

**ACTION**  
**MINUTES OF THE REGULAR BOARD MEETING**  
**OF THE**  
**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY**  
**HELD DECEMBER 19, 2016**

Commissioners met at the Central Office. Chair Mary Jo Zenk called the meeting to order at 4:30 p.m. Present: Chair Mary Jo Zenk, Vice Chair Kathleen Ballesteros, and Commissioners Elizabeth Williams, Kevin Healy, Tom Espinoza, Viviana Gama, and Rita Dady. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Jonj 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.

PRESENTATIONS:

**Service Award:** Chair Zenk presented Shannon Tonkin with a ten year service award; the Board thanks Ms. Tonkin for her many years of loyal and dedicated service to the Housing Authority.

**NAHRO Commissioner Certifications:** Vice Chair Ballesteros presented Commissioners Zenk and Gama with their NAHRO Commissioner Certification certificates and pins; the Board and Staff congratulated Commissioners Zenk and Gama on this achievement.

Commissioner Espinoza arrived at 4:34 p.m.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held November 21, 2016
- B. Minutes – Approval of Minutes of the Special Board Meeting held December 8, 2016
- C. Resolution 2882: Approval of 2017 Revised Utility Allowance Schedules
- D. Resolution 2883: 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, Ballesteros, Williams, Healy, Espinoza, Gama, Dady  
NOES: None  
ABSENT: None

REPORTS OF COMMITTEES

**Personnel Committee:** Commissioner Ballesteros reported the committee didn't meet this month  
**Finance/Development Committee:** Commissioner Williams reported Resolutions 2882 & 2883 are on the agenda for consideration.

**Monterey County Housing, Inc.:** Mr. Rose reported their next meeting is January 11<sup>th</sup> at 6 p.m.; everyone is invited.

**Sunrise House:** Commissioner Espinoza reported that Sunrise House is currently dealing with a litigation issue. He noted that a Closed Session item may be required for the January 2017 HACM Board meeting.

REPORT OF SECRETARY

- A. Executive Report: Ms. Goebel reported she had nothing to add to her report.

OLD BUSINESS

A. **Commissioner visits to City Councils:** The Board directed Ms. Goebel to set up a short training session for the Board members with Moxxy Marketing regarding the City Council presentations. The Board Chair requested the Commissioners provide the Clerk of the Board with any dates they are available to visit their assigned City Council meetings.

B. **Future Conferences:** The Board decided to forego the Washington Conference in March 2017 and to review the travel budget for next fiscal year. Commissioners Williams, Espinoza, and Dady were interested in the PSWRC Regional Conference in Long Beach if they offer the

Commissioners' Ethics certification course. Ms. Warren suggested the Boards consider Housing California Conference in Sacramento usually in April; the Board requested Ms. Warren bring the schedule for Housing California Conference to the January HDC Board.

NEW BUSINESS

A. Schedule for Annual Plan – Information Only

Ms. Goebel reported this is the schedule for the Annual Plan and since there will be not be an issue with Commissioners attending the March Washington Conference, agenda item 9B below is no longer needed. She stated she would redo this schedule and bring it to the January Board meeting because it was set on the assumption that Commissioners would be at the Washington DC conference in March.

B. March 2017 Committee & Board Meeting Dates: Staff retracted this agenda item since it was no longer needed. Commissioner Zenk pointed out the HACM 2017 meeting calendar was also provided with this item.

INFORMATION

A. Finance Report

Ms. Santos reported she had nothing to add to her report.

