ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JULY 22, 2019

Commissioners met at the Central Office. Chair Kathleen Ballesteros called the meeting to order at 5:01 p.m. Present: Chair Kathleen Ballesteros and Commissioners Mary Jo Zenk, Viviana Gama, Paul Miller, and Francine Goodwin. Absent: Vice Chair Kevin Healy. Also Present: Kirk Mann, Interim Executive Director/Director of Finance; Maria Madera, Director of Housing Programs; Jose Acosta, Director of Housing Management; Pat Wyatt, Human Resources Manager; Starla Warren, Fee-for-Service Director of Development; and Thomas Griffin, Legal Counsel. Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Regular Board Meeting held June 24, 2019
B. Resolution 2970: FY 2019 Section 8 Management Assessment Program Submission
C. Resolution 2971: Contract Renewal with Employment Development Department for Verification of Income
D. Resolution 2974: Authorization to Contract with Sun Street Centers for Supportive Services at Pueblo Del Mar
E. Resolution 2975: Approval of Update to the 2017 HCV Administrative Plan
F. Resolution 2976: Authorization for the Interim Executive Director to sign the MOU between the Monterey County Workforce Development Board and the partners of the America’s Job Center of California/One-Stop Delivery System

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

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

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Zenk noted this meeting was cancelled.
Finance/Development Committee: Commissioner Gama reported everything is on the agenda.
Monterey County Housing, Inc. & Affordable Acquisitions: Mr. Rose reported MCHI held their meeting on July 10th and finished their election with Nancy Lloyd elected as President, Brielle Bumba as Vice President, and Denise Harrison as Secretary/Treasurer. MCHI also approved their Audit and authorized the Executive Director to start negotiations for Jardines Del Monte bank loan which is due in October. He further reported MCHI approved an earning transfer to HACM and some write-offs which may or may not be collected by a collection agency. MCHI’s next meeting is scheduled on September 10th.

REPORT OF SECRETARY
A. Executive Report:

Mr. Mann reported HACM had ‘Bring Your Child’ workday on July 19th with approximately 20 children participating in a two-hour training where they learned a few things about work orders and other types of paperwork. Mr. Mann commended employees: Ms. Macias, Ms. Pinson, and Ms. Guevara from Housing Programs Department along with Mr. Acosta and Ms. Vasquez from Property Management, and Ms. Figueras from the Human Resources department for providing talks and making this day memorable for the children. Each child received a certificate at the end of the day. Mr. Mann further reported he would be attending a meeting tomorrow regarding the grant for Pueblo Del Mar.
OLD BUSINESS

A. Resolution 2968: Office of Migrant Services Amendment to Standard Agreement Contract

Upon motion by Commissioner Zenk, seconded by Commissioner Miller, the Board adopted Resolution 2968 approving the acceptance of the Amendment to Standard Agreement Contract 19-OMS-12712(RD). Motion carried with the following roll-call vote:

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

B. Organizational Structure of the Clerk of the Board position

Upon motion by Commissioner Miller, seconded by Commissioner Gama, the Board tabled this item until there is a full Board. Motion carried with the following roll-call vote:

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

The Clerk of the Board introduced Hans Buder who stated he was at the meeting to observe at the recommendation of Supervisor Adams’ office as related to the Commissioner vacancy.

NEW BUSINESS

A. Resolution 2972: Eliminate Handyperson Classification and Replace with two Maintenance I Positions; move two Handypersons into new Maintenance I Positions

Commissioner Miller stated this item was discussed at the Finance/Development Committee meeting about not eliminating the handyperson classification but keeping it in case it ever needs to be filled. A question came up on whether the budget can sustain those changes and whether that cost will be an increase to the equity partners. Ms. Warren cautioned not to price themselves out of the market and to make sure things are done more effectively so that HACM gets a bigger bang for their buck. To query about the Union, Ms. Wyatt stated she has an email that states the Union does not object. Chair Ballesteros requested a copy of that email be attached to the resolution.

