

**ACTION**  
**MINUTES OF THE REGULAR BOARD MEETING**  
**OF THE**  
**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY**  
**HELD MAY 19, 2014**

Commissioners met at the Central Office. Chair Elizabeth Williams called the meeting to order at 5:01 p.m. Present: Chair Elizabeth Williams, Vice Chair Kevin Healy (Teleconference), and Commissioners Thomas Espinoza, Kathy Beuthin, Kathleen Ballesteros, and Viviana Gama. Absent: Commissioner Mary Jo Zenk. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resources Manager; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs

PRESENTATION: Service Award

Chair Williams presented Juliana Guzman with a 5-year Certificate of Appreciation; the Board thanks Ms. Guzman for her years of loyal service. Ms. Santos noted that Ms. Guzman works in the Finance Department and she started out as an Accounting Assistant II, attended college at night and is now a Finance Specialist.

COMMENTS FROM THE PUBLIC

Salvador Ramirez complained that his caretaker was smoking in the faces of tenants and requested assistance to make it stop. The Board referred this issue to the Executive Director.

Commissioner Espinoza arrived at 5:06 p.m.

Charlotte Whitney, member of the Monterey County Collaborates, spoke about supporting smoke free environments for children.

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held April 28, 2014
- B. Resolution 2787: Authorization to Apply for 2014 Family Self-Sufficiency Program Coordinator Funding

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

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

Chair Williams welcomed newly appointed Commissioner Viviana Gama to her first Board meeting.

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Beuthin reported the committee continues to develop the Commissioner Handbook.

Finance/Dev Committee: Commissioner Espinoza reported everything was on the agenda; the Committee discussed Lakeview, Parkside, and the HELP loan.

Monterey County Housing, Inc.: Mr. Rose reported 170 people looked at the ad for new Board members with two individuals showing up and one individual seemed to have expertise and passion so we hope we can recruit her. Mr. Rose further reported elections were held and Ms. Heston is now the President, Ms. Zenk is Vice President, and Ms. Ruelaz is Secretary/Treasurer. There was also authorization of funds to be transferred from MCHI to HACM. To query on how many Board members are needed, Mr. Rose replied three.

Affordable Acquisitions: Same as MCHI

Sunrise House: Commissioner Espinoza reported the Sunrise House Board elected Ron Panziera as their new Chair. The Board also reviewed their audit; they track their money by grant and also reviewed their total budget. Staff of Sunrise House also reported on the various programs; such as ADAPT (Alcohol/Drug Prevention Team) Club that goes to high schools with an educational outreach program. To query, Commissioner Espinoza responded that Sunrise House has a good reserve.

## REPORT OF SECRETARY

### A. Executive Report

Ms. Goebel reported former Commissioner Alan Styles was awarded the Commissioner of the Year award at the PSWRC Conference; she provided photos of that award ceremony. She also reported Ms. Ruelaz and Ms. Brennan are in another photo receiving the Innovation Award for the Power Project at the same conference. Ms. Goebel stated Commissioner Zenk has turned in a very good trip report on the PSWRC conference if anyone would like to read it.

Ms. Goebel further reported she and Ms. Warren attended the reception for CDBG's 40<sup>th</sup> Anniversary Celebration. Congressman Farr and Mayor Gunter of Salinas were also in attendance at the anniversary celebration as well as many other people.

## NEW BUSINESS

### A. Appointment

Chair Williams appointed Commissioner Gama to the HACM Finance/Development Committee.

## INFORMATION

### A. Finance Report

Ms. Santos reported the audits are completed except for Haciendas; the Section 8 Program is doing well with HAP funding, but HUD funded us less HAP in April by \$2.3M. HUD will also be transferring all our reserves for HAP payments to their own reserve account, but Staff is compiling a letter to complain to HUD about taking the reserves because it removes our flexibility. Staff responded to queries that HACM serves various categories for low and very low income clients and the Portola Vista elevator maintenance issue should be under warranty.

### B. Human Resources Report

Ms. Wyatt responded to query that some workers' compensation open claims may never close because of possible future medical components. Ms. Wyatt replied to query regarding the 9/80 work schedule that the negotiating team hopes to bring a side letter to the Board in June and, if approved, implementation of the 9/80 schedule would take place in July and will affect all HACM personnel but not HDC employees. Ms. Wyatt noted to query that the Property Management Specialist I offer was accepted.

### C. Development Report

Ms. Warren reported Force Account is not working in capital fund because they are doing the rehab on Las Cruces for the next seven weeks. She further reported additional questions were sent to Staff regarding the RAD application and those have been responded to, but this means we must have passed the review process. Ms. Warren noted that Staff is working to get the Castroville project back on Congressman Farr's schedule. She next noted the RFP is out to the public for the major systems for 123 Rico; the pre-bid meeting is set for this Wednesday to answer questions or review systems. Ms. Warren mentioned Parkside would be addressed in the HDC meeting.

