

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

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

COMMENTS FROM THE PUBLIC: None

PRESENTATIONS: Service Award Announcement

Commissioner Healy announced the service award for Irene Banuelos for 5 years of loyal service to the Housing Authority; the Board congratulates and thanks Ms. Banuelos for her years of service.

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Regular Board Meeting held October 22, 2012

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

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

REPORTS OF COMMITTEES

Personnel Committee: Ms. Goebel reported the Personnel Committee meeting was cancelled.

Finance/Development Committee: Commissioner Stewart reported all items are on the agenda.

Monterey County Housing, Inc.: Mr. Rose reported MCHI did not meet in October, but their next meeting was moved forward a week to November 28th due to the Thanksgiving holidays. He further reported that Commissioners Williams and Scott attended their last meeting and were warmly received by that group. Mr. Rose invited everyone to their November 28th meeting.

Commissioner Healy noted that the MCHI Board meetings were now added to the Commissioners' meeting calendar.

Affordable Acquisitions: Same as MCHI.

Monterey County Housing Development Corporation and LP's: Ms. Warren reported all these items are covered in the Development report.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported the appeal letter on our substandard MASS scoring has been sent to HUD; we received a letter today from them saying they are recognizing the appeal so that has been partially granted. She stated we need to adjust our financial submission when we do the audited submission to HUD to reflect the changes that we feel were inappropriately recorded and then HUD will rescore us, but that will not take place until March 2013.

NEW BUSINESS

A. Food Items for the Board Meetings

Commissioner Williams requested this item be tabled until December because she and Commissioner Styles had requested this be put on the agenda and Commissioner Styles was not able to be at tonight's meeting.

Upon motion by Commissioner Williams, seconded by Commissioner Jackson, the Board Tabled this item until next month. Motion carried with the following vote:

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

INFORMATION

A. Finance Report

Ms. Santos reported at the Finance/Development Committee meeting we went over this report extensively. One of the things the committee requested was a check listing to vendors over the last quarter; that was provided to that committee tonight. During a short discussion, it was decided that this listing will be added to Ms. Santos' report each month. Ms. Santos also noted that since this is the first quarter of the year, it is difficult to see whether there are any trends based on these three months.

B. Human Resources Report

Ms. Wyatt reported there was a change under Vacant Positions and she is delighted to announce that the Finance Specialist I position has been filled internally; Ms. Juliana Guzman was promoted to this position. Ms. Wyatt stated another change is under Auto Accidents; this morning one of our employees was involved in a fender-bender but no one was injured. No one was cited in this accident that involved three vehicles; the vehicle was badly banged up. Commissioner Jackson asked about the workers' compensation claim back in 1999; Ms. Wyatt explained that is still open but we are definitely on top of this claim.

C. Development Report

Ms. Warren reported she is running into some conflicts with the contractors at Portola Vista; we are a little behind schedule there due to the sump pump in the bottom of one of the elevator shafts. There is an elevator inspection scheduled for Tuesday. She further reported the gutters and downspout folks are holding up the paint people who in turn are holding up other people, but Staff is on the issues and pushing to get things done. To query, Ms. Warren responded the last things to do at Portola Vista are the completion of the gutters and downspouts, the exterior paint, and finish one elevator and roll into the next one; the elevators take six weeks at a time, but we are pushing for completion at the end of December. She noted there may be some minor interior painting left to be done also.

Ms. Warren further responded to a query that we have received the information back from PG&E on whether the repairs we are doing will pay off for a 20 year period; she thinks that has now been provided to the energy consultant so we just need to wrap up the final report and complete the strategy for the HACM building.

To another query regarding Plaza House, Ms. Warren stated we have a renewed Purchase and Sale Agreement and they are ready to close in 30 days; she noted she needs to get with the city on some things with the title and then that should be done.

D. Property Management Report

Ms. Goebel reported in Ms. Tonkin's absence that she would try to answer any questions. To query on the substandard MASS scoring resolving itself, Ms. Goebel responded we do not know that but at least HUD is giving us an opportunity to be re-scored.

E. Asset Management Report:

Ms. Goebel reported she had nothing to add to her report.

F. Housing Programs Report

Ms. Ruelaz reported we had a really good day today for our Family Self-Sufficiency program because we issued \$91,000 in escrow funds to three graduates; the highest amount was for \$50,000 and that individual received their check today. We were happy because that was the highest amount ever given out all together. Ms. Ruelaz further reported there was an article in the Monterey Herald on November 2nd about the Veterans Stand Down and a lot of our staff was listed in that article because they volunteered at that event. She stated that Staff is pushing to get the reorganization started on January 1st and we are on track for that. Staff explained to new Commissioner Scott about the Family Self-Sufficiency program.

Ms. Santos stated when she was on a recent trip she met one of the directors for the VASH Program from Palo Alto VA Med Center and this individual could not say enough good things about Ms. Ruelaz and that we were extremely creative and committed to the VASH program and that Ms. Ruelaz had done some amazing things. To query on the VASH program, Ms. Ruelaz stated HACM has 135 VASH vouchers with 95 outstanding and approximately 12 looking for housing. Commissioner Stewart noted that there are so many homeless Vets right now during this rainy season. Ms. Goebel stated part of the issue is finding a suitable place because they want to go to the peninsula and it is difficult to find vacancies there. To another query, Ms. Ruelaz responded that additional personnel have been hired at the Palo Alto VASH office so they are at full force now.

The Board convened to Closed Session at 5:16 p.m.

CLOSED SESSION

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

- A. Government Code Section 54956.9: Thomas Sears v. HACM et all
ACTION: The Board authorized the Executive Director to sign, on behalf of the Housing Authority of the County of Monterey, a settlement agreement in the matter of Sears versus HACM.
- B. Government Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS AGENCY DESIGNATED REPRESENTATIVES: Lynn Santos, Pat Wyatt, Joni Ruelaz, and Jean Goebel
EMPLOYEE ORGANIZATION: Service Employees International Union 521
ACTION: This Closed Session was cancelled.

The Board reconvened to regular session at 6:46 p.m.

COMMISSIONER COMMENTS

Commissioner Williams wished everyone a Happy Thanksgiving. She further thanked Mr. Griffin for all of his diligent help with the closed session and noted that the Board has depended on him for many years.

Commissioner Scott thanked everyone and stated she is glad to be part of the team. She stated she is still on a huge learning curve and appreciates everyone's patience while she is learning; she noted she will keep working on it.

Commissioner Jackson commented everyone is working hard and keeping on top of everything; he stated just "keep it up."

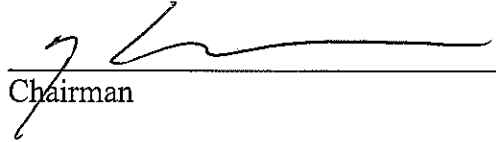
Commissioner Stewart wished everyone a Happy Thanksgiving and stated he would make his speech at the HDC meeting.

Commissioner Healy thanked Staff and everyone for what they have put into this meeting. He further commented that he thought the conference in Nashville was excellent and in particular the Commissioners' Fundamental course; he was so pleasantly surprised about this course that he has provided the information from that course to the other Commissioners. He emphasized it was a worthwhile course and he highly recommends it.

November 19, 2012

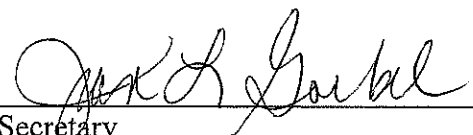
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:48 p.m.



Chairman

ATTEST:



Secretary

12-19-2012
Date