ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD DECEMBER 17, 2012

Commissioners met at the Central Office. Chair Kevin Healy called the meeting to order at 4:30 p.m. Present: Chair Kevin Healy, Vice Chair Elizabeth Williams, and Commissioners Alan Styles, Andrew Jackson, and Charmaine Scott. Absent: Commissioner Tom Espinoza. Also present: Jean Goebel, Executive Director; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resources Manager; Shannon Tonkin, Housing Management Manager; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

PRESENTATIONS: Service Award

Commissioner Healy presented a service award to Irene Banuelos for 5 years of loyal service to the Housing Authority; the Board congratulated and thanked Ms. Banuelos for her years of service

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Special Board Meeting held November 3, 2012
B. Minutes – Approval of Minutes of the Regular Board Meeting held November 19, 2012
C. Resolution 2738: Revised Utility Allowance Schedule

The Clerk of the Board announced that the Minutes of the Special Board meeting held November 3, 2012 were not completed and Consent Agenda Item A would be brought to the January Board meeting.

Upon motion by Commissioner Williams, seconded by Commissioner Styles, the Board pulled Consent Agenda Item A, Minutes of the Special Board meeting held November 3, 2012, from the agenda because the minutes were not completed. Motion carried with the following vote:

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

Commissioner Williams stated that there was a correction needed for Consent Agenda Item B, Minutes of the Regular Board Meeting held November 19, 2012. She explained that Commissioner Styles was not in attendance at that meeting and therefore could not have made a motion on the approval of the October 22, 2012 minutes. The Clerk of the Board stated she would make that correction.

Upon motion by Commissioner Williams, seconded by Commissioner Styles, the Board approved Consent Agenda Items B and C, Approval of Minutes for the Regular Board meeting held November 19, 2012, with correction, and Resolution 2738: Revised Utility Allowance Schedule. Motion carried with the following vote:

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

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Styles stated everything was on the agenda.
Finance/Development Committee: Commissioner Williams reported in Commissioner Espinoza’s absence that items discussed by this Committee were on the agenda.
Monterey County Housing, Inc.: Mr. Rose reported MCHI did not have a meeting in December and their next meeting was scheduled for the third Wednesday of the month. He stated he was somewhat surprised to see the appointment of MCHI representatives on the HACM agenda. Mr.
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Rose stated he was not advised nor were the standing members advised of that change.
Affordable Acquisitions: Same as MCHI.
Monterey County Housing Development Corporation and LP’s: Ms. Warren reported all these items are on the HDC agenda.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported she didn’t have anything to add to her report.

OLD BUSINESS

A. Food Items for the Board meetings

After a short discussion, the Board decided to continue providing food at the Board meetings with cost being around $50 each month.

NEW BUSINESS

A. Resolution 2739: Authorization to Contract with the Office of Migrant Services to Manage the Art Ochoa Migrant Center in Gilroy, CA

During a lengthy discussion, Staff explained that Santa Cruz was no longer interested in managing this migrant center located in Gilroy and the State Office of Migrant Services has asked HACM if they would take over the management of this facility. Ms. Goebel emphasized that this is authorization to contract to do the management of this migrant center after Staff has thoroughly checked to make sure it is financially feasible for HACM to do so. She further stated that we want to make sure we do our due diligence before signing a contract. Ms. Goebel stated there will be a phone call on Wednesday to find out what is left in their budget and what has been budgeted in terms of replacement reserves. We do not want to take on something that we cannot maintain and be proud of. Ms. Goebel noted that this migrant center would be managed similar to the way we manage the King City Migrant Center.

Upon motion by Commissioner Williams, seconded by Commissioner Scott, the Board adopted Resolution 2739, authorizing the Executive Director to contact with the State of California Office of Migrant Services to manage the Art Ochoa Migrant Center in Gilroy, California. Motion carried with the following vote:

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

B. Appointment of HACM Representatives to the MCHI Board

Chair Healy apologized to Mr. Rose for not contacting him; he is new to the whole appointment process as well as the relationship and role. Mr. Rose replied it is not just for him but the people that are being relieved. Commissioner Healy noted that it had been brought to his attention that these appointments had been in place for many years and he felt it might be a good opportunity to get some fresh eyes in these positions. Chair Healy appointed Ms. Joni Ruelaz and Commissioner Tom Espinoza as the Representatives for the Housing Authority to the MCHI Board. He thanked Ms. Ruelaz and Commissioner Espinoza for their willingness to participate in these positions.