To request, Ms. Warren noted the revised tariff that we caused to be changed to take solar credit can be used by the agricultural industry on all contiguous lands; therefore, a farmer can build a power plant and use that solar energy creation to offset all of his energy needs for all his pumping and whatever other productions he has. She noted Taylor Farms is currently implementing this system.

### D. Property Management Report

Ms. Goebel noted that Ms. Tonkin was on vacation; there were no questions.

### E. Housing Programs Report

Ms. Ruelaz reported HUD did a VASH Study of the collaboration between housing authorities and the VA; it went very well and after the study they requested samples of documents we use. She stated that her department has completed two commitment letters for this month, one for the Work Force Investment Act RFP which involves job services for our clients in collaboration with Shoreline. Ms. Ruelaz stated the other commitment letter was for the Veterans Transition Center to apply for a grant which would serve homeless veterans' families. Ms. Ruelaz further reported

that the NOFA for the FSS program salaries will be submitted tomorrow. Staff is still waiting to hear whether HUD wants us to take on Cypress Gardens with tenant protection vouchers for over 90 plus families; this property is similar to Charles Apartments and has a regulatory agreement where the rents have to stay low and some families are not qualifying. Out of 90 families at Charles Apartments, we ended up leasing about 37 families that qualified, but staff still had to go through the process of interviewing all 90 families without a good success rate; this is what is anticipated with Cypress Gardens. This process also takes time away from leasing off our wait lists, but the benefit is getting extra vouchers into the community. To query on commitment letters, Staff explained they are letters stating that we support their program and will assist in providing services. To another query regarding the VASH study, Staff responded that no reason was given for being chosen for this study, but probably because we are a large sized housing authority for the voucher programs.

#### COMMISSIONER COMMENTS

Commissioner Beuthin thanked Staff for all their input on the reports and especially for the good analyses regarding the financial data for the financials.

Commissioner Ballesteros thanked Staff for all the report information; she noted she is still learning a lot. She thanked the Chair for allowing her to attend the PSWRC Conference where she learned so much and got a better outlook on how important and hard the Staff works and that we are not just involved in housing but also reaching out to the community. She noted the workshop on Education Initiative involved Fresno County and how they are implementing a reading program for the children at their sites. Commissioner Ballesteros further commented that the Commissioners' Fundamentals course was excellent and she enjoyed the class and would be referring to the course binder. She further stated she counts it a privilege and honor to serve with all the Commissioners and to learn from them. Commissioner Williams noted we cannot buy what training provides to the Commission and Staff with regards to information, contacts, and education.

Commissioner Healy thanked Staff for their continued hard work; he was sorry he could not be at the meeting in person. Keep up the good work.

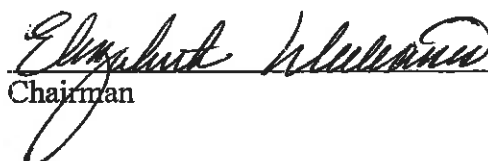
Commissioner Espinoza thanked Commissioner Ballesteros for her report and mentioned he also believes we get a lot of information with the smaller regional conferences. The Commission depends on Staff to recommend events that will provide the Commissioners with a good education. Commissioner Espinoza welcomed new Commissioner Gama and stated it takes a long time to take it all in but everyone is very nice and helpful. He thanked Staff and noted keep up the good work.

Commissioner Gama thanked everyone for the good information and for their patience; she stated she knows it will take some time to get into the routine of how everything works. Commissioner Gama further stated she is quietly taking it all in and observing.

Commissioner Williams thanked Staff for their reports and hard work. She welcomed new Commissioner Gama and stated it does take a while to catch up, but the conferences that were talked about tonight are very useful and provide an opportunity to interact with Staff outside HACM. Commissioner Williams stated we have a great Staff. She mentioned the local conferences seem to provide more information but we also have the national conferences. She thanked Commissioner Gama for accepting the position on the Finance/Development Committee and noted that is a good place to start. She also thanked Commissioner Espinoza for filling the vacancy on the Sunrise House Board as HACM representative. Commissioner Williams congratulated former Commissioner Styles on receiving the PSWRC Commissioner of the Year Award; she noted this is a very prestigious award and makes this agency very proud. She stated Commissioner Styles asked that the Board and Staff be thanked for always encouraging him and helping him to be the best Commissioner he could be for all the years he was a Commissioner.

#### ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:10 p.m.

  
Chairman

May 19, 2014

ATTEST:

Jack A. Goebel  
Secretary

6-24-2014  
Date