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 Alan Styles, Tom Espinoza, Charmaine Scott, Kathy Beuthin, and Mary Jo Zenk. 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:

A. Service Award Announcements

Chair Healy announced a service award for John Benavente for 30 years of loyal service to the Housing Authority. Mr. Benavente was not present at the Board meeting. The Board congratulates and thanks Mr. Benavente for his years of service.

B. PSWRC Award to Women’s Education Leadership Initiative (WELI)

Ms. Ruelaz introduced Dr. Lewallen, President of Hartnell College, Valerie Schlothauer, Senior Vice President of Rabobank and Founder of WELI, and Karen Hagman, Hartnell College Philanthropy Officer. She explained earlier this year HACM received an Award of Excellence for Partnership Innovation 2012 from the Pacific Southwest Regional Council for NAHRO for our partnering and mentoring relationship with the Hartnell WELI Program. Two of our FSS participants also received WELI scholarships this year and this success is due to the work of FSS Specialist, Ms. Turner, and FSS Coordinator, Ms. Brenmand. Chair Healy presented the award to Dr. Lewallen.

Dr. Lewallen thanked HACM and commented on behalf of Hartnell College and the WELI Program, it is certainly an honor to accept this award. WELI stands for Women’s Education Leadership Initiative and each year we award a scholarship as part of that organization. To date, Hartnell has graduated 52 scholars through the program and a third group includes 25 more that we feel confident will complete the program. Dr. Lewallen noted that 97% of those who have completed this program have continued their path toward higher education. There are not a lot of programs that have that kind of success rate and it is due to the mentors and all the people who support this program; certainly we’re all standing on the shoulders of the co-founders. We have one with us here tonight. There are too many success stories but one in particular is a young woman who is a single mother and participated as one of our students in the science fields. She has been a star and as a result of her efforts and hard work, she is now set to attend UC Berkeley on a full scholarship. Certainly the WELI Program contributed to her success along with a number of other things she did at the college. Dr. Lewallen thanked the Board again for this award.

To query on whether this program was a result of Salinas Valley Leadership, Ms. Schlothauer responded in a way; she noted she was a graduate of Class 18 from Salinas Valley Leadership. She noted going through leadership gave her the opportunity to meet people in the community that helped her build the foundation of folks that she turned to when she came up with the idea for WELI. Ms. Schlothauer further explained that WELI trains these women with the life skills program and for three Saturdays they go through time management, budgeting, and leadership; they are matched up with a mentor for a year. She stated last year one of our WELI graduates actually graduated from Salinas Valley Leadership Class 32 last week, a full circle. WELI is very proud of the WELI ladies and the women in this community, such as Ms. Brenmand, who have given so much time to help us with this program – it is a community effort.
Ms. Goebel commented that in talking to the judges who read through all of the documentation from eight groups that applied for this award, what stuck in their minds was the mentorship program that was integrated into this relationship—it was such a complete circle of support for the people. She emphasized mentorship is really important to the success of people. Dr. Lewallen stated the list of those providing the mentoring is an impressive list of people in this community who give of their time to help these women—it is really remarkable. Ms. Goebel thanked Dr. Lewallen and WELI for partnering with FSS.

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Regular Board Meeting held May 20, 2013
B. Resolution 2753: Family Self-Sufficiency/Homeownership Supervisor Job Description

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

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Styles reported everything was on the agenda.
Finance/Dev Committee: Commissioner Espinoza reported everything was under New Business. Monterey County Housing, Inc.: Commissioner Zenk reported MCHI had a meeting last Wednesday at Parkside; it was fun to be at one of the properties. She stated she enjoyed that kind of meeting; which was also a productive meeting. MCHI keeps moving forward.
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 pointed out that she and Ms. Warren attended the California Association of Housing Authorities Legislative Conference in Sacramento and they were able to talk with a number of legislators regarding certain items before them that would further affordable housing in the State of California. Commissioner Williams stated that was a nice letter to Senator Boxer; we need to keep doing those kinds of letters.

NEW BUSINESS

A. Resolution 2751: Semi-Annual Write-offs

Ms. Tonkin explained that the Write-offs are a bit higher than previously reported but there were several families that owed large amounts of retro rent and they were terminated when they couldn’t keep with the retro payments.

