

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD DECEMBER 18, 2017

Commissioners met at the Central Office. Chair Kathleen Ballesteros called the meeting to order at 4:34 p.m. Present: Chair Kathleen Ballesteros, Vice Chair Mary Jo Zenk, and Commissioners Elizabeth Williams, Kevin Healy, Viviana Gama, Rita Dady, and Yessica Ramirez. Also Present: Jean Goebel, Executive Director; Kirk Mann, Director of Finance; Joni Ruelaz, Director of Housing Programs; Shannon Tonkin, Director of Housing Management; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Regular Board Meeting held November 20, 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, Zenk, Healy, Gama, Dady, Ramirez
NOES: None
ABSENT: Williams

REPORTS OF COMMITTEES

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

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

Monterey County Housing, Inc.: Commissioner Gama reported MCHI also did not meet this month.

Sunrise House: Ms. Goebel stated she would report out under New Business item E.

REPORT OF SECRETARY

A. Executive Report:

Ms. Goebel pointed out the attachment to her report, an article in the Californian newspaper regarding the Castroville ground breaking ceremony.

NEW BUSINESS

A. Appoint Ad Hoc Committee for Executive Director Search

Chair Ballesteros appointed Commissioners Williams and Zenk along with herself to the Ad Hoc Committee for the Executive Director Search. This Committee will report to the Board on what is going on with the search for a new Executive Director to replace Ms. Goebel. Ms. Goebel noted this Committee would probably meet with Avery Associates search firm sometime in January.

Commissioner Williams arrived at 4:40 p.m.

B. Schedule for Annual Plan – Informational Only

Ms. Goebel explained this memo is to apprise the Board of the Annual Plan required for the Section 8 Program. The Public Hearing is important and will take place at the March Board meeting.

C. NAHRO/PSWRC 2018 Conferences

Ms. Tebbs pointed out the NAHRO Summer Conference was scheduled in San Francisco in July and the PSWRC Annual Conference is slated for May in Sacramento. It was also pointed out that NAHRO Certified Commissioners are required to be recertified and that recertification date is located on their NAHRO Commissioner Certification certificate.

D. 2018 Schedule for Visits to the Peninsula City Council Meetings

Ms. Tebbs requested the Visits to the Peninsula City Council and Salinas City Council meetings be completed and turned in to her tonight if possible.

E. Resolution 2918: Authorization for the Executive Director to Sign Cessation Documents for Sunrise House

Ms. Goebel stated at the last Sunrise House Board Meeting on Thursday, the Counsel for the JPA stated that action from our Board would be required in order to create a resolution that every member of the JPA's organization Boards would have to vote on and approve; therefore, that resolution will be forthcoming to the Board probably in January. That Counsel is currently working on that document plus there will be other documents that the Executive Director will have to sign, but it is not known whether that resolution will authorize the Executive Director to sign on behalf of this Board; therefore attached is a Resolution authorizing the Executive Director to do so. The Secretary of State will need documentation from every JPA Board member stating they do not want to participate in the JPA for Sunrise House.

Upon motion by Commissioner Williams, seconded by Commissioner Healy, the Board adopted Resolution 2918, authorizing the Executive Director to sign any and all documents on behalf of the Housing Authority related to the cessation of the JPA known as Sunrise House. Motion carried with the following roll call vote:

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

INFORMATION

A. Finance Report

Mr. Mann reported today we received word from HUD they have approved our submission for our audited financial statements ending June 30, 2016; we cannot see it yet through the system but once that shows in the system, we will submit the unaudited ending June 30, 2017. To query on HELP Loan extension, Ms. Warren replied we have a potential pending offer and the State has asked for an opportunity to counter that offer; we have to provide a letter to them in December and contact our central buyer to make sure they have a timeline and then we can report out to them to start their timeline. This is a pending offer and there should not be any issues. At the last extension we agreed to give them some time; so we do have an interested buyer that we haven't been able to solidify because they want other services from us; therefore, we will have to break away the services and say it is a straight purchase and sale and sign it or leave it and then we can report back out to the State. Hopefully we will get that out the last week in December.

B. Human Resources Report:

Ms. Goebel reported if there are any questions, Ms. Wyatt will respond back to them when she returns to work. Commissioner Zenk commended the Supervisors for getting their evaluations completed and also to Human Resources for the claims being down.

C. Development Report

Ms. Warren reported she has nothing to add to her report. To query, she replied that the RFP for 123 Rico building has not gone out yet. She noted she would be working Christmas week on the RFP.

