Commissioners met at the Central Office. Chair Mary Jo Zenk called the meeting to order at 5:04 p.m. Present: Chair Mary Jo Zenk, Vice Chair Elizabeth Williams and Commissioners Kevin Healy, Tom Espinoza, 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

PRESENTATIONS:
Service Awards: Chair Mary Jo Zenk presented a five year service award to Sheila Buchand and a twenty year service award to Lynn Santos. The Board congratulates and thanks Ms. Buchand and Ms. Santos for their many years of loyal service to the Housing Authority.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Annual Board Meeting held September 28, 2015
Upon motion by Commissioner Williams; seconded by Commissioner Ballesteros, the Board approved the Consent Agenda. Motion carried with the following roll-call vote:
YES: Zenk, Williams, Healy, Espinoza, Ballesteros, Gama
NOES: None
ABSENT: None

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Williams stated all items are on the agenda.
Finance/Dev Committee: Commissioner Espinoza reported all items are on the agenda.
Monterey County Housing, Inc.: Mr. Rose reported that MCHI’s next meeting is November 18th at 6 p.m. here at HACM; everyone is invited.
Affordable Acquisitions: Same as MCHI
Sunrise House: Commissioner Espinoza reported that Sunrise House will meet on November 12th.

REPORT OF SECRETARY
A. Executive Report: Ms. Goebel reported she had nothing to add to her report.

OLD BUSINESS
A. Holiday Dinner
The Board selected Georgio’s for their Holiday dinner after the December 14th Board meetings. Ms. Tebb observed that the December HACM Board meeting starts earlier at 4:30 p.m.

NEW BUSINESS
A. Appointments
Chair Zenk appointed Commissioner Williams to be the Chair of the Personnel Committee which includes Commissioner Ballesteros. She stated that Commissioner Espinoza will remain as the Chair of the Finance/Development Committee which includes Commissioners Healy and Gama.

B. Agency Structure
Commissioner Espinoza stated he remembers this issue coming about at one of the retreats and touched on during a time that HACM and HDC were going through some growing stages. Commissioner Healy stated he would like to know how the structure came about and what was the previous structure; also is there an opportunity for something different and if so, what does
that look like or should the structure stay as it is. Commissioner Healy stated he assumed the structure changed with an end game in mind and we wanted to go from here to there, and here is the reason why and that is the piece that is missing for him. We have got to where we wanted to go and understand why we wanted to get there or have we not arrived yet and there is still another step to take in ultimately understanding the end game. The end game is clearly to sever ties with the HUD funding stream and to have autonomy.

Ms. Goebel stated she thinks one of the reasons we have HDC as a separate agency is to allow us to continue to have the ownership opportunities through the HDC properties we have developed. The only way to redevelop is with tax credits through a nonprofit. The other reason is through the difficulties with Rippling River, the development issue became a bigger deal than anybody expected. Ms. Warren agreed that Rippling River drove the issue more quickly because of the unrest in that community and some quick decisions had to be made and the nonprofit was put in place and the tax exemption received, and the deal done in six months.

Commissioner Healy questioned whether we were still at the leading edge of this structural efficiency and can that net be wider by looking at other agencies and how they are structured and whether other agencies have taken the next step from beyond where we think we are at?

The Board decided this issue would be best discussed in a retreat in the Summer of 2016, after RAD and other pressing issues so that Staff could also be involved. Commissioner Williams suggested a history presentation be provided at the retreat to reflect where this issue started. Commissioner Zenk suggested this issue may not be agency structure but a long term succession plan because the personnel of the organizations are the reasons for the success of both organizations. Ms. Goebel suggested and Ms. Warren agreed that Board Legal Counsela for both organizations should be included to give advice on what can and what cannot be changed between the two organizations or what would be needed if the Board decided to do something different. Commissioner Healy recommended an Ad Hoc Committee on this issue; Commissioner Williams suggested an Ad Hoc Committee could be started after the retreat where more information will be provided.

Commissioner Zenk summarized that a retreat is to be scheduled for the Summer of 2016 with a presentation of history reflecting what the original intent was and how we got to where we are and have we met our original intent. The Board directed the Clerk of the Board to put this issue on the May 2016 Board Agenda after researching some possible dates for the Summer Retreat.

INFORMATION

A. Finance Report

Ms. Santos reported she doesn't have anything to add to her report. To query on submission to REAC being rejected, Ms. Santos explained that it was typical to have rejections but they were usually rejected for questions and little things not understood. To another question regarding RAD bringing many changes to the agency, Staff explained the concern is we need to do more tax credit training; there will be quarterly reports with more requirements instead of an annual report. Ms. Goebel reminded that Staff is gearing up and becoming prepared; she noted that Ms. Tonkin's department is already going through training.

B. Human Resources Report

Ms. Wyatt reported under Recruitments, for the Housing Program Specialist and the Senior Housing Program Specialist, offers are about to be given. For the other two positions, we are still in the interviewing and recruiting process. Commissioner Zenk commended all the departments for getting the number down for late evaluations. Commissioner Espinosa congratulated Staff that the open claims number is also lower.

