

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD NOVEMBER 20, 2017

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

Chair Ballesteros welcomed newly appointed Commissioner Yessica Ramirez to the Board.

COMMENTS FROM THE PUBLIC: None

PRESENTATION: Service Award: Chair Ballesteros announced a certificate of service to Irene Banuelos for 10 years of loyal service; the Board thanks Ms. Banuelos for her ten years of loyal service to the Housing Authority.

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Annual Board Meeting held October 23, 2017

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

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

NOES: None

ABSENT: Zenk

REPORTS OF COMMITTEES

Personnel Committee: Staff noted this meeting was cancelled this month.

Finance/Dev Committee: Commissioner Williams reported this meeting was cancelled also.

Monterey County Housing, Inc.: Ms. Ruelaz reported the discussion was on Board recruitment; Commissioner Gama thanked Commissioner Ballesteros for also attending the MCHI meeting.

Sunrise House: Ms. Goebel stated the fees advance documents have been signed and the reimbursement check for \$10,000 retainer for the attorney is forthcoming.

REPORT OF SECRETARY

A. Executive Report:

Ms. Goebel pointed out the document on the table, Voices of Monterey Bay Raising the Roof, which addresses the high cost and low availability of housing on the Central Coast of California.

NEW BUSINESS

A. Appointment: Chair Ballesteros appointed Commissioner Ramirez to the Personnel Committee.

INFORMATION

A. Finance Report

Mr. Mann reported he had nothing to add to his report. Staff responded to query that the issues are still ongoing with RAD properties and HUD's TRACS system. We may need to obtain a Consultant because HUD Washington doesn't want to deal with the problems any more. HUD's web programs across the board are not adequate. Mr. Mann responded to query that HUD owes us approximately \$1M that goes back to January 2017. Ms. Goebel stated the problem has to do with converting a PIH program to a Multi-family program and that the tenants are not new move

in certifications but initial certifications. The Board advised Staff to hire a Consultant to help get the money owed to HACM.

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

C. Development Report

Ms. Warren reported the Castroville Groundbreaking ceremony would take place on November 29th at 11 a.m. We will be thanking the people who have helped us with this project. She further reported there would also be a grand opening for the HDC Offices, mixed in with the holiday party, from 4 p.m. to 6 p.m. on December 15th; invitations will be forthcoming. Ms. Warren next reported her staff is working with Property Management to make sure the investor has all the information needed for their audit plus a third party, Novogradac, has been hired to assist HACM; we need to ensure we have no risk or exposure.

Ms. Warren stated HACM continues the lease-up on the RAD properties and we have requested an extension on the construction loan that was due in December to March, which allows us more time to get to conversion. The Tynan Village construction defect litigation is ongoing and we have filed a suit which is moving forward; a case management hearing is scheduled for February 14th. Ms. Warren further reported we also have some construction defect concerns on Haciendas 1 and 2 for railings and that is currently being reviewed. The exterior finishes for Haciendas 3 should be started in the next couple weeks. Ms. Warren stated the engineering is complete on 123 Rico and the RFP on this project should be out in the next 20 to 30 days. We were hoping to do some work on 123 Rico over the holiday closure but that is not going to work so Staff will be a little inconvenienced but we will keep them up to date on what to expect.

To query on the Livermore opportunity, Ms. Warren stated there was some push-back by their Board and the City but we met with the City and they were impressed with our abilities; she stated staff invited them to put out an RFP and they will probably have that out in the next week and we will respond. She noted the proforma is done as well as the scope of work identified.

D. Property Management Report: Ms. Goebel reported there was nothing to add to the Property Management report—we previously did the major discussion which was about the TRACS transmission issues.

E. Housing Programs Report

Ms. Ruelaz reported the voucher wait list was closed on October 31st with a little over 5,800 applications received; the lottery will take place around December 1st and approximately 25% of the applications will end up on the wait list. She next reported that her department had signed a contract with CHISPA for PBV units located in Marina and that wait list will open soon. Ms. Ruelaz stated her department is also getting ready to open the wait list for the elderly units under construction in Monterey and to reopen the wait list for two bedroom units for the elderly at Vista Point in Pacific Grove.

To query on what happens with the applicants once that 25% is picked, Ms. Ruelaz replied they will get an automatic email telling them if they were selected in the lottery and are on the list. To another query, Ms. Ruelaz stated that 25% comes out to approximately 1,400 applicants but we may have to go to 2,000 to have enough for two years. She stated they have submitted a redetermination on the payment standards to HUD, but they want us to do a rent study which will require 55,000 phone calls in order to get 200 surveys done. Ms. Ruelaz noted that HUD will be looking at our success rate in the next six months, after we changed the payment standard in October, so that may help us instead of doing a rent study.

F. Strategic Goals

Ms. Goebel reported three of the items for this year have been completed and the Board is definitely moving along on number 2 which is reaching out to elected officials to educate them on what HACM does. Commissioner Williams reported that she along with Commissioner

Ballesteros visited Greenfield City Council and after presenting the information on Greenfield; Commissioner Ballesteros gave her success story of being a housing authority tenant and working hard to be out on her own to now being the Chair of the Board of Commissioners and how the Housing Authority played a big help in the process. Commissioner Williams further noted that she and Commissioner Ballesteros had also visited the City Council meetings for the Cities of Soledad and King City and then Commissioner Gama joined them in visiting the City Council for Gonzales where she also provided information as a Tenant Commissioner. All the City Councils visited were welcoming and receptive. Commissioner Gama next reported that she and Commissioner Zenk had also visited the City Council for Marina where she also spoke about being a Tenant Commissioner.

COMMISSIONER COMMENTS:

Commissioner Healy welcomed Commissioner Ramirez to the Board and complimented Commissioner Ballesteros for setting the bar for Commissioner trip reports. He stated, good work by all! He noted he is looking forward to the Castroville Groundbreaking Ceremony.

Commissioner Gama welcomed Commissioner Ramirez and congratulated Ms. Banuelos for ten years of loyal service to the Housing Authority.

Commissioner Williams thanked the Staff for all they do and noted she also wanted to thank the Commissioners and commend them for being thoughtful in setting policies because they are important not only for today but also for down the road. Commissioner Williams further welcomed Commissioner Ramirez to the Board and wished everyone a Happy Holiday.


Commissioner Dady welcomed Commissioner Ramirez and congratulated Ms. Banuelos for her ten years of loyal service to the Housing Authority. She stated that was a great report on the City Council visits by Commissioner Williams. Commissioner Dady next wished everyone a Happy Holiday.

Commissioner Ramirez commended the leadership for recognizing Staff because it is so important to show appreciation for the years of service with the organizations. She thinks it really makes a difference to have a testimonial as a component of the presentations to the city councils because it helps people to connect that testimonial to the story that pulls at your heart strings.

Commissioner Ballesteros welcomed Commissioner Ramirez to the Board. She noted that the new Commissioners are still learning right along with the Commissioners that have been here for several years; we glean from them. Commissioner Ballesteros next commended Ms. Banuelos on her ten years of loyal service to the Housing Authority. She further thanked Staff for all they do every day. Commissioner Ballesteros commended Ms. Ruelaz' department for their training sessions and for receiving the SEMAP High Performer status in October. Commissioner Ballesteros stated her trip report to the NAHRO Fall Conference was on the table. She displayed a calendar with pictures drawn by children living in Housing Authority units that reflects their appreciation for their housing, which is very humbling.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.


Chairman

ATTEST:

Janis Doebl
Secretary

12-19-2017
Date