ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD APRIL 25, 2016

Commissioners met at the Central Office. Chair Mary Jo Zenk called the meeting to order at 5:01 p.m. Present: Chair Mary Jo Zenk, Vice Chair Elizabeth Williams, and Commissioners Tom Espinoza, Kathleen Ballesteros, Viviana Gama, and Rita Dady. Absent: Commissioner Kevin Healy. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resource Manager; and Shannen Tonkin, Housing Management Manager. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Regular Board Meeting held March 28, 2016
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, Espinoza, Ballesteros, Gama, Dady
NOES: None
ABSENT: Healy

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Williams reported everything was on the agenda.
Finance/Dev Committee: Commissioner Espinoza reported their item was under New Business. Monterey County Housing, Inc.: Mr. Rose stated the MCHI Board will next meet on May 11th at 6 p.m. and everyone is invited. Their meeting will consist of elections and budgets.
Sunrise House: Commissioner Espinoza reported there was no meeting this month.

REPORT OF SECRETARY
A. Executive Report:
Ms. Goebel pointed out that we received a write-up in the Chamber of Commerce Business News on our 75th Anniversary; and we got a great letter from the Veterans Transition Center who is a partner with the Coalition and HACM. She pointed out that Ms. Santos made a presentation and it ended up in the paper; a copy is attached to this report.

NEW BUSINESS
A. Resolution 2855: Approval of the Financing Application to California Lending for Energy and Environmental Needs (CLEEN)
Ms. Santos reported we are ready to submit the CLEEN application but it requires this resolution and a cash match; we are asking the Board to commit to a $200K match and we are hoping to receive a $3M loan. Commissioner Espinoza explained that this is a request to submit an application for a loan to renovate the 123 Rico Street building and to put in a cash commitment of $200K. The CLEEN program requires a resolution and the cash match to accept the application; if HACM is offered the loan, then Staff will bring that contract back to the Board for further approval. Ms. Goebel noted it is difficult to find loans for older buildings like this one.

Upon motion by Commissioner Espinoza, seconded by Commissioner Williams the Board adopted Resolution 2855, approving the application to the CLEEN program. Motion carried with the following roll-call vote:
YES: Zenk, Williams, Espinoza, Ballesteros, Gama, Dady
NOES: None
ABSENT: Healy

The Board requested when this item comes back to the Board that the amount of the loan and the scope of work be included.
B. Resolution 2856: Memorandum of Understanding for the Homeless Set-Aside Voucher Program (HISP)

Ms. Ruelaz stated when the Admin Plan was updated, a section about having a homeless set-aside voucher program was put in under the eligibility section; we would set aside 100 vouchers specifically for homeless individuals and families. The partner agencies will come from the Continuum of Care and they will provide the referrals to us plus conduct the case management, which will include helping them find a unit and maintaining the unit for a year.

Commissioner Williams stated the Personnel Committee talked about this issue at length and thought it was a good plan. Ms. Goebel stated these vouchers will go to the first 100 qualified referrals. She noted the individual or family has to be willing to participate in case management to obtain a voucher. To query, Ms. Goebel stated the social service organizations can hardly wait for this to be approved. The bigger issue will be finding landlords in the community. Ms. Ruelaz responded to query that we will be tracking this program separately on the Housing Programs Report. Commissioner Zenk suggested tracking how many organizations participate also. Ms. Goebel stated she would first like to see how it all flows and if we find we are having difficulty finding landlords, then Ms. Ruelaz has talked about having another landlord rental summit.

Upon motion by Commissioner Williams, seconded by Commissioner Gama, the Board adopted Resolution 2856, authorizing the Executive Director to enter into MOU's with Continuum of Care Partner Agencies for direct referrals to the Homeless Set-Aside Voucher Program and to provide supportive services for homeless clients. Motion carried with the following roll-call vote:

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

C. NAHRO Conferences

Ms. Tebbs stated this is for information, but if any Commissioner is interested in attending the Summer NAHRO Conference that registration will open late this month. She reminded that the Commissioners' Fundamentals course would be offered at this conference and the Commissioners' Ethics course would be provided at the National NAHRO Conference.

D. Board Retreat Dates / Agenda

The Board Chair announced that October 1st is the best date from the survey and requested the Commissioners place October 1st on their calendars for the HACM Board Retreat; the Retreat will probably start at 9 a.m.

