Commissioners met at the Central Office. Acting Chair Mary Jo Zenk called the meeting to order at 5:02 p.m. Present: Acting Chair Mary Jo Zenk and Commissioners Viviana Gama, Yessica Ramirez, and Francine Goodwin. Absent: Chair Kathleen Ballesteros, Vice Chair Kevin Healy, and Commissioner Paul Miller. Also Present: Kirk Mann, Interim Executive Director/Director of Finance; Maria Madera, Director of Housing Programs; Pat Wyatt, Human Resources Manager; Jose Acosta, Acting Director of Housing Management; Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC: None

PUBLIC HEARING:
Acting Chair Zenk opened the Public Hearing at 5:03 p.m.

A. Notice of Public Review on Analysis of Impediments to Fair Housing Choice

Mr. Mann introduced Veronica Tam, Consultant for the public hearings in Monterey County, who provided a power point presentation on Monterey County: Regional Analysis of Impediments to Fair Housing Choice (AI). Ms. Tam noted that the Board would need to officially accept the Analysis of Impediments to Fair Housing Choice documentation at their June Board meeting. This is a requirement when going through a HUD audit.

The Board thanked Ms. Tam for her presentation and handout.

Acting Chair Zenk closed the Public hearing at 5:25 p.m.

CONSENT AGENDA

A. Minutes – Approval of Minutes of the Regular Board Meeting held April 22, 2019

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

AYES: Zenk, Gama, Ramirez, Goodwin
NOES: None
ABSENT: Ballesteros, Healy, Miller

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Zenk reported this meeting was cancelled.
Finance/Development Committee: Commissioner Gama reported this meeting also was cancelled.
Monterey County Housing, Inc. & Affordable Acquisitions: Mr. Rose reported the MCHI Board met on May 8th at their Annual meeting; the Board elected Ms. Lloyd as President. However, since there was not a full board the other two positions, Vice President and Secretary/Treasurer, will be addressed at the July meeting. The Form 90’s were approved and sent off and the MCHI-AA audit also was approved. Mr. Rose stated he was pleased to report the Property Management RFP has been deferred based on two major changes: Mr. Acosta’s dramatic turn-around in vacancies and HACM’s agreement to retain an accounting firm to perform a forensic analysis on the last two and Half years of MCHI and MCHI-AA expense allocation charges at Parkside. He further reported he would defer to Ms. Warren to report on the expansion of Parkside if she decides to do so. He invited the Commissioners to the next MCHI Board meeting on July 10th. To query on who would cover the cost of the forensic analysis, Mr. Mann replied HACM is looking into that issue and the plan is for it to be absorbed in-house.

REPORT OF SECRETARY

A. Executive Report: Mr. Mann reported today the grant from HUD for Pueblo del Mar (PDM) was received in the amount of $365,000, which is like last year’s grant; the issue of the deed has not been finalized yet. He further reported he will be reaching out to Sun Street regarding the ten units ready for occupancy at PDM. To query, Mr. Acosta replied there were only two referrals from Sun Street. It was suggested that Staff continue to do automatic reminders of the vacancies to Sun Street. Mr. Mann stated HACM cannot keep going like it is at PDM and suggested permanent transitional would be good if we could have vouchers that would keep people
from moving out plus cover the Housing Authority’s cost. Commissioner Zenk suggested the Board of Supervisors be apprised of the issues at PDM since they want to keep it transitional and not go permanent. Ms. Warren recommended apprising Supervisor Parker since she was the one who has asked about PDM. Mr. Mann explained about some issues with the homeless situation across the fence from the Housing Authority property; he noted there are some ideas that Staff are discussing to keep the Housing Authority property safe. To another query, Mr. Mann noted that the police are monitoring and watching the homeless site.

INFORMATION

A. Finance Report

Mr. Mann reported his department is still working on some reports with HDC as well as finalizing some audits. The auditor said the HDC’s audit is with them but didn’t give a release date. To query on what items are the investors expecting that are not yet completed, Mr. Mann replied four RAD audits which are being worked on daily. Ms. Warren commented that everything is always going to be due every three months for the rest of HACM’s life. She noted Mr. Mann has an outline of the major things done and not done in his report; she further stated HACM and HDC meet once a week and these things are discussed at length.