B. Human Resources Report

Ms. Wyatt reported that the Commissioners will need sexual harassment prevention training this year and Legal Counsel is of the opinion that the trainings already in place for Supervisors in corporations have all the information that is needed in these trainings; he is trying to confirm this and if that is the case then it will be easy to provide this training to the Board members either online or as a group with a trainer. To query on whether the training would count if it is taken for another organization, Ms. Wyatt replied if they are the same training then you should not have to repeat it if proof of training is provided

C. Development Report

Ms. Warren reported after interfacing with HUD San Francisco in the Office of Legal Counsel and the Representative for the Housing Authority at the National level in the Office of Asset Repositioning to request an amendment to the disposition for Haciendas III, we were able to interface with SAC in Chicago; Ms. Sahagun was in charge of this interface; the approval was granted relatively quick, but they forgot to send it to HUD San Francisco. Everyone acted quickly and within about a week the document was sent and we got what we needed to close. With the asset repositioning office on the use of proceeds, we got approval to use the \$4M in proceeds. To query on Castroville, Ms. Warren stated we were awarded an extension in order to deliver the letter of intent to the investor; TCAC recognizes that some investors may need more time due to the investor climate. To another query, Ms. Warren responded that regarding the Castroville project, we will be assured of operating under the 2016 building codes and the County approved our permit for processing.

D. Property Management Report

Ms. Tonkin reported regarding OMS and the capital needs funding they have available continues with our new RFP being posted last Thursday; it will be posted for 30 days to see if we get any contractor bids.

E. Housing Programs Report

Ms. Ruelaz reported her department is concentrating on lease-ups this month; as of last Thursday they had leased up about 60 and looking at leasing another 40 before the end of the month. She mentioned a story about one of her clients during an inspection had a high rent payment and had very little in his refrigerator so the client became very excited when they learned their rent was going to be greatly reduced. To query on homeless set-aside program, Ms. Ruelaz replied her department has been getting good responses with two already leased and fourteen pending lease-up. The Board requested homeless set-aside numbers be added to her report.

## F. Retreat Goals

The Board noted that #7 deal structure falls under education and can be scheduled; it should not be listed as a goal. The #8 develop a cash policy is similar to #7 and that it is educating and not a goal. The Board directed the Board Clerk to retire these old retreat goals and replace it with the newly developed Strategic Goals, but to also include the Commissioner Certification information on the reverse side of the goals.

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

### COMMISSIONER COMMENTS

Commissioner Healy wished everyone a Happy Holiday and congratulated Commissioners Zenk and Gama on becoming NAHRO certified Commissioners. He apologized for not making it to the committee meeting due to jury duty requirements.

Commissioner Williams congratulated Commissioners Zenk and Gama for completing the certification courses. She next encouraged the other Commissioners to visit the newly constructed Dai Ichi Village if they missed the grand opening. Commissioner Williams wished everyone wonderful holidays.

Commissioner Ballesteros congratulated Commissioners Zenk and Gama on their Commissioner certifications. Commissioner Ballesteros mentioned some of the employees where she works contributed clothing for homeless children and their parents. She is very glad to be around HACM and HDC employees who play a part in helping those that need help. Commissioner Ballesteros stated you do not get acknowledged for what you do, so she wanted to acknowledge and thank Staffs for all they do.

Commissioner Gama wished everyone Happy Holidays. She commented that like Commissioner Ballesteros, she feels blessed and privileged to live where she does. Commissioner Gama noted one of her classes is sociology and that teacher encourages community service.

Commissioner Espinoza commented that everyone seems to be struggling with the uncertainty of the upcoming change in the administration of the Country and he feels we need to double down on being good citizens and focus on Monterey County and get even more involved where you can and both Staffs are already doing that. Commissioner Espinoza thanked Staff for all they do and wished everyone Happy Holidays.


Commissioner Dady commented it upsets her that we live in supposedly the richest country in the world and we have homeless and hungry people; she mentioned she buys a turkey and gives to the Salvation Army, but homelessness seems to be getting worse. She next congratulated Commissioners Zenk and Gama on their certification. Commissioner Dady noted she always learns something every time she attends a meeting. She wished everyone a Merry Christmas and a Happy New Year.

Commissioner Williams thanked Ms. Ruelaz for her story because that puts it all in perspective with what we all do and what Staff does and that is a wonderful story.

Commissioner Zenk wished everyone a wonderful and peaceful Christmas and lots of sun and good times in 2017. She stated we need to stay positive that good things will happen in 2017.

### ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:39 p.m.

  
Chairman

ATTEST:

Quinn S. Deibel  
Secretary

1-25-17  
Date