

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JANUARY 26, 2015

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, and Commissioners Tom Espinoza, Kathy Beuthin, Mary Jo Zenk, Kathleen Ballesteros, and Viviana Gama. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resources Manager; Shannon Tonkin, Housing Management Manager; and Starla Warren, Fee-for-Service Development Director. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

PRESENTATIONS:

Service Awards: Chair Williams announced service awards for Raul Lopez and Victor Mendoza for their 20 years each of loyal service to the Housing Authority; the Board congratulates and thanks Mr. Lopez and Mr. Mendoza for their many years of service. Chair Williams next presented Holly Blackwell with a five year Certificate of Service; the Board thanked Ms. Blackwell for her years of loyal service to the Housing Authority.

Sun Street Center: Ana Foglia, Executive Director for Sun Street Center, spoke about the collaboration of the Housing Authority and the Sun Street Center providing programs for families with children who have completed an alcohol and drug recovery program. It has been a successful and wonderful 16 year collaboration and she wanted the Board of Commissioners to know that Ms. Goebel was presented the Luminary Award at the Homeless Coalition meeting in December. Ms. Foglia stated she also forwarded a letter to HUD on the awesome relationship between our two organizations. There are thousands of families now reunited with their children and living in permanent housing thanks to the work of this Commission and under the wonderful leadership of Ms. Goebel and her Staff. The Board thanked Ms. Foglia for attending tonight's meeting; it is great to hear the stories that happen between our organization and the community.

CONSENT AGENDA

- A. Minutes –Approval of Minutes of the Regular Board Meeting held December 15, 2014
- B. Resolution 2804: Approval of 2015 Updated HCV Payment Standards
- C. Resolution 2805: Revisions to Public Housing Program Admissions and Occupancy Plan

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

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Beuthin reported the Committee met at their new time of 11:15 a.m. last Wednesday and there was some discussion on formulating a policy for the Commissioners for Ethics and Conflict of Interest.

Finance/Dev Committee: Commissioner Healy reported the Committee had some good discussion on the development of the new Limited Liability Company that is under New Business as well as on a few items on the Consent Agenda.

Monterey County Housing, Inc.: Mr. Rose reported MCHI met on January 14th and the Board passed a couple of audits with the expertise and explanations by Representative Zenk. Some write-offs were also approved and due to the work of Ms. Tonkin, the amount was exceedingly small. The next MCHI meeting is scheduled for March 11th and everyone is invited; Mr. Rose noted that MCHI will be providing some money to HACM at their next meeting.

Affordable Acquisitions: Same as MCHI

Sunrise House: Chair Williams noted that Commissioner Espinoza can report on Sunrise House when he arrives.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported for the first time in nine years, HUD has notified us that HACM is a High Performer in Public Housing thanks to Ms. Tonkin, Ms. Santos and the Finance Department, and Ms. Warren for their work with the funds received. Commissioner Zenk suggested a press release be done and/or to place the information on the website. Ms. Goebel stated both the SEMAP and the PHAS scores can be posted on the website. The Board thanked Staff for a great job and all the hard work it took to achieve the high scores.

OLD BUSINESS

A. NAHRO Legislative/Washington Conference

Chair Williams stated she requested this item be placed back on the agenda because there had been some talk regarding whether it might be important for some board members to go to HUD in Washington, D.C. to support our application for RAD. She wanted to check on whether any Commissioner was interested and/or able to attend this NAHRO Conference and visit HUD. Commissioner Zenk reminded that some time back, the Board had discussed taking a separate trip to Washington, DC to visit HUD directly because it would save money and be more productive. The Board Clerk reminded that the NAHRO PSWRC Conference will be held in San Diego May 18 and 19, 2015.

Commissioner Espinoza arrived at 5:18 p.m.

NEW BUSINESS

A. Resolution 2807: Authorization to enter into Limited Liability Company for the purpose of securing Equity and Lender agreements for Haciendas Senior and Haciendas 3

Ms. Warren explained this is exactly like the LLC that was passed a few months back for the Oak Park 2 closing and that Equity and Lender requirements are moving to a single purpose entity instead of reusing HA LLC. Commissioner Espinoza noted the Finance//Development Committee recommends this item and placed it under New Business. Ms. Warren noted the RAD transactions are HUD financed products and single purpose entities will be required for these seven properties.

Upon motion by Commissioner Healy, seconded by Commissioner Espinoza, the Board adopted Resolution 2807, authorizing the Executive Director to execute such documents as necessary for the creation of these entities. Motion carried with the following roll-call vote:

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

B. Appointments to Committees

Chair Williams appointed Commissioner Gama as a HACM Representative to the MCHI Board. She next appointed Commissioner Ballesteros to the HACM Ad Hoc Committee for Marketing; this appointment will replace Commissioner Beuthin who will be leaving HACM at the end of her term at the end of this month. Commissioners Gama and Ballesteros accepted their appointments.

