ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD OCTOBER 22, 2018

Commissioners met at the Central Office. Chair Kathleen Ballesteros called the meeting to order at 5:04 p.m. Present: Chair Kathleen Ballesteros, Vice Chair Kevin Healy and Commissioners Mary Jo Zenk, Viviana Gama, Yessica Ramirez, and Paul Miller. Also Present: Manny González, Executive Director; Kirk Mann, Director of Finance; Maria Madera, Director of Housing Programs; Shannon Tonkin, Director of Housing Management; Pat Wyatt, Human Resources Manager; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC: None

PRESENTATIONS: Chair Ballesteros announced a service award for Carol Vargas for 15 years of loyal service to the Housing Authority; Ms. Vargas could not attend tonight’s meeting. The Board thanks Ms. Vargas for her years of loyal service to the Housing Authority. The Chair of the Board requested Vice Chair Healy present Resolution 2940, Resolution of Commendation, to former Commissioner Elizabeth Williams for her many years of dedicated service as a Commissioner.

Commissioner Ramirez arrived at 5:07 p.m.

Each Commissioner provided personal comments to Commissioner Williams and thanked her for her many years of support to the Board and to affordable housing. Commissioner Williams thanked Commissioner Miller for taking her place on the Board and wished both HACM and HDC the very best in finishing the good work they have started; she noted it has been a pleasure working with the Board members and Staff.

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Annual Board Meeting held September 24, 2018

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, Healy, Zenk, Gama, Ramirez, Miller
NOES: None
ABSENT: None

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Zenk stated this committee did not meet this month.
Finance/Dev Committee: Commissioner Gama reported everything is on the agenda.
Monterey County Housing, Inc. & Affordable Acquisitions: Mr. Rose reported MCHI had a special board meeting on October 12th to approve application for CHDO (Community Housing Development Organization) certification which was approved and submitted to the City of Salinas, who also approved the application. MCHI’s next meeting is scheduled for November 14th at 6 p.m. at Parkside Manor. To query, Mr. Rose explained CHDO helps to obtain funds that are not normally available to MCHI such as HOME funds.

REPORT OF SECRETARY

A. Executive Report:

Mr. González reported highlights are the HACM building is getting warmer and is in the final states of being rehabbed; the next step will be the solar placement in the back area. He stated tomorrow he would be part of a presentation at the Board of Supervisors event on Available Housing in the State at 1:30 p.m. and replied to query that this event would be available online. He noted he would be talking about the Section 8 program. Mr. González further reported that HACM Staff provided an orientation to the newest Board members, Commissioners Ramirez and Miller; Staff responded to questions and provided information on their departments. Then Commissioners Zenk and Healy requested Staff provide information on what the Board should be paying attention to and things the Board should be watching.
NEW BUSINESS

A. Resolution 2946: Approval to update the 2017 HCV Administrative Plan

Upon motion by Commissioner Zenk, seconded by Commissioner Healy, the Board adopted Resolution 2946, authorizing the approval to update the 2017 HCV Administrative Plan. Motion carried with the following roll-call vote:

YES: Ballesteros, Healy, Zenk, Gama, Ramirez, Miller
NOES: None
ABSENT: None

B. Resolution 2947: Approval of 2018/2019 Success Rate Payment Standard set at the 50% percentile

Upon motion by Commissioner Healy, seconded by Commissioner Ramirez, the Board adopted Resolution 2947, authorizing approval of the 2018/2019 Success Rate Payment Standards. Motion carried with the following roll-call vote:

YES: Ballesteros, Healy, Zenk, Gama, Ramirez, Miller
NOES: None
ABSENT: None

The Board next convened to Closed Session at 5:36 p.m.

CLOSED SESSION

The Board of Commissioners met in Closed Session for the following purpose and reason:

A. Government Code Section 54957.6: CON CER ENE WITH LABOR NEGOTIATORS AGENCY DESIGNATED REPRESENTATIVES: Kirk Mann, Pat Wyatt, and Vivian Brennan
EMPLOYEE ORGANIZATION: Service Employees International Union 521
ACTION: Nothing to report.

The Chair of the Board reconvened the HACM Board meeting to regular session at 5:47 pm.

C. Resolution 2948: Ratification of Agreement with SEIU Local 521 Effective September 1, 2018 through August 31, 2021.

Upon motion by Commissioner Zenk, seconded by Commissioner Healy, the Board adopted Resolution 2948, ratifying agreement between SEIU Local 521 and HACM for the years September 1, 2018 through August 31, 2021 and authorizing the negotiating team representing HACM to sign the agreement. Motion carried with the following roll-call vote:

YES: Ballesteros, Healy, Zenk, Gama, Ramirez, Miller
NOES: None
ABSENT: None

D. Resolution 2949: Extension of the Financial Benefits Provided to SEIU Local 521 Staff Members in the Agreement Effective September 1, 2018 to Non-Affiliated HACM Staff Members.

