relative to how the project looks. To Board query, Ms. Warren responded that Gonzales is not project ready. Ms. Warren would like to thank the Board again for approving the 250k contribution for Haciendas Phase II because if that had not been approved, it would have affected the scoring.

On Oak Park Phase I, Ms. Warren pointed out to the Board the schedule that outlines the activities that need to happen between now and November. She commented that there are weekly design build meetings going through the energy issues relative to net zero and that construction close will be end of December or first of January. Regarding Pacific Meadows, Ms. Warren stated that she received a recent email from their attorney indicating they are planning

for a loan closing on October 1. As for Portola Vista, Ms. Warren commented that it has been very busy. Regarding H2A, Ms. Warren is glad to hear that Director Healy's firm is moving something forward for us. Director Williams was curious about the contract that South County Construction received regarding the demolishing of Camp Flora in Soledad. Ms. Warren responded that we did look at that deal but it's largely with the County and it's a different scenario that doesn't fit into a TCAC environment. Ms. Warren stated that she has contacted the County and they are receptive to a \$3M application from us for HOME on Castroville. Lastly, in accordance with the Board's direction, Ms. Warren reported that HDC has contacted a PR firm for marketing and branding initiatives. She commented that she asked them to provide a proposal and hopefully, they will get an understanding of the differences and the likenesses of the two organizations.

**B. Property Management Report**

Ms. Goebel commented that she doesn't have anything to add. She stated that Ms. Tonkin is meeting regularly with HDC and she is looking forward to the lease-up of the first phase of Haciendas. Ms. Goebel commented that there will be a lot of coordination between HDC, HACM, Property Management & Section 8. Ms. Warren stated that we have to make sure to check the status on the residents who are out on relocation. Director Williams asked if there were any VASH vouchers for Haciendas. Ms. Warren responded that we don't currently have any set aside for Veterans. She stated that the first focus has to be the people out on relocation and the second focus are the people on Phase II so we can clear that site as well. Ms. Warren further commented that we just have to make sure that the people get into the right type of unit.

**C. Finance Report**

Ms. Santos commented that HDC financials are much different than HACM in terms of operations because their income and cash doesn't necessarily sync up. Ms. Santos went over with the Board the large funds that were brought in this year by HDC. Ms. Warren mentioned that they had a discussion at the Finance & Development Committee meeting with regard to having a different financial presentation. She stated what she presented to the Board as a budget was more of a cash budget, an anticipated income budget and the operational expenses. Ms. Warren stated that she would like to work with Ms. Santos to get a better presentation. Ms. Santos commented that it would be better if we had an additional presentation as opposed to taking this one away. She stated that at some point if we look at both the financials and the audits, we won't be able to see the connections. Ms. Santos stated that the financials that she is presenting here for HDC and for HACM do not include eliminations that the audits do include. She commented that she will add an additional presentation. Ms. Santos continued on giving a brief explanation of the financials to the Board.

To Director's queries, Ms. Santos responded that HDC has \$1.3M in funds. Ms. Warren also responded that HDC's payroll is bi-weekly just like HACMs. Regarding the HDC checking account, Ms. Warren commented that we do not have one. She responded that the Board did approve for HDC to have a checking account because of the issue with the insurance. Ms. Warren commented that we have the authority but it has not been executed yet since it is not a pressing issue. Ms. Santos stated that we should probably have a discussion on this at the Finance Workshop as well.

**CLOSED SESSION**

**The Board convened to Closed Session at 7:21 p.m.**

The Board met in Closed Session for the following purposes and reason:

- A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Government Section 54956.9 (b)(2) subsection (E).  
**ACTION:** The Board gave direction to Staff to move forward on the issue.

The Board reconvened to regular session at 7:38 p.m.

August 27, 2012

**DIRECTOR COMMENTS**

Director Espinoza thanked Ms. Warren and staff for their continued hard work and with all the exciting projects we have in the pipeline.

Director Healy thanked Ms. Warren and echoed to Director Espinoza's comment.

Director Jackson also echoed to Director Espinoza's comment.

Director Stewart commented "Keep it up".

Director Williams wished Director Healy a very happy birthday and congratulated him on his new baby girl Clair Annalise. She also thanked Ms. Nguyen and Ms. Tebbs for providing dinner.

Director Styles commented "Fine job done by all".

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:40 p.m.

  
Chairman

ATTEST:

  
President/CEO

SEPTEMBER 26, 2012  
Date