Upon motion by Commissioner Miller, seconded by Commissioner Gama, the Board adopted Resolution 2972 with the change to replace the word “eliminate” with “hold” the Handyperson classification, add two additional Maintenance I positions, and move the employees who are currently serving in Handyperson roles into these two Maintenance I positions, adjusting pay accordingly. Motion carried with the following roll-call vote:

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

B. Resolution 2973: Add One Maintenance I position to HACM Headcount

Upon motion by Commissioner Miller, seconded by Commissioner Gama, Resolution 2973 is placed on hold until the staffing plan can be reviewed before the end of this meeting. Motion carried with the following roll-call vote:

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

C. Resolution 2977: Resolution of Commendation for Yessica Ramirez

Upon motion by Commissioner Zenk, seconded by Commissioner Gama, the Board approved Resolution 2977, Resolution of Commendation for Yessica Ramirez. Motion carried with the following roll-call vote:

AYES: Ballesteros, Zenk, Gama, Miller, Goodwin
NOES: None
ABSENT: Healy
D. Appointment to Ad Hoc Committee for the Executive Director Search

Chair Ballesteros appointed Commissioner Paul Miller to be on the Ad Hoc Committee for the Executive Director Search to replace former Commissioner Yessica Ramirez.

INFORMATION

A. Finance Report

Mr. Mann reported he and some members of his department attended a two-day seminar about the yearly submission of the Financial Data Systems (FDS); a CPA providing the training talked about various aspects and ways to submit along with types of errors that could occur. To query on shortfall, Mr. Mann explained after a teleconference call with the Shortfall Prevention Team in Jacksonville, Florida, officially we are not in a shortfall right now but they recommended that we do not issue any vouchers because of the properties coming online in October and November and at that point, we may be in a shortfall but we are taking measures not to be. If funds were not recaptured in April, we probably would have been okay through the end of the year. HUD does have money for shortfalls. We can continue to issue vouchers for VASH and Mainstream. To a query on Mainstream, Ms. Madera explained Mainstream is for families that are homeless with a referral agency between the ages of 18 and 61; the downfall is there are a lot of voucher holders searching but can’t find housing.

B. Human Resources Report:

Ms. Wyatt reported she had spoken with Paul Kimura today and he anticipates providing a presentation to the Ad Hoc Executive Director Search committee.

C. Development Report

Ms. Warren reported she would like to report out in the HDC’s meeting.

D. Property Management Report

Mr. Mann stated while Mr. Acosta is looking for the staffing plan, he would report about some activity last night at one of our sites. Two or three weeks ago HACM had the police out front here on Rico Street in which two people ran from the police and were tazded. Last night Hacienda 2 had 12 arrests take place for drugs and a loaded weapon. Ms. Warren stated Mr. Acosta followed up with the tenant of that unit this morning and probably will be taking some action against the tenant; nobody was hurt last night and there have been no news reports on the incident.

E. Housing Programs Report

Ms. Madera reported she had nothing to add to her report.

F. Strategic Goals:

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

The Board took a break at 5:52 p.m. and returned to regular session at 6 p.m.

The Board next returned to New Business item 8B.

B. Resolution 2973: Add One Maintenance I position to HACM Headcount

Ms. Warren stated in the interest of getting the Castroville site online, she recommends the Board approve Resolution 2973 but to be followed-up with a budget revision and approval by the equity partner should the rate of $20 an hour not fall in line with the staffing plan.

Upon motion by Commissioner Zenk, seconded by Commissioner Miller, the Board adopted Resolution 2973 to increase headcount by one Maintenance I bilingual (speaking only) position to provide maintenance services to the Castroville Property and after review of the budget, this issue may come back to the Board for a budget revision. Motion carried with the following roll-call vote:

AYES: Ballesteros, Zenk, Gama, Miller, Goodwin
NOES: None
ABSENT: Healy
The Board convened to Closed Session at 6:04 p.m.

CLOSED SESSIONS

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

A. Government Code Section 54956.9: Conference with Legal Counsel – Existing Litigation (State of California v. HACM)

ACTION: No action taken; instructions provided to Legal Counsel.