C. Development Report

Ms. Warren reported she would bypass the RAD update because she had already provided an update at the committee meetings. To query on RAD, Ms. Warren replied yes there are still five projects for RAD. Ms. Warren next reported that the Greenfield property had been listed with a realtor last week; she doesn't have any definitive number but it appears that sale will do well to include paying off the HELP loan. To query on the details, Ms. Warren replied that would take place in a closed session when an offer is presented. Ms. Warren next reported that the County Health Department contacted HDC to participate in CPTEED, a crime prevention through environmental design program staff training; she suggested they visit the RAD sites which they
did but there were no new issues on their report. The CPTED information will be provided at the HDC meeting.

To query regarding the financing for this building, Ms. Santos explained that the funding source has a lot of requirements and we have to prove we have enough funds to pay back the loan. With all the RAD deadlines and two employees out, there hasn’t been time to respond to their requests, but it is not off the table. Ms. Warren noted that once Ms. Santos gives the funding source the information they are requesting, if that contractor doesn’t perform then we will tell the State the contractor is not managing their program correctly and we will go with another contractor.

Commissioner Williams noted that the roof leaking issue came up at one of the committee meetings regarding this building and there is room in the bottom floor of the HDC building for some offices. Ms. Goebel reminded that most of the leaks in the building are located in the warehouse area and those come from the roof and skylights. Ms. Tonkin stated that equipment could be moved into her office if the equipment becomes affected. Ms. Goebel explained that the whole department would have to move because they all work together plus there are trucks that are used by the maintenance folks as well as applicants that come to the department, and to move them to another location would disrupt many things. Commissioner Healy suggested that possibly the money from the sale of the Greenfield property could be used to fix the 123 Rico building. To query on insurance being up-to-date, Ms. Goebel replied that the insurance on this building is up to date and this building is not located in a flood plain. To query on the cost of a roof for this building, Ms. Warren replied a couple million dollars and that would include solar and a HVAC system. She further noted this building is fixable and probably will last another 20 to 25 years without any issues.

D. Property Management Report

Ms. Tonkin reported we had our HCD site visit at Pueblo Del Mar last week and it went well with a few suggestions regarding exterior paints and things like that; there were no findings. RAD is keeping everyone busy plus we are recruiting for two Property Management Specialists. Ms. Tonkin reiterated if the roof does start causing problems with rain then equipment can be moved into her office which does not leak except around the windows. Commissioner Ballesteros congratulated Ms. Tonkin and her department for the two awards under MCHI. Ms. Tonkin stated there was also an award for Casanova for the HUD VASH Program but it isn’t mentioned on the report. To query, Ms. Tonkin responded she is looking to get some bed bug equipment so we can treat the units ourselves. To query, she noted there are bed bug sniffing dogs, but she is not looking to get any dogs.

E. Housing Programs Report

Ms. Ruelaz reported we had the job fair on October 7th and it was quite successful. There were over 200 participants and it was really nice this year because we had a lot more employers hiring at the fair. She stated that our connection with Goodwill, Will Moore, will be going to another agency. Mr. Moore was the one we got the NAHRO partnership award with. Ms. Ruelaz next reported the waiting list was closed on October 3rd with a little more than 5,500 applications received; we were expecting almost 10,000 but we do not know if the difference was the online process. We did have about 30 agencies helping people with their online application process. From the 5,500, we now have 2,000 from the lottery on the wait list and we are in the process of notifying all that applied whether they were selected or not selected for the wait list. Ms. Ruelaz stated we will be opening our Project Based Wait List for three complexes: Camphora Farm Labor housing in Soledad will be ready for tenants in January, Haciendas Senior, and Rippling River which will be reopened because the wait list there is down to around 200. She stated her department is also in the process of purging all the other wait lists to have a better success rate when people come in; there will be about 6,000 postcards mailed to purge all the wait lists so it is a big project.

Commissioner Williams congratulated Ms. Ruelaz on the job fair. Commissioner Zenk congratulated Ms. Ruelaz and her staff for getting through the opening of the wait list. Ms. Ruelaz responded to query on the rental process that we have only a 19% unsuccessful rate so we are doing much better than some Northern California cities according to some recent articles.

F. Retreat Goals

Ms. Goebel reported that the Personnel Committee is working on the Board Self-Evaluation tool which could possibly be brought to the full Board next month. She further stated the 75th
Anniversary planning continues with the Ad Hoc Marketing Committee along with Moxyx Marketing who will be helping with the marketing tools for the Board and Staff to use when making presentations. We have provided all the previous history information that could be found on the Housing Authority and the development of properties and their grand openings as well as the connection between HACM and HDC and MCHI.

Commissioner Zenk emphasized that the 75th Anniversary Celebration will be held on March 30, 2016. Commissioner Williams stated the location will be the Spreckels Veterans Memorial building with her discounted cost of $400 which includes use of the kitchen.

Ms. Goebel stated the next Ad Hoc Marketing Committee meeting will be November 10th.

