

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD AUGUST 28, 2017

Commissioners met at the Central Office. Chair Mary Jo Zenk called the meeting to order at 5:04 p.m. Present: Chair Mary Jo Zenk, Vice Chair Kathleen Ballesteros and Commissioners Elizabeth Williams, Viviana Gama, and Rita Dady. Absent Commissioner Kevin Healy. Also Present: Jean Goebel, Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resources Manager; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs.

For the Record, Chair Zenk asked for a moment of silence to remember the people in Texas who have lost homes and belongings due to the hurricane.

COMMENTS FROM THE PUBLIC: None

PRESENTATION: Service Award: Chair Zenk announced the service award for Manuel Longoria, Jr. for 20 years; the Board thanks Mr. Longoria for his many years of loyal service to the Housing Authority.

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held July 24, 2017

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

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

Chair Zenk requested Resolution 2910 be moved forward.

Upon motion by Commissioner Williams, seconded by Commissioner Ballesteros, the Board moved forward Resolution 2910 to accommodate people attending the meeting. Motion carried with the following roll-call vote:

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

NEW BUSINESS

- B. Resolution 2910: Compensation Study for Non-Represented Management Staff

Ms. Wyatt reported as a result of the compensation study directed by the Board, Staff is recommending the Housing Programs Manager position and the Housing Management Manager position be staffed at the Director level to reflect the workload they are currently doing. A salary range change is also recommended, but it is not a recommendation for salary increases. In addition a range change is recommended for the Quality Control Supervisor.

The following people spoke against Resolution 2910 and urged the Board of Commissioners to vote “no” on this resolution: Adriana De Los Santos, Irene Banuelos, Ellie Pinson, Mayra Macias, and Alenis Leon.

Upon motion by Commissioner Ballesteros and seconded by Commissioner Williams, the Board Tabled Resolution 2910 and directed Staff to provide more information regarding potential budget implications. Motion carried with the following roll-call vote:

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

REPORTS OF COMMITTEES

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

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

Monterey County Housing, Inc.: Mr. Rose reported they did not meet in August. Director Heston has resigned and Director Scott has agreed to hold off her formal resignation until some things already in process are taken care of. He requested names of any potential Board members be provided to him. The next Board meeting is scheduled for Wednesday, September 13th at 6 p.m. at 303 Front Street and everyone is invited to attend.

Sunrise House: Ms. Goebel stated this item will be discussed in closed session.

REPORT OF SECRETARY

A. Executive Report:

Ms. Goebel reported that HACM is working with the local jurisdictions to put together an assessment of fair housing; it was decided to do this assessment as a community rather than individually to save money. Regarding the assessment, the RFP has closed and vendors evaluated and she believes a contractor has been selected so that issue will be moving forward. This assessment is required under HUD regulations and is part of our five year plan. Ms. Santos also reported that HACM is now in the Cloud but not yet on 7S. Yardi will be very helpful for the wait lists and better than the HAPPY software system.

OLD BUSINESS

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

The Board tabled this item until next month for a full Board; Chair Zenk requested the Clerk of the Board provide her information again next month.

B. Resolution 2908: Authorization to Execute Loan Documents Relative to the Castroville FLC, LP Development

Upon motion by Commissioner Williams, seconded by Commissioner Gama, the Board adopted Resolution 2908, authorizing the execution of loan documents relative to the Castroville FLC, LP Development with changes to Exhibit A number 12 from Housing Authority to Housing Development Corporation. Motion carried with the following roll-call vote:

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

NEW BUSINESS

A. Resolution 2909: Approval of Update to the 2017 HCV Admin Plan

Upon motion by Commissioner Williams, seconded by Commissioner Ballesteros, the Board adopted Resolution 2909, authorizing the approval of the 2017 update to the HCV Administrative Plan. Motion carried with the following roll-call vote:

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

B. Resolution 2910: Compensation Study for Non-Represented Management Staff: (This item was considered and Tabled after the Consent Agenda.)

C. Executive Director's Contract Amendment

Commissioner Zenk recommended that Contracts be by resolution in the future.

Upon motion by Commissioner Williams, seconded by Commissioner Gama, the Board approved the amendment to the Executive Director's Contract. Motion carried with the following roll-call vote:

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

D. NAHRO Conferences

Ms. Goebel reported she and Commissioner Ballesteros would be attending the conference in Pittsburgh. Commissioner Zenk pointed out that the 2018 NAHRO Summer conference will be held in San Francisco.

