January 28, 2019

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JANUARY 28, 2019

Commissioners met at the Central Office. Chair Kathleen Ballesteros called the meeting to order at 5:02 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; Pat Wyatt, Human Resources Manager; Jose Acosta, Property Management Supervisor; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC:
Imelda Garcia commented that she also spoke in public comments at the Personnel Committee meeting and feels that she has been unfairly treated by her case worker. She noted that she doesn’t believe the program is working for her in her case but worked against her.

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Regular Board Meeting held December 17, 2018
B. Minutes – Approval of Minutes of the Special Board Meeting held January 14, 2019
C. Resolution 2952: Create Job Description for Quality Control Manager to Replace Quality Control Supervisor position
D. Resolution 2954: Reintroduce Procurement and Contracts Manager Position and Elimination of the Housing Management Analyst Position

Commissioner Ballesteros asked a question regarding Resolution 2952 and the supervisory function; Ms. Wyatt responded the intention is to have nobody report to this position, but this position could make direct and indirect requests from staff addressing quality control issues.

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

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

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Zenk reported the agenda items reviewed by the Personnel Committee are on the agenda.
Finance/Dev Committee: Commissioner Ballesteros noted she substituted for Commissioner Healy and everything is on the agenda.

Monterey County Housing, Inc. & Affordable Acquisitions: Mr. Rose reported MCHI’s Board had a very enjoyable Holiday dinner on January 9th at Grower’s Pub. At MCHI’s January 23rd meeting, the Board considered an RFP for Property management, but it was decided that another RFP was needed also to address the financial services that HACM had performed for MCHI. Mr. Rose noted he was doing a scope of work regarding the additional RFP and both resolutions will be considered at an undetermined date but prior to the scheduled March 13th meeting. Mr. Rose further reported other business considered at the January 23rd Board meeting was selling a vacant parcel on Lake Street that MCHI cannot use and has become more of a liability. Mr. Rose reminded their next MCHI Board meeting is scheduled for March 13th.

Commissioner Zenk mentioned she wasn’t sure the MCHI Board was ready to do the RFP’s but thought they were just looking at the task lists and putting a committee together to do the RFP’s. Mr. Rose responded that at the November MCHI meeting he was authorized to do the RFP for Property Management and he was planning to do that in January until the other RFP for Financial services came up plus the Board was concerned about unit turnovers. To query, Mr. Rose responded that neither RFP has been published. To another query about having more time to review the RFP’s, Mr. Rose replied there was some behind the scene discussions. Commissioner Zenk reminded there was no resolution presented for consideration so the MCHI Board still has to review the RFP at a Special Board meeting.
REPORT OF SECRETARY

A. Executive Report:

Mr. González reported HACM has received notification through NAHRO the Continuing Resolution signed by the President on Friday includes a provision that we will get funding for March and April regardless of what happens in the next three weeks to close the government down. Therefore, at this point we are funded through April. To query on whether that information was updated on the website, Mr. González stated that will be done tomorrow.

To query on Pueblo Del Mar being subsidized, Mr. González replied it comes down to funding and every year the County acknowledges they want to help subsidize the units, but they have shortfalls too. To another query, Mr. Mann replied the deficit on this property is over $100K for the last fiscal year and the total is a little over $1M which is eating away at our budget. Mr. González noted he has been working with the Health Department and the Behavioral Health component of the Department to see if they can come up with some funds.

OLD BUSINESS

A. Resolution 2951: Approval of the Operating Budget for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019

Commissioner Gama arrived at 5:26 p.m.

Upon motion by Commissioner Healy, seconded by Commissioner Zenk, the Board approved the Operating Budget for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019. Motion carried with the following roll-call vote:

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

NEW BUSINESS

A. Resolution 2953: New Position – Eligibility Specialist I

Upon motion by Commissioner Zenk, seconded by Commissioner Healy, the Board adopted Resolution 2953, approval of new position, Eligibility Specialist I. Motion carried with the following roll-call vote:

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

B. Resolution 2956: New Position – Accounting Assistant II

Upon motion by Commissioner Zenk, seconded by Commissioner Healy, the Board adopted Resolution 2956, approval of new position, Accounting Assistant II. Motion carried with the following roll-call vote:

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

C. Resolution 2957: New Position – Finance Specialist II

Upon motion by Commissioner Zenk, seconded by Commissioner Healy, the Board adopted Resolution 2957, approval of new position, Finance Specialist II. Motion carried with the following roll-call vote:

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

D. Resolution 2955: Approval of Rental Demonstration Program (RAD) – Project Based Rental Assistance (PBRA) Policies for HACM and HDC Housing Sites

This agenda item was removed by Staff for further discussion.

