

ACTION
MINUTES OF THE ANNUAL BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD SEPTEMBER 26, 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; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs.

PRESENTATION:

Service Award: The service award for this month will be presented at a later time.

Commissioner Healy presented Certificates of Completion for the NAHRO Commissioners' Fundamentals Course to Commissioners Dady, Williams, and Zenk.

COMMENTS FROM THE PUBLIC:

Joellyn Knapp commented about some problems with a neighbor at Parkside Manor.

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held August 22, 2016
- B. Resolution 2872: Contract with Employment Development Department for Verification of Income Services
- C. Resolution 2873: Approval of update to the 2016 HCV Administrative Plan

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, Healy, Espinoza, Ballesteros, Gama, Dady
NOES: None
ABSENT: None

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Williams reported the Bylaws are on the agenda and the Committee recommends no changes.

Finance/Dev Committee: Commissioner Healy reported everything is on the agenda.

Monterey County Housing, Inc.: Mr. Rose reported their September 14th meeting was cancelled due to lack of a quorum; it is rescheduled for September 28th at 6 p.m. He requested comments made by public speaker be provided so he could apprise the MCHI Board. Mr. Rose further reported MCHI recovered \$15K of HAP vacancy payments

Sunrise House: Commissioner Espinoza reported Sunrise House Board met on September 8th and went over their budget; they are struggling with their budget under the burden of legal fees.

The Board next convened to closed session at 5:11 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 in Closed Session; this item is under New Business to be voted on. The contract is available if anyone wishes to review it.

The Board of Commissioners reconvened to regular session at 6:15 p.m.

REPORT OF SECRETARY

A. Executive Report:

Ms. Goebel reported she had nothing to add to her report. Commissioner Zenk pointed out the attachment from the Chamber of Commerce.

OLD BUSINESS

A. Visits to City Councils

Commissioner Zenk requested the Commissioners circle dates they can attend a City Council meeting with their group and turn it into the Board Clerk tonight. Commissioner Healy noted he would email his dates and Commissioner Dady stated she would call her dates to the Board Clerk.

NEW BUSINESS

A. Resolution 2874: Ratification of Agreement with SEIU Local 521
Effective September 1, 2016 through August 31, 2018

Upon motion by Commissioner Healy, seconded by Commissioner Espinoza, the Board adopted Resolution 2874, ratifying agreement between SEIU Local 521 and HACM for the years September 1, 2016 through August 31, 2018, and authorizing the negotiating team representing HACM to sign the agreement. Motion carried with the following roll-call vote:

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

B. Resolution 2875: Extension of the Financial Benefits Provided to SEIU Local 521 Staff members in the Agreement Effective September 1, 2016 to Non-Affiliated HACM Staff Members

Upon motion by Commissioner Williams, seconded by Commissioner Ballesteros the Board adopted Resolution 2875, authorizing the Executive Director to pass on the same financial benefits as the Union members have received to the non-affiliated staff members of HACM. Motion carried with the following roll-call vote:

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

C. HACM Bylaws – Information Only

Commissioner Williams reported the Personnel Committee reviewed the HACM Bylaws and no changes are recommended.

D. Holiday Dinner

The Board directed the Board Clerk to bring some restaurant and menu recommendations back to the October Board.

E. Election of Officers

Commissioner Espinoza nominated Commissioner Zenk for a second term as the Chair of the Board and Commissioner Healy seconded that nomination. Nomination carried with the following roll-call vote:

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

Commissioner Espinoza nominated Commissioner Ballesteros for Vice Chair of the Board and Commissioner Healy seconded that nomination. Nomination carried with the following roll-call vote:

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

INFORMATION

A. Finance Report

Ms. Santos reported HACM received funding relative to the RAD transactions but that is primarily restricted funds for rehab and replacement reserves or restricted in general. She noted she added cash information on the bottom of the balance sheet. To query, Ms. Santos replied Pueblo Del Mar had a rough year with a lot of vacancies at the same time due to the transitional nature of the program; currently we have a number of tenants that are eligible so the units had to be readied for occupancy. HUD accidentally changed the start date of the grant year and we lost a month of funding for Pueblo Del Mar as a result. She next reported the unaudited financials with HUD are still not filed due to a HUD error in REAC. To query on Tynan Land and Commercial leases, Ms. Santos replied we are working out some issues regarding the development fee and HCD. She further responded to query on overall year to date net operating income for HDC that their income is higher than the cash they brought in because they recognize the balance of the developer fee but are not paid until other things happen. One restriction on the use of some of the funds is 50% construction completion.

B. Human Resources Report

Ms. Wyatt reported everything was in her report. Commissioner Zenk noted the workers' comp claims are down; she then thanked Ms. Wyatt, Ms. Santos, and Ms. Tonkin for their hard work in negotiating the contract.

C. Development Report

Ms. Warren reported she had nothing to add to her report. To query she responded that TCAC approved the tax credits for the Castroville project on September 21st.

D. Property Management Report

Ms. Goebel reported there was nothing to add to Ms. Tonkin's report.

E. Housing Programs Report

Ms. Ruelaz noted there was a flyer on the table regarding the Job Fair on October 5th and invited everyone to come to the job fair. She next reported her department pulled 600 people off the wait list and close to 300 of those will be coming through the intake process; many of these will be lease-in-place because they already have a unit.