E. Christmas Dinner

The Board directed the Clerk of the Board to provide potential restaurants at the next Board meeting.

F. Visits to City Council Meetings

Commissioner Zenk recommended the Board fill out the sheets provided for the various city council meetings and turn them into the Clerk of the Board after the meeting.

INFORMATION

A. Finance Report

Ms. Santos reported the Housing Authority is down to fewer units as a result of RAD and the Castroville closing. Some of the remaining units have had issues from a cash flow perspective such as Pueblo Del Mar and Portola Vista, which was due to property taxes. We are pursuing a rent increase for Portola Vista and hope next year will be much better. We are still struggling with RAD properties in terms of HUD and the submission of the TRACS partly due to Yardi issues and moving to the Cloud. We received an extension to September 15th for filing the unaudited submission for REAC. We have four RAD audits and the Oak Park II audit to complete for December and we may need to do an audit for Haciendas Senior. The good news is we do not have to file a separate audit for Montecito/Watson because the subsidies are under the dollar amount that HUD requires for a separate audit. Commissioner Zenk reminded that we need the budget approved.

B. Human Resources Report

Ms. Wyatt reported both vacant positions have been filled. Our new Finance Director will be coming in on September 18th. The FSS position has been filled internally.

C. Development Report

Ms. Warren reported the following information in the HDC Board meeting:

"Ms. Warren provided an update on the Haciendas 3, LP development and stated that the project is progressing well. Ms. Warren advised that the setting of units will start in 2-3 weeks and that there will be a setting event to allow other agencies to view since it is the first modular development in the county. Ms. Warren reported that the Castroville FLC, LP transaction should be closed later in the week and that on Tuesday and Wednesday there are training exercises

taking place at the site by County Fire. Ms. Warren asked the Directors to look for media coverage on the exercises on the news probably on Wednesday night. Ms. Warren also reported that she had met with Supervisor Adams at the request of the Friends of Rippling River to discuss concerns that group had and to open communication between this advocate group and the residents at the community. Ms. Warren announced that a lease for the retail space was signed for a Bakery/Deli/Market to establish at the Tynan Village development and that they plan to be present and operations by the end of the year.”

D. Property Management Report

Ms. Goebel reported there was nothing to add to this report.

E. Housing Programs Report

Ms. Ruelaz reported the Project Based Wait List for a lot of the sites was opened and will actually close on August 31st. They anticipate opening the Housing Choice Voucher Wait List October 16th through October 31st.

F. Strategic Goals

Ms. Goebel reported the Board of Governance was supposed to be done in the first six months and that has been extended in order to have a full Board consideration.

The Board closed the meeting at the Call of the Chair at 6:35 p.m. to accommodate the Housing Development Corporation meeting.

The Chair of the Board reopened the August 28, 2017 Housing Authority Board meeting at 7:10 p.m. and immediately convened to closed session at 7:11 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.

The Board reconvened to regular session at 7:16 p.m.

COMMISSIONER COMMENTS:

Commissioner Williams thanked everyone.

Commissioner Ballesteros congratulated Mr. Longoria for his 20 years of service to the Housing Authority. She commented as a Commissioner we have to think critically and be informed about the facts.

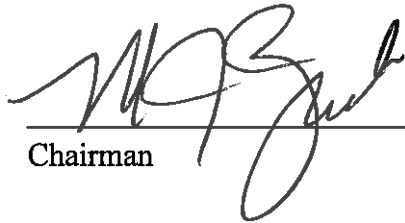
Commissioner Dady thanked everyone for their hard work.

Commissioner Gama congratulated Mr. Longoria for his many years of service and stated this shows that the Housing Authority is a good place to work. She commended Staff for their hard work.

Commissioner Zenk thanked Mr. Longoria for his 20 years of service to the Housing Authority. She looks forward to meeting the new Director of Finance.

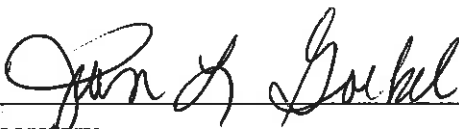
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:26 p.m.



Chairman

ATTEST:



Secretary

9-26-2017
Date