C. Overview of Rippling River as a tax credit property

Ms. Santos reported there was a power point document on the Table that is a Rippling River summary. She stated pages 57 and 58 of the packet contain a brief overview of how the tax credit process works. Also included is the Rippling River post redevelopment overview that identifies the different players that are involved in this project as well as some information about the permanent financing and the reason for doing the project. There was a large contingency of community opposition to the project as planned by the HACM and HDC. Page 61 is a summary of the original budget for the construction compared to the final total which actually came in under the original estimated cost. Ms. Warren noted now there is a positive cash flow. Ms. Warren noted in two years, the Board will be going through this transaction again because the tax credit period will be ending.

Commissioner Healy stated he would like to understand it better and it seems the foundational piece is missing. Ms. Warren requested the Board allow Staff to bring Rippling River back to the Board at another time with more of an overview.

Commissioner Healy noted that once the Board goes through the first project and understands all the pieces of the transaction then the next properties will move at a faster pace. Commissioner Zenk requested Staff explain all the Limited Liability Company structures. Commissioner Healy also suggested using the television screens in the Conference Room for the next presentation and going through the information point by point.

INFORMATION

A. Finance Report:

Ms. Santos reported she volunteered to provide the Finance/Development Committee with a chart showing the connections for the Limited Liability Companies (LLC); she provided that chart to the Board. Ms. Warren reminded there was a similar chart in the Finance Binders provided to the Board members a year ago. Commissioner Healy reminded at the committee meeting there was a question regarding the HELP loan in the amount of \$700K coming due later this year; Ms. Santos stated Staff would be looking at obtaining an extension. To query, Ms. Warren replied that USDA will not let us do an LLC on Benito FLC and Fano Vista. The Board thanked Ms. Santos for the chart.

B. Human Resources Report: Ms. Wyatt reported

Ms. Wyatt reported she has added a new section to her report that shows Performance Evaluation Status by Department. To a query on workers' comp reporting, Staff replied it is Calendar Year reporting.

C. Development Report

Ms. Warren reported she had additional meetings today regarding the 123 Rico project and hopes to start that project in the next five or six months. To query on having a contractor, Ms. Warren replied bids have been received, but first the financing needs to be put together.

D. Property Management Report:

Ms. Tonkin reiterated that HACM is now a High Performer. To query on number of applicants for the Haciendas 2 property, Ms. Tonkin stated there are 1,200 applications that are currently being entered into the Yardi data base and an additional 2,234 for Haciendas 1 and there are duplicates on these waiting lists but the wait lists have to be maintained separately.

E. Housing Programs Report Ms. Ruelaz reported

Ms. Ruelaz reported today we received a letter from HUD approving the Project Based vouchers for Haciendas Senior and Haciendas 3. The public notice has gone out for the Admin Plan and it is on the website. The most important change relates to adding a homeless preference and a working preference. Ms. Goebel reminded the Admin Plan will come before the Board in March along with a Public Hearing; she stated there will be two more Public Hearings on the Annual Plan and Five Year Plan as well as the significant Amendment to the 2014 Annual Plan. Ms. Ruelaz stated we are getting down to 1,000 applicants on the Section 8 Wait list which means we are looking at opening the wait list. Staff is currently strategizing on how to do that. To query, Ms. Goebel replied Staff has been in discussions on the wait list with our partners who will help with that opening. We don't want the opening to impact the community or the agency negatively.

The Chair of the Board requested Commissioner Espinoza provide his report on Sunrise House at this time: Commissioner Espinoza reported the Sunrise House Board met on January 8th and they are currently preparing a press release to announce their new Executive Director, Veronica Magana, who will replace Jim Rear beginning April 1, 2015. Ms. Magana will complete her Master's Degree in Counselor Education and Pupil Personnel Services Credential from San Jose State in May 2015. Commissioner Espinoza stated there will be a Salinas Chamber of Commerce Luncheon on February 26th and Sunrise House will host a table of ten. The Sunrise House has their next meeting on March 12th. Commissioner Espinoza stated he hopes to invite Ms. Magana to one of our Board meetings in the near future.

F. Retreat Goals

Ms. Goebel reported the HACM website is completed. Commissioner Healy requested the fourth bullet under HACM be changed from not completed to Completed. Commissioner Zenk requested the HACM Anniversary date be added to Board Created Goals #5. To query on question mark at the end of the third bullet, Ms. Goebel replied that the Board had requested marketing materials be provided for the Commissioners to have on hand and now the question is

what kind of marketing materials does the Board want. Ms. Goebel stated she came upon an old brochure that is pocket size that needs to be updated, but could be made into a nice marketing brochure about HACM. The Ad Hoc Marketing Committee could review that brochure and have input on what would be helpful to the Board members. Commissioner Espinoza stated he and Commissioner Beuthin met regarding a document located by Commissioner Beuthin for item #6 Board Self-Evaluation. Commissioner Espinoza provided a copy of the self-evaluation document to the Board members. Commissioner Espinoza stated he would also forward a copy of the document to Legal Counsel for review. He thanked Commissioner Beuthin for providing the self-evaluation sheet.

