ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD MARCH 28, 2016

Commissioners met at the Central Office. Chair Mary Jo Zenk called the meeting to order at 5:02 p.m. Present: Chair Mary Jo Zenk, Vice Chair Elizabeth Williams, and Commissioners Kevin Healy, Kathleen Ballesteros, Viviana Gama, and Rita Dady. Absent: Commissioner Tom Espinoza. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruelas, Housing Programs Manager; Pat Wyatt, Human Resource Manager; and Shannon Tonkin, Housing Management Manager. Recorder: Sandy Tebbs

PRESENTATION: Service Award: Chair Zenk announced a service award for Paquito Doroy for his 10 years of loyal service to the Housing Authority; the Board congratulates and thanks Mr. Doroy for his many years of service to the Housing Authority.

COMMENTS FROM THE PUBLIC: None

PUBLIC HEARING:
Chair Zenk opened the Public Hearing at 5:03 p.m.

A. PHA Certification of Compliance with the PHA Plan and Related Regulations (2016): No public comments were received at this meeting. Ms. Goebel stated the only comments received were from the City of Salinas and they were positive and agreed with the plan.
Chair Zenk closed the Public Hearing at 5:05 p.m.

CONSENT AGENDA
A. Minutes — Approval of Minutes of the Regular Board Meeting held February 22, 2016
Upon motion by Commissioner Healy; seconded by Commissioner Gama, the Board approved the Consent Agenda. Motion carried with the following roll-call vote:

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

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Williams reported their item is under New Business.
Finance/Dev Committee: Commissioner Gama reported everything is on the agenda.
Monterey County Housing, Inc.: Mr. Rose reported the MCHI Board met on March 8th and Commissioner Ballesteros was in attendance. Mr. Rose stated the MCHI Board authorized approximately $126K back to HACM on a note that is due at the end of this month. He further reported MCHI favorably renewed their insurance with the premium going up only about 1%. Mr. Rose stated Ms. Santos provided another presentation on the accounting for the bond projects which the Board appreciated. He stated as a side note and given there is a vacancy on their Board, he did a test using Facebook as a vehicle to secure a potential Board member. He explained he subscribed to Facebook for a ten-day ad at about $5 per day. As a result of that ad, he received 100 clips to the website plus two individuals that are interested in being a Board member. The MCHI Board will interview these individuals in May.
Affordable Acquisitions: Same as MCHI
Sunrise House: No report provided.

REPORT OF SECRETARY
A. Executive Report:
Ms. Goebel reported the grants for Pueblo Del Mar and Shelter Plus Care are being renewed; the current grants are good until the end of May; we should be getting the renewed funding around that time frame. To query, Ms. Goebel replied the total for both grants is just under $500K and it is restricted. Ms. Goebel pointed out the article on the table was regarding the homelessness set-aside vouchers and we hope to start working with those vouchers in May. To another query, Ms.
Ruelaz stated there is no waiting list for the set-aside vouchers because they are direct referrals from the Continuum of Care agency.

NEW BUSINESS

A. Resolution 2854: PHA Certification of Compliance with the PHA Plan and Related Regulations (2016)

Ms. Goebel explained this is the plan that we do every year for HUD for our Public Housing and Section 8 programs; this year HUD allowed us to check boxes if we had nothing to change which saved a lot of retyping as in years past; RAD was our main issue. We had our Annual Plan Advisory Board meeting; the member was extremely pleased with the plan. We also received our certification of consistency with the consolidated plan for Salinas, Monterey County, Seaside, and Monterey with one comment from Salinas and that was a positive comment; there were no negative comments to the plan and we did not have to respond to any comments. The next step was the public hearing, which we just had and after the Board adopts this resolution, it will be sent to HUD for their approval.

To query regarding letter attached to the Executive Director's report, Ms. Goebel explained that was a letter to HUD from PHADA regarding HUD's management of the programs and not enough funds to do the programs. To query that we no longer have Public Housing, Ms. Goebel replied we do until we close on RAD. She further explained that we are moving to a more stable funding source with RAD and current RAD rules provide any net cash flow or disposition proceeds as de-federalized funds which can be used for other things. Staff noted that HUD came up with the negotiating rule for asset management as it related to public housing and that is what we have been operating under for a long time; Congress insisted that they do a negotiated rule.

