

ACTION
MINUTES OF THE ANNUAL BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD SEPTEMBER 28, 2015

Commissioners met at the Central Office. Chair Williams called the meeting to order at 5:05 p.m. Present: Chair Elizabeth Williams and Commissioners Tom Espinoza, Mary Jo Zenk, Kathleen Ballesteros, and Viviana Gama. Absent: Commissioner Kevin Healy. 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: Sandy Tebbs

PRESENTATION:

Chair Williams presented a service award to Joni Ruelaz for 5 years of loyal service to the Housing Authority; the Board congratulates and thanks Ms. Ruelaz for her years of service. Commissioner Williams commented Ms. Ruelaz has been a real asset to our team and she is greatly appreciated.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held August 24, 2015
- B. Resolution 2834: Approval of 2016 Proposed HCV Payment Standards

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

YES: Williams, Espinoza, Ballesteros, Gama

NOES: None

ABSENT: Healy, Zenk

REPORTS OF COMMITTEES

Personnel Committee: Ms. Goebel reported the Committee is currently working on the Board Self-Evaluation tool. Commissioner Ballesteros commented that the Committee is trying to work out the correct evaluation questions for this Board.

Finance/Dev Committee: Commissioner Espinoza stated items reviewed are on the agenda. Monterey County Housing, Inc.: Mr. Rose reported MCHI met in September and their next meeting will be a week later than usual on November 18th due to Veterans Day. Mr. Rose invited everyone to attend. Chair Williams stated she appreciates Mr. Rose attending the meetings and providing the MCHI/MCHI-AA update.

Affordable Acquisitions: Same as MCHI
Sunrise House: Commissioner Espinoza reported Sunrise House Board met on September 10th and their next meeting is scheduled for November 12th. They reviewed the Annual Budget and the ending fund balance as of June 30, 2015 was approximately \$188K. The Board did meet in Closed Session on a pending litigation matter. They also reviewed the grant funding and the grants that have been received. He noted there was a TV news segment regarding Board member Ron Panziera's visit to the East Coast. Commissioner Espinoza provided a flyer on the Veteran's Outreach Day set for Saturday, October 17, 2015, from 1 to 2 p.m. at the American Legion on West Laurel Drive.

REPORT OF SECRETARY

- A. Executive Report:

Ms. Goebel reported the Tenant Commissioner Applications have been passed to the Chair. She further noted Sun Street Centers had a special celebration on September 4th and they invited and provided awards to the original founding four people, Jim Nakashima, Bob Agnew, Marie Glavin, and Martin Dodd because those were the people who helped to create Pueblo Del Mar. A resolution was received at this event from the State Assembly. They also invited and provided awards to those of us they called the torch bearers because we're continuing to mentor the program. They displayed a quilt showing squares that resident children had made reflecting what Pueblo Del Mar meant to them.

Ms. Goebel further reported on September 18th there was an HACM/HDC agency meeting held at Toro Park with a training on the HACM emergency evacuation plan plus a presentation by Orkin Pest Control on the prevention of fleas, roaches, and bedbugs. After the training, a BBQ

lunch was provided and games were played. It was a great overall event.

On Friday, September 18th, after the event at Toro Park, there was an email from HUD notifying HACM that the NOFA was out for the grant renewals for both Shelter Plus Care and Pueblo Del Mar which are included on tonight's agenda.

NEW BUSINESS

- A. Resolution 2835: Authorization to Apply for SuperNOFA for Continuum of Care - Supportive Housing Program

Upon motion by Commissioner Ballesteros, seconded by Commissioner Gama, the Board adopted Resolution 2835, authorization for the Executive Director to submit application for NOFA FY 2015 for the renewal of the Supportive Housing grant at Pueblo Del Mar. Motion carried with the following roll-call vote:

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

- B. Resolution 2836: Authorization to Apply for Shelter Plus Care #2 Grant Renewal FY 2015

Upon motion by Commissioner Espinoza, seconded by Commissioner Ballesteros, the Board adopted Resolution 2836, authorization to apply for Shelter Plus Care #2 Rental Assistance under the Continuum of Care for FY2015. Motion carried with the following roll-call vote:

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

- C. Resolution 2837: Office of Migrant Services Standard Agreement Contract 15-OMS-10549(RD)

Ms. Santos explained the Office of Migrant Services (OMS) are requesting the Executive Director approve via resolution the standard agreement, but this year they are requesting this resolution prior to them sending the agreement. Once the contract agreement is received, the Executive Director may or may not sign depending on the changes OMS has made. Ms. Goebel noted that OMS will not send the grant documents unless we send them a resolution.