F. Retreat Goals

Commissioner Zenk reminded the Joint Board Retreat is scheduled for this Saturday, October 1st from 9 a.m. to 3 p.m. here at HACM. Commissioner Espinoza reported a planning session was held last week after meeting with HDC and HACM Staffs to put some structure and jump start the Retreat meeting. It will be a brainstorming session with some structure. Commissioner Zenk stated there were separate staff discussions for strategic planning to streamline the process. To query on whether the Board would have any input, Commissioner Espinoza stated we set a framework from how to proceed most effectively and asked Mr. Feinberg to drive that to keep us on task because we have limited time.

To another query on whether a mini-retreat had taken place and decisions made, Commissioner Espinoza noted nothing was decided but a framework was put together; he further noted it took on a life of its own and they probably deviated from what was originally discussed with regards to the Ad Hoc Board Retreat Committee bringing something back to the full Board, but we are

bringing it back today. To query, Commissioner Healy stated we all understand Commissioner Williams' concern, but he appreciated the pre-work that has taken place and he has no concerns about that and it sounds like the entire process can be revisited at the retreat.

Commissioner Williams commented she appreciates the work that everyone did but this was to be a Board retreat and not a Staff retreat and she was hoping what would come out of the retreat was comradery among the Board members and Board goal setting. She thought it was a Board Retreat. Commissioners Zenk, Healy and Espinoza replied their understanding was that it was to be a strategic planning retreat for the agency. Commissioner Williams noted she stands corrected but she is not happy because the Board instructed the Ad Hoc Board Retreat Committee to get together and select a facilitator and come back to the Board with the information and that wasn't done. Commissioner Espinoza replied October 1st is the date and the facilitator is Terry Feinberg; we will be talking about the strengths, weaknesses, opportunities, and threats at the retreat. Commissioner Williams stated let the record reflect that Commissioner Williams is not happy. Commissioner Espinoza replied nor am I for the record.

Ms. Goebel stated an integrity bulletin was handed out at the Personnel Committee meeting and is also provided tonight for the other Board members. It is from the Office of the Inspector General. HUD points out that Boards need to understand they have an obligation to point out when they have a conflict of interest on an agenda item.

CLOSED SESSION: This Closed Session was considered after Reports of Committees.

COMMISSIONER COMMENTS:

Commissioner Dady commended Ms. Santos, Ms. Tonkin, and Ms. Wyatt for their exemplary job on the union negotiations; they were excellent and did a really nice job. She next thanked everybody for all their hard work. Commissioner Dady congratulated Commissioners Zenk and Ballesteros for being elected Chair and Vice Chair.

Commissioner Gama congratulated Commissioner Zenk for taking on another year as the Chair and also congratulated Commissioner Ballesteros for being elected as Vice Chair. She further thanked Staff for their good job always.

Commissioner Espinoza thanked Ms. Santos and Ms. Warren for their work in dealing with the litigation and the work that represents in having to deal with all of the discovery that they had to put together. He thanked Ms. Wyatt, Ms. Santos, and Ms. Tonkin for their hard work on the negotiating team; he was very happy to see the contract on the agenda. Commissioner Espinoza then congratulated and thanked Commissioner Ballesteros and Commissioner Zenk for being willing to serve as Vice Chair and Chair.

Commissioner Williams congratulated Commissioners Zenk and Ballesteros on being elected Chair and Vice Chair. She next wished Commissioner Espinoza a Happy Birthday. Commissioner Williams announced her granddaughter gave birth to a baby boy on September 10th. Commissioner Williams thanked Ms. Pina for putting the travel packets together for the NAHRO Conference.

Commissioner Ballesteros stated great job to Ms. Wyatt, Ms. Santos, and Ms. Tonkin for being able to come to a collaboration and an agreement with the Union. Commissioner Ballesteros thanked the other Commissioners for electing her as Vice Chair; it is a privilege to be Vice Chair. With regards to the Board Retreat, she stated she knows that the Board can create some new goals and work together; everyone's input is important. She wished Commissioner Espinoza and Mr. Griffin a Happy Birthday.


Commissioner Healy congratulated Commissioners Dady, Williams, and Zenk for completing their Commissioners' Fundamentals Course. He next thanked the negotiating team and HACM Staff for working together to reach the tentative agreement. He wished safe travels to everyone participating in the NAHRO National Conference and he hopes everyone gets a lot out of that conference. Commissioner Healy next thanked the development staff and everyone involved in the Castroville project. He congratulated Commissioners Zenk and Ballesteros for their willingness to serve as officers of the Board. Commissioner Healy announced that his son's birthday had been rescheduled and there is a conflict and he will not be able to attend the Board

Retreat. He thanked the Ad Hoc Board Retreat Committee and Staff for all their efforts in doing the pre-work for the retreat. He wished a Happy Birthday to Commissioner Espinoza.

Commissioner Zenk thanked the Board for everything and stated she appreciates the honor of serving as the Chair for another year. Thank you all.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:50 p.m.



Chairman

ATTEST:



Secretary

10-25-16

Date