Commissioners met at the Central Office. Chair Kevin Healy called the meeting to order at 5:00 p.m. Present: Chair Kevin Healy, Vice Chair Elizabeth Williams, Tom Espinoza, Charmaigne Scott, Kathy Beuthin, and Mary Jo Zenk. Commissioner Alan Styles was absent. Also Present: Lynn Santos, Director of Finance; Pat Wyatt, Human Resources Manager; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandra Kandell.

COMMENTS FROM THE PUBLIC: None

PRESENTATIONS
A. Chair Healy acknowledged service awards for Dana Kozak for 25 years of loyal service to the Housing Authority, Ricardo Calderon for 20 years of loyal service to the Housing Authority and Michelle Machado for 5 years of loyal service to the Housing Authority. The Board congratulated and thanked these employees for their years of service.

CONSENT AGENDA
A. Minutes - Approval of Minutes of the Regular Board Meeting held March 25, 2013
B. Resolution 2748: State of California Local Agency Investment Fund

Upon motion by Vice Chair Williams, seconded by Commissioner Espinoza, the Board pulled Consent Agenda A, Minutes of the Regular Board Meeting held March 25, 2013, from the agenda for a correction to page two of the Reports of Committees.

Commissioner Beuthin joins the board meeting at 5:03 p.m.

Upon motion by Commissioner Williams, seconded by Commissioner Espinoza, the Board approved Consent Agenda Items A, Minutes of the Regular Board Meeting held March 25, 2013, and B, Resolution 2748: State of California Local Agency Investment Fund. Motion carried with the following vote:

AYES: Healy, Williams, Espinoza, Scott, Beuthin
NOES: None
ABSENT: Zenk

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Scott reported the meeting convened, all items from this committee are on the Agenda.
Finance/Development Committee: Commissioner Espinoza reported the meeting convened, all items from this committee are on the Agenda.
Monterey County Housing, Inc.: Mr. Rose reported there is a meeting Wednesday at 5:30 p.m. at 134 Rossi Street, Salinas and thanked Chair Healy for his new appointment. Chair Healy thanked Commissioner Zenk for accepting the appointment to this Board.
Monterey County Housing Development Corporation and LP's: Ms. Warren reported all seven entities are on the HDC agenda.

REPORT OF SECRETARY
A. Executive Report

Ms. Goebel was not present for the meeting. Handouts were left for all Commissioners. Ms. Santos offered her assistance on any questions.
NEW BUSINESS

A. Appointment of HACM Representatives to the MCHI Board

Chair Healy happily reported that Commissioner Zenk accepted the position of the HACM representative on the MCHI Board replacing Commissioner Espinoza on his long tenure. He thanked Commissioner Espinoza for his service and Commissioner Zenk for willingness to participate and commenting that she will add a lot of value and hopefully fill the large shoes left behind by Commissioner Espinoza.

B. NAHRO Summer Conference

Discussion was had as to who was interested in attending the NAHRO Summer Conference set for July 18 – 20, 2013. Chair Healy reported he is entertaining the idea of traveling to this conference since he was unable to attend NAHRO’s Legislative Conference and asked if any of the other Commissioners would like to attend. Commissioners Williams and Espinoza declined to attend. Commissioner Espinoza inquired as to commissioner certification training at the summer conference. Board Clerk Sandy Tebbts responded that no certification training would occur at this conference. However, there may be upcoming commissioner certification training in Oakland. Commissioner Beuthin stated she was interested in attending the summer conference. Commissioner Scott may have a conflict, would confirm the potential conflicting dates, and notify the Board Clerk within the next couple of weeks as to whether she could attend. It was mentioned that Commissioner Styles usually attends as he on the NAHRO National Commissioners Committee.

C. THUD 302(b) Allocation Letter Request

Commissioner Beuthin reported on information she received at the conference she attended in Sacramento. She stated participants were told of the dire situation housing authorities are currently in and said participants were highly encouraged to lobby their representatives regarding a positive outcome of housing funding measures. Commissioner Beuthin included a letter template (provided throughout the conference) asking for support for a 302(b) increase for 2014. This letter would be sent to minority leaders at the Appropriations Committee as well as majority and minority leaders of the Senate. She inquired whether the Board of Commissioners or the Housing Authority could initiate one of these letters and forward as an organization stating the more organizations sponsoring these letters the better it looks for positive support in the community. In addition, she mentioned an email sent out today by Ms. Warren with a similar letter attached.

Ms. Warren reported that she and Ms. Goebel usually respond to these types of letters as a HACM/HDC team unless it pertains more to a specific agency, that she had reviewed the attached letter template, that it was a standard letter, and that most agencies get involved without board knowledge as these types of letter are very common. Ms. Warren referred to it as a letter campaign.

