

**ACTION
MINUTES OF THE ANNUAL BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD SEPTEMBER 25, 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, Kevin Healy, and Viviana Gama. Absent: Commissioner Rita Dady. Also Present: Jean Goebel, Executive Director; Kirk Mann/Lynn Santos, Directors of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resource Manager; Starla Warren, Fee-for-Service Director of Development; and Tom Griffin, Legal Counsel. Recorder: Sandy Tebbs.

PRESENTATION:

Chair Zenk presented service awards to Angelina Ramos for 5 years and to Terry Chaffin for 10 years; she announced the service award for Vince Orozco for 15 years; the Board thanks these employees for their many years of loyal service.

Commissioner Zenk next presented Commissioner Healy with the NAHRO Certified Commissioner certificate and pin; the Board thanked Commissioner Healy for achieving this NAHRO certification.

COMMENTS FROM THE PUBLIC:

Yessica Ramirez commented she was invited to attend the meeting by Yuri Anderson as a possibility of becoming a Commissioner.

The Board moved Old Business item A, Resolution 2910, forward on the agenda to accommodate attendees.

OLD BUSINESS

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

Alenis Leon, with SEIU 521, stated she was at the meeting tonight to urge the Board to vote No on Resolution 2910, Compensation Study for Management Non-Represented Staff. Ms. Santos provided a handout to the Board regarding this issue and noted that any raise the employees in these positions would receive would not take place until their next evaluation.

Upon motion by Commissioner Williams, seconded by Commissioner Healy, the Board adopted Resolution 2910 to approve the position upgrades for the Housing Programs Manager and the Housing Management Manager to Director level positions with appropriate salary range increases; and to approve the salary range increase for the Quality Control supervisor position. Motion carried with the following roll-call vote:

YES: Zenk, Williams, Healy
NOES: Ballesteros, Gama
ABSENT: Dady

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held August 28, 2017
- B. Resolution 2911: Approval of 2017/2018 Final HCV Payment Standards
- C. Resolution 2912: Approval of Update to the 2017 HCV Admin Plan

Commissioner Zenk requested Consent Agenda item C be pulled.

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

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

C. Resolution 2912: Approval of Update to the 2017 HCV Admin Plan

Chair Zenk requested the changes to the 2017 HCV Admin Plan be highlighted in the minutes For the Record.

Ms. Ruelaz reported:

- "Changes with respect to moves with continued assistance" has a lot to do with changes to portability regulations.
- "Modifications of the definition of an independent student" has to do with the allowances and qualifications for adult students.
- "Multiple revisions to the final rule regarding VAWA, Violence Against Women Act" has to do with updates to the regulations.
- "Modifications per the HOTMA (Housing Opportunities Through Modernization Act)" has to do with changes to the inspections and certifications for the Project Based Voucher program. Inspections are now every two years which is a major change.
- "The addition of a RAD PBV Chapter" is a newly added chapter that specifically deals with RAD Project Based Voucher program.
- "Adding residence preference to the Project Based Voucher program" has to do with the addition of a Monterey County Residence preference.
- "Increasing subsidy standards for studio apartments" is a change due to the difficulty in finding units; it will allow two people to live in a studio apartment if they sign a bedroom waiver.

Upon motion by Commissioner Williams, seconded by Commissioner Ballesteros, the Board adopted Resolution 2912, authorizing the approval of the 2017 update to the HCV Administrative Plan. Motion carried with the following roll-call vote:

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported the items are on the agenda.

Finance/Dev Committee: Commissioner Williams reported they did not meet this month.

Monterey County Housing, Inc.: Mr. Rose reported their Board recognized former Director Heston and Ms. Warren provided a presentation on Parkside Status and the construction costs that have increased over the years; current price per unit is roughly \$400K which is astronomical. Mr. Rose stated one thing we are doing is marshalling together the documentation for the current financing for Parkside and its sister element, Casanova, which are tied together and sending that to Legal Counsel with respect to unravel them so we can refinance. Our next Board meeting will be on November 8th.

Sunrise House: Ms. Goebel noted this would be reported out in Closed Session.

REPORT OF SECRETARY

A. Executive Report:

Ms. Goebel pointed out the two documents on the table, "Connecting California: Small and speedy" about Gonzales as a City is on the Move, which talks about getting things done quickly with a small staff. The other document is about one of our partners with Homeless Service Providers building 90 units in Chinatown with some of them for homeless and others will be at market rate. We will be providing some Project Based vouchers for this project.

Ms. Goebel introduced Mr. Kirk Mann, HACM's new Director of Finance. Mr. Mann stated he has been in affordable housing for about 25 years; most recently as Comptroller with the District of Columbia Housing Authority for 2 1/2 years. And with two housing authorities in Indiana and Southern Illinois. Prior to that he was with a developer for 14 years who had HUD, rural development, and tax credit properties. He stated he was glad to be here. The Board welcomed Mr. Mann.

OLD BUSINESS

- A. Resolution 2910: Compensation Study for Non-Represented Management Staff: This item was considered earlier after comments from the public.
- B. Discussion of Changes to Board of Governance as Recommended by the Ad Hoc Governance Committee

A motion was made by Commissioner Healy to adopt #3 of the recommendations by the Ad Hoc Committee for the Board of Governance which would move the Clerk of the Board under the Supervision of the Executive Director. This motion failed for lack of a second. The Clerk of the Board position will remain under the Board of Commissioners.

- C. Christmas dinner

The Board directed the Clerk of the Board to contract with Portobello's restaurant in Salinas unless the final costs become too expensive.

NEW BUSINESS

- A. Election of Officers

Commissioner Zenk stated it has been an honor to serve as the Chair for the last two years.

