

ACTION
MINUTES OF THE REGULAR ZOOM BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JULY 26, 2021

Vice Chair Kathleen Ballesteros called the meeting to order at 5:07 p.m. Present: Vice Chair Kathleen Ballesteros, and Commissioners Viviana Gama, Francine Goodwin, and Jon Wizard. Absent: Chair Kevin Healy and Commissioners Paul Miller and Hans Buder. Also Present: Jose Gomez, Executive Director; Maria Madera, Director of Housing Program; Darlene Sturgeon, Director of Finance; Socorro Vasquez, Property Management Supervisor; and Starla Warren, Fee-for-Service Development Director. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

PRESENTATION: Service Award

The board congratulated Mercedes Somilleda for fifteen years of loyal service to the Housing Authority; the Board thanks Ms. Somilleda for her many years of dedicated service.

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting on May 24, 2021
- B. Minutes - Approval of Minutes of the Regular Board Meeting on June 26, 2021

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

AYES: Ballesteros, Gama, Goodwin, Wizard

NOES: None

ABSENT: Healy, Miller, Buder

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported this Committee met on July 19th and everything is on the agenda with one item under new business.

Finance/Dev Committee: Commissioner Gama reported this committee did not meet this month. Monterey County Housing, Inc. Mr. Rose stated MCHI had a regularly scheduled Board meeting on July 14th which was attended by Mr. Gomez. The following occurred during that meeting; MCHI's audit for the fiscal year ending June 30, 2020, was approved. Also, an online tenant satisfaction survey was discussed. This is a survey where the tenants do not have to possess a computer and that the survey can be accessed by a Smart Phone. The current survey is being enhanced to fully accommodate the needs of the Spanish speaking tenants using their native tongue in both speech and closed caption text. We also had a topic where the board discussed their decision regarding the Property Management RFP and that was Tabled until September; and that was done for two reasons: one of which was the desire to have a full board present in the sense that Ms. Ballesteros was out of pocket that week. And we will also have the benefit by September to have more information. The election and committee appointments were Tabled because of not having a full board representation. More topics were also discussed, and all things being equal, approval is expected to occur on September 8th. And that connection, the board was told that the present controlling demand that was part of HACM's July 16, 2018, notice of default will be available this week. That's significant and that's more than welcomed because that analysis is being materially germane in the 2021/2022 fiscal year budget.

Affordable Acquisitions: Same as MCHI.

Commissioner Ballesteros stated she was out of town that week and was unable to attend the MCHI meeting and there will not be an input from Commissioner Miller because he could not be at tonight's meeting.

REPORT OF SECRETARY

- A. Executive Report

Mr. Gomez stated his report is focusing on the operations from the HCV department, the Maintenance Department, and the Property Management Department. He noted he has had several phone calls with HUD during the month of July about the utilization of the HCV program and HUD expressed their satisfaction with the list of numbers in this program as well as in the Family Unification, VASH, Homeless Set-aside, Welfare to Work, Mainstream, and VSP programs. Mr. Gomez congratulated the entire team of the HCV program because it takes everybody to be

successful. He next congratulated Ms. Madera and noted this was a communication between HUD and HACM.

Mr. Gomez then congratulated the Property Management Department and Maintenance Staff for the excellent results during the REAC inspections in July; the average score of the HACM properties was in the high 90's. The Maintenance staff prepared and was dedicated for the last three months getting ready for these inspections. The Property Management staff were also diligently working on filing extensions and preparing for the tenant inspections as well.

Mr. Gomez next stated he was happy to report the Finance Department is almost at full capacity and Ms. Sturgeon and her team continue to make progress correcting tenant ledgers with their partnership with the Property Management staff. Mr. Gomez noted he continues to meet monthly with the County's Homeless Coalition to coordinate and assist the coalition. The coalition also continues to partner with different organizations.

Mr. Gomez stated that the leadership at HACM continues to talk about reopening to full capacity, but we want to make sure we do it in a planned manner to protect our employees and our residents.