Upon motion by Commissioner Healy, seconded by Commissioner Williams, the Board adopted Resolution 2854, authorizing the Executive Director and the Chair of the Board of Commissioners to submit the PHA Plans to HUD and to execute any and all documents to implement said plan. Motion carried with the following roll-call vote:

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

B. Board Self-Evaluation

Commissioner Williams explained that the Personnel Committee felt this item should be considered by the full Board to determine an average for each response. She noted the directions also recommended responses from the Executive Director and Board Clerk, but those were not provided. The Personnel Committee recommends the evaluation be redone and discussed by the full Board. Commissioner Healy stated since this is our first self-evaluation, it is a great opportunity to have a do-over. Commissioner Zenk questioned whether the Board should delete or reword some questions and Commissioner Williams stated there was a broad difference in the scores and the Board may need to know whether it was the question or how it was understood by the Board member.

Commissioner Healy suggested this issue may be an agenda item for the retreat. Commissioner Zenk requested the Executive Director and Board Clerk provide their comments between now and the retreat.

The Board directed this item be placed on the Board Retreat agenda.

C. Board Retreat

Commissioner Zenk noted there are a lot of things being recommended for the retreat agenda and there will not be enough time to do all of them. Commissioner Healy suggested the Brown Act and Robert's Rules of Order presentation by Legal Counsel be provided at a regular Board meeting; Commissioner Williams reminded Legal Counsel provided a concise presentation years ago that included handouts. Chair Zenk requested the Board Clerk coordinate with Legal Counsel and place the presentation by Legal Counsel on a future regular Board agenda. She responded to query that the Board Self-Evaluation can be part of the strategic plan.

In discussion regarding a facilitator for the retreat, the Executive Director stated she would call the Community Foundation to obtain a list of facilitator names for the Board to consider. Commissioner Williams reminded that the last Board retreat was in conjunction with HDC and was a two-day retreat. Ms. Goebel stated our strategic plans should be different based on our missions and responsibilities.
The Board further decided that September/October would be better months for a Board Retreat and requested the Board Clerk survey Saturdays in those months except for the time frame of the NAHRO Fall Conference in mid-October. The Board requested that Board Retreat be kept on the regular Board agendas for follow-up questions and development of the retreat agenda. To query regarding location of the retreat, the Board decided to have the retreat at HACM.

D. NAHRO Conferences/Commissioner Certification Course

Ms. Tebbs reported that NAHRO will be offering the Commissioners' Ethics certification course at their NAHRO Fall Conference in October; the Commissioners' Fundamentals certification course will be offered at the PSWRC Conference in May and also at the NAHRO Summer Conference in Portland in July. She also explained that the Commissioner Certification courses do not have to be in any order, but both courses are required for the certification.

INFORMATION

A. Finance Report

Ms. Santos reported her department will file the HACM audit by this coming Thursday and that is their main focus at this time. To query regarding HUD's requirements with RAD, Ms. Santos replied we still have to report the financials for RAD in the HACM filing to HUD. The first year will be more complicated because of the HUD funding sources. Going forward it will be somewhat easier but the RAD properties will always be included in the HACM audit.

B. Human Resources Report

Ms. Wyatt pointed out the additional General Information on her report. Commissioner Ballesteros stated the Personnel Committee also talked about the safety in and outside the HACM buildings.

C. Development Report

Ms. Sahagun reported in Ms. Warren's absence that HDC is waiting to hear back from HUD on the RAD conversion commitment so we can get the Closing Checklist from HUD which should happen any day now. To query on any seismic obstacles, Mr. Egan replied we are waiting on a couple seismic retrofits to be completed. Ms. Sahagun further reported we have a plan for all the sites that need the seismic retrofit and the contracts are in place with the general contractor. All items are mostly done for our lender and equity partners and the insurances are ready to go as soon as we hear back from HUD on the conversion commitment; there will be just a few items then for close which is set for April 15th. Ms. Sahagun stated we are still working on Oak Park 2, Castroville, and Haciendas 3; HDC has heard back from TCAC and we should hear from them on our final award by the end of June in a point scoring letter.

