ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JULY 28, 2014

Commissioners met at the Central Office. Chair Elizabeth Williams called the meeting to order at 5 p.m. Present: Chair Elizabeth Williams, Vice Chair Kevin Healy and Commissioners Thomas Espinoza, Kathy Beuthin, Mary Jo Zenk, Kathleen Ballesteros, and Viviana Gama. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruela, Housing Programs Manager; Pat Wyatt, Human Resources Manager; and Starla Warren, Fee-for-Service Development Director. Recorder: Sandy Tebs

PRESENTATION:

Ms. Ruela welcomed Wil Moore, Director of Workforce Services, and Roy Melendez, director of Relations and Marketing for Shoreline Workforce Development Services, a division of Goodwill Industries. She stated HACM is proud to announce that along with Shoreline, we have been named the 2013 PSWRC Regional Award Winners in the category of Partnership Innovation for our collaboration together on the Power Project which includes our mutual partnership on the Biggest Little Job Fair in Salinas.

Ms. Ruela next announced the Power Project also has been acknowledged with a Merit Award presented to HACM at the NAHRO Conference in Tampa, Florida.

COMMENTS FROM THE PUBLIC

Joelly Knapp complained about a tenant at Parkside Manor. Chair Williams stated this information will be passed on to the Staff.

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Regular Board Meeting held June 23, 2014
B. Minutes - Approval of Minutes of the Special Board Meeting held June 26, 2014

Commissioner Zenk requested in the June 23rd minutes that paragraph 1 under new business, Resolution 2791, state that she requested an opportunity to add goals for the budget before it is prepared.

The Clerk of the Board noted another correction is Commissioner Ballesteros' name has been left off of those present for the June 26th minutes when she was actually in attendance.

Upon motion by Commissioner Zenk; seconded by Commissioner Espinoza, the Board approved the Consent Agenda with the corrections of the minutes. Motion carried with the following roll-call vote:

YES: Williams, Espinoza, Beuthin, Zenk, Ballesteros, Gama
NOES: None
ABSENT: Healy

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Zenk reported the Committee continues to work on the Commissioner Handbook; Commissioner Job Descriptions are almost finalized and staff is working on the Officer Job Descriptions. She stated the Committee is looking at whether a job description should be provided to the Board of Supervisors for new Board members; the Clerk of the Board is looking at what similar Boards use to describe the job duty.
Finance/Dev Committee: Commissioner Espinoza reported everything discussed is on the agenda.
Monterey County Housing, Inc.: Ms. Ruela reported MCHI did meet and there was discussion about Parkside rehab as well as about planning a Board Retreat. Commissioner Zenk stated MCHI has two new board members but another is leaving so there will be six board members; she noted MCHI had a full board for half an hour.
Affordable Acquisitions: Same as MCHI
Sunrise House: Commissioner Espinoza reported Sunrise House is in the process of vetting a couple of Sunrise House counselors that are assigned to the high schools; then they will be meeting with the district personnel who has input regarding the selections. They also reported on the Community Foundation grant they received along with a lot of information on their recurring grants. He noted there was also some discussion regarding liability insurance.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported that the All Agency Staff meeting for major team building was held at Toro Park; Property Management personnel took the lead and there was a lot of positive feedback on this meeting. She further noted the NAHRO Conference in Tampa, Florida, was worthwhile in spite of the hot weather. Ms. Ruelaz also attended and we listened to the people from the United States Interagency Council on Homelessness talk about a number of things and the directions they are heading; we also got some feedback from those individuals on the issues we are having in some programs including VASH that will be helpful. To query she replied we are working on the website to finalize things to go out to the developers. To another query regarding the audit rejection, Ms. Santos explained it was finally accepted and the reasons they rejected it were that they didn’t understand something. They were not objecting to the numbers or the audit itself because there were no findings just misunderstandings plus we had a new reviewer this year. Commissioner Espinoza noted that the Finance/Development Committee does not review the questions from the reviewer or work with Ms. Santos in resolving those. The Committee received the report that the questions were resolved and the audit was accepted.

OLD BUSINESS

A. Board Retreat

The Board decided on Saturday, October 4, 2014, as the date for the Board Retreat to include HACM and HDC Staffs with the start time of 9 a.m.

Commissioner Healy arrived at 5:30 p.m.

The Board further decided to agendize the Board Retreat Agenda for the next meeting and to include the last retreat minutes.

B. NAHRO National Conference

Chair Williams noted that the NAHRO National Conference is scheduled for October 16 through 18 with registration opening in August; airline tickets are cheaper now and if a Commissioner plans to attend this conference, to please notify the Clerk of the Board. She reminded that there was some prior discussion about going to visit HUD in Washington, DC also. Staff noted that former Commissioner Styles has been nominated for the NAHRO Elizabeth B. Wells award which will be presented at this conference; the winner will not be announced until August/September.

Ms. Goebel reminded the other issue is that PSWRC is offering a Commissioners’ Fundamental course in Martinez, California, at the Contra Costa Housing Authority on August 9th and 10th. Commissioner Healy noted this is an extremely worthwhile course.

