ACTION

MINUTES OF THE REGULAR BOARD MEETING

OF THE

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

HELD NOVEMBER 16, 2015

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 (Teleconference), Tom Espinoza, Kathleen Ballesteros, and Viviana Gama. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruebal, Housing Programs Manager; Pat Wyatt, Human Resources Manager; Shannon Tonkin, Housing Management Manager; and Starla Warren, Fee-for-Service Development Director. Recorder: Sandy Tebbs

The Chair of the Board requested a moment of silence for those involved in the terrorist attack in Paris, France, last week.

PRESENTATIONS:

Service Awards: Chair Mary Jo Zenk presented a ten year service award to Glenn Vagts. The Board congratulates and thanks Mr. Vagts for his ten years of loyal service to the Housing Authority. The Chair announced service awards for the following employees who could not attend the meeting tonight: Vicki Esteban for ten years of service, Barbara Mulholland for ten years of service, and Jose Alfaro for fifteen years of service to the Housing Authority. The Board also congratulates and thanks these employees for their many years of service.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Annual Board Meeting held October 26, 2015

Upon motion by Commissioner Williams; seconded by Commissioner Gama, 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: Staff reported the Personnel Committee did not meet this month.
Finance/Dev Committee: Staff reported the Finance/Development Committee also did not meet.
Monterey County Housing, Inc.: Mr. Rose reported MCHI would be meeting here at HACM on Wednesday, November 18th, at 6 p.m.
Affordable Acquisitions: Same as MCHI
Sunrise House: Commissioner Espinoza reported that Sunrise House met last Thursday and reviewed their grant tracking report and budget. He stated Monterey County Health Department is the main supporter for Sunrise House; they do a three-year grant for a million dollars. Sunrise House has applied for $150K through an organization known as California Wellness. The prevention youth center provided a presentation on the various things they do with youth in the local areas. Commissioner Espinoza stated he had inquired with their leader about providing a presentation to our Board if we would like one. He reminded that Sunrise House has counselors at every high school and a lot of drug and alcohol awareness programs. Commissioner Espinoza noted that their leader talked about aloc pops which is a fruit flavored drink that includes 13% alcohol but looks like a regular can of soda that is being packaged to attract young people. He also reported they have a program that includes a simulated car accident where the parents and their teenage child are included and shows the dangers of drinking and driving. Commissioner Espinoza stated the presentation is about 20 minutes; they also have a nice slide presentation they do that reflects all their programs. The Board requested the presentation be put on the Board agenda in the Summer when there is a light agenda.

The Board next moved to Closed Session at 5:14 p.m.
CLOSED SESSION

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

A. Government Code Section 54956.9 (a): Pending Litigation
   CLAIMANT: Las Palmas Ranch Partnership
   AGENCY CLAIMED AGAINST: Housing Authority of the
   County of Monterey
   ACTION: Nothing to report.

B. Government Code Section 54957(b) Personnel Matters
   ACTION: Nothing to report.

The Board reconvened to regular session at 5:30 p.m.

REPORT OF SECRETARY

A. Executive Report:

Ms. Goebel reported she attended the Rural Central Coast Community Planning meeting in San Luis Obispo put on by the Governor's Office of Policy which centered around affordable housing issues and the need that rural communities have for special dispensation in applying for grants and special programs because smaller agencies cannot compete with big cities who have general funds they can use for a match as well as larger staffs. The other issue was there were never enough admin fees for the smaller agencies.

Ms. Goebel further reported she also traveled to Sacramento to meet with Secretary Caballero and her assistants at HCD with regards to the Office of Migrant Services (OMS) Contract. There was a small group of other housing authorities attending the meeting who also had issues with their OMS contracts. It was explained that OMS required a resolution before the contract was sent and after four months into the program year, the contract dated in October of this year had been received, but it was very different than what we had been told it would be. The extreme changes make it an unworkable contract plus many agencies have had to front money for this program sometimes for as long as six to eight months. The language in the new contract states that HCD can withhold payment until they are satisfied that they have gotten everything they want. It was also explained that the program falls under the Secretary and repayment needs to be done timely plus the new contract will make it even harder because they are now requiring every invoice and every receipt charged to the program be provided which is an incredible amount of documentation being required; and until they are satisfied, we will not be reimbursed which means we would be fronting a lot more money and that is a problem for us. There was an agreement that HCD would work with us on the language in the contract and that is in process now. Ms. Goebel further noted that the Deputy Secretary was very concerned about the fact we do not have signed contracts and that we just received them and that HCD needs to treat their contractors better. The Secretary had her policy people as well as the Interim Head of HCD, herself, and her deputy at this meeting.