Chair Healy inquired if we participated typically as a component of NAHRO or as another line item with NAHRO. Ms. Warren responded that usually everything is electronic - easy fill-in templates - whether it is NAHRO or PHADA or any of the myriad of agencies. She mentioned there can also be call-in campaigns. Chair Healy inquired as to what had been done before his appointment to this Board. Commissioner Williams noted that the Executive Directors usually handled. Ms. Warren stated that there had been times in the past where Board signatures were sought out, but when time is of the essence, she and Ms. Goebel usually respond accordingly and appropriately.

Commissioner Beuthin gave an April 30, 2013 deadline with which to respond. Ms. Warren responded that at the Board’s direction she and Ms. Goebel can cause both organizations to respond if they have not already.

Commissioner Espinoza suggested that if the Commissioners were going to sign the letter his preference would be to sign an original letter attaching a list specific to our Housing Authority’s needs. Otherwise, it should be handled as in the past with the Executive Director responding via email.
Commissioner Scott questioned if this was a coalition building, inter-organizational type matter and whether the letter should go to people we serve to solicit their assistance in the letter campaign. Ms. Warren responded that we do not “lobby” any residents adding it could be considered as lobbying residents and could potentially be a conflict of interest – considered a fine line. She gave an example that she might consider it non-partisan letter but a resident could read it differently because three democrats have signed and only one republican. She stated it could be considered a violation of the Hatch Act. Commissioner Scott believed that was the impression she received at the D.C. conference. Ms. Warren stated some Housing Authorities have been in trouble for that. If you are going to utilize that type of strategy the residents must be very well informed. Ms. Santos reiterated that it could potentially be seen as a conflict of interest i.e., “is my housing authority telling me to sign this letter,” and “am I going to be in violation if I do not.”

Chair Healy directed Ms. Warren and Ms. Goebel to respond as in past practices. Commissioner Espinoza confirmed that a response would be done electronically as in past practices. Ms. Warren stated they do not write the letter but yes would send an electronic response. Chair Healy directed Ms. Goebel to respond on behalf of the Housing Authority. Ms. Warren said she would follow-up with Ms. Goebel. Chair Healy thanked Commissioner Beuthin for bring the letter to the attention of the Board.

INFORMATION

A. Finance Report

Ms. Santos reported she did not have much to add other than to mention a lot of time was spent at the Finance Committee discussing the funding analysis for the Section 8 Program. She reported there were still no final funding numbers but that they did experience some impact from the sequester beginning in April. She reported she received information on our Admin Fee Rates and the proration factor for the Section 8 Admin Fees, which allowed her the opportunity to review where we estimate we are going to be with the funding in a slightly more accurate way than on the some of the other programs. She reported HACM will be about $2.6 million short on HAP and that we will be using reserves to cover. We are assuming HUD will not be recapturing our reserves. She stated HACM will be shorted $350,000 on the HAP funds and that we have reserves to cover. She reported HACM does not want to make any knee jerk reactions or make drastic decisions at this point. She reported HACM had stopped issuing vouchers but that HACM is still meeting our commitments to those that are already in place.

Ms. Santos reported audits were finalized and filed on March 29, 2013 - two days early. She provided a copy to each Board member for review and questions. She stated the Auditors will be present at the May Board meeting to present and answer any questions by the Board. Ms. Santos requested questions be sent to the Board Clerk ahead of the May board meeting to allow the auditors time to review and possibly focus their presentation on the questions received from the Board.

Commissioner Williams confirmed with the staff that no monies are going into Lakeview with the exception of emergencies. Ms. Warren responded that they are continuing to maintain the property in an industry standard.

Ms. Santos reported that budgets will be brought to the June meetings due to the all of the ongoing audits but that the Board will still receive third quarter information in May as scheduled.

Commissioner Espinoza reported that a very lively discussion took place during the Finance Committee meeting.

Chair Healy commented that the staff is doing great even in the current climate. He encouraged the staff to keep up the great work on continuing to find offsetting revenue streams.

B. Human Resources Report

Ms. Wyatt reported there were two new workers’ compensation claims due to cumulative stress. Neither of them caused any work to be missed. Commissioner Beuthin commented on the closed
claims and inquired whether the carrier lags on their reporting which would affect the Human Resources Board report.

Chair Healy stated he was seeing a trend and inquired what might be different. Ms. Warren commented it could be due to aging staff. Commissioner Espinoza encouraged Ms. Wyatt to review the number of open cases versus closed cases and workforce from the past to the present for some trending results. Ms. Wyatt stated she would take a look and report back. Ms. Warren indicated she has some numbers regarding trending that she could provide Ms. Wyatt for her workup.

Commissioner Beuthin inquired as to other noted open positions on the website that she did not see on the Human Resources Report and Ms. Wyatt noted the error on her report.