INFORMATION

A. Finance Report

Mr. Mann reported government is back open and smooth sailing – for right now. To query, Mr. Mann replied regarding the loan on Castroville that HACM will submit the interest on the payments we have been making to the closing company at the closing.
B. Human Resources Report:
Ms. Wyatt reported the Finance Specialist I position has been filled internally; we will be recruiting for the position the selected individual will be leaving. To a query on evaluations, Ms. Wyatt stated those will get done soon.

C. Development Report
Ms. Warren stated she would present the development report in the HDC meeting.

D. Property Management Report
Mr. Gonzales noted that Mr. Acosta and Ms. Vasquez were present for the Property Management Report. Mr. Acosta reported the NEF scores are in now and they were decent scores. Staff is diligently working with NEF to complete the corrections by the goal date in June. He stated we now have candidates for the four caretaker positions that were open; we are just waiting for these individuals to move into their unit. To query on slots on the waiting list for South County RAD, Mr. Acosta replied we had 89 on the waiting list but the goal is to advocate and expand our pool of applicants by reaching out to other agencies and advertising our vacancies in different platforms in order to reach more people. Ms. Vasquez noted she had reached out to some agencies this week.

Commissioner Zenk asked if the number of days a unit is vacant can be added to the monthly vacancy report.

E. Housing Programs Report
Ms. Madera reported last November we received the Mainstream vouchers that we were awarded, and we have been working with three partner agencies to get referrals so families can be interviewed. To query on Mainstream Vouchers, Ms. Madera replied that program is for people between the ages of 18 to 61 that are coming out of an institutional program and has a case manager; they also have to qualify as disabled to be eligible for this program. Ms. Madera further noted we finally met our benchmark of 100 Mainstream vouchers leased up; the total number right now is 116 and we need to move some of these tenants to the regular Section 8 vouchers because they are over a year being case managed. She noted once that takes place, we should have another 30 slots open up for new comers to qualify. Ms. Madera stated we have to be at 80% utilization leased up for the Mainstream program and if not, they take the money away. Our goal is to lease up three families each month to meet the benchmark.

To another query, Ms. Madera stated the Homeless Set-aside program is working very well with our partners because these voucher holders have a case manager that helps them locate housing. The case managers are referring landlords to us so we can educate them about the program.

F. Strategic Goals:
Mr. González reported he had no updates at this time.

The Board convened to Closed Session at 5:41 p.m.

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

A. Government Code Section 54957: Public Employee Appointment Executive Director ACTION: The Board directed the Chair to contact a recruiting company to request the terms of the contract for search of an Executive Director and information of when they will be ready to open the application period.

B. Government Code Section 54956.9(b): Anticipated Litigation: (2) ACTION: The Board has directed the Executive Director to communicate quickly to the Union Representative regarding the reorganization of Property Management.

The Board reconvened to regular session at 7:16 p.m.

COMMISSIONER COMMENTS:
Commissioner Gama apologized for her tardiness. She next thanked everyone for all the information and stated keep up the great work!
Commissioner Zenk thanked everyone for their hard work.
Commissioner Healy stated he echoes everyone’s comments.
Commissioner Ramirez thanked everyone for all they do; she hopes to see some progress or report on the public comment we had today.
Commissioner Miller thanked Staff very much for all they do.
Commissioner Ballesteros thanked Staff for their hard work and further thanked Mr. Mann for the budget; she further thanked Ms. Madera for her hard work and Mr. Griffin for his expertise. She then thanked Ms. Ruvalcaba for the great pizza.

ADJOURNMENT
There being no further business to come before the Board, the meeting was adjourned at 7:20 p.m.

Kathleen Ballesteros
Chairman

ATTEST:

Secretary

2/26/19
Date