B. Government Code Section 54957(b): Personnel Matter

ACTION: Nothing to report.

The Board reconvened to regular session at 7:11 p.m.

COMMISSIONER COMMENTS:

Commissioner Miller commented he attended the NAHRO Summer Conference where he completed the Commissioners' Fundamentals course and his application for NAHRO Commissioner Certification has already been submitted to NAHRO.

Commissioner Gama thanked Staff for all that they do; she next thanked Commissioner Ramirez for her time on the Board.

Commissioner Goodwin thanked everyone for a very informative meeting; she has learned some new things.

Commissioner Zenk thanked Ms. Ruvalcaba for dinner and former Commissioner Ramirez for her time served as a Commissioner. She noted she also appreciated the opportunity to attend the NAHRO Summer Conference; it was very informative and there were a couple of good sessions. Commissioner Zenk stated that she has three good take-aways that HACM should look at: The Moving to Work program: There is an application coming up for those interested in landlord incentives. She stated that she would appreciate it if Mr. Mann and Ms. Madera would look at it and see if it makes sense for HACM to apply. What she heard from current Moving to Work agencies is that it is worth doing. Even though HACM would only be using Moving to Work for the Housing Choice Voucher program, there is a lot of flexibility that HACM would have with those funds. Commissioner Zenk further stated she went to a number of sessions related to RAD and the one she thought was most informative was Asset Management for RAD and she has included a copy of that presentation with her trip report. There is a mindset shift about how Property Management is done under RAD and also how the Board should monitor RAD. And Commissioner Zenk thinks it might be good to have some educational sessions on Asset Management. There is a critical difference between doing Property Management as a Housing Authority versus doing Property Management with RAD and tax credits. There were some examples provided of the kinds of information that the Board should be monitoring specifically for RAD and she suggested a copy of a dashboard report with scoring (i.e., A-B-C-D) be provided so that the Board sees all the work being done and the critical items the Board should focus on in the board meetings. Commissioner Zenk encouraged the Board and Staff to look at the presentations she attached to her trip report and share them with the Property Management staff. She appreciated the opportunity to attend the NAHRO Summer Conference.

Commissioner Ballesteros thanked Ms. Ruvalcaba for dinner. She next reported that she attended the PSWRC conference in Anaheim and the sessions she thought were good were on Commissioners' Board Governance. She esteemed the PSWRC because they had a lawyer that they were able to Skype and ask questions to. The lawyer covered Robert's Rules of Order and the Brown Act. Everyone attending were Commissioners and some had years of experience and some were barely starting out as a Commissioner. Commissioner Ballesteros then noted that she received an email asking her if she would be willing to be a nominee for Vice President of the PSWRC Commissioners' Committee; at the conference she was elected to that position. This committee considers what sessions will be most beneficial to Commissioners when they attend NAHRO conferences. She stated that she feels very honored and privileged to be part of the oversight on this committee. She next stated, as Commissioner Zenk said, we always must make room to learn as Commissioners in order to help our agency and to make sure everything is flowing as it should. Commissioner Ballesteros noted she too needs to learn her parameters and she hopes
that she is not a taskmaster because being a Commissioner she wants to support and be engaged in supporting the policies that HUD sets for this agency. And to make sure we as a Board follow our mission statement in making sure that the clients are receiving the services that they need. Commissioner Ballesteros thanked the Board for the privilege to attend the PSWRC Conference and to represent HACM and HDC. She hopes that she can do well in what she is elected to do.

Commissioner Ballesteros then thanked everyone and noted that Mr. Mann is always available to talk to and meet with when needed. She next thanked Commissioners Healy and Zenk for chairing the two Board meetings she had to miss. She further thanked former Commissioner Ramirez for her time on the Board. Commissioner Ballesteros stated we must be there for each other even on a personal level to support each other when tragedies happen.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:22 p.m.

Chairman

ATTEST:

Secretary

Date