ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD AUGUST 22, 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; Pat Wyatt, Human Resource Manager; Shannon Tonkin, Housing Management Manager, and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC:
Suzanne Cook-Turner, Leticia Fowler, Mayra Macias, and Alenis Leon spoke on behalf of the SEIU Union Local 521 negotiations with HACM.

PRESENTATION: Service Awards
Chair Zenk presented a five year certificate and pin to Suzanne Cook-Turner; the Board thanked Ms. Cook-Turner for her five years of dedicated and loyal service to the Housing Authority. Chair Zenk next announced a thirty-five year service award to Sandra Rodriguez and the Board thanked Ms. Rodriguez for her many years of dedicated and loyal service to the Housing Authority.

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Regular Board Meeting held June 27, 2016
B. Minutes – Approval of Minutes of the Regular Board Meeting held July 25, 2016

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, Dady
NOES: None
ABSENT: None

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Williams reported their items are on the agenda.
Finance/Development Committee: Commissioner Espinoza reported their items were also on the agenda.
Monterey County Housing, Inc.: Mr. Rose invited the Board to their next meeting on September 14th at 6 p.m.
Sunrise House: Commissioner Espinoza reported Sunrise House did not meet this month.

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

OLD BUSINESS
A. Board Retreat

Commissioner Zenk stated the Board Retreat is scheduled for Saturday, October 1st, here at HACM. Board Chairs from HACM and HDC along with the HDC staff met with the Facilitator, Terry Feinberg from Moxxy; the Board Chairs from HACM and HDC along with HACM Staff will meet with the facilitator on September 1st.
B. Visits to City Council Meetings

The Clerk to the Board reported that a few of the cities returned calls for the best time to get on their agendas and those have been annotated on the memo. To query, she responded that no visits to the cities have been scheduled because the Commissioners will need to provide the times that their group can meet with the cities. Commissioner Williams reminded that the Board will be receiving packets specific to each City. Chair Zenk recommended each group get together and decide on a date to visit. Commissioner Williams suggested that the people involved in a particular city should be the ones to decide when they can make the presentation and could probably schedule with their Cities. Commissioner Espinoza suggested each group do a presentation at one of their cities and then discuss how it went at the next Board meeting rather than schedule all the city presentations at once. Commissioner Zenk recommended each group try to do a presentation in September and to have a short discussion with their group members before leaving the meetings tonight. Ms. Goebel requested that once the groups have a date and the Clerk of the Board schedules it, to let her know so Moxxy can get all the talking points ready and the printed materials needed for that city.

C. Review Conflict of Interest Code

The Clerk of the Board explained that the Board of Supervisors review Conflict of Interest Codes biennially and therefore our Conflict of Interest Code needs to be reviewed or amended as needed every other year. The Board needs to approve the reviewed Conflict of Interest Code dated August 2016 for submission to the Board of Supervisors. The Board of Supervisors also reviews our Conflict of Interest Code any time it is amended or reviewed and approved by the HACM Board. Ms. Goebel stated this code is required by the Fair Political Practices Commission and governors who submits a Form 700 each year.

Upon motion by Commissioner Williams, seconded by Commissioner Espinoza, the Board reviewed and accepted the Conflict of Interest Code dated August 2016. Motion carried with the following roll-call vote:

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

NEW BUSINESS

A. 2016 NAHRO National Conference

Chair Zenk stated we need to know who is interested in attending the NAHRO Conference/Commissioner’s Ethics Training in New Orleans to make sure we have budget authority. Commissioners Williams, Gama, and Dady responded they would like to attend the Conference and Ethics Training and Commissioner Ballesteros was interested in the Conference and auditing the Ethics Training since she has completed that course. Commissioner Espinoza stated he is also interested in the Conference/Ethic’s Training.

INFORMATION

A. Finance Report: Chair Zenk noted the Finance/Development Committee had recommended not having a Finance Report this month in order to accommodate all the requirements in the Finance Department this month.

B. Human Resources Report: Ms. Wyatt reported she had nothing to add to her report.

C. Development Report

Ms. Warren reported a letter came from TCAC stating they were applying our score which is a good thing; it dropped a couple points on the tie-breaker vote but we were already above on the Castroville project. To query, she replied we have had USDA funding for about two years and now we will be getting 9% tax credits. To query on an Ad Hoc Committee, Ms. Warren explained that committee was formed by MCHI for the purpose of redevelopment for Parkside; that committee is the MCHI Board Chair along with HACM Representatives Ruelaz and Gama.
D. Property Management Report

Ms. Tonkin reported she had nothing to add to her report. She explained to query on California Affordable Housing Initiative (CAHI) management and occupancy review on Portola Vista that 2010 was the last time a review was done and that was through CalFHA. This was the first time the review was through CAHI and we are now waiting for their letter on that review. The important part was nobody was overpaying or receiving over subsidies and the income calculations were fine; they suggested using different forms but information needed was in the files.

E. Housing Programs Report

Ms. Ruelaz reported her department continues to work on lease-up bringing in hundreds of people off the wait list. Next month she will submit the Admin Plan to the Board. The Annual Job Fair with Goodwill is scheduled for October 5th and the FSS workshops leading up to the job fair will take place in September. This week the SEMAP certification is due. To query on people looking for housing, Ms. Ruelaz replied the success rate is at 70% and more people are leasing in place which means they already have housing.

F. Retreat Goals

Ms. Goebel reminded the only thing that hasn’t been finished is the Board self-evaluation. Commissioner Zenk stated she would finish compiling those evaluations and provide them to the facilitator before the strategic planning session.

The Board next convened to closed session at 5:41 p.m.

CLOSING 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: The Board Chair advised that the Board would not be meeting on this item.

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.

The Board of Commissioners reconvened to open session at 6:31 p.m.

COMMISSIONER COMMENTS

Commissioner Healy thanked both negotiating teams for all their continued hard work; he also thanked the HACM employees who shared their comments at the beginning of the meeting. He is looking forward to the Board Retreat. Commissioner Healy also thanked the management team for their hard work.

Commissioner Ballesteros congratulated Ms. Rodriguez for thirty-five years of service and Ms. Cook-Turner for five years of service. She is also looking forward to the Board Retreat; she is always willing to learn more in order to fulfill her duties as a Commissioner and serving the community.

Commissioner Williams reminded that this Board has elections next month. She congratulated Ms. Rodriguez and Ms. Cook-Turner for their years of service to the Housing Authority.

Commissioner Dady congratulated Ms. Rodriguez and Ms. Cook-Turner for their dedication and accomplishments. She thanked Staff for working so hard to make things come together.

Commissioner Gama thanked the negotiating team. She stated to Staff, keep up the hard work!

Commissioner Espinoza echoed all the comments from all the Commissioners which he thought were well said.

Commissioner Zenk congratulated Commissioner Gama for being reappointed by the Board of Supervisors for another two years. She stated please let Ms. Rodriguez know that the Board
thinks her 35 year pin is beautiful and they wish she could have attended the meeting tonight to receive her award; the Board thanks Ms. Rodriguez for her many years of service. Commissioner Zenk reminded that Chair and Vice Chair elections are next month. She thanked the negotiating team for their hard work and all the staff for keeping it all together; especially the financial things at this year-end.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:38 p.m.

[Signature]

Chairman

**ATTEST:**

[Signature]

Secretary

9-27-2016

Date