Commissioner Williams nominated Commissioner Ballesteros for the Chair of the Board. There were no other nominations; Commissioner Ballesteros was elected Chair of the Board by acclamation. The Commissioners and Staff congratulated Commissioner Ballesteros.

Commissioner Healy nominated Commissioner Zenk for the Vice Chair of the Board; Commissioner Ballesteros seconded the nomination.

Commissioner Williams nominated Commissioner Gama for the Vice Chair of the Board; Commissioner Gama declined the nomination because of her studies.

Since there were no other nominations for Vice Chair, Commissioner Zenk was elected Vice Chair of the Board by acclamation. The Commissioners and Staff congratulated Commissioner Zenk.

INFORMATION

- A. Finance Report

Ms. Santos reported HACM has been given the authority to file the unaudited for 2016 with REAC and once that is done we will file the 2017 audit. We have five audits due this Friday so that has been the focus for the Finance Department. To query, Ms. Santos responded that HACM is now in the Cloud; she noted the wait list for Section 8 can now be done with Yardi with just a few minor things to work out. She stated we do have to get a new web address for the wait list applications but the Cloud is going well. To another query, Ms. Santos replied she hopes to have the budgets next month.

- B. Human Resources Report

Ms. Wyatt reported the Safety Committee will be offering earthquake training in October in connection to the Great Shakeout which refers to the Loma Prieta earthquake anniversary. Ms. Goebel noted some software for the evaluations has been implemented that will help remind the managers to sign off when completed.

- C. Development Report

Ms. Warren reported she would report out in the HDC Board meeting.

- D. Property Management Report

Ms. Tonkin reported her biggest project has been working with HUD to escalate subsidies; we are moving forward and we now should be in HUD's system to receive payments. to query, Ms. Tonkin explained her department started out with 6,000 on the wait list and have reduced it down to around 3,000 but it is the 30% income to meet the multi-family qualification which is the

problem because we have many families over the 50% AMI in place already. Ms. Warren explained Ms. Tonkin's department is taking a public housing wait list that is very dated and a long process to go through for fair housing.

E. Housing Programs Report

Ms. Ruelaz reported the general HCV wait list will be open for applications from October 16 through October 31st. This week training will take place with our partner agencies with regards to helping their clients with the online application process. The Homeless Set-aside program has been successful with 26 leased and probably 8 more applications to be added. Ms. Ruelaz stated the Rental Summit agenda has been finalized and Assembly member Anna Caballero will be the guest speaker along with Supervisor Alejo. Staff is in the process of putting together a presentation of success stories on families that have gone through our programs and have leased up. We hope to have the invitation for the Rental Summit sometime this week. The date for the summit is October 18th at 6 p.m. at the new VA Clinic in Marina.

F. Retreat Goals

Ms. Goebel reported the first goal was finished today; the second goal is in process by the Board. The third goal was completed today; for the fourth goal we will have to change some job descriptions. Goal five regarding the upgrade to 123 Rico Street building is being worked with the State to close the loan for the capital repairs.

The Board next adjourned the meeting at the Call of the Chair at 6:10 p.m. to accommodate the Housing Development Corporation meeting. The Board reopened the Housing Authority Annual Board meeting at the Call of the Chair at 6:50 p.m. and convened to Closed Session at 6:51 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

COMMISSIONER COMMENTS:

Commissioner Williams welcomed Mr. Mann and next congratulated the new officers of the Board, Chair Ballesteros and Vice Chair Zenk. She thanked Commissioner Zenk for serving as an excellent Chair for the last two years. Commissioner Williams also congratulated Commissioner Healy on his NAHRO Commissioner Certification.

Commissioner Ballesteros congratulated Commissioner Healy on his NAHRO certification as well as Ms. Ramos, Mr. Chaffin, and Mr. Orozco for their many years of dedicated service to HACM. She next welcomed Mr. Mann as the new Finance Director. Commissioner Ballesteros stated she hopes she can serve the Board and will be gleaning from all the experienced Chairs before her. She stated one thing that will help her is that she remembers being a client of the Housing Authority and how it was a very critical time in her life and she was able to obtain assistance. She told her social worker that she was going to get a job and she did. Commissioner Ballesteros wanted everyone to know that every time she came in contact with this agency, everyone was professional. She will never forget that time in her life and she sees the hurt on the faces of family members currently going through this journey of life and she will do her best along with the other Commissioners to make sound decisions. She counts it a humble privilege to work alongside the Board and Staff.

Commissioner Gama welcomed new Finance Director Kirk Mann and also congratulated Commissioner Healy on his NAHRO certification. She next congratulated Ms. Ramos for five years, Mr. Chaffin for ten years, and Mr. Orozco for fifteen years of loyal service to the Housing Authority.

Commissioner Healy commented he would reiterate what the other Commissioners have said and thanked the Board for acknowledging the certification. He next congratulated Commissioners Ballesteros and Zenk on their elections.

Commissioner Zenk thanked Commissioner Healy for completing the certification. She next welcomed Mr. Mann as the new Finance Director.

Commissioner Zenk noted that she and Commissioner Dady would be visiting the Del Rey Oaks City Council meeting tomorrow evening and encouraged the other Commissioners to fill out the city council schedule. Commissioner Zenk stated it has been a big honor to serve as the Chair of this Board and she will support Commissioner Ballesteros in her role as the new Chair.

Commissioner Williams stated she and Commissioner Ballesteros would be visiting the Greenfield City Council meeting tomorrow evening.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:09 p.m.

Kathleen Ballesteros

Chairman

ATTEST:

Jan A. Gebel

Secretary

10-23-2017

Date