C. Development Report

Ms. Warren reported she had nothing to add and was open to questions. Commissioner Williams inquired whether The John Stewart Company was on a month to month contract and Ms. Warren responded yes.

Chair Healy inquired on the status of the Castroville NOFA and it had moved it up 1-1.5 months. Ms. Warren replied that is she is waiting on the County who still has HOME Funds and that makes them ineligible to apply. She stated HOME funds are just one piece of the puzzle but the quickest way to get money.

D. Property Management Report

Ms. Tonkin was not present for the meeting. Ms. Santos offered her assistance for any questions. Commissioner Williams commented that she was happy to see Haciendas was fully occupied.

E. Asset Management Report

Ms. Goebel was not present for the meeting. Ms. Santos offered her assistance for any questions.

Commissioner Espinoza reported Ms. Goebel was ahead of the game with respect to meeting the submission deadline for HACM’s Annual Plan.

F. Housing Programs Report

Ms. Ruelaz was not present for the meeting. Ms. Santos offered her assistance for any questions.

She reported on Housing’s behalf that WELI (Women’s Education Leadership Initiative), a board for scholarships at Hartnell Community College, was nominated by HACM and awarded PSWRC’s Award of Recognition for the work done in our community. When queried as to the award, she responded it was a prestigious one but not monetary.

Relative to a conversation that took place at an earlier committee meeting, Commissioner Espinoza inquired whether anyone had attended the mayor’s luncheon and could give him their impression of the meeting. He stated he would check with Ms. Ruelaz at a later date.

The Board convened to Closed Session at 5:48 p.m.
Commissioner Zenk arrived during the Closed Session at 5:55 p.m.

CLOSED SESSION

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

A. Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS AGENCY DESIGNATED REPRESENTATIVES: Lynn Santos, and Pat Wyatt
EMPLOYEE ORGANIZATION: Service Employees International Union 521
ACTION: No action taken.
B. Government Code Section 54957(b): Personnel Matters
ACTION: No action taken.

The Board reconvened to regular session at 6:27 p.m.

COMMISSIONER COMMENTS

Commissioner Beuthin thanked Chair Healy for the appointment to the Personnel Committee and stated she looked forward to being a part of that Committee. She acknowledged Ms. Warren for the opportunity to attend the Housing California Conference in Sacramento and also acknowledged Kimmy and Sandy for the smooth travel arrangements. She shared with the Board and staff that Silvia Cruit, a former HACM Property Manager at Portola Vista, and her son had been shot. She shared that Ms. Cruit is in the Trauma Center and that her son was in critical condition. She stated she will have a card available at the property for residents to sign and mentioned she is available to assist any staff with any gesture. She mentioned this is the 30th Anniversary for Portola Vista and she has reviewed the plaques in the building. She acknowledged Jean Goebel on the 15 year anniversary plaque, Ms. Zenk in her Housing Authority capacity on the 20 year anniversary plaque, and Alan Styles. She thanked everyone for their long time tenure. She stated she was looking forward to the upcoming final inspection by HUD and the upcoming anniversary.

Commissioner Espinoza thanked everyone for all of their continued and hard work.

Commissioner Zenk mentioned that she had a letter from Supervisor Parker encouraging the Housing Authority to promote ViaCare which is healthcare services for Monterey County low income residents. She apologized again for her tardiness but stated this should be her last class that conflicts with HACM’s board meeting. She also stated it was nice to see an article in the Monterey Herald about housing and how Ms. Goebel was quoted. She liked the idea of the media coming to interview the Housing Authority because she believes we have a lot of information on programs that the media is unaware of. She thanked the staff for all of their hard work in doing the incredible service that is provided in this community stating shelter is an important basic need and sometimes when we get caught up in all of the administrative work, it is good to remember that this Agency is doing very important work in this community.

Commissioner Scott stated she echoed the comments of the other Commissioners and thanked everyone for all of their hard work and acknowledged the trust in the staff to continue in the hard work that makes the board look good in hopes that other housing authorities would emulate HACM.

Commissioner Williams expressed her continued concern regarding the HELP loans. She stated she is having a hard time receiving emails regarding the Haciendas II ground breaking and confirmed the date of May 13, 2013 with staff. She thanked everyone for all of their hard work and thanked Mr. Rose for his presence at the meeting.

Chair Healy stated ditto to all of the Commissioners’ comments. He noted he has appreciated the teamwork he has seen over the last few years. He is looking forward to reviewing the audit and thanked Ms. Santos and her staff. He thanked Ms. Warren for keeping him informed as to the Castroville property. He congratulated and thanked Commissioner Zenk for her willingness to participate on the MCHI Board. He was glad to see the marketing team expanding with the Agricultural community. He also announced he was recently elected to the Farm Bureau. He thanked everyone for all of their work.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:38 p.m.
ATTEST:

[Signature]
Secretary

6.35 2013
Date