ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JUNE 27, 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 Kevin Healy, Tom Espinoza, Kathleen Ballesteros, Viviana Gama, and Rita Dady. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Shannon Tonkin, Housing Management Manager, and Starla Warren, Peer-Service Director of Development. Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC: Florence Thompson provided copies of the document she read to the Board regarding a fall she had at the property where she resides and asked the Commissioners to look into negligence of her fall.

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Regular Board Meeting held May 23, 2016
B. Resolution 2863: Semi-Annual Write-offs

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 their items are on the agenda.
Finance/Dev Committee: Commissioner Espinoza reported their items were also on the agenda.
Monterey County Housing, Inc.: Mr. Rose reported MCHI/MCHI-AA did not meet this month but MCHI had a Special meeting on June 9th to address a concern the City of Salinas had with respect to their CHDO recertification which was handled the very next day when they were granted CHDO status. Last Saturday, MCHI had their Board Retreat and it was so productive that they carried some items over to their next Board meeting. Their next Board meeting is scheduled for July 13th and everyone is invited. To query on whether they had an outside facilitator for their retreat, Ms. Ruelaz replied no, but it was a very productive meeting.

Sunrise House: Commissioner Espinoza reported Sunrise House had a special Board meeting to approve the budget and review the audit findings on May 31st. The auditors had concerns regarding the demand that legal fees are putting on the Sunrise House budget. This issue was held over for the July meeting in order to get an update on legal fees and look over the billing records. Sunrise House will be looking at outsourcing their financial support.

REPORT OF SECRETARY
A. Executive Report:
Ms. Goebel reported last week HACM received the approval notice from HUD on our Annual Plan for the fiscal year beginning July 1, 2016. She next explained that the grants for Pueblo Del Mar and Shelter Plus Care were sent in and once they come back signed we will be able to draw money down. Ms. Goebel pointed out an attachment to her report includes some information from the National Low Income Housing Coalition on how much someone has to earn in order to afford an apartment. She noted HACM is much like the average for the State of California. Also attached is an interview that Ms. Ruelaz and Ms. Fowler did with KION regarding the difficulties people are having finding a landlord that will accept their voucher; this article also made it onto the Housing Highlights. To query on whether there are radio spots for reaching out to landlords, Ms. Ruelaz replied that the Coalition for Homeless Service Providers currently has an announcement out about owners.
OLD BUSINESS

A. Resolution 2860: Authorization to return property to the Department of Health and Human Services

Ms. Goebel explained the previous resolution on this issue was the attempt to transfer this building to the Department of Behavioral Health but it failed because they found another building that did not require a costly rehab. The U.S. Department of Health and Human Services has requested we transfer the building back to them.

Upon motion by Commissioner Espinoza, seconded by Commissioner Williams, the Board adopted Resolution 2860 authorizing the Executive Director to facilitate the return of Fort Ord Military Building 4481 located in Marina, CA to the Department of Health and Human Services. Motion carried with the following roll-call vote:

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

B. Visits to City Council Meetings

Commissioner Zenk reported the Ad Hoc Marketing Committee met last week to work on the fact sheets for the City presentations and Moxxy Marketing will provide the individual fact sheets next month for final review. Ms. Goebel reminded that Moxxy Marketing will also develop talking points. It was suggested that a short practice session also be conducted prior to the City Council presentations which will start sometime mid-September.

The Board directed the Board Clerk to contact the Cities on available times when they would like HACM to visit their City Council meeting. Ms. Goebel noted the NAHRO National Conference is scheduled mid-October.

C. Board Retreat

Commissioner Zenk reminded the Board Retreat is scheduled for Saturday, October 1st. It was suggested that there be separate retreats for HACM and HDC because there are many operational changes due to RAD taking place for HACM, but in further discussions the Board decided to create an Ad Hoc Retreat Committee to discuss agenda items for the retreat and whether there should be combined or separate retreats for HACM and HDC but each retreat would include both Staffs. It was also noted that Ms. Goebel and Ms. Warren would be part of the Ad Hoc Retreat Committee discussions. To query regarding a retreat facilitator, Ms. Goebel replied a facilitator has not been selected, but we need to know what the Board desires in a facilitator and then the facilitator will want to know the agenda items.