Chair Williams requested the Board members fill out the self-evaluation sheet and pass them to her before their departure tonight. She further reminded the Commissioners to turn in their evaluation forms for the Executive Director and Board Clerk if they have not already done so.

The Board convened to Closed Session at 6:18 p.m.

CLOSED SESSION

The Board of Commissioners met in Closed Session for the following purpose and reason:

A. Government Code Section 54957(b) Personnel Matters

ACTION: The Board authorizes the Chair Person to present the employment agreement as reviewed in Closed Session to the Executive Director for approval with the anticipation of contract by being approved in Open Session in the February Board meeting. The vote was unanimous.

The Board reconvened to open session at 6:58 p.m.

COMMISSIONER COMMENTS

Commissioner Gama commented good job on the PHAS report. She stated she will miss Commissioner Beuthin.

Commissioner Zenk thanked Commissioner Beuthin for serving as a Commissioner and she wished her the best in her new endeavors. Commissioner Zenk stated Commissioner Beuthin is a great leader. Commissioner Zenk congratulated the Housing Authority Staff for getting the High Performer Status on Public Housing. She further congratulated Ms. Goebel for being recognized by Sun Street with their Luminary Award. Commissioner Zenk thanked the Board and Staff of both HACM and HDC for their kind recognition to her family on the death of her father.

Commissioner Espinoza thanked Commissioner Ballesteros and Gama for agreeing to take on the extra responsibilities on the committees. He next thanked Commissioner Beuthin for being an engaged Board member and he wished her well in whatever she does in the future; and he appreciated her serving on the Commission. Commissioner Espinoza also thanked Ms. Santos and Ms. Warren for providing the Rippling River example; it will be very helpful to go through these transactions as learning tools.

Commissioner Healy congratulated Staff on the PHAS performance and a special thanks to the team who did the excellent work there. Also congratulations to Ms. Goebel for the Luminary award with Sun Street Center. He thanked Commissioners Gama and Ballesteros for their willingness to participate in the additional committee appointments. Commissioner Healy further thanked Ms. Wyatt for including the information on the evaluations in her report. He thanked Commissioner Beuthin for her service on the Commission and stated it has been a pleasure. He further thanked Commissioners Beuthin and Espinoza for putting the information together for the Board's self-evaluation; he was glad to see the Board making progress on that.

Commissioner Ballesteros thanked Commissioner Beuthin for her expertise; it has been a privilege to sit next to her. She wished Commissioner Beuthin a Happy Birthday and the best in the future. Commissioner Ballesteros thanked the Commissioners for their expertise and the Staff for all the information they provided.

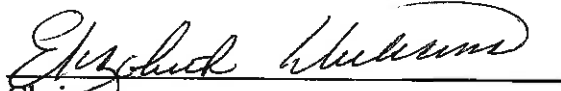
Commissioner Williams stated that she would ask Commissioner Beuthin to comment last today. She congratulated Ms. Goebel on the Luminary award. She next thanked Ms. Santos and Ms. Warren for the report on Rippling River. To Mr. Rose, Commissioner Williams stated she was happy to provide MCHI with a new board member. She congratulated Mr. Rose on all the things he does for MCHI and for HACM. Commissioner Williams thanked Staff for the High Performer status and noted that is a great achievement. She next thanked Commissioners Espinoza and Beuthin for putting together the Board evaluation. Commissioner Williams invited

Commissioner Beuthin to attend the February or March Board meeting for a presentation. She thanked Commissioners Gama and Ballesteros for accepting their appointments. She stated also the Board's condolences to Commissioner Zenk and her family on the loss of her father. She wished Commissioner Beuthin a Happy Birthday. Commissioner Williams thanked Mr. Griffin for putting together the information for the Closed Session. She thanked Mr. Griffin also for his participation at the dinner in December.

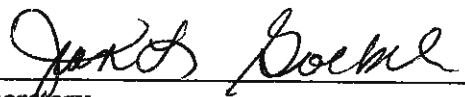
Commissioner Beuthin stated she would like to acknowledge the passing of one of the Board's former Commissioners, Andrew Jackson; he gave a lot to the community in many different ways. Commissioner Beuthin noted she had the opportunity to share different professional avenues with him and wanted to acknowledge that he had served on this board. She stated she was so proud of everyone for the High Performer status. Commissioner Beuthin stated it has been an honor to serve on this Board and with all of the talented Commissioners with well-qualified, talented, and dedicated Staff. It has given her a deep appreciation for the affordable housing that everyone works so hard to provide in our community. Thank you very much.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:08 p.m.


Chairman

ATTEST:


Secretary

2-24-15
Date