

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD OCTOBER 24, 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 Kathleen Ballesteros, and Commissioners Elizabeth Williams, Tom Espinoza, and Viviana Gama. Absent: Commissioners Kevin Healy 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 Development Director. Recorder: Sandy Tebbs.

PRESENTATION: Service Awards

Chair Zenk announced a 20 year service award to Mario Mendoza; the Board thanks Mr. Mendoza for his dedicated and loyal service to the Housing Authority. She next presented a 10 year certificate to Shannon Tonkin and a 5 year certificate to Pat Wyatt. The Board thanks Ms. Tonkin and Ms. Wyatt for their years of dedicated and loyal service to the Housing Authority

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Annual Board Meeting held September 26, 2016
- B. Minutes – Approval of Minutes of the Special Joint HACM/HDC Retreat Meeting held October 1, 2016

Upon motion by Commissioner Espinoza, seconded by Commissioner Gama, the Board approved the Consent Agenda. Motion carried with the following roll-call vote:

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Williams reported the committee didn't meet this month.
Finance/Development Committee: Commissioner Espinoza reported the committee did not meet this month.
Monterey County Housing, Inc.: Mr. Rose reported MCHI's next meeting is scheduled for November 9 which is the day after Election Day; he invited everyone to the November meeting. They will be considering the approval of the audits.
Sunrise House: Commissioner Espinoza reported Sunrise House will next meet on November 10th.

REPORT OF SECRETARY

- A. Executive Report:

Ms. Goebel reported she had nothing to add to her report. To query regarding 123 Rico building, Ms. Santos responded we have not heard back regarding the CLEEN submission.

OLD BUSINESS

- A. Visits to City Council Meetings

Chair Zenk reported at the Board Retreat on October 1st there was some discussion about holding off on the city council visits until after the electeds take office in January. The Board directed the Board Clerk to prepare the schedule for the City Council Visits for the first six months of 2017 and bring that schedule to the January 2017 Board meeting.

B. Holiday Dinner

The Board chose Gino's Italian Restaurant for their Holiday Dinner on December 19th after the HACM and HDC meetings.

NEW BUSINESS

A. Appointments

Chair Zenk appointed Commissioner Williams as the Chair to the Finance/Development Committee along with Commissioners Healy and Gama. She noted that Commissioner Gama would be the Vice Chair for the Finance/Development Committee. Chair Zenk next appointed Commissioner Ballesteros as Chair of the Personnel Committee along with Commissioners Espinoza and Dady.

INFORMATION

A. Finance Report:

Ms. Santos reported we have still not been able to submit our unaudited financials in REAC because HUD has not been able to fix the problem. She stated King City Migrant and Farm Labor audits are completed. Ms. Santos stated included in her report are the construction updates on the two RAD sites that are currently having work as well as the update on Haciendas Senior. Regarding IT, HACM will have to upgrade to 7S which is the next Yardi upgrade and that will be a lengthy process which will include running parallel reports and double checking; no implementation date on 7S has been scheduled yet. This upgrade will be an agency-wide process but we want to make sure Alvarez is stabilized with us before moving to 7S. Ms. Santos emphasized that when we do go to 7S, the fees will increase substantially. Decisions are still being made about what modules of 7S to choose because it is a completely different structure with portals, but Yardi will no longer support the version of software we currently use. She noted once we get closer to having actual selections, Staff will bring that information along with the costs to the Board.

To query regarding asset management, Ms. Santos explained OIG has looked at asset management and said they do not believe HUD had the authority to say the asset management fees were defederalized and they are trying to retrieve those funds retroactively, but HUD is coming up with rules that will satisfy the OIG's finding and not penalize housing authorities for doing what they were told to do. To another query on the HELP loan due in November, Ms. Santos replied they are applying for an extension which they should receive with a good faith payment.

B. Human Resources Report: Ms. Wyatt reported she had nothing to add to her report. Commissioner Espinoza commented on the workers' comp claims being less. Ms. Wyatt explained HACM has a Safety Committee that helps to make sure things are safe in the building and Ms. Tonkin does training with her off-site staff. Ms. Goebel reminded HACM has a very active claims administrator.

C. Development Report

Ms. Warren reported the RAD relocation is a very intense operation that requires a lot of coordination which includes inspecting the unit when the resident moves out, making sure the scope of work is defined adequately for the contractor, and once the unit becomes available, they have to be inspected and accepted which involves Property Management. It is quite a feat to orchestrate all these parameters. She next noted that seismic work has started on a couple sites and at some sites there will be relocations that we did not anticipate and therefore we will be utilizing a lot of hotels for some of these moves.

To query on the Castroville project, Ms. Warren replied we are in the process of doing an RFP for the lender and equity partners; our goal is to get the plans to the County before the end of the year to avoid being subjected to building code changes. She reminded that HACM received \$26K from Pacific Meadows; the negotiated deal was half of the developer fee of \$750K which comes out to \$26K this year.

Ms. Warren stated the City of Monterey called Ms. Goebel and herself about a developer who developed some units on Casa Verde and would like to give 13 units away as affordable housing. Ms. Warren noted that she is vetting the issue and is scheduled to meet with the developer and look at the site. Ms. Goebel stated the developer could not answer some of her questions regarding regulatory requirements when she spoke with him on the phone.

