

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD MARCH 26, 2018

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, and Viviana Gama. ABSENT: Commissioners Rita Dady and Yessica Ramirez. Also Present: Jean Goebel, Executive Director; Shannon Tonkin, Director of Housing Management; Maria Madera, Acting Director of Housing Programs; Pat Wyatt, Human Resources Manager; and Carolina Sahagun, HDC Senior Community Development Planner. Recorder: Sandy Tebbs.

PRESENTATION: Vice Chair Mary Jo Zenk presented Chair Kathleen Ballesteros with her NAHRO Commissioner Recertification certificate and pin; the Board congratulates Commissioner Ballesteros on this achievement.

COMMENTS FROM THE PUBLIC: None

Chair Ballesteros opened the Public Hearing at 5:03 p.m.

PUBLIC HEARING

A. PHA Certification of Compliance with the PHA Plan and Related Regulations (2018):
There were no public comments.

Chair Ballesteros closed the Public Hearing at 5:04 p.m.

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Regular Board Meeting held February 26, 2018

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Zenk stated everything was on the agenda.

Finance/Dev Committee: Commissioner Williams stated everything was on the agenda.

Monterey County Housing, Inc.: & Affordable Acquisitions: Mr. Rose reported MCHI met on March 22nd; highlights of that meeting included approving a March 31st payment of residual receipt notes that were due to HACM for \$127K; MCHI renewed their insurance coverage for the 2017/2018 year. The MCHI Board also approved MCHI/MCHI-AA audits—within that discussion of the audit, HACM Finance and the Board knew they were going to get rid of the co-mingled accounts and go into fund accounting, which is not only best principles but also concurrent with covenants of the property management agreement itself. There was also a discussion as far as MCHI and MCHI-AA taking a more active involvement with respect to vacancies; Ms. Madera has done a really good job in terms of accelerating that issue. MCHI is thinking about a marketing arm to get the word out about the vacancies. May 9th is their next meeting.

Sunrise House: Ms. Goebel reported the final Sunrise House Board meeting was held on March 8th; the Board voted to dissolve the agency. Currently the process is filing the dissolution with the Secretary of State; the attorney is dissolving the JPA. It is expected that this year will be the final year for a fiscal audit which ends June 30, 2018 and at that point there will be some distribution of residual funds. After all the bills are paid, some money will be held out for insurance deductibles in case there is anything else that comes up within two years at which point all the monies will be disbursed. The Board thanked Ms. Goebel for her service on the Sunrise House Board.

REPORT OF SECRETARY

A. Executive Report:

Ms. Goebel reported she didn't have anything to add to her report. To query on Pueblo Del Mar, she explained that there will be some discussion with the Director of Property Management on possible future changes for that property.

OLD BUSINESS

A. Resolution 2924: Extend Pay Range for Executive Director Position

Upon motion by Commissioner Zenk, seconded by Commissioner Healy, the Board Tabled Resolution 2924 until needed. Motion carried with the following roll-call vote:

YES: Ballesteros, Zenk, Williams, Healy, Gama

NOES: None

ABSENT: Dady, Ramirez

B. Appoint Representative to MCHI/MCHI-AA Boards

Chair Ballesteros reminded this item was tabled so the Chair of the Board could seek legal counsel regarding this appointment. Legal Counsel did some research on the issue. On the advice of the Board Counsel, Chair Ballesteros appointed Mr. Kirk Mann as the HACM Representative to the MCHI/MCHI-AA Boards.

NEW BUSINESS

A. Resolution 2925: Approval of MOU between HACM and SDRMA

Upon motion by Commissioner Zenk, seconded by Commissioner Healy, the Board adopted Resolution 2925 authorizing the Board Chair and the Executive Director to sign the Memorandum of Understanding. Motion carried with the following roll-call vote:

YES: Ballesteros, Zenk, Williams, Healy, Gama

NOES: None

ABSENT: Dady, Ramirez

B. Resolution 2926: PHA Certification of compliance with the PHA Plan and Related Regulations

Upon motion by Commissioner Healy, seconded by Commissioner Zenk, the Board adopted Resolution 2926, approval of the Agency Annual Plan 2018. Motion carried with the following roll-call vote:

YES: Ballesteros, Zenk, Williams, Healy, Gama

NOES: None

ABSENT: Dady, Ramirez

C. Resolution 2927: Authorization to Provide a \$1.4 Million Dollar Guaranty for the HUD Subsidies on the RAD Projects.

Commissioner Zenk requested an accounting on an issue be provided in the future to reflect what was pledged and how much of that pledged has been used to date.

Upon motion by Commissioner Zenk, seconded by Commissioner Healy, the Board adopted Resolution 2927 authorizing HACM to provide a \$1.4M guaranty for the HUD Subsidies on the RAD Projects. Motion carried with the following roll-call vote:

YES: Ballesteros, Zenk, Williams, Healy, Gama

NOES: None

ABSENT: Dady, Ramirez

D. Resolution 2928: Authorization to Award the HVAC Contract for 123 Rico Modernization to Airtec Service

Upon motion by Commissioner Healy, seconded by Commissioner Williams, the Board adopted Resolution 2928, approving the award for the HVAC contract to Airtec Service. Motion carried with the following roll-call vote:

YES: Ballesteros, Zenk, Williams, Healy, Gama

NOES: None

ABSENT: Dady, Ramirez

Ms. Goebel thanked HDC staff for getting this work started and requested a presentation on the renovation work schedule be briefed at the All Staff meeting in June.