Upon motion by Commissioner Espinoza, seconded by Commissioner Gama, the Board adopted Resolution 2837, approving the acceptance of Standard Agreement Contract 15-OMS-10549(RD). Motion carried with the following roll-call vote:

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

- D. Holiday Dinner

The Board directed the Board Clerk to check with several restaurants regarding the holiday dinner and report back to the Board next month. The Board Tabled this item until the October meeting.

- E. Election of Officers

Commissioner Zenk arrived at 5:24 p.m.

Commissioner Espinoza nominated Commissioner Zenk to serve as Chair of the Board for HACM, the nomination was seconded by Commissioner Ballesteros. Commissioner Zenk accepted the nomination and was elected Chair by the following roll-call vote:

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

Commissioner Zenk nominated Commissioner Williams to serve as Vice Chair of the Board for HACM, the nomination was seconded by Commissioner Espinoza. Commissioner Williams accepted the nomination and was elected as Vice Chair with the following roll-call vote:

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

INFORMATION

A. Finance Report: Ms. Santos reported she had nothing to add to her report; she noted the Finance/Development Committee reviewed her report thoroughly at the committee meeting.

B. Human Resources Report: Ms. Wyatt reported she had nothing to add to her report. Commissioner Ballesteros thanked Staff that the worker's comp claims as well as the outstanding evaluations have gone down.

C. Development Report

Ms. Warren reported all eight applications have been submitted for CDLAC and TCAC; she noted that Staff has been working on waivers for ADA and energy efficiency and they did receive the ADA waiver requests. The majority of the third-party reports have come in with a significant amount of seismic upgrades that have been added to the budget, which is being driven by HUD FHA requirements and not CDLAC or TCAC. CDLAC and TCAC Staffs are actively reviewing all applications and Ms. Warren noted she and Staff have been fielding questions from both agencies for several days. Because of the seismic work, we'll also have an additional impact on relocation activities. Ms. Warren further stated they have the RFP/RFQ out for general contractor, but at the pre-bid conference there was not as much interest as expected because most contractors are coming into their own busy season.

Ms. Warren further reported she attended the TEFRA Hearing and there were no comments or questions.

To query on 123 Rico building, Ms. Warren replied that the original funding stream didn't work out but they discovered a new funding stream which seems to fit and Ms. Santos is working that issue with the under-writers; Staff will keep the Board apprised.

D. Property Management Report:

Ms. Tonkin reported the Property Management Supervisory position has been filled by an internal candidate, but we are still looking for two Property Management Specialists. She pointed out that units vacant over sixty days have been added to her chart and next month the property names will be added.

E. Housing Programs Report

Ms. Ruelaz reported the wait list was opened on September 19th and as of this morning, we have received approximately 3,800 applications. The list will be open until October 3rd and we are expecting more to apply at the last minute. Ms. Ruelaz next reported the Job Fair will be held on October 7th at Goodwill and is open to everyone; a lot of employers have committed to this job fair and Macy's will be a new employer participant. She stated once the wait list closes for the voucher program, her department will be getting ready to open the wait list for Project Based. To query on open wait list, Ms. Ruelaz replied about 30 outside agencies are participating by helping clients throughout the County to apply online. Ms. Goebel noted that we have encouraged people not to rush at the beginning because we didn't want people to think that those applying first would be getting housed first because the process is through a lottery. To another query, Ms. Ruelaz replied the open wait list information is still in the newspapers and on the television plus whenever Staff goes out to other meetings, they are talking about it. The word is out about the wait list being open.

F. Retreat Goals:

Commissioner Zenk, Ad Hoc Marketing Committee Chair, reported the HACM 75th Anniversary event will be held at the Spreckels Memorial Building on Wednesday, March 30, 2016; time of event to be determined but probably around lunch time. Ms. Mulholland will be obtaining information regarding the catering service. Commissioner Zenk stated that we want some nice posters on the different housing programs and properties that we manage as well as on HDC developments so that the attendees can get the sense and breadth of work that HACM does; she further noted that possibly some CSUMB design students could assist with the posters. Commissioner Zenk further reported that the Committee also talked about having old pictures and some history of HACM along with some short stories from FSS clients.

Commissioner Zenk stated the Committee suggested beginning in January that the Board of Commissioners visit the City Council meetings in the County and give a short presentation on the anniversary and what HACM does specifically in their community. Each Board member could pick a couple of jurisdictions to visit. A list of invitees is also being developed. Ms. Goebel stated she would update the list and forward it to the Board Clerk to forward to the

Commission for possible additions. To query regarding lunch, Staff explained a buffet style with tables and chairs.

Commissioner Zenk emphasized that the Committee is looking for more history about the Housing Authority and welcomes any information from the 25th and 50th anniversaries. Ms. Goebel replied there are some photo albums from long ago but not sure how good the photos might be. Ms. Tonkin noted she has some poster boards archived that have black and white photos of some of the older sites she can retrieve. Commissioner Ballesteros stated that an Agenda for that day will also be prepared.

