Commissioners met at the Central Office. Chair Elizabeth Williams called the meeting to order at 4:35 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

CONSENT AGENDA

A. Minutes –Approval of Minutes of the Regular Board Meeting held November 17, 2014
B. Resolution 2800: Semi-Annual Write-offs
C. Resolution 2801: Charter Communications Nonexclusive Service Agreement – Los Ositos
D. Resolution 2802: Charter Communications Nonexclusive Service Agreement – Casa de Oro
E. Resolution 2803: Executive Assistant Job Description

Upon motion by Commissioner Espinoza, seconded by Commissioner Healy, 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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Beuthin reported this committee met last Wednesday and decided to move their meeting time to 11:15 a.m. on the regularly scheduled Wednesdays; it was a very informative meeting.

Finance/Dev Committee: Commissioner Espinoza reported the majority of the items discussed are on tonight’s Consent Agenda.

Monterey County Housing, Inc.: Mr. Rose reported MCHI’s next meeting is on January 14th and he encouraged everyone to attend because there will be an in-depth analysis of their unique new website.

Affordable Acquisitions: Same as MCHI.

Sunrise House: Commissioner Espinoza reported unfortunately he was not able to attend the last meeting and therefore does not have an update on Sunrise House. Chair Williams reminded that the Sunrise House Executive Director has resigned and will be leaving soon. Commissioner Espinoza stated he does know they are looking to hire his replacement from within the organization. He stated he would invite the new Executive Director to HACM’s next Board meeting.

REPORT OF SECRETARY

A. Executive Report

Ms. Goebel reported Congress passed a budget for FY ending September 2015 and just needs the President’s signature. Part of that budget approved the RAD cap being raised which means HACM will be moving very soon on RAD; we expect the official word to come from HUD soon. Ms. Ruelaz will report on the Project Based RFP in her report.

Ms. Goebel explained to query regarding HACM closure due to weather, that the concern was people would not be able to get to their homes if the roads were flooded so employees were sent home in stages based on where they lived and the weather forecast; all employees departed by 2 p.m. There were contingency plans in place and HACM received a record of 29 maintenance emergency calls that night, but the maintenance on-call person was able to handle them all.
NEW BUSINESS

A. NorCal and NAHRO Conference

The Clerk of the Board noted there was further information received today on the table. Ms. Goebel reminded that the NorCal Conference offers the Commissioners’ Ethics course on Saturday, January 31st. The Clerk of the Board responded to query that the Commissioners’ Ethics and Fundamental courses do not have to be in sequence. The Clerk of the Board asked that if a Commissioner wishes to attend the Ethics’ course or the Conference to please contact her this week so they can be registered before the deadline. Ms. Goebel noted that the dates for the NAHRO Legislative Conference in Washington, DC are also included for information, but HACM will be in the middle of RAD during this time frame and she will not attend the conference.

INFORMATION

A. Finance Report: Ms. Santos reported the REAC PHAS submission has finally been accepted by HUD.

B. Human Resources Report: Ms. Wyatt reported she has no updates to her report.

C. Development Report

Ms. Warren reported with regards to 123 Rico building, Staff has started looking at the financing available and it appears there are several avenues available; the goal would be to have HACM expend the least amount of available cash and acquire a low-interest, long-term loan. If HACM goes fully solar, there will be a lot of savings on energy usage but there would be an increase in some operational costs for debt service. Ms. Santos replied to query that Staff hopes to use MASH Track II money on this project. Ms. Goebel reminded HACM also needs other things done on the building. Commissioner Williams stated she doesn’t want loans against this building. Commissioner Espinoza noted there would be some offset with the solar. Ms. Warren explained if HACM ends up with an $8K payment with a five-year savings in reduced energy costs then it would be about a $3K a month payment. Ms. Warren stated she is still working with Ms. Santos on reviewing the options. To query, she stated the approximate loan amount is $2M assuming HACM borrows the full amount. To another query, Ms. Warren explained she needs a financial plan in place before awarding the project to a bidder, but we hope it doesn’t take more than 30 days to find financing, but there may be funding sources that have rounds that are not immediately accessible. Ms. Warren responded to another query that she does think the Rico project is doable in the middle of other things planned.

D. Property Management Report: Ms. Tonkin reported the TCAC audit on Haciendas 1 and 2 were positive and we are now waiting on the official letter.

E. Housing Programs Report Ms. Ruelaz reported

Ms. Ruelaz reported her department received five applications on the RFP for Project Based vouchers and those applications are now with HUD for final review; this will add an additional 140 new construction Project Based units throughout the County starting early in 2016. To query, Ms. Goebel explained the vouchers are for Haciendas 3 and Haciendas Senior plus a small Elderly site in Monterey, another Elderly site in Marina, and for vouchers for the replacement of Camphora farm labor housing near Soledad.

To query regarding budget passed by Congress, Ms. Goebel explained besides RAD cap being raised, the funding for Section 8 admin fees will be about 70%; and for Public Housing they are now allowing funding up to 5% from Capital Funds to Operations. Homeless programs remained flat. There is some increase in Veterans supportive services for veterans’ families, but not in VASH.

Commissioner Williams reported some good news is that Oak Park 2 closed.

Ms. Ruelaz stated the Mandell-Gisnett Center conducted an Ethics training for all employees last Friday that went very well.

December 15, 2014
F. Retreat Goals

Ms. Goebel stated with regards to the Retreat Goals that the HACM website is close to being finished at www.hamonterey.org and is functioning fairly well. There are still a lot of data plus minutes and agendas that still need to be moved over from the old site.

To query on HACM's 75th Anniversary, Commissioner Williams replied the Ad Hoc Committee for Marketing will cover the 75th anniversary, but we postponed that Committee meeting until next year. She further stated that several issues were postponed until January due to the shorter meeting for December. To query regarding Board Self-Evaluation, Commissioner Espinoza noted that the complete date for that goal is June.

COMMISSIONER COMMENTS

Commissioner Beuthin commented that was good news about the five bids for the Housing Programs Project Based RFP. She thanked everyone for a great year and for all Staff's diligence.

Commissioner Ballesteros thanked everyone for their expertise and all the information provided to the Commission that helps the meetings to run smoothly. She thanked the Board Clerks for all they do. Commissioner Ballesteros wished everyone a Merry Christmas with their families.

Commissioner Healy thanked Staff for all their hard work in 2014 and wished everyone Happy Holidays and Happy New Year. He further thanked Commissioner Zenk and Ms. Tebbs for attending his father's funeral service.

Commissioner Gama wished everyone Happy Holidays. She noted she has been on the Board for several months and has enjoyed it; she hopes to better understand the whole spectrum next year.

Commissioner Espinoza congratulated Commissioner Ballesteros on her new grandchild. He next congratulated Staff on another successful year and he is looking forward to all the good things that are going to be happening in 2015. Commissioner Espinoza further stated keep up the good work; he is very proud of Staff.

Commissioner Zenk arrived at 5:05 p.m

Commissioner Zenk apologized for being late and wished Happy Holidays to everyone.

Commissioner Williams thanked her fellow Board members for making her job easy. She stated she appreciates the Board and Staff and wished everyone a Happy Holiday season. She further noted she has been on other Boards and Councils and this Staff is the best. Commissioner Williams next thanked the Board Clerks for all they do. She wished everyone a Merry Christmas and a Happy New Year.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:06 p.m.

Chairman

ATTEST:

Secretary

Date 1-27-2015