D. Property Management Report

Ms. Tonkin reported her department is busy with RAD and the move schedules for the contractor. To query on the migrant farm labor center opening, Ms. Tonkin replied it opens on May 4th. Ms. Tonkin further reported OMS has some possible funds available for capital needs and her department had to work quickly to get an RFP out for work needed at the King City Migrant Center for roofing and siding. Ms. Goebel noted that the bids will come back around the committee meeting dates next month; therefore, Staff may be talking about this issue at that time but not have the amounts or who will be selected until the full Board meeting.

E. Housing Programs Report

Ms. Ruelaz reported her department is busy with lease-up; five orientations are scheduled this month which were pulled from the Housing Choice Voucher and Haciendas Senior wait lists. Applicants are still being interviewed for Camphora Farm Labor but that is getting better. She stated the Project Based RFP closes on Wednesday and so far four applications have been received, but we expect a couple more before the deadline. Ms. Ruelaz noted as mentioned earlier, her department is working on the Set-Aside Homeless Vouchers and the memorandum of understanding will be brought to the Board in April. She further reported Ms. Brennan submitted an application today for the Family Self-Sufficiency Graduate of the Year award, which we won last year and have another good submission this year.

F. Retreat Goals

Ms. Goebel reported the 75th Anniversary celebration will take place this coming Wednesday, March 30th, at 11 a.m.; we have 183 that have responded and that includes HACM staff. There will be a few employees that will remain at HACM at the front desk and for client assistance.
Ms. Goebel stated the anniversary folders with information sheets inside are ready to be provided at the celebration; Moxy will be providing the Agenda for that day to be placed on the tables. Staff noted the HACM monument sign has been painted. Ms. Goebel stated there will be two posters on display at the event as well as a short rotating video with pictures of HACM. There will also be a banner noting our 75th anniversary that will be hung in the front of HACM and will stay up all year.

CLOSED SESSION:
The Board of Commissioners did not meet in Closed Session for the following reason and purpose because this item was removed from tonight’s agenda: Government Code Section 54956.9(a) Las Palmas Ranch v. HACM.

COMMISSIONER COMMENTS
Commissioner Healy thanked Staff for their hard work and stated he is excited about the festivities on Wednesday.

Commissioner Ballesteros wished Commissioner Zenk a happy birthday. She congratulates Mr. Doroy for his service award. Commissioner Ballesteros thanked Ms. Ruvalcaba for dinner. She also thanked everyone that provided information for today's meeting and everyone that had input or participated in the anniversary event; she is looking forward to it.

Commissioner Williams thanked everyone for their hard work and especially the Ad Hoc Committee for the work they did to put the 75th Anniversary together. It will be a very nice and classy event. She noted this is the beginning of what we have planned and she hopes to see everybody there on Wednesday in their blue shirt.

Commissioner Dady thanked everyone for their patience; she is trying to catch on as best she can. She stated she feels like the new kid on the block and is trying to absorb everything. She noted everyone has been very helpful in trying to help her understand and her questions are always answered. Commissioner Dady wished Commissioner Zenk a happy birthday.

Commissioner Gama wished Commissioner Zenk a happy birthday and thanked Staff for their hard work. She can't wait until Wednesday's anniversary event.

Commissioner Zenk thanked everyone for her birthday cake and wishes; she next wished Ms. Ruvalcaba a happy birthday. Commissioner Zenk congratulated Commissioner Gama on her engagement. She next thanked Ms. Ruvalcaba for the delicious dinner. Commissioner Zenk thanked Commissioner Ballesteros for attending the MCHI Board meeting. She also thanked MCHI for paying the interest on the loan and for using Facebook social media; it's a new way for advertising. Commissioner Zenk thanked the Ad Hoc Marketing Committee for all their work and especially Ms. Goebel for driving the 75th Anniversary train; she is looking forward to the 75th Anniversary party and thanks each one individually for their hard work; she really appreciates it.

ADJOURNMENT
There being no further business to come before the Board, the meeting was adjourned at 6:04 p.m.

Chairman

ATTEST:

Secretary

Date