Commissioner Zenk reminded that the next Ad Hoc Marketing Committee meeting is scheduled for November 10th, she suggested that the Commissioners save the date of March 30, 2016 on their calendars.

Commissioner Espinoza stated he would attend the City Council meetings for Monterey and Pacific Grove starting in January. Commissioner Williams stated she would attend the South County City Council meetings.

Commissioner Williams commented that the Ad Hoc Marketing Committee has been working very hard on the 75th Anniversary event and it is starting to come together for a nice celebration. To query on turn-out during a lunch time, Staff replied that those being invited are elected officials, their Staffs and organizations that we do business with or have a relationship and work during the day and should be available to attend the anniversary event. Moxxy Marketing mentioned it might be harder to get people to come at night since it is a workday.

COMMISSIONER COMMENTS

Commissioner Gama congratulated Ms. Ruelaz on her service award and Commissioners Zenk and Williams on being elected as Chair and Vice Chair. She next wished Commissioner Espinoza a happy belated birthday. Commissioner Gama stated she is looking forward to the 75th Anniversary celebration and asked Staff to keep doing what they are doing – they are doing a good job.

Commissioner Zenk thanked the Commissioners for their trust in electing her as Chair and she hopes to do them well; she thanked Commissioner Williams for agreeing to serve as Vice Chair as well as be her Chair mentor. Commissioner Zenk congratulated Ms. Ruelaz on her years of service. She noted that the CSUMB President is having a speaker series on affordable housing in Monterey County and would forward that link; it is free and open to the community. Commissioner Zenk also wished Commissioner Espinoza a happy belated birthday.

Commissioner Ballesteros thanked Ms. Ruvalcaba and Ms. Tebbs for all they do for the Boards. She congratulated Ms. Ruelaz on her five years of service and wished a happy belated birthday to Commissioner Espinoza. Commissioner Ballesteros thanked Mr. Rose for attending the meetings and showing support to HACM and HDC. She congratulated Commissioners Zenk and Williams on being elected as Chair and Vice Chair; she appreciated the leadership and guidance from Commissioner Williams for the last couple of years. Commissioner Ballesteros thanked Staff for all their hard work and stated the Commission knows that a lot of work has been done from the information in their Committee and Board packets and it is very much appreciated.

Commissioner Espinoza commented it seems like Ms. Ruelaz just started working at HACM and now it has been five years; he congratulated Ms. Ruelaz on her five years of service. He thanked Commissioner Williams for serving as the Chair for the last two years and thanked her for being willing to serve as Vice Chair. Commissioner Espinoza thanked Commissioner Zenk for agreeing to serve as Chair; it is going to be an exciting year in 2016. He thanked Staff for all their efforts and hard work and he wished them a great week.

Commissioner Williams thanked the Commissioners and stated it has been a privilege and honor to serve as the Chair of the Board; it has been a great group to work with. She stated we have a really good Board and each member has an expertise that helps make it well-rounded. She thanked Staff for all their support and noted in order to be a good Board Chair, you have to have a good support Staff and this Housing Authority and Housing Development Corporation Boards are blessed to have good support Staffs. Commissioner Williams thanked Commissioner Zenk for taking over the reins as Chair and stated she will help with anything she can. This will be a great year with HACM's 75th Anniversary in 2016 and an opportunity for us to toot our own horn; our Staffs work hard and diligently to make things run smoothly and the Commission appreciates that very much. Commissioner Williams thanked Ms. Ruvalcaba and Ms. Tebbs for all that they do for the Boards. She next thanked Ms. Goebel for her leadership at HACM and stated she knows that will continue. Commissioner Williams stated that she has all the

confidence in the world that Commissioner Zenk will make a good Chair. She wished Commissioner Espinoza a happy belated birthday.

Commissioner Espinoza commented that it was interesting when the Pope addressed Congress that one of the first things he talked about was affordable housing and that was very thought provoking and kind of a cornerstone for the needs of the people to have affordable housing. Ms. Goebel added the Pope also stated no one should be homeless.

Commissioner Zenk stated she found the information and the speaker series will be on Tuesday, October 6th at 3:30 p.m., but she would still forward the link.

Commissioner Williams also thanked Ms. Ruelaz for her five years of service and noted that Ms. Ruelaz has done a lot in five years and her accomplishments have well met the expectations. She stated the Job Fair and the Section 8 Landlord Outreach as well as many other things don't go unnoticed and very much appreciated by the Board. She thanked Ms. Santos, Ms. Wyatt, and Ms. Tonkin for all their expertise and Ms. Warren and her Staff and Mr. Rose for all their support.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:59 p.m.

ATTEST:

Jane O Luehl
Secretary

M. G. Ruelaz
Chairman

10-27-15
Date