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

Commissioners met at the Central Office. Vice Chair Kathleen Ballesteros called the meeting to order at 5:01 p.m. Present: Vice Chair Kathleen Ballesteros and Commissioners Mary Jo Zenk, Viviana Gama, Paul Miller, and Francine Goodwin. Absent: 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; Starla Warren, Fee-for-Service Development Director; and Tom Griffin, Legal Counsel (Teleconference). Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC:
Amanda Pina requested the Board look into the matter of her unlawful termination; she further commented about some personal and personnel situations she had during her employment at HACM.

Suzanne Cook-Turner commented this is her third time to speak in public comments and she feels each time that something she says is taken out of context or not conveyed as she has meant. She further stated she feels discredited, humiliated, and bullied by her Supervisor. Ms. Cook-Turner further noted she will continue to speak out and will not be stopped.

PRESENTATION:
Vice Chair Ballesteros presented a 10-year service award to Ramon Perea, Jr.; the Board thanks Mr. Perea for his many years of dedicated service to HACM.

The Board next commended Ellie Pinson and Hope Rangel for being recognized with Monterey County’s Central Coast Center for Independent Living’s First Annual Landlord Appreciation Award along with a Certificate of Recognition from Monterey County District Five Supervisor Mary Adams, Salinas City District 1 Councilmember Scott Davis, and a Certificate of Recognition from the CCCIL Board Chair and Executive Director. The Board thanks Ms. Pinson and Ms. Rangel for their outstanding achievements.

Vice Chair Ballesteros presented the NAHRO Certified Commissioner Certificate and Pin to Commissioner Paul Miller; she then presented the NAHRO Recertification Commissioner Certificate and Pin to Commissioner Mary Jo Zenk; the Board and Staff congratulates Commissioners Miller and Zenk for obtaining their NAHRO Commissioner Certifications.

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Annual Board Meeting held September 23, 2019
B. Resolution 2979: A Resolution of the (Governing Body) of the Housing Authority of the County of Monterey Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the Special district Risk Management Authority’s Health Benefits Program
C. Resolution 2980: Approve Signatories for State of California Local Agency Investment Fund
D. Resolution 2981: Amend Authorized Signatories for HACM Disbursements

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

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

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Ballesteros stated all items are on the agenda.
Finance/Development Committee: Commissioner Gama stated all their items are on the agenda.
Monterey County Housing, Inc. & Affordable Acquisitions: Mr. Rose reported MCHI had a Special Board meeting on October 17th specifically to address the application for recertification
for CHDO status. He then noted Mr. Mann has advised that the forensic accounting has started for MCHI. Mr. Rose stated the next MCHI Board meeting will take place on Wednesday, November 13th at the HDC building on Front Street.

**Ad Hoc Committee-Exec Dir Search:** Commissioner Zenk reported the Ad Hoc Committee met this month with the recruiting firm and the recruiting firm presented several applicants for the Executive Director position and the committee will be interviewing those candidates tomorrow

**REPORT OF SECRETARY**

**A. Executive Report:**

Mr. Mann reported over the weekend PG&E notified HACM that there would be a power outage at the Gonzales and Greenfield properties; the power is now back on at both those properties. To queries regarding tenants at risk and the evacuation of tenants, Ms. Wyatt replied this is currently being discussed by Staff. To another query regarding Yardi and the duplication of rent charges, Ms. Warren explained Novogradac is reviewing six files and two of those files have had issues with rent being charged to the wrong person with the same name and the other tenant not being charged rent; these files are being corrected but there is no trend that leads to a solution to the rent issues. Ms. Warren noted previously there were write-offs approved but not applied to the general ledger which may be part of the problem; she also noted the problem is not solved but they are working on it. Commissioner Zenk suggested outstanding issues be added to the monthly report.

**NEW BUSINESS**

**A. Appointments**
The Board tabled Appointments to the next Board meeting at the request of the Chair of the Board.

**B. Christmas Dinner**
The Board members present acknowledged they would like to continue the traditional Christmas Dinner with HDC and MCHI and directed the Clerk of the Board to find a restaurant and make a recommendation next month. Commissioner Ballesteros noted that even though funds are set aside for this event, she would like to pay for her own meal due to the situation with the Executive Director last year as well as past questions by the union.