Upon motion by Commissioner Williams, seconded by Commissioner Styles, the Board adopted Resolution 2751, approving the write-offs in the amount of $54,362.28 for the period ending June 30, 2013. Motion carried with the following vote:

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

B. Resolution 2752: Approving the Agency Operating Budget for the Fiscal Year Beginning July 1, 2013 and ending June 30, 2014

Ms. Goebel reminded that Ms. Santos was on vacation, but a lot of time was focused on this agenda item at the Finance/Development Committee meeting. Commissioner Espinoza
reiterated that the committee had a very productive and active discussion on the budget and the Committee moved to put this item under New Business for approval.

Commissioner Zenk pointed out for the record that the Housing Authority has a number of programs and the largest one is the Housing Choice Voucher Program which is losing about $3M due to federal cuts. She stated we are going to have to use the restricted reserves for this program which we will have enough for this year, but next year will be questionable. The administration program is losing money because the funding for that program is also being cut, but we have some funds for this year that are restricted for that program only. Going forward it will be a problem. Commissioner Zenk noted Public Housing seems to be doing okay. Ms. Goebel reminded that the capital funds and operating subsidy have been cut as well. Commissioner Zenk pointed out that Lakeview and Pueblo Del Mar continue to lose money. She noted that HACM’s administration, which depends on management fees from the different programs as well as property management fees, is also losing money for agency overhead. Commissioner Zenk emphasized as we start planning for the future, we need to start thinking of some revenue generating activities for the Housing Authority because we can’t continue to survive with the federal cutting, particularly in administration.

Commissioner Espinoza emphasized that regarding the use of HAP reserves, if we don’t use it, we may lose it. Commissioner Healy reminded that utilizing these reserves may help us continue at that funding level going forward. He also thanked Ms. Santos and her staff for doing a great job putting together a difficult and very voluminous document with the detail that exists. Commissioner Healy further noted that he doesn’t think anybody in the room or at the table was excited about approving a deficit budget, but it is felt we are doing so for the right reasons and we are using resources we have available while we have them to continue to meet the mission.

Commissioner Williams commented that the budget was increased about $7,000 because of the increase in the Commission, but this Board has been very good about watching the expenses for the Board. She cautioned the Board members that if you take one major trip that you forego the next because we need to cut down where we ask everyone else to. Commissioner Healy stated he agreed with Commissioner Williams and to be conscious of what we are asking everyone else to do.

Upon motion by Commissioner Zenk, seconded by Commissioner Williams, the Board adopted Resolution 2752, approving the Agency Operating Budget for the Fiscal Year Beginning July 1, 2013 and Ending June 30, 2014. Motion carried with the following vote:

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

C. Resolution 2754: Update Organizational Chart

Commissioner Styles reported the Personnel Committee reviewed this item and we recommend approval.

Upon motion by Commissioner Styles, seconded by Commissioner Espinoza, the Board adopted Resolution 2754, approval of the updated Organizational Chart. Motion carried with the following vote:

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

D. Resolution 2755: Memorandum of Understanding with Goodwill Industries

Ms. Ruelaz explained we will be working with Goodwill Industries and their Workforce Development department to assist our clients in finding jobs; they have opened the Salinas Neighborhood Center which provides help in resume skills and Job search skills plus the use of computers. She noted they are excited about working with us in applying for grants and different funding opportunities. Commissioner Styles noted that the Personnel Committee fully discussed this item and recommends approval. Ms. Goebel reminded that Legal Counsel had reviewed this
documentation also. Commissioner Healy stated this sounds like a really good partnership; he thanked Staff for making this happen.

Upon motion by Commissioner Styles, seconded by Commissioner Scott, the Board adopted Resolution 2755, authorizing the Executive Director to enter into a Memorandum of Understanding with Goodwill Industries to provide services to Housing Choice Voucher participants. Motion carried with the following vote:

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

INFORMATION

A. Finance Report

Ms. Goebel reported in the absence of Ms. Santos that on Friday OMS called Ms. Santos and stated they needed the budget that day and they wanted a two-year budget so it appears OMS is in turmoil in terms of their direction, which makes it harder for us, but Ms. Santos was able to get that done on Friday. She further reported we got the extensions on the HELP loans with the final papers being received today and has already been signed and sent out with the payment they requested.

To query on Lakeview and the time frames, Ms. Goebel explained that we are a management agent with a lease on the property to run for a period of time; this regulatory agreement will end in August of 2014, which is only one year away. She noted that she and Ms. Warren will be working on what our responsibilities will be in terms of tenant notification, owner notification and State of California notification as well as local jurisdictions. Ms. Warren reminded there is also the end of the lease date which she thinks is January 2014.