D. Property Management Report

Ms. Tonkin reported the RFP for work at the King City Migrant Center has been updated and sent back to OMS. We responded to all the concerns from the CAHI audit on Portola Vista but now they asked about the Veterans Preference which we now have to request HUD's permission to have plus CAHI wants us to prove why it is an elderly site. She noted CAHI is who we work with on RAD properties; they have not been as helpful as CalHFA. Ms. Tonkin replied to query that a car did hit one of the Parkside buildings; it was a hit and run and no one at Parkside was injured. To another query, Ms. Tonkin replied she has not heard back from HHS on the warehouse at Fort Ord.

E. Housing Programs Report

Ms. Ruelaz reported the eligibility department has been interviewing approximately 250 people from the HCV wait list; a lot of these are lease in place because they already have a unit. We are trying to get them all leased by the end of the year. She stated the department is preparing an RFP for inspections. The Job Fair was very successful; we had close to 200 people with more employers participating. One of our FSS participants was hired on the spot at the Job Fair. Ms. Goebel noted about 50% of the people didn't have the preferences they put on their application which has been a burden for the Housing Programs department. Yardi 7S should be more accurate than the Happy software currently in use. Ms. Santos stated it will probably take three to four months to move to the Cloud and then another three to four months to move from the Cloud to 7S and it will take Yardi about a month after we sign the contract to ramp up for us.

F. Retreat Goals

The Board directed the Executive Director to take the notes provided on the table regarding the Retreat goals from Commissioner Zenk and Mr. Feinberg, Facilitator, along with the minutes of the retreat meeting to put together the seven goals and bring them back to the November Board meeting for consideration.

CLOSED SESSION: There was no Closed Session regarding Las Palmas Ranch v. HACM.

COMMISSIONER COMMENTS

Commissioner Williams stated the Haciendas Senior building looks really nice. She stated when she went to the NAHRO Conference she became very ill with food poisoning on the way there. She thanked Commissioners Ballesteros and Gama for all their help at the hotel. Commissioner Williams noted she was able to attend one session on the Veterans VASH program and HACM is doing everything they should regarding VASH. She added the more you attend NAHRO events, the more you appreciate HACM because not all Housing Authorities are run as well as HACM and we appreciate that.

Commissioner Ballesteros congratulated the service award recipients on their years of service. She stated she feels very privileged to be the Vice Chair. Commissioner Ballesteros stated she learned a lot at the NAHRO Conference and the people were excited to be there. Ms. Goebel read Commissioner Ballesteros' trip report. Commissioner Ballesteros thanked everyone for all they do.

Commissioner Gama stated she attended the NAHRO Ethics Course and sat next to the Chair of the Housing Authority in Niles, Michigan, who was fascinated with her story as a resident Commissioner; they are now emailing each other. She stated she met other resident Commissioners as well. Commissioner Gama further stated she learned a lot from the Commissioners' Ethics course. She stated she sees our Housing Authority up there like Commissioner Williams had stated. She was surprised that HUD had taken over some Housing Authorities and were running them. Commissioner Gama thanked Chair Zenk for giving her the privilege to attend the NAHRO Conference in New Orleans. Some of the buildings are still not

repaired after Katrina. The Mayor of New Orleans was the guest speaker and mentioned that the Hyatt Hotel was completely gone after Katrina and they rebuilt it 2 1/2 years later.

Commissioner Espinoza wished Happy Birthday to Commissioners Williams and Gama. He stated he was anxious to see HDC's new offices and to hear about the 13 units in Monterey once Staff has vetted it. Commissioner Espinoza thanked Staff.

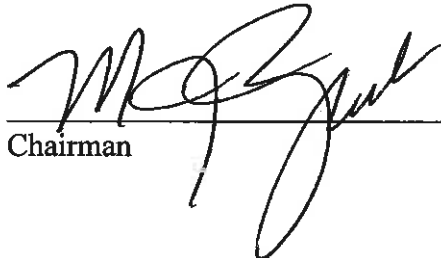
Commissioner Zenk wished Commissioners Williams and Gama Happy Birthday and was glad to hear about their trip to New Orleans; she was glad it was a good experience and that Commissioner Williams has recovered. She thanked HDC Staff for moving the Castroville project forward and she wishes them luck in getting everything through the County by December. She next thanked Ms. Tonkin and Ms. Sahagun and anybody else involved with the relocation process for RAD. She also thanked Staff for their hard work. Commissioner Zenk congratulated Mr. Mendoza, Ms. Tonkin, and Ms. Wyatt for their service awards and thanked them for all their hard work.

The Board Clerk stated that Commissioner Gama will now be eligible to become a NAHRO Certified Commissioner because she has completed the course requirements.

Commissioner Espinoza reminded that the Commission is probably going to proceed, but not necessarily make it a practice, if the Committee agendas do not have any new business items that they do not necessarily have to meet and that everyone agreed to that at the Retreat.

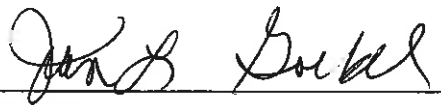
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:21 p.m.



Chairman

ATTEST:



Secretary

11-28-2016

Date