Commissioners Williams, Zenk, and Espinoza volunteered to be on the Ad Hoc Retreat Committee which will include Ms. Goebel and Ms. Warren. The Board Clerk was directed to set up the Ad Hoc Retreat Committee meeting.

NEW BUSINESS

A. Resolution 2864: Contract for landscape services with New Image Landscape Company

Ms. Mulholland explained the lowest bid for the landscape contract was $178,548 submitted by our current company. They maintain all the HACM properties as well as this building. Commissioner Espinoza stated when this issue was discussed at the Finance/Development Committee meeting, it was explained that a lot of the bidding companies would not travel to South County because of the mileage. Ms. Warren pointed out that we need to get limited partnership approval before a contract of this size is entered into for tax credit properties. The motion by Commissioner Williams and the second by Commissioner Espinoza were amended to include the limited partnership approval on the resolution.

Upon motion by Commissioner Williams, seconded by Commissioner Espinoza, the Board adopted Resolution 2864, authorizing the Executive Director to execute a contract with New Image Landscape Company for landscaping services with the amending of the last paragraph in the resolution to include: subject to the approval of the Limited Partnerships as needed. Motion carried with the following roll-call vote:

YES: Zenk, Williams, Espinoza, Ballesteros, Gama, Dady
NOES: None
ABSENT: Healy
B. Resolution 2865: Continuing Resolution in Lieu of the Operating Budget for the Fiscal Year Beginning July 1, 2016 and ending June 30, 2017

To query, Commissioner Espinoza responded the Finance/Development Committee reviewed this resolution.

Upon motion by Commissioner Williams, seconded by Commissioner Espinoza, the Board adopted Resolution 2865, approving the Continuing Resolution in lieu of the Operating Budget for the Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017. Motion carried with the following roll-call vote:

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

C. Resolution 2866: Authorization to facilitate the rehabilitation and improvements at the King City Migrant Center (KCMC)

Ms. Tonkin noted a resolution was passed last month on this issue but OMS has requested a new resolution. She responded to query that previously submitted Resolution 2859 will be replaced by this resolution.

Upon motion by Commissioner Espinoza, seconded by Commissioner Ballesteros, the Board adopted Resolution 2866, authorizing the Executive Director to facilitate the rehabilitation and improvements at the King City Migrant Center. This resolution rescinds Resolution 2859 previously adopted on this same issue. Motion carried with the following roll-call vote:

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

D. Resolution 2867: Approve Transfer of Land Related to the Castroville FLC, LP Development and Enter into a Property Management Agreement for the New Development

To query, Ms. Warren explained this will be a pass-through from HACM to HDC because HDC needs it for points in the application; then it will be transferred to the limited partnership. Ms. Santos stated that the second paragraph in the resolution will need to have the words "contingent upon award of tax credits" removed in order for the resolution to meet the needs for the application to demonstrate site control. That wording is in the purchase and sale agreement already. Ms. Warren reminded this is a USDA project and there will not be an excess cash flow but it will provide housing.

Upon motion by Commissioner Williams, seconded by Commissioner Dady, the Board adopted Resolution 2867 authorizing the Executive Director to execute documents as necessary to enter into a Property Management Agreement for the Castroville FLC development and as amended with the removal of the wording in the second paragraph of contingent upon award of tax credits. Motion carried with the following roll-call vote:

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

INFORMATION

A. Finance Report

Ms. Santos reported Haciendas 1 audit is completed and Haciendas 2 audit just needs two certifications which we should have this week. The only remaining audits are for Oak Park. To query, Ms. Santos replied the due date for the HELP loan is November. Ms. Santos reminded we should not be scored the same way on the HACM audit as we have been in the past because we will be out of Public Housing. To another query, Ms. Santos replied the HELP loan is for the Greenfield property. Ms. Warren stated that property is currently on the market pending the receipt of an appraisal and it should move quickly once that appraisal comes in.
B. Human Resources Report

Ms. Goebel reported Ms. Wyatt is not here tonight. Commissioner Williams noted the performance evaluations look good with only two over 30 days. Commissioner Zenk suggested an annual report at the end of the fiscal year; she noted that if there are any kind of HR standards that should be looked at to compare ourselves, such as turnovers.

C. Development Report

Ms. Warren reported one update is on the Castroville project in which HDC Staff went to a zoning administrator hearing last Thursday where the projects were approved.

Commissioner Healy arrived at 6:01 p.m.