Ms. Goebel stated Staff needs to do some research and this issue will probably be brought to the Board in July asking the Board to go on record stating that we are not going to continue with Lakeview any longer.

Commissioner Healy thanked HDC for making the payment on the HELP loans.

B. Human Resources Report

Ms. Wyatt reported she just found out that one worker’s comp claim has been closed for this month and some significant claims are coming close to being closed. To query on total claims, Ms. Wyatt explained there are three claims for 2013 not included on the report.

C. Development Report

Ms. Warren reported everything was in this report or the HDC report. To query on Castroville, she responded we don’t have notification yet when the NOFA is coming out, but it could be any day. To another query on whether Monterey County was classified as a rural county, Ms. Warren responded it doesn’t meet the rural definition for USDA and we are not a metropolitan area, but we have been grandfathered in for a long time due to tax credit eligibility. Ms. Warren further explained that we are a member of the National Rural Coalition and we continue to voice our opinion to make sure we are covered under rural; Congressman Farr’s office does follow this issue closely.

D. Property Management Report

Ms. Tonkin reported everything is in her report.

E. Asset Management Report:

Ms. Goebel reported this is going to be the last Asset Management report because a lot of these issues are covered in the Secretary’s Report plus we no longer have an Asset Management Director.
F. Housing Programs Report

Ms. Ruelaz reported that Ms. Goebel mentioned in her report that an owner would like to do a RAD project with us so we have been in conversation with HUD to see if that is a possibility. She noted the other issue is we have been asked to take 30 new VASH Vouchers, but our problem is getting referrals to come in fast enough to get them housed. After a discussion with the Director of Public and Indian Housing Field Office, who encouraged us to take the 30 vouchers and stated she would provide support if we needed it, the referrals have improved. To query on whether referrals could come from the Veterans Transition Center located in Marina, Ms. Goebel explained we get our referrals from the VA. HUD has a very specific definition for these veterans to meet the VASH requirements. She further noted that they want to get rid of chronically homelessness by the year 2015.

Ms. Ruelaz asked if Ms. Torres, one of the WELI Scholars who had just arrived, could speak to the Board. The Board welcomed Ms. Torres, who stated she is one of the WELI scholars from last year and was actually the President of the club as well. She stated WELI did a lot for her and it is hard to pinpoint one thing that WELI did because it helped her in so many aspects of her life. Ms. Torres stated she is a single mom so one of the things WELI did was help her be a single mother, to become a better person, a better student, and a better friend. WELI helped in a lot of different ways. She explained she made new friends whereas before she hung out with people that were not really friends but after WELI she met a mentor who not only was her mentor but became a good friend who helped her to do all the things she is now doing. Ms. Torres stated she is currently working full time at the Pajaronian Newspaper in Watsonville; she is also working as an Avon Sales Representative. She also works with Turf Club Catering so she does a couple different types of jobs and is still a full-time student. She stated without WELI, she probably wouldn’t be where she is today because it helped give her a lot of motivation, friends, and hope. They also gave her the confidence needed to continue to go to school; when she first started Hartnell, she didn’t think she was going to finish. She thought she was just going to get a certificate and maybe an AA degree but it wasn’t on her agenda, but WELI helped make that path really clear for her. WELI has also helped to open up many opportunities and she has taken advantage of every one of them. She emphasized because of WELI, she is doing a lot of great things and she is really excited.

The Board congratulated Ms. Torres. Commissioner Healy stated he hopes she might serve as a mentor and continue the cycle; Ms. Torres responded yes she was and she gave her first speech for the WELI scholars for this year. Currently she is Peer Advisor for WELI and she plans on continuing to volunteer with them.

The Board convened to Closed Session at 5:35 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, Pat Wyatt, Joni Ruelaz, and Jean Goebel
EMPLOYEE ORGANIZATION: Service Employees International Union 521
ACTION: No action taken.

B. Government Code Section 54957(b) Personnel Matter
ACTION: No action taken.

The Board reconvened to regular session at 6:20 p.m.

COMMISSIONER COMMENTS

Commissioner Zenk commented she wanted to thank Staff for all their hard work and that Staff makes it easy for us to do our job and we appreciate that. The other thing that she would like at some point is to have a discussion about Board priorities going forward as far as setting priorities so the Board is not just reacting but moving forward with something specific. She noted she didn’t know if the Board has a goal setting agenda or anything along that line. Some
Commissioners responded in the affirmative and that goals were set during the strategic planning.