INFORMATION

A. Finance Report

Ms. Goebel responded to query regarding terminating the ACC for the Public Housing Program, that because HACM has converted the public housing properties to RAD, we have to officially terminate our Annual Contributions Contract for the operating and capital funds. To another query regarding the audits, Ms. Goebel explained that the unaudited ending June 30, 2016 has finally gone through HUD and staff can next submit the unaudited ending June 30, 2017. Ms. Tonkin noted the TRACS system has also caused problems. To another query, Ms. Tonkin replied that the consultants are helping and submitting items but everything has to be perfect. To query on HELP loan, Ms. Sahagun replied that Ms. Warren had mentioned providing a small payment but it wasn't going to be an extension.

B. Human Resources Report:

Ms. Wyatt reported offers have gone out for the Office Assistant and HR Administrative Assistant positions and one should close this week and the other next week. The second round of interviews for the Property Management Specialist position will be finished this week and staff will also start the interviews on the Director of Housing Programs position this week.

C. Development Report

Ms. Sahagun reported everything has been approved by the County for the bakery/deli to move into the Tynan Village commercial space.

D. Property Management Report

Ms. Tonkin responded to query on the Building at Fort Ord that GSA is seeking legal counsel because of the California law stating that issue has to go through the State of California. To a question on whether the Sun Street organization was able to help fill the Pueblo Del Mar vacancies, Ms. Tonkin replied they are helping a lot right now. Staff reminded that referrals for Pueblo Del Mar come through the Continuum of Care Coalition and only about 50 percent end up moving in due to the sobriety test on the day of move-in.

E. Housing Programs Report

Ms. Madera reported the lease-up is at 100% for the HDC Project Based vacancies; her department is also working on a difficult to fill vacancy at Parkside along with purging a long-time wait list to make it more manageable. The Van Buren Senior Housing property received over 200 applications for the one week opening of their wait list. To query, Ms. Madera reported there is one four-bedroom unit that is difficult to lease at Benito because they have to qualify under the Joe Serna grant income level. Her department plans to market some vacancies through the agricultural companies with a flyer. Commissioner Zenk thanked Ms. Madera for adding the Fair Housing flyer as well as the Farmworker Housing Study regional forum flyer. Ms. Madera noted her department will have a table at the fair housing community meeting to recruit landlords for the Section 8 program. Dorothy's Place also wants to partner with us on getting more landlords

F. Strategic Goals:

Ms. Tebbs reported a new Visit to City Council list would be coming out next month with the cities that have not been visited.

Chair Ballesteros adjourned the HACM Board meeting at 6:11 p.m. at the call of the Chair. She reopened the HACM Board meeting at 6:25 p.m. at the call of the Chair and then the HACM Board convened to Closed Session at 6:26 p.m.

CLOSED SESSION

The Board of Commissioners met in Closed Session for the following purposes and reasons:

A. Government Code Section 54956.8 (235 Martella Street, Salinas, CA 93901):

HACM negotiators: Jean Goebel and Kirk Mann

ACTION: Upon motion by Commissioner Healy, seconded by Commissioner Williams, the Board of Commissioners authorized the Executive Director to sign the offer letter from Interim, Inc. for the purchase of the property at 235 Martella Street, Salinas, CA 93901 pending approval of Legal Counsel for the purchase and sale contract. Motion carried with the following roll-call vote:

YES: Ballesteros, Zenk, Williams, Healy

NOES: None

ABSENT: Dady, Ramirez

ABSTAIN: Gama

B. Government Code Section 54957(b) Personnel Matters (Board Clerk evaluation)

ACTION: Nothing to report.

The Board reconvened to regular session at 7:08 p.m.

COMMISSIONER COMMENTS:

Commissioner Healy thanked Ms. Goebel, Ms. Wyatt, and the team for the MOU with SDRMA; that is spectacular and that represents improvement for the employees and reduction in cost for them and the agency with better benefits. That's a win-win. Commissioner Healy also thanked Ms. Tonkin and HDC and everyone working on persevering through this process to get the rental subsidies figured out for the RAD projects.

Commissioner Williams congratulated Commissioner Ballesteros on her recertification.

Commissioner Zenk echoed the great news about the health insurance option for the Staff. She congratulated Commissioner Ballesteros on her recertification. Commissioner Zenk next acknowledged all the hard work that Staff is doing on getting the RAD money from HUD; and also for getting the work started on 123 Rico Street building.

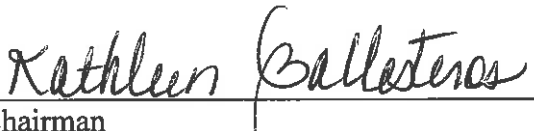
Commissioner Gama reiterated what the other Commissioners stated.

Commissioner Ballesteros agreed with Commissioner Healy regarding the health insurance and joining the JPA to obtain reduced cost for health insurance but with increased coverage for HACM employees. Kudos to those working on getting the RAD situation with the software resolved. She next thanked the Board for their coming together in making these hard decisions.

Commissioner Ballesteros stated she was honored to speak at her high school alumni career day; she told them that life throws punches, but you have to get back up and persevere and finish what you are supposed to do. She also encouraged them to get involved in the community and to reach out to those less fortunate.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:15 p.m.


Chairman

ATTEST:


Secretary

4/24/18
Date