ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JANUARY 23, 2017

Commissioners met at the Central Office. Chair Mary Jo Zenk called the meeting to order at 5:06 p.m. Present: Chair Mary Jo Zenk, Vice Chair Kathleen Ballesteros, and Commissioners Kevin Healy, Tom Espinoza, Viviana Gama, and Rita Dady. Absent: Commissioner Elizabeth Williams. Also Present: Lynn Santos, Director of Finance; Pat Wyatt, Human Resource Manager; Shannon Tonkin, Housing Management Manager; Starla Warren Fee-for-Service Development Director; and Tom Griffin, Legal Counsel. Recorder: Sandy Tebbs.

PRESENTATION:
Service Award: Chair Zenk announced a ten year service award for Rocio Perez; the Board thanks Ms. Perez for her many years of loyal and dedicated service to the Housing Authority.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Regular Board Meeting held December 19, 2016
B. Resolution 2884: Adoption of Annual Plan Advisory Board Policies

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

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

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Ballesteros reported there was no meeting this month.
Finance/Development Committee: Commissioner Gama reported items are on the agenda.
Monterey County Housing, Inc.: Mr. Rose reported their next meeting is January 25th at 6 p.m.
Sunrise House: Commissioner Espinoza reported that Sunrise House met last week and some informational items were: The Every 15-minute program will be presented at North Monterey County High School in April for two days; a new Counselor has been provided at North Monterey County High School because the previous counselor has returned to graduate school; and Sunrise House is in the process of signing kids up with contracts to be drug free. They also have the TRACE program which is to market liquor stores to not sell alcohol to minors and to position alcohol where kids cannot steal it easily. He noted there is also a closed session item on this agenda relating to ongoing litigation with Sunrise House.

REPORT OF SECRETARY
A. Executive Report: Clerk to the Board noted the executive report was on the table.

OLD BUSINESS
A. Schedule for Annual Plan – Information Only: Commissioner Zenk noted this is for information only, but there will be a public hearing on the Annual Plan in March.

NEW BUSINESS
A. Resolution 2885: Authorization to Execute Loan Documents Relative to the Haciendas 3 Development

Ms. Warren explained that the equity partner and the lender will not require HACM to do the payment guarantee or completion guarantee, but it is likely HACM will have to do the tax recapture guarantee because they will be the property manager; therefore both Resolutions 2885 and 2886 have been reviewed by legal counsel and HACM will be removed as the payment guarantor and completion guarantor, only HDC will do that. For both Resolutions 2885 and 2886 HACM will not be a guarantor even if the language states that.
Upon motion by Commissioner Healy, seconded by Commissioner Ballesteros, the Board adopted Resolution 2885, revised authorization to execute loan documents relative to the Haciendas 3, LP Development. Motion carried with the following roll-call vote:

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

B. Resolution 2886: Authorizing Execution of Payment Guaranty, Completion Guaranty and Environmental Indemnity for the Haciendas 3, LP Development

Upon motion by Commissioner Espinoza, seconded by Commissioner Gama, the Board adopted Resolution 2886, authorizing execution of payment guaranty, completion guaranty, and environmental indemnity of property for the Haciendas 3, LP Development. Motion carried with the following roll-call vote:

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

C. Ad Hoc Committee for Board Governance

Commissioner Zenk noted this would be a combined HACM/HDC Ad Hoc Board of Governance Committee. This committee will be looking at streamlining Board processes to make them more efficient with less work on Staff but still meeting all legal requirements. Commissioner Espinoza volunteered as Vice Chair of HDC, Commissioner Zenk volunteered, and Commissioner Healy volunteered. Commissioner Zenk noted one of the questions was about having joint HACM/HDC Committee meetings instead of two separate meetings. Mr. Griffin responded you can streamline by not having a quorum of HDC or HACM Board members. Commissioner Zenk suggested the new committee come up with questions for Legal Counsel on streamlining the processes. Commissioner Espinoza noted similar to when the current committees do not have new business items, they choose to cancel that particular meeting. Commissioners Espinoza and Healy suggested possibly the Commissioners could teleconference into the meeting. Mr. Griffin reminded that sub-committees have no requirement to meet on any particular schedule and could meet as needed.

D. Resolution 2887: Office of Migrant Services Amendment to Standard Agreement Contract 15-OMS-10549(RD)

Upon motion by Commissioner Healy, seconded by Commissioner Ballesteros, the Board adopted Resolution 2887, approving the acceptance of the Amendment to Standard Agreement Contract 15-OMS-10549(RD). Motion carried with the following roll-call vote:

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

INFORMATION

A. Finance Report

Ms. Santos reported her report was thoroughly discussed at the committee meeting. To query on HELP Loan, Ms. Santos noted that the extension payment pays down the interest, not the principal.

B. Human Resources Report

Ms. Wyatt reported she can reserve a place for the Commissioners to take the required Sexual Harassment Training online; cost is approximately $45 per person. The training requirement is every other year and if one has already completed this training through another agency, that certificate should be acceptable for this requirement also.

Ms. Wyatt further reported Staff has found a software program for performance reviews and that it is currently being set up; it should streamline the reviews a lot. The Board requested an example of this new software be provided to them.
C. Development Report

Ms. Warren reported with regards to the energy upgrades on this building, the good news is they are scheduled for a loan committee review at the end of February.

D. Property Management Report

Ms. Tonkin reported that regarding the empty warehouse at Fort Ord, a title report along with the original quick claim deed was submitted to the Department of Health and Human Services (HSS) and their response was they were really busy right now and would get back to us in three to six months. She noted she will be looking into a question from Ms. Warren on whether there was a reversion deed, but due to another project requirement by OMS she had to delay doing that. Ms. Tonkin hopes to look into the reversion deed by next month. Ms. Tonkin stated we do have maintenance and landscaping fees on the HHS property and we do have to inspect it periodically. To query on rain, Ms. Tonkin replied we do have some erosion issues and a couple flooding problems but her department is working to get them resolved. There have been a few roof leaks which are new and will be evaluated more once they dry out.

E. Housing Programs Report

Ms. Santos reported for Ms. Ruelaz who was at a conference that this department has Haciendas Senior 70% leased up.

F. Retreat Goals: No updates.

The Board convened to Closed Session at 5:35 p.m.

CLOSED SESSION:

The Board of Commissioners met in Closed Session for the following purposes and reasons:

A. Government Code section 54956.9 (d) (1) existing litigation
   Commissioner Ballesteros recused herself from this Closed Session.
   ACTION: Nothing to report.

B. Government Code Section 54956.9 (a) Las Palmas Ranch v. HACM
   ACTION: Nothing to report.

C. Government Code Section 54957(b) Personnel Matters
   ACTION: Nothing to report.

The Board reconvened to regular session at 6:58 p.m.

COMMISSIONER COMMENTS

Commissioner Dady had no comments.

Commissioner Espinoza thanked HDC for purging the development report; it is easier to review.

Commissioner Gama thanked Ms. Perez for her 10 years of service to HACM. She also thanked Staff for the great job they do.

Commissioner Ballesteros congratulated Ms. Perez for her ten years of service to HACM. She thanked Ms. Wyatt for answering her question and Staff for all they do.

Commissioner Healy echoed the thanks to Ms. Perez for her many years of service to HACM. He further thanked Staff for all their hard work.

Commissioner Zenk had no comment.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:01 p.m.

Chairman
ATTEST:

[Signature]

Secretary

2-27-2017

Date