Chair Healy further stated that Mr. Caldwell and Ms. Warren will be notified of this change and that HACM appreciates their long years of service.

C. Schedule for Annual Plan – Information Only

Ms. Goebel stated this is the Annual Plan Schedule that is always due this time of the year. It is information to let you know the process and timeline. At the March Board meeting, we will have a Public Hearing as well as present the plan for Board approval. To query, Ms. Goebel responded Staff will be holding meetings with the Annual Plan Advisory Board; she noted Ms. Warren would be providing her presentation on Capital Funds at that time also.
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INFORMATION

A. Finance Report

Ms. Goebel stated Ms. Santos is on vacation, but she would be happy to answer any questions. There were no questions on the Finance Report.

B. Human Resources Report

Ms. Wyatt reported we have a vacant position for an Accounting Assistant II position that just opened up last Friday due to that employee being promoted to the Finance Specialist I position.

C. Development Report

Ms. Warren reported she didn't have anything to add to her report. To query regarding Plaza House, Ms. Warren responded that it is with the City of Salinas, but she would keep it moving along. To another query regarding Castroville, Ms. Warren stated she has been struggling with USDA on the Oak Park I, but when USDA is finished awarding funds on their latest NOFA, they are expecting to have some money left over. At that point, we will see what they have to offer. Ms. Warren further reported HDC is on the Housing Advisory Council agenda for the County for a million dollars in January and we will see how that turns out but we are in the cobbled stage for finding resources. To another query regarding Fanoe Vista property management, Ms. Warren replied that issue is on the HDC agenda.

D. Property Management Report

Ms. Tonkin reported her department has started housing folks in the new I Haciendas and so far there are 14 tenants and hopefully by the end of this week, the rest of the residents who are scheduled to move into I Haciendas will be housed.

E. Asset Management Report:

Ms. Goebel reported she didn’t have anything to add to her report.

F. Housing Programs Report

Ms. Ruelaz reported everything is moving smoothly regarding the reorganization that will go into effect on January 2nd in her department. The tenants have been notified of their new case worker; the inspectors are getting their procedures for doing inspections; and staff will be doing the recertifications in the office. She noted the lobby is also changing and a new counter has been added for clients to use.

Ms. Ruelaz pointed out there was an article on the table from the Herald newspaper about one of HACM's VASH clients; it is a good article. She noted the client was so happy to have a place to live with a fireplace.

Ms. Ruelaz further responded to a query that the Housing Committee for the CASP organization is making sure that families living in the Hebron area of Salinas are aware of the different programs being offered by HACM. She stated her department will be doing a presentation for them in February and the parents are organizing the whole event.

CLOSED SESSION

The Board of Commissioners did not meet in Closed Session for the following purpose and reason:

A. 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.
COMMISSIONER COMMENTS

Commissioner Jackson commented Staff is doing a very good job. He stated may next year be as prosperous as this one.

Commissioner Styles wished everyone a Happy Holiday and stated Staff has done an absolutely wonderful job. It has been a somewhat tough year, but he thinks 2013 is also going to be a challenge for everyone again, but hopefully it (fiscal cliff) will work itself out.

Commissioner Scott commented it has been a pleasure and a privilege to be a Commissioner; she has learned a lot but is still on the learning curve. She thanked Staff for all their information about housing. She wished everyone a Merry Christmas and a Happy New Year and a lot of prosperity in 2013.

Commissioner Williams commented she was sad to hear about the school shooting in Connecticut and hopes everyone will say a prayer for these families who lost their children and family members. We need to take every effort to protect the children that are within our care at our daycare centers and other centers that we provide. Commissioner Williams stated there was pumpkin bread on the table for everyone and that was her gift. She wished everyone a Happy Holiday and stated Staff has done an excellent job this year; she thanked Staff for their hard work.

Commissioner Healy stated that Commissioner Styles had pointed out we should have observed a moment of silence on the school shooting in Connecticut; he apologized for not doing that earlier.

The Board observed a moment of silence in memory of the recent event in Connecticut.

Commissioner Healy thanked the Board and Staff for a very good job even though difficult and challenging in some respects in 2012. He stated he looks forward to a prosperous and fruitful 2013. Commissioner Healy thanked Commissioner Williams for the pumpkin bread and wished everyone a Happy New Year.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 4:59 p.m.

[Signature]
Chairman

ATTEST:

[Signature]
Secretary

1-30-2013
Date