

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD MAY 22, 2017

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, Kevin Healy, 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.

PRESENTATIONS: Chair Zenk announced the 15 year Service Award for Adriana De Los Santos; the Board thanks Ms. De Los Santos for her years of loyal service. Ms. Ruelaz next introduced Pasia Gadson, PSWRC NAHRO Hero Award Recipient, who spoke about being in the Family Self-Sufficiency program and how she went on to get her AA and BS degrees and is headed to grad school to become a Nurse Practitioner.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held April 24, 2017
- B. Resolution 2899: Authorization to Apply for SuperNOFA for Continuum of Care – Supportive Housing Program
- C. Resolution 2901: Contract with CNW Construction, Inc. for Improvements at King City Migrant Center

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

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported the Committee did not meet.

Finance/Dev Committee: Commissioner Williams reported items are on the agenda.

Monterey County Housing, Inc.: Mr. Rose reported MCHI met last week and discussed the CHDO recertification and requested Staff apply for two grants. He pointed out that there will be two Board member vacancies after their July 11th meeting.

Sunrise House: Commissioner Healy reported the Sunrise Board heard a report from Community Human Services about the potential for carrying on the Sunrise House services through different mechanisms and under a different name. The Board also took action to accept notices of intent to withdraw from the JPA from Hartnell College, Santa Rita School District, and Alisal Union School District. North Monterey County School District stated they were not withdrawing from the JPA but putting a notice out to Sunrise House that they were no longer going to need their services because they had their own resources in place now to provide those services. There was also a discussion about forming an Ad Hoc Personnel Committee to support the agency. Ms. Goebel added Sunrise House called an emergency meeting last Friday because their Interim Executive Director submitted his resignation, but they have a replacement and his contract has been approved; his name is Ed Costa and he will begin next week through June. Ms. Goebel requested Commissioner Healy attend the regular Sunrise House meeting next month.

REPORT OF SECRETARY

- A. Executive Report:

Ms. Goebel reported she has been asked by Mid Pen Housing to speak at their ground breaking on Thursday for their senior units that are being built in Monterey; we are providing Project

Based Vouchers for these senior units. We are also listed in the advertisements as a funding mechanism.

OLD BUSINESS

A. Discussion of Changes to Board of Governance as Recommended by the Ad Hoc Governance Committee

During a lengthy discussion, the Board decided “No” on Number 1 to have simultaneous committee meetings; “Yes” on Number 2 to hold committee meetings only when there are action items to consider and to cancel a meeting with the Consent of the Committee Chair and the Executive Director. Also, at the very least, to have quarterly Finance/Development Committee meetings to consider the quarterly financials. “Yes” to Number 4 to provide consolidated informational reports to both Boards. Regarding Number 3, the Board directed the Executive Director to invite Legal Counsel to the next Board meeting to discuss the issue to move the position of the Board Clerk under the supervision of the Executive Director.

B. Commissioner Visits to City Council Meetings

The Chair of the Board requested the new dates/times for visits to the City Council sheets provided in this Board packet be completed by the Commissioners and turned in to the Board Clerk tonight.

It was noted besides the visits to the City Council meetings, the Commissioners are also visiting newly elected local officials and June 8th will be a meet and greet with Assembly member Anna Caballero and possible dates for meeting with Supervisor Mary Adams will be provided soon.

NEW BUSINESS

A. Resolution 2900: Contract for HCV Fraud Investigation Services

Upon motion by Commissioner Healy, seconded by Commissioner Ballesteros, the Board adopted Resolution 2900 authorizing the Executive Director to enter into a contract with GY Investigations to provide professional fraud investigative services on behalf of the Housing Authority of the County of Monterey. Motion carried with the following roll-call vote:

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

B. Resolution 2902: Authorization to Permit the Establishment of Preferences for the Wait Lists for the RAD Properties

Upon motion by Commissioner Ballesteros, seconded by Commissioner Gama, the Board adopted Resolution 2902, authorization to permit the Establishment of Preferences for Wait List for the RAD Properties. Motion carried with the following roll-call vote:

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

C. Resolution 2903: Change to Contract Amount with CNW Construction for KCMC Rehab

Upon motion by Commissioner Williams, seconded by Commissioner Healy, the Board adopted Resolution 2903, approval of the Contract with CNW Construction, Inc. for painting at King City Migrant Center and authorizing the Executive Director to sign the contract. Motion carried with the following roll-call vote:

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

D. NAHRO Conferences

The Board directed the Clerk of the Board to bring the NAHRO Conference Schedules when they are available to the Board meeting.