E. Commissioner Visits to City Council Meetings

Commissioner Zenk reminded that visiting the city councils is the next part of our 75th Anniversary Celebration in an effort to educate the local governments about what the Housing Authority is doing; the Ad Hoc Marketing Committee is working on the short presentations that will be presented to the cities with their specific jurisdiction information:

Carmel – Commissioners Zenk, Espinoza, and Dady
Del Rey Oaks – Commissioners Zenk and Espinoza
Gonzales – Commissioners Williams, Healy, and Ballesteros
Greenfield – Commissioners Williams and Ballesteros
King City – Commissioners Williams, Healy, and Ballesteros
Marina – Commissioners Zenk, Espinoza, and Gama
Monterey – Commissioners Zenk, Espinoza, and Dady
Pacific Grove – Commissioners Zenk, Espinoza, and Dady
Salinas – Commissioners Healy and Gama
Sand City – Commissioners Zenk and Espinoza
Seaside – Commissioners Zenk, Espinoza, and Dady
Soledad – Commissioners Williams, Healy, and Ballesteros
Board of Supervisors – Commissioners Zenk and Williams
INFORMATION

A. Finance Report

Ms. Santos stated we now know what our voucher funding is going to be for 2016 and it's down from last year by $1.9M, but the good news is we’re not losing anything at this point because we’re not fully leased up. To query, Ms. Santos replied if our lease-up is higher, HUD could possibly increase our funding with our reserves and we need to use those reserves before HUD decides to recapture them.

Ms. Santos further reported her department is currently working on the budgets and she wants the Board to be aware that the budgets this year are going to look very different than in prior years because 486 units of Public Housing will be removed. To query, she replied the auditors will be at next month’s Board meeting.

To query on Public Housing Asset Management Fees, Ms. Goebel noted there is a budget authority bill before Congress that says these fees will be re-federalized. In RAD we will have to create additional cost centers for the Section 8 side on overhead and allocate our time plus we may have to prove we are spending our RAD overhead on RAD. Ms. Santos further stated that it is being indicated that any money we get from RAD properties, we will have to account for it differently. She further explained that even though we will be out of public housing with RAD, we will still be receiving HUD subsidies. To another question, Ms. Santos replied she would be reviewing the HELP loans in June.

To a query on whether HDC’s move to Tyman Village would be considered commercial, Ms. Rose replied HDC makes the commercial space payment and HDC’s move there would not change that. She further stated if someone else moves into the commercial space also then that would offset the commercial space payment.

B. Human Resources Report

Ms. Wyatt reported a letter was received today from the Union indicating they have selected their negotiation team and will be requesting that we begin negotiations next month. Staff noted that the four-year contract with the Union ends the last of August and we should anticipate closed sessions at the Board meetings. Ms. Wyatt stated Mr. Griffin is assisting us in selecting a negotiator.

C. Development Report

Ms. Sahagun reported in Ms. Warren’s absence that with regards to RAD, we should be getting our RAD Conversion Commitment (RCC) from HUD on Wednesday. She explained we will get the RCC on Wednesday which will have its own list of requirements which we will get back to HUD and then hope they will not have too many closing conditions. To query on close date, Ms. Rose replied we have told HUD the drop dead date for us is May 15th. Ms. Rose stated the closing team is very good and we have a good team member at HUD; the holdup right now seems to be HUD Legal, but our attorney has the package ready to be sent and we can't do that until we have the RCC. Ms. Sahagun responded to query on earthquake insurance for the construction that she received an email a few minutes ago and she will find out tomorrow if that issue is settled.

Ms. Sahagun further stated regarding the Castroville project that Staff had met with the residents and that meeting went very well with only five or six families not in attendance. To queries regarding additional units, Staff responded that there will be six additional units on the larger site and there will also be ADA units added to the whole project. A small community center is planned for the larger site also. Ms. Sahagun stated the Castroville project will be put in the June tax credit round and hopefully we will hear back on that award by September.