**INFORMATION**

**A. Finance Report**

Mr. Mann reported we are working on estimated HAP payments for November and December that are due tomorrow to HUD; the application for Shortfall funds was sent on Friday. To query, Mr. Mann stated we will still be in Shortfall in 2020; he reminded that after HUD took $700K from our reserves, we were in Shortfall. He further noted that we are not the only housing authority in this situation. HUD does have Shortfall funding, but the Shortfall does require us not to issue vouchers except for VASH and Mainstream. To another query, Mr. Mann stated the Annual Contributions Contract with HUD was used when we had public housing.

**B. Human Resources Report**

Ms. Wyatt reported under vacant positions, an offer has been made on the Property Management Specialist II position and interviews will take place tomorrow for the Maintenance Worker I position. To queries regarding the homeless compound nearby, Staff explained a needle was found on HACM property and a vehicle that had been sitting for a long time on the street was set on fire, but currently it seems the trash near the entrance to the homeless area is increasing. There does not seem to be any problems during the time we are open for business. When the time changes, we will need to be more aware of our surroundings. Commissioner Zenk suggested we continue to monitor for the safety of the employees.

**C. Development Report**

Ms. Warren reported the National Univision TV will be airing a story on the Castroville project; Ms. Ruvalcaba will email the Board members when that will take place. Commissioner Zenk suggested that be put on the website. Ms. Warren next stated the HDC website is being updated and the marketing firm is doing a really good job. She stated Ms. Sahagon and Ms. Ruvalcaba went to the NAHRO Conference in San Antonio as vendors and they came back with at least 250
contacts; there were a lot of questions from housing authorities because there are some new rulings regarding the RAD scenario. Ms. Sahagun mentioned that she and Ms. Ruvalcaba will be putting together a packet of information to send to those contacts.

Ms. Warren further reported that Sun Country Development has recommended HDC to a developer who will be sending out an RFP shortly. She noted HDC came up as a most highly recommended developer for nonprofits; it could be as a consultant, potential co-developer, or to provide advice. Ms. Warren further mentioned HDC applied for PHENIX as a co-developer and they have advised us we are still in the running as they continue their reviews. She further reported that she, Ms. Sahagun and Mr. Quitevis are making the rounds to look at modular factories; there was an impressive factory on Mare Island that is currently quoting for Parkside. Garden Enterprises will also probably be providing a quote for Parkside. Ms. Warren noted that HDC has also met with the City of Salinas with regards to their permitting process for businesses and new developments. In further discussion, Ms. Warren mentioned there are many things that could be waived through this process that should be provided to the building inspector and not the building planner. Ms. Warren noted that she would be using her own home as a model, using her personal funds for the project, to address issues regarding the permitting process, inspections, post completion, and other issues that arise during the process. She stated we are committed to the City of Salinas in helping them improve the permit process. Ms. Warren stated legal counsel will be offering an opinion for approximately 20 jurisdictions on the process as well.

Ms. Warren reported Ms. Rose and Ms. Sahagun did a lot of work on the RAD closure; we closed and completed our RAD construction two years ago but they are coming out with more on the regulations to get out of RAD. She further stated she met with the Chief of Staff for Supervisor Adams about helping with the concerns of the Rippling River advocates with regards to a tenant issue at Rippling River. Ms. Warren stated HDC is also working on the journal entries necessary relative to the closed session item she brought to the Board a couple of months ago regarding Tynan Village and HACM; she noted she would be sharing that information with Mr. Mann and the CPA firm in terms of reclassification of some things. HDC is also working with the Monterey Street limited partner making a departure; Ms. Warren noted she has documents executed by the City of Soledad that she may need Ms. Mann’s help, and Ms. Ruvalcaba is busy trying to setup the Retreat for the HDC Board of Directors. She next stated HDC as a whole needs some input from the Board of Directors with regards to the future; where the focus should be in terms of energies spent; buying property, partnering with pro-profit developers; and how much focus should be spent on RAD consulting. She noted it might not be a bad idea to engage another quasi-familiar non-profit leadership to provide a precursory overview of where they are to go at the HDC Board Retreat.

Ms. Sahagun stated she hopes to send an email out to everyone announcing the opening of the Village Market and Deli located at Tynan Village by this Thursday. Ms. Warren stated technically HACM is late with the RAD 3rd quarter reports, but we are still okay until Thursday. She further mentioned the RADs are completed but now we are under loan review. To query regarding waterfall, Ms. Warren replied waterfall calculations are stinkers and are behind for sure, but we now have a process that when a request for an item needs to be addressed, it goes on a Request for Information list that states what it is and when it was generated and when it is due; these requests will be submitted through Ms. Rivas so nothing gets lost and can be tracked.