E. Resolution 2904: Resolution of Commendation

Upon motion by Commissioner Williams, seconded by Commissioner Ballesteros, the Board adopted Resolution 2904, Resolution of Commendation for former Commissioner Thomas Espinoza. Motion carried with the following roll-call vote:

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

INFORMATION

A. Finance Report: Ms. Santos reported one of the things discussed at the committee meeting was cash which is clearly going down for both agencies. HACM’s cash is down \$5.6M and HDC is down \$648K for the fiscal year; \$4M of the \$5.6M was funding contributed from the RAD funds to Haciendas III and were not usable for other purposes. There are eight projects under construction which causes issues and another project that we provided considerable cash for pre-development costs. In addition, we often make payments in advance for the next quarter such as the workers’ comp premium and the Yardi fees for the upgrade forthcoming this year. She noted cash should be looked at like a snapshot of that moment in time. Please continue to pay attention to the cash issue. Ms. Santos further reported HACM is down to a limited number of properties and the management fees are not necessarily the same as they were for Public Housing. Plus we are in a complicated accounting environment.

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

C. Development Report: Ms. Warren reported she had nothing to add to her report. She replied to query that an RFP will be going out for the work on the 123 Rico Street building.

D. Property Management Report: Ms. Tonkin reported she has not heard from Health & Human Services in regards to the Fort Ord building, but they did comment if we do not send in the utilization report that they will take back the building. The utilization report had already been provided.

E. Housing Programs Report: Ms. Ruelaz reported her department is gearing up for purging the wait lists as well as open the Project Based Voucher wait lists by October. To query, she replied the lease-ups have improved a little.

F. Strategic Goals: Ms. Goebel replied Goal 1 to streamline the governance process was discussed under Old Business and Goal 2 was being worked through the Visits to the City Councils and newly elected officials. Goal 3 is the compensation study previously addressed under the Human Resource Report. Goal 4 for senior financial management is being worked on. Goal 5 Staff is working this section with regards to upgrades to the phone and IT systems; and Goal 6 succession plans for senior management is taking place. Goal 7 long term financial sustainability has not been started yet. On the reverse side of the goals, the Board Clerk pointed out that Commissioner Healy has completed all the required certification courses for NAHRO but needs to submit application to make it official.

The Board adjourned at the Call of the Chair at 6:18 p.m. and reopened the Board meeting at the Call of the Chair at 6:55 p.m.

The Board next convened to Closed Session at 6:56 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
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 of Commissioners reconvened to regular session at 7:26 p.m.

COMMISSIONER COMMENTS:

Commissioner Healy thanked Staff for all their information.

Commissioner Williams congratulates Commissioner Gama on her degree from Hartnell College; she also congratulated Ms. De Los Santos for 15 years of loyal service to HACM. She next congratulated Ms. Gadson for all her degrees and wishes her well in the future.

Commissioner Ballesteros congratulates Ms. De Los Santos for her years of loyal service to HACM and to Ms. Gadson for her NAHRO Hero Award. She next congratulated Commissioner Gama on her graduation from Hartnell.

Commissioner Dady congratulates Commissioner Gama on her graduation from Hartnell.

Commissioner Gama thanked the Board and noted it will be exciting to attend CSUMB in the fall to work on her Bachelors for Collaborative Health and Human Services; she noted she hopes to minor in Public Health and her goal is to get a Masters' Degree in Social Work.

Commissioner Zenk echoed all the Commissioner comments and congratulated Commissioner Gama on her graduation.

Commissioner Zenk also thanked the Board for the discussion and time the Commissioners took to have a really good discussion on the governance issues; she thinks they made a lot of progress even if there were disagreements; everybody said things in a good way and respected everyone else.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:33 p.m.



Chairman

ATTEST:



Secretary

6-27-17

Date