D. Property Management Report

Ms. Tonkin reported they have engaged with Ross Business Solutions for a third party to assist with the voucher processing for the five RAD properties; three of the five contracts actually are in the system and tenant data has also been sent so it is finally working. We have some issues with the other two contracts, but Ross Business Solutions stated it is a disconnect between HUD and our system and they are trying to find a solution. Mary Ross has worked with many PBRA

projects and has said she can get vouchers paid within 30 days so once we get everything rolling then we should be able to start processing payments quickly. Ms. Ross also had stated she would send more than one voucher per day. To query, Ms. Tonkin replied that of the 60 RAD vacancies in the last two to three weeks, we are now down to 38 vacant units with 16 pending applicants and about 50 scheduled interviews. Ms. Tonkin noted at the direction of HDC, she will be hiring a temp to assist in closing the old housing waiting list with letters going out to everybody in case they would like to reapply. If they reapply and qualify, they will get first priority.

E. Housing Programs Report

Ms. Ruelaz reported the only thing new is the lottery was completed last week for the new voucher wait list so we have 2,000 new applicants on that list. We have 235 left on the old wait list and those people are coming in sometime in January. We will be able to start pulling from the new list in February. To query on how many applied, Ms. Ruelaz stated about 5,800. Ms. Warren asked if there were any demographic information on these applicants yet; Ms. Ruelaz replied in the negative. To query on obtaining demographics, Ms. Ruelaz replied with Yardi's new program we should be able to get the demographics. Ms. Goebel noted all the demographics go in with the application and are automatically put in the system as they are entering their data so it is in the system as opposed to when we used Happy Software and we could not obtain that information. Commissioner Zenk noted that information would also be a helpful update when visiting the various City Councils.

F. Strategic Goals

Ms. Goebel reported there has been no change to the goals since last month. Commissioner Ballesteros reminded we have to continue to visit the city councils. Ms. Goebel pointed out the Commissioner Certification list is on the last page of the packet.

COMMISSIONER COMMENTS:

Commissioner Healy thanked Commissioners Williams, Zenk, and Ballesteros for serving on the extremely important Ad Hoc Committee for the Executive Director. He next thanked Ms. Warren, Ms. Sahagun, and Ms. Ruvalcaba for the wonderful Castroville Ground Breaking ceremony. Commissioner Healy commented that Ms. Goebel, Mr. Mann, and Ms. Tonkin deserve recognition for bringing in the consultant in order to move forward on the voucher challenges. He then wished everyone Happy Holidays.

Commissioner Ramirez congratulated Ms. Tonkin for hiring the consultant and making progress to obtain the voucher payments. She next thanked Commissioners Ballesteros, Williams, and Zenk for leading the search for a new Executive Director. Commissioner Ramirez then wished everyone Happy Holidays.

Commissioner Williams wished everyone Happy Holidays and apologized for being late to the meeting. She stated the Castroville Ground Breaking ceremony was awesome and noted to see that big machine tearing down those old beat up units and knowing something better was going to be built was a blessing. Commissioner Williams encouraged Ms. Tonkin to keep up the good work on the vouchers; that is very important. She noted she hates to hear of any units being empty because there are so many people in need of housing.

Commissioner Zenk agreed with her colleagues on everything related to Castroville and the need for filling the vacancies. She congratulated everyone connected with the ground breaking and wished everyone a wonderful and peaceful holiday and lots of happy times in the new year with their families.

Commissioner Gama dittoed what the Commissioners said and wished everyone Happy Holidays.

Commissioner Dady wished everyone Happy Holidays.

Commissioner Ballesteros thanked Ms. Tonkin for the hard work on the voucher payments. She next wished everyone a Merry Christmas and a Happy New Year and that it will be a prosperous and memorable one with their family. Commissioner Ballesteros commented that doing the Proof of Ethics requirement reminded her that the job the Commission does is very critical to the community because people looking for housing depend on the Housing Authority and the Housing Development Corporation. The Commission appreciates Staff and all that they do to help people. What matters most is that we help somebody to have a roof over their head and a warm bed to sleep in; so let's keep working together.

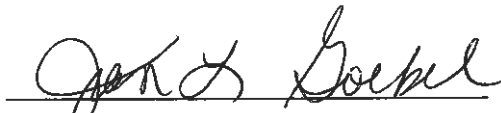
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:16 p.m.



Chairman

ATTEST:


Secretary

1-23-2018
Date