B. Human Resources Report:

Ms. Wyatt reported the only thing she would like to point out on her report is under the performance evaluations and that Property Management is working very hard and very quickly to get their outstanding evaluations completed. She further noted the Procurement Contracts Manager and Procurement and Warehouse Clerk positions are now open for applications.

C. Development Report

Ms. Warren stated she would like to report out on her report in the HDC Board meeting that follows this meeting.

D. Property Management Report

Mr. Acosta reported his department has completed all the annual recertifications for the RAD sites; the vouchers are up to date; and the OCAF rent adjustments were submitted and HUD approved them. He further explained all the files for NEF for the annual file review have been uploaded and the annual inspections are scheduled for this coming June. Mr. Acosta stated HDC will be kept informed about the inspections. A notice from TCAC was received last week and we received a very good score with no findings on the physical inspection as well as the file inspection for Haciendas 2 was very good also. A clearance notice from TCAC for Haciendas Senior was also received.

Mr. Acosta further reported we hired one of our current staff members for the Property Manager position at PDM. One of our RAD properties’ manager is out on leave and a newly hired person will fill that position until the manager returns. We need an additional Property Manager in order to fill the gap. Mr. Acosta noted his department will be recruiting for a Property Maintenance position due to a retirement.

Mr. Acosta reminded that his department is doing their best to keep the vacancies at a low rate and units ready to be moved in as quickly as possible.

To query, Mr. Acosta explained that MOR means Management and Occupancy Review. He explained there was a MOR for Portola Vista in February. We did the process, they sent us the findings, we corrected them and sent them in but they came back with comments saying they wanted us to do more corrections. To another query on whether the warehouse building owned by HHS had been auctioned off, Mr. Acosta replied he has been trying to find out what is taking place with that situation and he will report back on this issue next month. Mr. Acosta replied to another query that the King City Migrant Center started off with 70% occupancy on May 1st opening and some seasonal workers are still coming in and it should be at 100% occupancy by the end of the month. He noted that a State inspector will be coming to the migrant center this Friday to do a walk through on that property. Mr. Mann stated he is trying to get a three-way phone conversation between the Housing Authority, the State and Rural Development to keep the State from pulling funding from the State budget for the migrant center; Rural Development has to allow these items or the Housing Authority will have to fund them and we can’t do that.

E. Housing Programs Report

Ms. Madera reported today was the opening of our waiting list for Junsay Oaks Senior Housing in Marina; it will be open through May 31st. To query on applications, Ms. Madera replied we were
expecting more applications than we received. It is a lottery system to apply and not a first come/first served for the 47-unit property minus one unit for the manager. To another query, Ms. Madera replied all the units at Junsay Oaks are one-bedroom units.

F. Strategic Goals:

Mr. Mann reported there are no changes to the goals.

Mr. Mann stated that he will be on vacation starting this Friday and all next week; Ms. Madera will be in charge while he is on vacation, but he also can be reached by cell and email.

COMMISSIONER COMMENTS:

Commissioner Goodwin thanked everyone for their patience and explanation of everything which is making it easier to understand.

Commissioner Gama thanked Ms. Tam for her presentation which explained the Analysis of Impediments very well and to everyone else thank you for everything that you do.

Commissioner Ramirez thanked Staff for coordinating the presentation with Ms. Tam and the analysis that was done. She further stated she liked the progress that is being done to fill the vacant positions and would like to acknowledge the great job that the Property Management and Housing Programs departments are doing; they have come a long way.

Commissioner Zenk thanked Ms. Ruvalcaba for the food. She next congratulated Ms. Gama on her college graduation. Commissioner Zenk stated she agrees with the comments about the presentation by Ms. Tam which were very good and very informative.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:51 p.m.


ATTEST:


Secretary

Date

6/24/19