Upon motion by Commissioner Zenk, seconded by Commissioner Ramirez, the Board adopted Resolution 2949, authorizing the Executive Director to pass on the same financial benefits as the Union members have received to the non-affiliated staff members of HACM. Motion carried with the following roll-call vote:

YES: Ballesteros, Healy, Zenk, Gama, Ramirez, Miller
NOES: None
ABSENT: None

E. Appointment

Chair Ballesteros appointed Commissioner Paul Miller to the HACM Personnel Committee.

INFORMATION

A. Finance Report

Mr. Mann reported he had nothing to add to his report but responded to queries that the June 30, 2017 audit has not been finalized; once that audit is completed, we can start the unaudited for
2018. When those audits are finished and the budget is completed for the current fiscal year then it will be good. He further noted they are actively recruiting for the accounting supervisor position and there is still one employee out on leave. Mr. Mann stated that if the RAD vouchers are submitted by the 10th of the month, then funds would be received the first business day of the next month. Any adjustments needed would go with the following month’s submission.

B. Human Resources Report:

Ms. Wyatt reported the accounting supervisor position didn’t make it under vacant positions on her report; she noted this morning the Office Assistant II position for the Property Management department was filled. To another query, Ms. Wyatt reported the Quality Control employee is helping out as the Acting Housing Management Supervisor until that position is filled.

C. Development Report

Ms. Warren reported obviously we have converted to RAD, but as a result of the conversion we have several holdbacks due to items that were not fully complete at conversion; one of those was the tax credit file review which should have been completed on Friday and we did not meet that mark. There also are still some items regarding the termite report that needs to be closed. She said she would be discussing where we are in terms of open items and what can be done about them with Mr. González tomorrow. Ms. Warren stated HACM Finance Department needs to bill for these two items so everyone can get paid for the work on that particular conversion. She stated the vouchers are current through May, so we are delinquent on these for about six months. She noted she has been working with Mr. Gonzales to create a plan to submit in a timely manner.

Ms. Warren further noted the first REAC inspection is scheduled for this Wednesday; the MOR audit is still outstanding pending HUD’s rescheduling of that item. She further reported that Tynan Village has a construction defect issue with the general contractor and the sub-contractors and they will have a consultant looking at the scope of work and we will have a consultant looking at the scope of work to figure out the most efficient way financially to do the repairs so it stays under the insurance coverage. HDC is currently paying for the work being done now, but we have to make sure we mitigate any water intrusion to not impact new tenants. A poster bed fell through the sub-flooring of a third-floor unit but it appears there is an architectural feature that probably exacerbated the already bad condition of that exterior wall due to water intrusion. This repair is ongoing.

Ms. Warren next reported Haciendas Phase I and II are currently going through forensic assessments regarding metal finishes such as hand-railings and balconies. We have not yet filed a formal construction defect but trying to settle in an agreement with the general contractor for remediation. Haciendas Phase III occupancy number is probably much less than reported tonight; she noted we need to get to 100% occupancy for three consecutive months to be eligible for conversion from construction financing to perm. She noted some issues regarding denied applications have been turned over to legal counsel and she will discuss this matter with Mr. González tomorrow. That possibly could delay us for another month if it doesn’t get remedied and resolved for the lease-up component.

To query on the Castroville project, Ms. Warren replied they are still pushing the contractor for an earlier completion date; we want it finished by February/March time frame and the contractor keeps trying to push it out to April/May. Tenants are out on relocation from Castroville so the sooner they can return is better for the budget. There are eleven new units to be leased up for Castroville. Funding sources for this project are USDA, 9% tax credits, USDA Rental Assistance, and some soft loans for land purchases plus deferred County impact and processing fees. She further reported the replacement reserve study came back at $1,200 a unit which is unheard of and a capital needs replacement reserves study has to be completed. This study has to be paid attention to because it can be onerous. Ms. Warren reported on the Greenfield property that we need to re-establish contacts there because several of the original contacts have left. The 123 Rio building is coming along very well.

Commissioner Healy stated with regard to the vacancies at Haciendas Phase III and Ms. Warren meeting with the HACM Executive Director, that whatever needs to be resolved must get resolved so those vacancies can be filled.
D. Property Management Report

Ms. Tonkin reported Right Source will be providing training to Staff on Thursday regarding voucher submissions; they now understand the problems when submitting the 802 property for August. Once the submission for June is made for all properties then back-to-back submissions can be sent. Several Commissioners suggested the exact steps for submission be documented for future submissions. Ms. Tonkin explained with our submissions there are nuances and issues with the zero HAP clients as well as the miscellaneous accounting adjustments that need to be added to the vouchers that isn’t showing up. Ms. Tonkin further noted the warehouse at Fort Ord should be out of our hands in early November and then it will go for auction sometime in the summer.