INFORMATION

A. Finance Report

Ms. Santos reported the most exciting thing was the acceptance of the audit. She pointed out that we did get the extension on the HELP loan thanks to Ms. Warren and the $100K that the State requested as a good faith payment. To query on loan balance, Ms. Santos replied $156,380. Commissioner Zenk complimented Ms. Santos on getting the direct deposit through for the voucher program. Ms. Santos stated staff is working out the issues with the email notification to the landlords. Staff stated to query that we are paying the landlords for their client’s HAP check rather than mailing out checks.
B. Human Resources Report

Ms. Wyatt responded to a query that the 9/80 schedule is working out very well with a lot of positive feedback. Ms. Ruelaz stated her first 7:30 a.m. appointment to accommodate a client’s work schedule is set for tomorrow morning.

C. Development Report

Ms. Warren reported that HDC staff has met with the County regarding Castroville with positive receptions from them in terms of entitlement. They suggested we proceed with our project under the Castroville Community Plan CEQA and our consultant is working on that; that will cut 45 to 60 days out of our timeline. Ms. Warren further noted we are preparing to submit a USDA application on September 1st that requires us to have a certain amount of due diligence work done and we are proceeding with that. She stated we are confident we will be recommended for funding on this and then we will have to go into a tax credit round; therefore we are working on a planning component and doing some land survey aspects that are needed for the entitlement and then we’ll be going to the Planning Commission. We already had a design review meeting with the Planning Commission and they will be adding us to their agenda soon. To query she explained the project consists of 18 units on one site and 36 units on the other site to include ADA units. Ms. Warren explained we will also need to get verification that a 9% tax credit round will fund non-contiguous sites that are within a mile. USDA will have the hurdle of unwinding the financial component of the sites. Staff explained there will be community centers at both sites and one site will have a computer lab. Commissioner Healy reminded that there is a Castroville community center within two blocks and Recreation Center within a block of these sites.

To query, Ms. Warren replied that a positive reception is expected from the Planning Commission. Ms. Warren noted that the last date entry for Plaza House was not filled in because there is nothing to report, but we are pending a payment. To query on HACM building, Ms. Warren explained that regarding the RFP one respondent was a subcontractor and can’t do all the work so the RFP will go back out to receive multiple trades and we will act as our own Construction Manager.

D. Property Management Report

Ms. Warren responded to queries that Haciendas 2 lease-up was now at 100% and Haciendas 2 has completed construction. Commissioner Williams reminded Haciendas Phase 4 will be started next which is the elderly site. To query regarding move-in date on Paso Robles units, Ms. Warren replied that will be addressed in the HDC reports in the next meeting.

E. Housing Programs Report

Ms. Ruelaz reported the Workforce Investment Act grant with Shoreline lasted about a month and then the County put a freeze on the money; unfortunately we had already started referring our clients for on the job training so this was a big disappointment. She further reported staff is working on getting lease-up raised; starting to interview the tenants living in the 96 units at Cypress Gardens; and also working on getting VASH vouchers fully leased up by the end of August. Therefore, Eligibility is quite busy plus we have SEMAP due in August. Commissioner Williams stated she met a gentleman who was in the VASH Program and he was very complimentary about HACM staff.

COMMISSIONER COMMENTS

Commissioner Gama thanked everyone for their hard work. She congratulated Ms. Ruelaz on their awards. Keep up the great work.

Commissioner Zenk agreed with Commissioner Gama; she congratulated Ms. Ruelaz on the award and thanked staff for all their hard work. She stated she was glad the 9/80 schedule was working and received good comments. Good job.

Commissioner Espinoza agreed with the comments made by Commissioners Gama and Zenk.

Commissioner Beuthin congratulated Staff on the awards and also on the clean and successful audit and everyone that participated.
Commissioner Ballesteros thanked everyone for all the information provided monthly in the binders. She thanked Ms. Santos for all her hard work because she knows about closing books. Commissioner Ballesteros further thanked Ms. Warren and both staffs for all they do. She stated it was good to hear there was positive feedback on the 9/80 schedule. She noted it helps the employees to have that one Friday off to do things and come to work on Monday refreshed.

Commissioner Healy echoed what the other Commissioners have said. He congratulated Ms. Ruelaz on the award. He thanked Ms. Warren for all the hard work on the Castroville project and for paying down the HELP loan and getting the extension. Commissioner Healy stated he is glad the 9/80 schedule seems to be working positively. He thanked Staff on behalf of the citizens of Castroville for the very hard work in moving that project forward. Commissioner Williams commented this is how we get some things done; someone comes to us and we go to Staff and they make it work and we appreciate that.

Commissioner Williams thanked everyone with sincerity for their hard work. She appreciates the hard work in getting the packets together and there is always more information than the Board needs which is great because when we do need it, it is there. Commissioner Williams congratulated Ms. Ruelaz and FSS on the award and she hopes there will be a new job fair in the works; Ms. Ruelaz noted staff has already started that job fair conversation. She noted the job fair is a great community event that brought people together that didn’t even realize what we do and she was really proud of that. She thanked Ms. Santos for all her hard work on the audit. Commissioner Williams noted she spoke with former Commissioner Styles and he wanted to say hello to everyone and that he misses everyone. She stated he is learning to enjoy retirement and we wish him the best.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

[Signature]
Chairman

ATTEST:

[Signature]
Secretary

8-26-2014

Date