

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JULY 27, 2015**

Commissioners met at the Central Office. Chair Williams called the meeting to order at 5:13 p.m. Present: Chair Elizabeth Williams, Vice Chair Kevin Healy, and Commissioners Tom Espinoza, Mary Jo Zenk, and Viviana Gama. Absent: Commissioner Kathleen Ballesteros. Also Present: Jean Goebel, Executive Director; Lynn Santos, Finance Director; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resources Manager; Shannon Tonkin, Housing Management Manager; and Starla Warren, Fee-for-Service Development Director. Recorder: Amanda Pina. Transcriber: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held June 22, 2015
- B. Resolution 2826: Authorization to Amend the Contract with Sun Street Centers for Supportive Services at Pueblo Del Mar

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

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Zenk stated the Committee did not meet this month.
Finance/Dev Committee: Commissioner Espinoza stated all items are on the agenda.
Monterey County Housing, Inc.: Representative Ruelaz stated MCHI met on July 8th and approved their budget. Staff noted MCHI received their CHDO status.
Affordable Acquisitions: Same as MCHI
Sunrise House: Commissioner Espinoza stated Sunrise House met and it was Veronica Magana's first meeting without Mr. Rear being present. Sunrise House is doing well with approximately \$300K cash on hand. They are also looking for another counselor for Salinas High School. Ms. Magana has settled in and doing really well as the new Executive Director. To query with regards to their finances and the general ledger, Commissioner Espinoza replied they rely on the County. He further reported recently there was a sting operation on liquor stores with two stores selling to minors. Commissioner Espinoza noted Sunrise House works with the MADD organization to educate the high school students about drunk driving.

REPORT OF SECRETARY

- A. Executive Report:

Ms. Goebel stated Staff is currently very busy with RAD and the many short deadlines. To query on whether there was enough staff, Ms. Goebel replied we are making it work.

Commissioner Williams reminded that the Ad Hoc Tenant Commissioner Selection Committee did not select anyone from the last recruitment and she had just signed the letters to start the recruiting process again.

NEW BUSINESS

- A. Resolution 2827: FY2015 Section 8 Management Assessment Program Submission

Ms. Ruelaz stated we submit the Section 8 Management Assessment Program (SEMAP) each year; it is due August 29th. Ms. Goebel suggested Ms. Ruelaz report the score received on this submission at next month's meeting.

Upon motion by Commissioner Zenk, seconded by Commissioner Gama, the Board adopted Resolution 2827, authorizing the submittal to HUD by the Executive Director of the annual Section 8 Management Assessment Program scores for the Housing Choice Voucher Program. Motion carried with the following roll-call vote:

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

B. Review Conflict of Interest Code

Ms. Goebel explained that every two years the Board is required to review the Conflict of Interest Code and then forward it with or without amendments to the Board of Supervisors.

Upon motion by Commissioner Zenk, seconded by Commissioner Gama, the Board approved the current Conflict of Interest Code as reviewed on July 27, 2015. Motion carried with the following roll-call vote:

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

C. Report out of Response for Public Comments – Information

Ms. Goebel reported Ms. Guadalupe Zavala spoke in public comments at the June Board meeting regarding her Section 8 voucher and finding a larger place for her and her family. Due to other family parameters, Ms. Zavala decided to give up her voucher and chose a smaller unit in the private market. To query regarding the Section 8 voucher, Ms. Goebel replied Ms. Zavala can reapply for a voucher at a later time if she chooses. To query on revisiting the payment standards, Ms. Ruelaz replied her department is doing some research on whether to do that.

Chair Williams stated that Legal Counsel had arrived and requested the Board move to Closed Session

The Board of Commissioner convened to Closed Session at 5:28 p.m.

CLOSED SESSION

The Board of Commissioners met in Closed Session for the following purposes and reasons:

- A. Government Code Section 54956.9(c), pursuant to subsection (d)(2)
ACTION: No action taken.

Commissioner Healy arrived at 5:43 p.m.

- B. 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: Action will be reported in open session.

- C. Government Code Section 54956.9 (b)(2)C: LIABILITY CLAIMS CLAIMANT: Las Palmas Ranch Partnership
AGENCY CLAIMED AGAINST: Housing Authority of the County of Monterey
ACTION: The Board decided to allow Las Palmas Ranch Partnership to contract with HACM auditors for the final Lakeview audit.

The Board reconvened to Open Session at 6:28 p.m.

D. Resolution 2828: Classification Changes

Ms. Wyatt explained the classification for the Procurement and Warehouse Specialist position has been terminated and in its place created a new classification for the Purchasing Clerk position that will be under the Property Management department. The salary range will be comparable plus the job description will be more in line with the current need.

Upon motion by Commissioner Healy, seconded by Commissioner Espinoza, the Board adopted Resolution 2828, approving new Classification of Purchasing Clerk and retirement of old Classification of Procurement and Warehouse Specialist. Motion carried with the following roll-call vote:

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

- E. Resolution 2829: Authorization to submit HUD Form 2530 Previous Participation as it relates to Property Management Services on the RAD Transactions known as Rental Assistance Demonstration (RAD) Program

Ms. Warren stated this is a requirement for the HUD Multi-Family loan application. Staff is familiar with this form from other transactions but this is specifically for HUD and to authorize the Executive Director to sign the documents.