Ms. Warren noted next month HDC will be bringing some personnel changes to their complement and that means an Ad Hoc Personnel Committee meeting will be needed once this agenda item is put together. Commissioner Zenk commented she attended the Economic Partnerships State of the Region Conference and there was quite an effort and emphasis on creating more affordable housing in the region; it was quite an impressive conference. The City of Salinas had a slide with all their affordable housing projects. Ms. Warren further reported Parkside is moving along nicely.

D. Property Management Report

Mr. Acosta reported the King City Migrant Center requested to stay open an extra 30 days as they have done in the past, but this year USDA?? did not approve the extension and therefore the tenants had to move out by the 27th. USDA was requiring a financial budget for the extra time and they would not provide more funding, that could have come from the tenant rents but it would have left HACM $15,000 upside down. We did not know the extension would be denied because it had not
happened in the past and this caught us off guard at the last minute. Next year we will be looking at whether we can keep it open and submit what is needed 90 days in advance. To query on whether the tenants’ employers would chip in on the extension, staff replied in the affirmative and noted that the rents can be raised to a certain percentage which will help.

E. Housing Programs Report: Ms. Madera reported there was nothing to add to her report.

F. Strategic Goal: No comments on this item.

The Board next convened to Closed Session at 6:10 p.m.

CLOSED SESSION

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

A. Government Code Section 54957(b) Personnel Matters
   ACTION: Nothing to report.

B. Government Code Section 54956.9: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
   ACTION: Instructions were given to Legal Counsel.

C. Government Code Section 54956.9: Conference with Legal Counsel—Existing Litigation (State of California v. HACM)
   ACTION: Nothing to report.

The Board reconvened to regular session at 7:28 p.m.

COMMISSIONER COMMENTS:

Commissioner Miller thanked everyone for their hard work.

Commissioner Gama thanked everyone and congratulated Mr. Perea for his 10 years of dedicated service to HACM. She next congratulated Ms. Pinson and Ms. Rangel for their recognition from the County and Landlord association. Commissioner Gama then congratulated Commissioners Miller and Zenk on their NAHRO certifications. Commissioner Gama thanked the Board for the opportunity to attend the NAHRO conference; she learned a lot and enjoyed the conference since she did not need to attend a fundamentals or ethics course and was able to enjoy all the courses she attended at the conference as well as seeing what other housing authorities are doing for their communities and people they are serving. She noted everyone that spoke at the conference reflected their passion for their job and enjoyed what they do. Commissioner Gama further stated it was wonderful to see Ms. Sahagun and Ms. Ruvalcaba as vendors at the conference; they had a very nice booth. She noted she really enjoyed the conference a lot.

Commissioner Zenk congratulated Mr. Perea for his ten years of dedicated service to HACM and to Ms. Pinson and Ms. Rangel for receiving the triple crown of recognition for good work and to the Housing Programs department for the High Performer status on SEMAP. She stated she has a personal comment that she will be resigning effective the end of December 2019; the work of the Housing Authority and the Housing Development Corporation is very dear to her heart and it was a difficult decision to make.

Commissioner Ballesteros stated any time anybody comes to address the Board in public comments, we as the Board cannot respond or address those concerns; we hand it over to the administrative person whether it is the Interim Executive Director or Executive Director or if its someone in management or administration and we want to make sure they communicate whether it was taken care of, and whether it was addressed. She wanted to state that because we allow people to speak but the Board is not able to respond back about how we feel or what we view, we let the staff here take care of those concerns. Commissioner Ballesteros next congratulated Mr. Perea for his 10 years of service to HACM and commended Ms. Pinson and Ms. Rangel for their outstanding recognition that reflects what type of work that goes on in this agency. She next congratulated Commissioners Miller and Zenk for their NAHRO certifications; we are very proud of these certifications. Commissioner Ballesteros noted her trip report was on the table; the conference renewed her passion for housing and the community. She commends the employees and what they do for this community. Commissioner Ballesteros noted condolences to Mr. Mann and his family.
Commissioner Goodwin commented she learned a lot at tonight’s meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:37 p.m.

[Signature]
Chairman

ATTEST:

[Signature]
Secretary

11-26-19
Date