Ms. Warren noted there is a broad reform in HCD taking place that also affects multi-family regulations that are being changed and due out soon; CDLAC and TCAC have changed their regulations in an effort to have all programs blend together but HCD had not changed their regulations since 2003.

OLD BUSINESS

A. Holiday Dinner: Ms. Tebbs explained that the holiday dinner would be located in a different room than previously reported; there was an increase of $25 for the Chef's portion, and half of the estimated overall payment would be required for deposit, and dessert would be provided by HACM to keep the cost down. To query on the contract, Ms. Tebbs explained that the Board has already committed to this restaurant plus the other restaurant options have now been cancelled.
INFORMATION

A. Finance Report

Ms. Santos reported that five years of financials have been submitted to the CLEEN program for the loan to fund the rehab of 123 Rico Street; it was a lot of work to pull all that information together. The request to extend the HELP loan had also been submitted and we have had feedback that those extension documents were being drafted. Ms. Goebel noted that they will require a 10% good faith payment. To query on the last rain, Ms. Tonkin replied there were a few leaks in the back. To another query on HACM’s held HAP fund of $525K, Ms. Santos explained that amount is in our accounts that can be used for HAP but our outgoing direct deposit is now over $780K so that amount is not as comfortable as we would like if there were any delays in HUD’s funding to us.

Ms. Santos commented that HCD is making a lot of changes to include reorganizing their work force so rather than a person being in charge of all aspects of a project, there is now going to be one person handling compliance for any project and another person doing the financial piece which means no one will have the whole picture of a project and that is a concern for our Pueblo Del Mar project because that compliance is very different than most. Ms. Tonkin reminded that the compliance officer that did their inspection will not be the compliance officer for the project. Ms. Santos noted this will most likely delay things because no one will have the whole picture of the project. She reminded that Pueblo Del Mar was one of the projects that does okay at the beginning of the year but by the end of the year it runs out of grant funds and reflects the losses.

B. Human Resources Report

Ms. Wyatt reported the performance evaluations under property management are now down to twelve.

C. Development Report

Ms. Warren reported the bond documents have been drafted and we are waiting for comments from the lender counsel, equity counsel, and developer counsel and then they will come to the HACM Board for review at the December Board meeting; if they get delayed, there will need to be a Special Board meeting the first week of January. She noted an opinion will also be obtained from the issuer counsel which is HACM’s Legal Counsel; Bond Counsel has also issued an opinion plus drafted the resolution. She next reported the energy waiver has finally been settled on but we are waiting to formally hear from TCAC and CDLAC. The contractor is now working on the scope of work for RAD and we are close with regards to the pricing; the seismic work is still not decided. There might be some needed but not to the level of the FHA requirement, but it will impact relocation. Ms. Warren noted that Ms. Tonkin will have approximately 500 leases and new tenant income certifications coming due on January 14th. Ms. Warren stated she is trying to consolidate the construction, equity, and perm lender inspections for the second week of December, but just one lender wants 10% of everything and the other two are hit and miss type. She noted that Mr. Fred Quitevis normally takes the lead on these inspections.

D. Property Management Report

Ms. Tonkin reported her department had the phone call with OMS regarding the Physical Needs Assessment that was done last year but OMS had not yet read the report; therefore, we ended the call by letting them know what needs to be done at the property such as roofing and siding repairs, and the driveway. Whether or not we will be able to get the money for the repairs is unknown at this point.