Upon motion by Commissioner Zenk, seconded by Commissioner Gama the Board adopted Resolution 2829, authorizing the Executive Director to execute HUD Form 2530 as it relates to Property Management Services on the RAD Transactions known as Rental Assistance Demonstration (RAD) Program. Motion carried with the following roll-call vote:

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

- F. 2015 Family Self-Sufficiency Grant Application – Information Only

Ms. Ruelaz reported usually we have three months to prepare the FSS grant application, but this year they gave us less than 30 days without a resolution. The application was due today and it has already been submitted; therefore, this is for information only. This funding goes to the FSS Coordinator salaries. Ms. Goebel stated it is a renewal of an existing grant.

- G. Resolution 2830: Insurance Extension for Laid-Off Employees

The Union requested that the insurance coverage be extended one additional month for the union employees that were terminated and Staff is requesting that it also be extended to the non-union employees who also were terminated.

Upon motion by Commissioner Zenk, seconded by Commissioner Healy, the Board adopted Resolution 2830, approving a one additional month extension of insurance coverage to employees laid off as a result of RAD and to extend this benefit to the two non-Union staff that were laid off. Motion carried with the following roll-call vote:

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

INFORMATION

- A. Finance Report:

Ms. Santos stated her report was very short this month and she didn't have anything to add.

- B. Human Resources Report:

Ms. Wyatt reported her only update is that the Housing Programs Supervisor position has started their first round of interviewing today. To query she replied that this position will be in Ms. Ruelaz' department and there were three internal candidates.

- C. Development Report

Ms. Warren reported everyone is busy with RAD and a lot of third party reports have come in plus we received owner initiated appraisals and lender initiated appraisals. The PCNA final reports have been received and we are very close with our scope of work to the PCNA's. Staff has divided into teams to tackle and own these transactions that are now put into five transactions: three with loans, one with no loan but with tax credits and bonds, and one with no loan, no tax credits, and no bonds; each of these come with their own set of requirements. Ms. Warren noted she would email a simple overview of this information to the Commission tomorrow. To query on solar data, Ms. Warren responded now we will be able to identify if we have over-generation going back to the grid, whether solar vendors have over-sized or under-sized our system as well as give us information regarding tenant usage. It will also identify potential education components that need to occur. There also is the issue of the subsidies going down when you have solar. To another query regarding 123 Rico building, Ms. Warren replied that the funding source identified in her report is very promising and the financials for the initial underwriting have been submitted.

- D. Property Management Report:

Ms. Tonkin reported a Marina Police Officer will be moving into the Pueblo Del Mar officer's unit; it took a while to fill that unit. There will be a program similar to neighborhood watch

started at Pueblo Del Mar with monthly community meetings to help the residents take more interest in the property. To query regarding vacancies at this location, Ms. Tonkin replied there has been a high turn-over, but those issues have been fixed and Staff is trying to house again.

Ms. Goebel mentioned that she had been asked by other agencies if HACM would accept families with domestic violence at Pueblo Del Mar and she replied in the affirmative as long as the families are willing to live in a sober community. Staff has already received a couple referrals with one family currently moving into a unit.

E. Housing Programs Report

Ms. Ruelaz reported her department is gearing up for the wait list opening September 19 through October 30, 2015; this morning they met with the software company, HAPPY, on the wait list opening. She stated 150 letters have been sent to agencies to see if they are interested in helping their clients do the online application. She next stated August 4th is National Night Out and there will be Staff emphasizing the wait list opening at that event. Ms. Ruelaz stated her department is also getting ready for SEMAP. The FSS Staff have had their first week with the job search workshops; the job fair is being planned for October. To query regarding vouchers for the wait list, Staff replied it is based on how much money we have and how quickly we can lease them up. Ms. Goebel noted we haven't had this discussion on how large the wait list should be, but it should not be so huge you cannot locate the people when you start getting to the end of it, but at least a two years number of people. Ms. Ruelaz stated depending on how many applications we receive, 25% of the applicants will be put on the wait list.

To query regarding the regional critical conversation meeting, Commissioner Zenk replied that group is for improving economic development in the region and is part of 13 conversations going on State wide; they are done regionally and then the regions get together to report. This group is focusing on what the big issues are that hinder economic development in that region. This region identified the availability of internet speeds and fast broadband, affordable housing, and jobs were their top issues. Each group is made up of a cross-section of people.

Commissioner Espinoza asked about the wait list application process and whether there were safeguards to make sure people don't fall through the cracks if they don't have computer access. Staff replied they can request reasonable accommodation if they are disabled. The online application process will provide 24-hour access.

F. Retreat Goals: No discussion

CLOSED SESSION: (See Closed Session between New Business items C and D above.)

COMMISSIONER COMMENTS

Commissioner Healy apologized for being late; he thanked Staff for all their hard work and diligence.

Commissioner Espinoza also apologized for holding up the start of the meeting. He stated to Staff, keep up the good work and have a great week!

Commissioner Zenk wished Commissioner Healy a Happy Birthday. She next thanked Staff for all their hard work on RAD and wished them good luck.

Commissioner Gama wished Commissioner Healy a Happy Birthday and congratulated MCHI for obtaining the CHDO status. She thanked Staff and stated, keep up the good work and good luck on RAD!

Commissioner Williams stated she hopes Ms. Goebel and Ms. Ruelaz have a safe and good trip to Austin and back. Ms. Goebel reminded that Ms. Ruelaz was going to the conference to pick up an award. Commissioner Williams next wished Happy Birthday to Commissioner Healy. She thanked Staff for all their hard work and knows it can be frustrating sometimes, but she appreciates all that Staff does. She stated to her fellow Commissioners that she appreciates all that they do.

The Board wished Commissioner Healy a Happy Birthday.

July 27, 2015

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:51 p.m.

Chairman

ATTEST:

Secretary

Date