

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JUNE 26, 2017

Commissioners met at the Central Office. Chair Mary Jo Zenk called the meeting to order at 5:02 p.m. Present: Chair Mary Jo Zenk, Vice Chair Kathleen Ballesteros and Commissioners Kevin Healy, Viviana Gama, and Rita Dady. Absent: Commissioner Elizabeth Williams. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resources Manager; Shannon Tonkin, Housing Management Manager; Starla Warren, Fee-for-Service Director of Development; and Tom Griffin, Legal Counsel. Recorder: Sandy Tebbs.

PRESENTATIONS:

Chair Zenk presented Resolution 2904, Resolution of Commendation, to former Commissioner Tom Espinoza; the Board thanks Mr. Espinoza for his many years of service as a Housing Authority Commissioner. Ms. Warren next presented a plaque commending former Director Tom Espinoza for his years of service on the Housing Development Corporation Board.

Chair Zenk presented a 15 year Service Award to Maricruz Funes and announced the 15 year Service Award for Guillermo Garcia; the Board thanks Ms. Funes and Mr. Garcia for their many years of loyal service to the Housing Authority.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held May 22, 2017
- B. Resolution 2905: Revision of Housing Programs Supervisor/FSS Job Description

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

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported their item is on the Consent Agenda.

Finance/Dev Committee: Staff noted this committee did not meet this month.

Monterey County Housing, Inc.: Ms. Ruelaz reported there was no meeting in June; the next meeting is scheduled for July 19th

Sunrise House: Ms. Goebel stated this will be reported on in closed session.

REPORT OF SECRETARY

- A. Executive Report:

Ms. Goebel reported the final executed assignment and assumption agreement for Shelter Plus Care Grant has been received and those funds are now going directly to Interim, Inc.

OLD BUSINESS

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

Chair Zenk requested the Board address this issue when the attorney arrives.

- B. NAHRO Conferences

There were no Commissioner requests to attend the current NAHRO Conference.

NEW BUSINESS

A. Resolution 2906: Semi-Annual Write-offs

Upon motion by Commissioner Healy, seconded by Commissioner Ballesteros, the Board adopted Resolution 2906 approving the write-offs in the amount of \$4,659.87 for the period ending June 30, 2017. Motion carried with the following roll-call vote:

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

B. Resolution 2907: Office of the Migrant Services Standard Agreement Contract 17-OMS-11348(RD)

Upon motion by Commissioner Ballesteros, seconded by Commissioner Dady, the Board adopted Resolution 2907 approving the acceptance of Standard Agreement Contract 17-OMS-11348(RD). Motion carried with the following roll-call vote:

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

INFORMATION

A. Finance Report:

Ms. Santos reported Castroville is always a concern and she has added the information on the construction contracts in her report. She further reported another audit has been completed. Ms. Santos and Ms. Tonkin explained there is an issue with HUD being behind on the RAD rent subsidies; Ms. Warren replied she would send an email to Mr. Byrne in the RAD office because if multi-family housing isn't functioning properly, RAD could be in jeopardy. To query on Oak Park II, Ms. Warren stated that Energy is the outstanding issue on that project and Staff is working on it.

B. Human Resources Report:

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

C. Development Report:

Ms. Warren reported that she would provide the information in this report for both HACM and HDC minutes. She stated RAD is coming to an end from a resident perspective; she reminded that HACM Board passed a resolution they would use up to \$400K on Gonzales Family RAD truss issue, but currently only \$50K is needed and possibly there will be some cost savings throughout the entire budget and they will not even have to draw on HACM's obligation. Ms. Warren noted that on the Wheeler paint project there was probably a \$200K surplus in contingency but the contractor is coming to a close on his contract and we don't want to elongate his contract which would elongate everything. She stated the balance of the floors at Natividad could be a good use of some of the funds. Ms. Warren further reported they are ready to file a notice of completion for construction on Los Ositos and Casa De Oro properties; then the final cost certification activity can begin shortly thereafter. Ms. Santos reminded that would be June 30th time frame and they would have the HACM and HDC audits plus several smaller audits plus the start of four final cost certifications as well as the reporting requirement on Shelter Plus Care.

