

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

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

COMMENTS FROM THE PUBLIC: None

PRESENTATION: Service Award: Chair Ballesteros presented a five year certificate of service to Mayra Macias; the Board thanks Ms. Macias for her five years of loyal service to the Housing Authority.

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Annual Board Meeting held September 25, 2017
- B. Resolution 2913: Board of Commissioners’ Board Governance Policy
- C. Resolution 2914: Revision to the Job Descriptions for the Director of Housing Management, the Director of Housing Programs, and the Quality Control Supervisor Positions
- D. Resolution 2915: Update Organizational Chart to Reflect Recent Changes in Job Titles

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

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported everything is on the agenda.

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

Monterey County Housing, Inc.: Mr. Rose reported they did not meet in October, but their next meeting is scheduled for Wednesday, November 8th at 6 p.m., at 303 Front Street and they will be discussing budgets. Everyone is invited to attend.

Sunrise House: Ms. Goebel stated she had nothing to report.

REPORT OF SECRETARY

- A. Executive Report:

Ms. Goebel pointed out the California Association of Housing Authorities document on the table regarding the Moving-to-Work Program. To query, Ms. Goebel replied there is a lot of reporting requirements and a lot of expectations that go along with the Moving-to-Work program. To query on 123 Rico Building, Staff replied the loan has closed and now we can move forward with RFP’s and engineering reports. Ms. Warren noted the engineering reports were received today; her concern is through this process it was discovered that the building was way under-designed and the costs may be really high. Construction may take from six months to a year. To

another query, Staff replied besides the heating and air-conditioning, the roof and solar will have to be done. We are hoping to upgrade the bathrooms and some concrete issues in the front of the building.

OLD BUSINESS

A. Christmas Dinner: The Board considered the costs of restaurants presented and selected Gino's Restaurant.

NEW BUSINESS

A. Appointments by the Chair of the Board

Chair Ballesteros appointed Commissioner Zenk as Chair of the Personnel Committee along with Commissioner Dady. She next appointed Commissioner Williams as the Chair of the Finance/Development Committee along with Commissioners Healy and Gama.

B. Resolution 2916: Authorization to Reject Additional 2016 Operating Funds for Public Housing in the amount of \$680.00

Upon motion by Commissioner Zenk, seconded by Commissioner Williams, the Board adopted Resolution 2916 to reject additional Public Housing operating funds for 2016 in the amount of \$680.00. Motion carried with the following roll-call vote:

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

NOES: None

ABSENT: None

INFORMATION

A. Finance Report

Mr. Mann reported he has nothing to add to the report; they are working on budgets for the Board to review. To query on payment from RAD, Ms. Tonkin responded that there was a small problem on voucher input, but we are fixing the problem. She stated we hope to receive payments by the end of next month. To query on Castroville, Ms. Warren replied there will be minimal operational costs from this point forward and loans have been either transferred or repositioned so that site will not be paying any loan payments during construction.

B. Human Resources Report

Ms. Wyatt reported she had nothing to add to her report, but last week the Safety Committee put on an earthquake preparedness training for the staff which was very well received.

C. Development Report

Ms. Warren stated she would provide her report in the HDC Board meeting.

D. Property Management Report

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

E. Housing Programs Report

Ms. Ruelaz reported we opened the wait list on October 16th; as of this morning, we had close to 3,500 applicants and more are expected over the weekend. The wait list will be closed on October 31st. Her department is currently leasing up Vista Point Project Based site; therefore inspections are taking place as well as briefings. Ms. Ruelaz thanked Chair Ballesteros for speaking at the Rental Summit; this event provided good information to Congressman Jimmy Panetta and Supervisor Alejo about what the Housing Authority does. Commissioner Zenk suggested looking at Craig's List for possible rentals.

F. Strategic Goals

Commissioner Williams noted that she and Commissioner Ballesteros visited the Greenfield City Council and when Commissioner Ballesteros told her story about her own assistance from the Housing Authority, the Council was intrigued because here was a success story from being assisted by the Housing Authority to becoming the Chair of the Board for the Housing Authority.

Ms. Goebel reported item #1 streamline the governance policy was passed tonight and the Board is still working on the visits to the city councils and county governments. #3 compensation study has been completed and we are still working on #4, #5, and #6.

The HACM Board meeting was adjourned at the Call of the Chair at 5:30 p.m. to accommodate the HDC Board meeting. Chair Ballesteros reconvened the Housing Authority Board meeting for October 23, 2017 at 6:01 p.m. and the Board went into Closed Session at 6:02 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: Upon motion by Commissioner Zenk, seconded by Commissioner Dady, the Board authorizes HACM to settle the Las Palmas Ranch case in the amount of \$1.1M consisting of a first payment of \$500K and then \$600K payable over six years subject to terms of a final settlement agreement. In addition, the Board authorizes the Executive Director to sign the settlement agreement once the agreement is agreed upon by all parties consistent with the above terms. Motion carried with the following roll-call vote:

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

The Board reconvened to regular session at 6:46 p.m.

COMMISSIONER COMMENTS:

Commissioner Healy congratulated Chair Ballesteros on a first very well-run meeting.

Commissioner Williams thanked Chair Ballesteros for her reappointment to the Finance/Development Committee. She thanked Chair Ballesteros for chairing a wonderful meeting. Commissioner Williams thanked Staff for making their jobs as Commissioners easier.

Commissioner Zenk congratulated Ms. Macias for her five years of loyal service. She echoed the congratulations to Chair Ballesteros for the great job in chairing the meeting.

Commissioner Dady congratulated Ms. Macias for her years of loyal service. She next thanked Mr. Griffin for his explanation during closed session.

Commissioner Gama congratulated Ms. Macias for her five years of loyal service. She next thanked Mr. Griffin for his legal counsel and also Staff for their hard work. Commissioner Gama further commented great job by Chair Ballesteros in chairing the meeting.

Commissioner Ballesteros congratulated Ms. Macias for her five years of loyal service to the Housing Authority. She thanked Mr. Griffin for attending tonight's meeting. Commissioner Ballesteros noted the product that she is because of all the Commissioners and what they have deposited in her. And what she is going to continue to receive from the other Board members such as their experience, their enthusiasm, and their drive she will soak up like a sponge. Commissioner Ballesteros thanked Commissioner Williams for sharing her experiences and

answering her questions. She next thanked Staff for all they do. Commissioner Ballesteros noted she is looking forward to the NAHRO Conference to learn and to share. She stated she was honored to speak at the Rental Summit and to be with Congressman Jimmy Panetta and Supervisor Alejo; she had a great experience and wanted to represent the agency well. Ms. Ruelaz and her Staff did a great job.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:54 p.m.

Kathleen Ballesteros

Chairman

ATTEST:

Jan R. Goebel

Secretary

11-20-17

Date