ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD AUGUST 26, 2019

Commissioners met at the Central Office. Chair Kathleen Ballesteros called the meeting to order at 5 p.m. Present: Chair Kathleen Ballesteros, Vice Chair Kevin Healy, and Commissioners Mary Jo Zenk, Viviana Gama, Paul Miller, and Francine Goodwin. Also Present: Kirk Mann, Interim Executive Director/Director of Finance; Maria Madera, Director of Housing Programs; Jose Acosta, Director of Housing Management; and Tom Griffin, Legal Counsel (teleconferenced into the Closed Session). Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC:
Irene Banuelos, Angelina Ramos, Suzanne Cook-Turner, Abril Esparza, and Monica Carrillo spoke in public comments about their concerns at the Housing Authority. Jay Donato also spoke in public comments and provided copies of the above individual’s verbal concerns. Chair Ballesteros noted Mr. Mann, Interim Executive Director, would follow-up on the comments from the public.

The Board Chair next adjourned the HACM Board meeting at 5:20 p.m. at the call of the Chair to accommodate the Closed Session for the HDC Board meeting. Chair Ballesteros reconvened the Regular HACM Board meeting at 6:38 p.m.

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Regular Board Meeting held July 22, 2019

Commissioner Zenk requested her Commissioner Comments be revised to read:

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 how the Board should monitor RAD; 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.

Upon motion by Commissioner Zenk, seconded by Commissioner Gama, the Board approved the Consent Agenda with the revised Commissioner Comments as noted above. Motion carried with the following roll-call vote:

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

REPORTS OF COMMITTEES
Personnel Committee: Chair Ballesteros noted the HACM committee meetings were cancelled.
Finance/Development Committee: Same as Personnel Committee.
Monterey County Housing, Inc. & Affordable Acquisitions: Mr. Rose reported MCHI did not meet this month, but their next meeting is on September 11th, which will be held in the HDC building. He next reported that MCHI is working diligently with HDC for the Parkside redevelopment; specifically with HDC and their advisors out of San Francisco that are working the financial side of it all. Mr. Rose further reported that Property Management had a visit from Leo Meyers lender and he joined them as the inspector went through the properties. He stated he must extend his appreciation for HACM’s Property Management, which is subsequently Mr. Acosta’s team, because the things that the inspector found that were amiss, Mr. Acosta came back to him less than 48 hours later with a plan to address the items. Attention to detail is Mr. Acosta and his team’s forte. There is still an issue with timing but that is being addressed now and we hope to get everything on track.

REPORT OF SECRETARY
A. Executive Report:
Mr. Mann reported he will be attending the California Association of Housing Executive Directors meeting at Half Moon Bay on September 11 through September 13. In October, he noted he plans to attend the NAHRO National Conference. Commissioner Zenk stated she liked the Bring Your Kids to Work pictures; Mr. Mann noted that HACM Staff did a great job with all the departments helping with that event; HACM hopes to do it again next year.

INFORMATION
A. Finance Report
Mr. Mann reported that he is still trying to get additional positions filled in the Finance department. He then explained that HACM’s current bank is going through a merger and cannot do investments into treasury bills until the year 2020 so he is reaching out to Wells Fargo bank about treasury bills where we will stagger them 30 days, 90 days, and 180 days up to two years. We may be able to earn up to $200K a year versus around $18,000 currently. To query on investment policy, Mr. Mann explained our policy refers to the HUD policy. Mr. Mann further explained that the RAD properties must have their bank accounts under the bank’s own tax ID number. He noted he would be reaching out to Wells Fargo tomorrow because we need an account for the Castroville property. We are getting more staff hired because there are so many deadlines at the same time and we need the manpower to get it all done on time.

B. Human Resources Report:
Mr. Mann explained Ms. Wyatt was absent and if the Board has any questions, he will be happy to pass them on to her. Commissioner Zenk noted the evaluations were getting behind again; she next asked if the turnover of employees could be added to the HR report like the worker’s comp portion. Something that shows the turnover number compared to last year at the same time. Mr. Mann explained that HACM is tightening up the amount of credit cards being issued because some things can be provided through procurement.

Chair Ballesteros stated Ms. Warren reported out in the HDC Board meeting.

D. Property Management Report
Mr. Mann stated this report was also reported out in the HDC Board meeting.

E. Housing Programs Report
Ms. Madera reported her department is getting ready to submit the SEMAP report on August 29th. To query on whether the cap on funding is affecting lease-up, Mr. Madera replied that we are not issuing any vouchers because of the shortfall except for the Mainstream and Vash vouchers. She further reported HUD recommended we apply for the NOFA for more Mainstream vouchers; Mr. Mann and she will be reviewing that NOFA. Ms. Madera responded to query that she had not seen a NOFA for Moving to Work but there is supposed to be one or two more issued for Landlord Incentives and other Housing Authorities are saying to apply for it. Commissioner Zenk stated the Moving to Work program has lots of flexibility; she encouraged staff to talk to Oakland Housing Authority about the Moving to Work program.
F. Strategic Goals:

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

The Board next convened to Closed Session at 7 p.m.

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

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

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

The Board reconvened to regular session at 7:13 p.m.

COMMISSIONER COMMENTS:

Commissioner Goodwin thanked everybody for their patience; there is still a lot to absorb.

Commissioner Zenk wished belated birthdays to Commissioners Ballesteros and Healy as well as to Mr. Mann. She pointed to a document and noted it would be nice to have our own demographics report at some point because she thinks its kind of nice to share that with the community and the public. To query on a follow-up meeting on the issues raised in public comments, Chair Ballesteros stated she would be meeting with Mr. Mann tomorrow regarding the public comments and that he would in turn be reaching out to Legal Counsel. Commissioner Zenk next asked how the zoom meetings work in connection with the Brown Act; the Clerk of the Board stated she would check with Legal Counsel on this question. Commissioner Zenk next reminded that next month would be Board elections. She then asked whether HACM has heard from the search firm; Chair Ballesteros stated that Ms. Wyatt is the contact for the search firm.

Commissioner Healy wished birthdays to those who had a birthday and thanked Staff for all their hard work. He stated he shares Commissioner Zenk’s concern about the issues in all the public comments and he will be interested to see how the Board can help with that situation. Commissioner Healy noted that might fall under Legal Counsel’s judgment in a closed session.

Commissioner Gama wished a belated Happy Birthday to the birthday folks. She next thanked the team for everything that they do—everyone—not just the management.

Commissioner Miller wished a belated Happy Birthday to the birthday people.

Commissioner Ballesteros thanked Staff for all they do; she next wished a belated Happy Birthday to Commissioner Healy and Mr. Mann. She noted she was caught off guard with all the public comments and she will be meeting with Mr. Mann to address those concerns. Commissioner Ballesteros thanked Ms. Madera and Mr. Mann for their help with LOCCS. She noted the next Chair of the Board will need to be available to come to HACM for the LOCCS access but it is only done twice a year.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:25 p.m.

Kathleen Ballesteros
Chairman

ATTEST:

Secretary

Date 9/24/19