To query on Greenfield, Ms. Warren noted there were several interests in the Greenfield property by growers and labor contractors. Ms. Warren next reported that HDC had been contacted by Livermore Housing Authority for development consulting expertise to get the ball rolling on some property that the City of Livermore has provided \$1.6M to rehab. Ms. Goebel explained she would forward the JPA with Livermore Housing Authority to the HACM Legal Counsel for any long term liability review because she has concerns regarding continuing into another JPA given recent issues with other JPA partners. Chair Zenk noted that after review by Legal Counsel if the HACM Board needs to consider the JPA, it could be brought to the July Board

meeting. To query on Castroville project, Ms. Warren stated the bids came in way over budget and the responses have been vetted but no notice of intent to award has been issued; she reminded that she had an additional application sent to USDA for another \$3M outside of their funding cycle and with help from Congressman Panetta's office, she heard they have been awarded that \$3M. Ms. Warren stated she has enlisted the help of Supervisors Philips and Salinas for another \$2M for the project and they in turn have asked the County Administrator to keep looking for this funding. Ms. Warren explained she is also working to get the County to defer impact processing fees plus possible options that involves some growers which have to be further vetted with USDA. She and Ms. Tonkin explained that over the weekend, people trashed the vacant Castroville site and made it look like a dumping site.

D. Property Management Report:

Ms. Tonkin reported NEF visited last week for two days; they audited about nine files which went very well. She explained we held a lot of units vacant for the RAD sites and now we are pulling hundreds of applicants off the waiting lists for interviewing, but with the new multi-family requirements of having to be INS eligible and also meet an income limit, it has been difficult to fill these vacancies. There are 40 vacancies at the RAD properties.

E. Housing Programs Report:

Ms. Ruelaz reported the Homeless Set-Aside numbers are growing and many people have been interviewed; currently we have 29 people looking for units. This program is helping with the homeless numbers, we just need the units. She next reported that another Rental Summit is being planned for October with possibly having Congressman Panetta as the Guest Speaker; we hope to concentrate on the owners that do not participate in the program at this summit. Ms. Ruelaz stated the public notice will be going out Thursday to open our Project Based Elderly/Disabled sites and after that we will be looking at August to open the family sites and after that, depending on the new Yardi setup, possibly opening the voucher wait list in October.

F. Strategic Goals:

Ms. Goebel reported #1 is still in process but getting close to completion; #2 is in process and #3 is very close to completion; #4 is still in process and #5 was reported on in the Secretary and Development reports. #6 is being worked and #7 has not been started yet.

OLD BUSINESS

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

The Board Tabled this item to next month's Board meeting.

Commissioner Ballesteros reported she and Commissioner Zenk visited Assembly member Anna Caballero and presented her with the Housing Authority's informational packet; Assembly member Anna Caballero was interested in local affordable housing data and would like to see the Peninsula cities take on some of the affordable housing problems; she was also concerned about the relationship between the County and City housing and the different requirements regarding services.

Commissioner Zenk confirmed that she and Commissioners Gama and Dady would next be visiting Supervisor Adams on Wednesday.

The Board next convened to Closed Session at 5:55 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 Contract Extension – Executive Director

ACTION: The Board gave direction to Legal Counsel to negotiate an extension with the Executive Director for her contract.

The Board of Commissioners reconvened to regular session at 6:56 p.m.

COMMISSIONER COMMENTS:

Commissioner Healy thanked Staff for all their hard work and congratulated Ms. Funes and Mr. Garcia for their many years of loyal service to the Housing Authority. He noted he would miss former Commissioner Espinoza.

Commissioner Ballesteros congratulated former Commissioner Espinoza for his service to the Board; she noted she would miss his humor and presence. She also congratulated Ms. Funes and Mr. Garcia for their 15 years each of loyal service to the agency

Commissioner Gama stated former Commissioner Espinoza was the first person she met from HACM and she will miss him. She next commended Ms. Funes and Mr. Garcia for their 15 years each of loyal service to HACM; that shows that the Housing Authority is a good place to work. Keep up the good work!

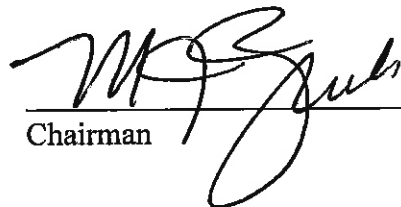
Commissioner Zenk commented that she would also miss former Commissioner Espinoza being on the Board and wishes him all the best. She congratulated Ms. Funes and Mr. Garcia for their many years of service to HACM.

Commissioner Dady commented she would miss former Commissioner Espinoza. She next thanked Staff for all the hard work they do.

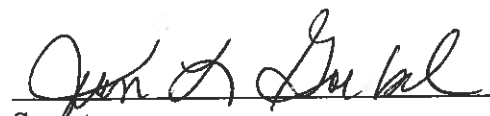
Commissioner Zenk stated for the record the Budget needs to be added to the Board agenda for next month.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:58 p.m.


Chairman

ATTEST:


Secretary

7-25-17
Date