Commissioner Scott commented she appreciated everything that Staff is doing and all of the knowledge and information passed onto the Board is great data – it is informative and she appreciates it. Thank you.

Commissioner Styles commented ditto.

Commissioner Beuthin thanked Staff for ensuring that we continue to operate even in these tough fiscal times. She stated today that she contacted the California legislature about the fiscal year 2014 funding—both the senate and the House of Representatives of the US government are considering the funding for housing programs. And the proposal for the House that’s going to be voted on this Thursday, the 27th, has cuts for all our housing programs. She stated probably everyone saw the NAHR0 email that went out earlier on that issue, but she has contacted Congressman Farr and Senators Feinstein and Boxer today and requested that they not reduce the funding for these housing programs in their negotiations. It is probably the most important legislation on the calendar right now affecting our housing programs. Remind everyone.

Commissioner Williams thanked Ms. Santos and the staff for all the hours and hours they put into the finances and the financial reports. These little grey books that we get once a year are not just the work of our auditors; it’s the many hours of our Staff that give them the information to put into that audit. And it always makes her feel good when she sees those management letters that say the Housing Authority is in compliance. And to all the other staff that we have, I can never say enough how much I appreciate all of you—every one of you—and the job that you do. It’s a tough job. She stated she sits up here once a month and her job is easy, but you guys are in the trenches every single day, day-in and day-out. And she knows that everybody in this room has the same goal that she does and that is to house the homeless and to make our clients the most comfortable that we can. And as she looks at our projects and our goals that we accomplished this year, and the things that we’ve done and the beautiful new buildings that we have, she says thanks to all of you.

Commissioner Espinoza commented it’s the same thing he said in the committee meeting, but really and sincerely to everybody he is really proud to be part of the HACM / HDC family or this group of professionals. He stated he respects and enjoys working with each of you. Thank you.

Commissioner Healy commented he would reiterate Commissioner Williams’ thanks to the Finance Staff and to Ms. Santos for all the work that they have done, especially putting together the budget. He knows how much work was involved in that and it was not easy so thank you for that. He reiterated his thanks to HDC for helping HACM with the HELP loan. Thank you to Ms. Ruelaz, Ms. Bremand, and FSS for all of your work and involvement with WELI and for promoting that program. We saw examples of what that effort produces this evening so thank you. Commissioner Healy further thanked Commissioner Williams for chairing the last meeting in his absence.

Commissioner Williams stated she wanted to say one thing. Welcome Back to Commissioner Healy.

Commissioner Healy further commented he wanted to finish with the report he didn’t get to give at the last meeting which was that he was able to attend the Immigration Reform meeting with Ms. Warren and it was very interesting. He stated he doesn’t know if any leads from that have developed but there seems to be continual pressure being applied relative to housing the work force to support agriculture in this community. Relative to Commissioner Zenk’s comments, he thinks to the degree that we can continue to pursue that, he hopes that we can find potential alternative revenue streams.

Commissioner Beuthin commented regarding communications. She proposes that the Board put out a future agenda item to form an Ad Hoc Committee to address drafting a communications plan for the organization; updating the website; doing social documentation for Haciendas Programs; and using video creating stories to provide to news outlets and ensuring we get good publicity for events that we have from the press. She further noted that Ms. Warren has done a lot of good work on this before on getting the press involved with news coverage and a lot of
other things. Just to have a general overall plan to address a few of these items and maybe we don’t need a formed committee but just to take care of a few items.

Commissioner Williams responded to Commissioner Beuthin, that is already in place. We hired a PR Firm and Ms. Warren just announced that the presentation for the different agencies is almost ready to go and so it’s a really good idea, but we have that in place.

Commissioner Healy commented with both these comments, it might be a good idea to just bring back the strategic plan and the situation update status relative to that effort.

Commissioner Espinoza responded the strategic planning took place before Commissioner Beuthin came on board.

Commissioner Williams suggested thinking about a Board Retreat in the near future.

Commissioner Zenk commented one of the things she’s seen with regards to goal setting is that sometimes it’s helpful in the memorandums to refer back to a specific strategic plan goal or something so that we know we are moving (forward on that goal).

Commissioner Williams noted the Board is supposed to get that in our binder every six months or so — what our goals were and what we have accomplished and the date. Commissioner Espinoza noted they were very specific narrowly defined goals that were measurable so we could check off what we had already completed. Commissioner Healy asked that issue be put on the next agenda.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

[Signature]
Chairman

ATTEST:

[Signature]
Secretary

[Signature]
Date

July 24, 2013

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