D. Property Management Report

Ms. Tonkin reported the King City Migrant Center will open on May 4th but we are already only seven units shy of being full; this week there is an inspection scheduled at that site. Ms. Goebel stated the OMS request for us to apply for some State funds to fix roofs and siding at the migrant centers has died because we had not receive any responses to our RFP because it was not feasible for the contractors plus OMS did not respond to our phone calls on the issue.
E. Housing Programs Report

Ms. Ruelaz reported her department is working on a massive lease-up but our first try of taking 100 off the wait list wasn’t good because it turned out that 93 of the 100 could not prove their preferences; therefore, we are pulling 250 more to see if we get better results. She next reported there is a public notice out for a wait list on 3-bedroom units in South County, including Camphora Farm Labor. The first screening for the Project Based RFP has been completed by a committee that included Ms. Santos and Ms. Madera; some questions were asked and we are waiting for those results. Our request was for 316 units but we only have 175 set-aside vouchers so that number will have to be reduced. Out of eight responses, three are rehabs and five are new construction.

F. Retreat Goals

Ms. Goebel pointed out that Board created goal number 5 was completed on March 30, 2016 as was the Board created goals for HACM/HDC number 5 completed on the same date.

Commissioner Zenk stated the 75th Anniversary event was a great time had by all. She noted the Ad Hoc Marketing Committee did not meet in March, but did meet this month. She asked if the Commissioners had any comments regarding the 75th Anniversary event:

Commissioner Williams commented it was a great event and everyone seemed happy; the decorations were beautiful and the food was good; the speakers were excellent and the MC, Barry Brown, did a good job plus the venue was awesome and the price right.

Commissioner Espinoza stated it was a very good event and very well done; he congratulated everyone that put it together. He enjoyed what Supervisor Salinas stated about his experience; it was thought provoking and it really hit home in terms of how important it really is to have a safe living environment; he put things into perspective of what is important.

Ms. Goebel stated HACM had a lot of positive feedback from people that attended. She further stated it is interesting when you think about all the people HACM has impacted as an agency for 75 years—who they are and who they can be—the children in our units can grow up to be leaders in our community and amazingly creative people. She stated it was suggested the Castroville community center be called the Salinas-Sahagun Community Center. Commissioner Espinoza thanked Ms. Goebel for doing a great job on the anniversary. Commissioner Williams also thanked Ms. Goebel for all she did and Ms. Pina for the nametags and how quickly people were escorted to their tables.

Commissioner Ballesteros stated what stood out to her was that HACM staff was there to participate and be part of the celebration; they do a lot of work that the Board doesn’t even know about. She stated she visited various tables to introduce herself and to thank them for all they do and the lives and families that they have touched.

Commissioner Gama stated she enjoyed herself and liked how the employees were there to see what they also do for the community.

Commissioner Zenk requested Ms. Goebel thank all staff that were involved with the anniversary event; Ms. Goebel replied she had already done that. Commissioner Zenk further thanked Staff for the fresh painting of the HACM sign out front. She stated it was a great anniversary event and as soon as the wind dies down, the 75th Anniversary banner can be hung in front also.

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 Dudy thanked Staff for all their hard work. She next stated she wanted to brag about her grandson who just graduated from basic training which she got to attend; her grandson will be a Medic for the Army.

Commissioner Espinoza thanked everyone for the good job at the 75th Anniversary luncheon; it was very well done. He noted Ms. Pina is always so positive and smiling and that is a good thing. He thanked the Board members that participated on the Ad Hoc Marketing Committee that put the anniversary event together; he stated job well done.
Commissioner Gama commented she enjoyed herself at the 75th Anniversary event and stated good job to everyone that coordinated the anniversary celebration; she thanked Staff for everything they do.

Commissioner Ballesteros stated she appreciated the dinner this evening. She congratulated Ms. Santos for her presentation to the League of Women’s Voters for Monterey County and for the nice picture. Commissioner Ballesteros next thanked Ms. Goebel and Staff for all they do.

Commissioner Williams thanked the Board and Staff for the sympathy card when her friend passed away; it meant a lot to her. She noted it was a good picture of Ms. Santos and she appreciates any time she sees something in the media where the Housing Authority employees have put their foot out and made any kind of newsworthy event; she is very proud because she knows all the hard work Staff does for this agency. Commissioner Williams stated she appreciates all that Staff does day in and day out and is always here for the Housing Authority.

Commissioner Zenk thanked Staff for all their hard work this month; she will keep her fingers crossed that everything closes this coming month for RAD. She next thanked Ms. Goebel, and the Staff that worked directly with her, for all their hard work on the 75th Anniversary event; there was a lot of extra time and work put into this wonderful event. Commissioner Zenk wished everyone a great evening.

ADJOURNMENT
There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

[Signature]
Chairman

ATTEST:

[Signature]
Secretary

5-25-2016
Date