Commissioner Zenk encouraged the Board and Staff if they have any suggestions for the anniversary celebration or invitees to please contact her or Ms. Goebel. Ms. Goebel stated she has a list of suggested attendees and once she has a little more information that she will forward that list to the Clerk of the Board to forward to the Board members.

Commissioner Healy asked about #7 under Board created new goals for HACM/HDC about educating the board on deal structures. He noted that the Board had received one briefing already but it seems to have gone stale. Ms. Warren replied that she would bring Rippling River and possibly another deal to the January 2016 Board meeting.

COMMISSIONER COMMENTS

Commissioner Espinoza wished Commissioners Williams and Gama a Happy Birthday; he next congratulated MCHI on the awards they received. Commissioner Espinoza congratulated Ms. Santos and Ms. Buchand for their many years of dedicated service. He thanked Staff for all their hard work that relates to RAD as well as the audits and everything else they do day in and day out.

Commissioner Gama wished Commissioner Williams a Happy Birthday who in turn wished Commissioner Gama a Happy Birthday. She congratulated Ms. Santos and Ms. Buchand for their loyal service. Commissioner Gama stated keep up the great work—RAD must be hard.

Commissioner Healy wished Commissioners Williams and Gama a Happy Birthday; he next congratulated and thanked Ms. Santos and Ms. Buchand for their many years of service. Commissioner Healy congratulated Commissioner Zenk on her selection as Chairwoman of the Board. He also congratulated Commissioner Ballesteros for completing her Commissioner's Ethics course. Commissioner Healy thanked Staff for all their hard work. He mentioned he had attended a farm bureau annual meeting where Salinas Police Chief, Kelly McMillan, gave an interesting presentation that he thought might be interesting for the Board given the history that housing authorities have had a bad rap in the eyes of the police. Ms. Ruelaz noted that one of the CASP members visited our properties and she raved about how well maintained they were. Ms. Warren reminded that Mr. Nakashima did a ride-around with the police for two months because they were mistakes bad properties for ours; she further noted that she and Mr. Caldwell also went to every police shift change for two days and talked about this same issue, but it is an ongoing issue. Ms. Warren stated the CPTED report by the County Health Department came back with a comment they could not believe how beautiful our sites were. Ms. Goebel stated that we have had a good reputation with the Salinas Police Department. Ms. Tonkin commented that we have a good relationship when it comes to property management and the police department because we are always helpful if they have questions and vice versa.

Commissioner Williams stated that would be a good presentation for the retreat.

Commissioner Ballesteros congratulated Ms. Santos on her many years of service and thanked her for her expertise; she also congratulated Ms. Buchand for her five years of service. She next thanked Ms. Goebel and Ms. Tonkin for their help at the NAHRO Conference and she can see all the work that goes into helping our community. Commissioner Ballesteros thanked Ms. Ruelaz and her staff for all their hard work; she next thanked Ms. Warren and her staff for all the hard work on RAD. She appreciated seeing the awards for the Veterans and noted they deserve a home for they served their Country well. Commissioner Ballesteros stated it was a privilege to attend this conference and to realize it is such a responsibility being a Commissioner and making decisions that affect our community. What she saw at the conference were people that were dedicated to their profession in every public housing agency; somebody always sees what you are doing whether they say thank you or acknowledge it. Commissioner Ballesteros further reported she saw a dedicated tenant commissioner that was very involved with her local
community; she was actually mentioned in one of the magazines that we receive. She stated the Commissioners Round Table that she attended at the conference reflected how much work all of you as employees do for our agency and she appreciates and thanks everyone for all that you do. It is not in vain because you are helping our community. She stated the Ethic's course helped her very much and showed her that she should hold a higher standard and as a Commissioner she should set the standard and be an example to all of the employees. Commissioner Ballesteros thanked Commissioner Williams for allowing her to attend the conference and she hopes she can put to use what she learned and what was instilled into her as she serves as a Commissioner.

Commissioner Williams commented to Commissioner Ballesteros that at one point when we all got on the Board that we had more deep feelings that you brought out tonight because we are serving the community and it is an important job that we have as Commissioners. Commissioner Williams next congratulated Ms. Santos and Ms. Buchand for their years of loyal service to the Housing Authority. She thanked Staff for all they do. Commissioner Williams congratulated MCHI on their awards, but wished everyone had known sooner so we could have made it a big deal. Commissioner Williams stated she hopes everyone can participate in the 75th Anniversary of continuous work in this community and to those before us and to those after us who will carry on and those of us currently carrying on and doing the best we can. Commissioner Williams congratulated Commissioner Zenk on her first night as Chair of the Board.

Commissioner Zenk commented these are long comments tonight. She wished a Happy, Happy Birthday to Commissioners Williams and Gama. She thanked Commissioner Ballesteros for sharing her heartfelt thoughts. Commissioner Zenk congratulated Ms. Santos for her 20 years of service and Ms. Buchand for her 5 years of service. She thanked all Staff for their hard work. Commissioner Zenk next thanked the Board for allowing her the privilege to serve as Chair.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

Chairman

ATTEST:

Secretary

Date