E. Housing Programs Report

Ms. Ruelaz reported her department started taking Project Based applications on November 2nd for Camphora (the new farm labor housing in Soledad), Haciendas Senior, and Rippling River, which was reopened because their lists were getting low. We are accepting 200 applications for each site. Ms. Ruelaz next reported HUD notified us we are a SEMAP High Performer. A staff meeting was held last week to recognize her department for their hard work this year. To query on Camphora, Ms. Ruelaz replied there will be eleven Project Based vouchers at that site.
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F. Retreat Goals

Commissioner Ballesteros reported that the Ad Hoc Marketing Committee met last Wednesday and went over the menu for the 75th Anniversary with Ms. Mulholland; the committee is pricing a hot meal instead of a buffet; the committee is also trying to schedule the timeline for the events such as for the speakers and who will be speaking. Ms. Edwards from Moxxxy Marketing is continuing to work on the brochures for both HACM and HDC. Ms. Tebbs reminded that the list of potential invitees was forwarded to the Board members for their input with a deadline of November 30th. Ms. Goebel emphasized that she needs the addresses and email addresses of the invitees. Commissioner Williams noted that she was able to get the Spreckels' Memorial Hall.

To query on a sit-down dinner, Commissioner Zenk replied it will be a served lunch if the price is reasonable and that will allow time for some events to take place while people are eating.

COMMISSIONER COMMENTS

Commissioner Gama congratulated Mr. Vagts for his ten years of service to the Housing Authority as well as to Ms. Mulholland, Ms. Esteban, and Mr. Alfaro for their years of service but could not attend the meeting tonight. She thanked Ms. Goebel and all Staff for all they do day-in and day-out; she appreciates their hard work.

Commissioner Espinoza wished everyone a Happy Thanksgiving and he hopes everyone can take a break from their hectic work schedules to enjoy family and to eat lots of turkey and stuffing. He thanked everyone for their hard work.

Commissioner Ballesteros commended Mr. Vagts for his ten year service award and congratulated Ms. Mulholland, Ms. Esteban, and Mr. Alfaro for their years of service to the Housing Authority. She next thanked Commissioner Espinoza for the information on Sunrise House and she looks forward to the presentation. Commissioner Ballesteros thanked Ms. Goebel and all Staff for providing all the information with a special thank you to Ms. Santore for all the financial information. She wished everyone a Happy Thanksgiving and a blessed time with their family and friends; drive safe and have fun!

Commissioner Williams stated she needs to report that she and Commissioner Espinoza met with Supervisors Potter and Parker last week for the Ad Hoc Tenant Commissioner Selection Committee; she noted there was a mix up and they should have done interviews of the two candidates but the meeting was set up for review of the applications instead. The interview meeting is set for December 7th. Commissioner Williams next thanked Mr. Vagts, Ms. Esteban, Ms. Mulholland, and Mr. Alfaro for all their years of service to the Housing Authority. She stated if one looks at the Housing Authority employees being recognized for their many years of service that tells us some good things about this organization which is people don’t want to move on, they are treated well, and it is a good place to work. She thanks all of these employees for their longevity. Commissioner Williams thanked Ms. Goebel for going to Sacramento and stated she is a firm believer that if they see your face, they know who you are and that makes a difference. She wished everyone a Happy Thanksgiving and she hopes everyone will take a moment in their prayers to remember the people in France and noted but by the grace of God there goes us. She wished everyone a wonderful holiday.

Commissioner Healy reiterated what everyone else has said and thanked everyone very much for their hard work. He wished everyone a Happy Thanksgiving.

Commissioner Zenk thanked Commissioner Healy for joining the Board via teleconference; it is much appreciated. She congratulated Ms. Ruelaz and her staff for the High Performance status. She echoed the recognition by the other Commissioners to Mr. Vagts, Ms. Mulholland, Ms. Esteban, and Mr. Alfaro for their many years of service to the Housing Authority. She wished Commissioner Williams and her husband a belated wonderful wedding anniversary and noted that was why Commissioner Williams missed some meetings this month. Commissioner Zenk gave a special thank you to HACM and HDC Staffs for working hard together to get RAD done. She knows it is a difficult task but the Board appreciates it. She wished a very Happy Thanksgiving to everyone and hopes they have an enjoyable one.
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:10 p.m.

Chairman

ATTEST:

Secretary

12-15-15

Date