Ms. Warren noted the attachment to her report is a recap of the RAD transactions of four projects with regards to sources and uses; these are actual pro formas that we used to close. She stated that the properties listed on the attachment have been kept very well maintained so the rehab number is actually low. Each project that needed some additional financial assistance are slated in these numbers and therefore at the end, there was an additional couple million dollars in HUD funds that HUD approved to draw down to utilize the remaining funds that HUD had in Public Housing. These funds will be put into reserves as project specific and will be restricted but can be used to shore up these developments should they need additional assistance during the course of their operations.

D. Property Management Report

Ms. Tonkin reported her department is converting the sites and getting all the properties set up in Yardi as well as running the day-to-day work.

E. Housing Programs Report

Ms. Ruelaz reported her department has finished leasing up Camphora Farm Labor Project Based units and the Grand Opening will be on Wednesday. Currently staff is working on lease-up. One hundred and fifty (150) families will be brought in off the voucher wait list at the end of this month. Another 150 families at mid-month will be interviewed for Haciendas Senior. Ms. Ruelaz stated the Project Based RFP is closed; we allocated 175 vouchers and approved 148 units so we are in the process of getting that paperwork together. The other exciting thing is we started the Homeless Set-Aside Voucher Program and we have some agencies that have signed the MOU. We are waiting for the first referral for this program.

F. Retreat Goals

Ms. Goebel pointed out that the NAHRO Commissioner Certification courses as completed and needed by this Board is attached to the Retreat Goals. In discussion, it was noted that there is an online Ethics course being offered in September as well as at the NAHRO National Conference in New Orleans in October.

The Board next convened to closed session at 6:25 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) Las Palmas Ranch v. HACM
ACTION: Nothing to report.

B. Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS
AGENCY DESIGNATED REPRESENTATIVES: Jean Goebel, Lynn Santos, Pat Wyatt, and Shannon Tonkin
EMPLOYEE ORGANIZATION: Service Employees International Union 521
ACTION: Nothing to report

COMMISSIONER COMMENTS

Commissioner Espinoza commented he wanted to thank Ms. Goebel for her willingness to work with Ms. Magana at the Sunrise House to provide guidance with regards to finances; he also thanked Ms. Tonkin and everyone that helped her with the parents' coalition meetings at Laguna Haciendas. He further stated to Staff to keep up the good work and thank you for all you do.
June 27, 2016

Commissioner Gama thanked Staff for all they do and wished Happy Birthday to Commissioners Ballesteros and Dady.

Commissioner Dady thanked Ms. Tebbs for the birthday cake and then thanked Ms. Warren for her assistance with a problem at Rippling River.

Commissioner Williams wished Happy Birthday to Commissioners Ballesteros and Dady. She next thanked Staff for all their hard work; she is glad that RAD is nearing the end of its course on this particular phase. Commissioner Williams further stated she was glad that Castroville is finally starting to move forward.

Commissioner Ballesteros wished Commissioner Dady a Happy Birthday. She thanked Mr. Rose for the information regarding the MCHI meeting. Commissioner Ballesteros next thanked Ms. Goebel and Ms. Ruelaz for the article interview; that was vital information. Commissioner Ballesteros stated regarding the Board Retreat that she enjoys that HACM and HDC work together and it means a lot to her to see unity and she hopes the committee will keep it together because of the mission statement that intertwines with both. Commissioner Ballesteros further thanked Ms. Ruelaz on the homeless referral—that was good news. She noted there is work being done in the background that the Commission doesn't always see.

Commissioner Healy apologized for being late to the meeting tonight and noted he spent most of the day at a corporate facilitative training on Mindfulness and one of the things coming out of that training is being grateful. So he just want to take this opportunity to tell everybody in the room that he is grateful for everything that they do and he is grateful to be part of a really special organization and particularly grateful that we've moved forward and made the progress that we've made on RAD as well as moving forward on Castroville with the goal in mind — very grateful for that.

Commissioner Zenk wished Commissioners Ballesteros and Dady a Happy Birthday. She thanked the Clerk of the Board for the delicious dinner. Commissioner Zenk thanked Commissioner Ballesteros for being observant to all the things that we should be thankful for and for the specific things that people do. She agrees with Commissioner Healy and noted she is also very grateful for each and everyone and all the hard work that they do.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:44 p.m.

Chairman

ATTEST:

Secretary

Date 8-23-16