Ms. Tonkin also reported that her department has had the second round of interviews for the Property Management Supervisor and those involved in that process need to make a selection which will probably take place tomorrow. There were two really good candidates. She also reported 43 units have been leased up at Haciendas III and there are four families that could move in if they are eligible. Commissioner Zenk suggested using social media and ads for marketing the five-bedroom units in South County. Ms. Tonkin noted the five-bedroom units are hard to rent because the family can’t go over the 40% income. She also noted that Property Management doesn’t want to use a Facebook page because when people are evicted, they can make a personal attack on personnel on that page. Mr. Gonzalez noted maybe Moxxy could help with new marketing tools. To query on date for MCHI January 1, 2018, Ms. Tonkin replied that should be 2019.

E. Housing Programs Report

Ms. Madera responded to queries that her department has 804 families selected off the waiting list for a large orientation in order to purge the list, but she doesn’t have enough eligibility staff. HCV Staff will be helping with the orientation. She stated that HUD staff would like to see us put 50 vouchers out on the street every month, but manpower is needed to do this. She further stated her department will probably reopen the waiting list next year and do another lottery.

Ms. Madera next reported that her department received recognition by Anna Caballero, Jimmy Panetta, and Senator Anthony Cannella for the job fair with Goodwill; they recognized the Housing Authority with an award. She next stated Mr. Gonzalez would be handing out invitations to the Landlord Recognition dinner scheduled for November 15th at Rancho Cielo. She hopes the Board members can attend.

F. Strategic Goals:

Mr. Gonzales reported next month he will be bringing some items that will be addressing and updating some of the items on the strategic goals.

CLOSED SESSION: Closed Session was addressed between New Business agenda items A and B above.

COMMISSIONER COMMENTS:

Commissioner Miller stated that he would like to show his appreciation to Staff for working out the MOU employees’ contract; he thanks everyone on both sides for their hard work.

Commissioner Ramirez thanked Staff for their hard work in getting the MOU with the Union; she thanked Ms. Wyatt for her leadership. She next thanked Staff for the appreciation to the landlords and she looks forward to attending that event. Commissioner Ramirez also emphasized the steps to doing the RAD submissions are very important.

Commissioner Healy echoed the comments about the MOU and the success of the negotiations. He then thanked Ms. Ruvalcaaba for the good dinner tonight. Commissioner Healy then congratulated Ms. Vargas for her 15 years of dedicated service to HACM. He then thanked former Commissioner Williams for all her hard work for the Housing Authority. Commissioner Healy congratulated Commissioner Miller for his appointment to the Personnel Committee and to Ms. Madera for the Housing Programs department job fair recognition.

Commissioner Zenk echoed what her colleagues have said as far as recognition for Ms. Vargas’s 15 years of service and for Commissioner Williams for her many years of dedicated service. She noted she was touched by what Commissioner Williams said about things getting in the way of remembering who our customers are and that our mission is to get people housed. Some days when one gets frustrated, it is good to remember the good work being done here in trying to house people and we are in this together.
Commissioner Gama thanked former Commissioner Williams for all her hard work and to Ms. Vargas for her 15 years of service to HACM, and to Ms. Madera and her team for the recognition for the job fair. She next thanked all Staff for their hard work.

Commissioner Ballesteros thanked Ms. Vargas for her 15 years of loyal service to HACM. She congratulated former Commissioner Williams for her resolution and for sharing her experiences with her when they traveled to visit city councils in South County. She stated she would try to be at the important meeting that Mr. Gonzalez has scheduled. Commissioner Ballesteros next thanked Commissioner Miller for being willing to be on the Personnel Committee. She then congratulated Ms. Madera’s department for coordinating the job fair and she is sure the employers were impressed; the award is well deserved. Commissioner Ballesteros stated she appreciates everybody involved in the SEIU MOU and knows that it isn’t an easy process. She thanked Ms. Ruvalcaba and HDC for the wonderful dinner. Commissioner Ballesteros next thanked Staff for the work that each one does; they are doing a great job. She then told stories of two of her friends who were homeless and how happy they were to have a roof over their heads and how grateful they are for housing. Commissioner Ballesteros stated don’t think that your work is going unnoticed even if someone doesn’t say thank you every day because people are thankful like her two friends. Your work is not in vain – please know that.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:34 p.m.

Kathleen Ballesteros
Chairman

ATTEST:

Secretary

11/29/18
Date