NEW BUSINESS

A. Resolution 3023: Authorization to Reclassify one position of Housing Programs Specialist to a Housing Navigator position

Ms. Sturgeon explained we are reclassifying a vacant position that has not been used to this Housing Navigator position which will fill the gap with the new Emergency Homeless Voucher program and the newly awarded 269 vouchers which needs more wrap-around services and is more in-depth than a standard voucher. This position can help families navigate the housing process so the families can be successful. This position will report to Ms. Madera.

Commissioner Ballesteros noted at the Personnel Committee meeting she asked about this position going from a Union to a Non-union position and whether the Union had been notified and Ms. Sturgeon noted the Union would not have to approve the position, but they do need to be notified.

Upon motion by Commissioner Goodwin, seconded by Commissioner Wizard, the Board adopted Resolution 3023 authorizing the reclassification of one position of Housing Programs Specialist to a Housing Navigator position. Motion carried with the following roll-call vote:

AYES: Ballesteros, Gama, Goodwin, Wizard

NOES: None

ABSENT: Healy, Miller, Buder

INFORMATION

A. Finance Report

Ms. Sturgeon reported this is not a full quarterly report and we are on target for ending in a slight positive. We have an operational profit of \$274K but that amount does include the one-time COVID funding and there are COVID expenses which have been rolled into this number. She stated currently her department is focused on year-end closing with adjustments that need to be made. They are also working on lots of training and are in the completion stages of monitoring by HUD and uploading documentation for that process. Her department is also in the middle of renewal of grants but due to COVID, HUD has agreed to do simple renewals on grants which means there is no opportunity to try to increase this funding and the grants will stay flat for one more year.

Ms. Sturgeon further reported her department is working with some sub-recipients at Pueblo Del Mar because we have wrap-around services at that site. We are working on a new contract for the sub-recipients. As Mr. Gomez noted, we have one open position, Payroll/HR position, approved at the last board meeting, but we have done interviews and made an offer to an individual for this position, and they should start sometime this week. One thing pending is the training with HUD regarding the emergency housing vouchers but we do not have anybody yet for this program. Ms. Sturgeon further stated we did receive the \$107K which is also earmarked for the reclassified position. She stated a little over \$900K was provided to support the individuals in the new voucher program for external uses; we are waiting for more guidance on these funds. Her department is also working on quarterly reports for all the properties and LPs, and the year-end for the agency as well as getting caught up on audits.

B. Human Resources Scorecard Report:

Ms. Sturgeon reported for Ms. Marshall who was out on vacation that Ms. Marshall was working on a schedule for staff trainings; we are going to be doing mandated reporter training, harassment

discrimination prevention training, and fair housing training for the entire staff. Some of these trainings will be in-house and others may be through webinars or having a trainer brought in. Ms. Sturgeon next reported the union negotiations are continuing and an update will be provided in closed session. Regarding COVID, we are still doing daily health screening for the employees and health screenings for visitors; we have a limited capacity, so we are still closed to the public, but we continue to do business. We also do some appointments for the Section 8 program; some through the newly built interview rooms which are sanitized before or after each use. We are keeping the health screening protocol in place whenever someone comes into the building. She noted we are still discussing the reopening but with the emergency status of the new variant we are trying to be extra cautious about opening our facility to the public and also opening the community rooms throughout the properties. The King City FLC has limited capacity opening right now with the majority of the tenants being vaccinated and sanitation done every night.

C. Development Report: Ms. Sahagun stated Ms. Warren is out tonight and this report will be reported in the HDC Board meeting.

D. Property Management Report

Ms. Vasquez reported our RAD vouchers are up to date and we are still closed to the public, but we are interacting with the tenants on a limited basis. We are coming up with a plan to reopen the offices and community rooms and meeting tenants off-site. She next reported we have had several REAC inspections: property 801 received a score of 95; property 802 received a score of 85; and Montecito/Watson received a score of 98 all of which we are very happy about. She noted there was a lot of interaction with the Maintenance department doing pre-inspections and we did some needed work because we had not been in the units for over a year because of COVID. Properties 803 and 804 are scheduled for REAC inspections on September 23rd. Remaining inspections are planned to start in August. Ms. Vasquez further reported we submitted our files to NEF for the annual review, but we are still waiting for those results. Portola Vista's MOR audit is finalized and closed. We will also be getting ready for a REAC inspection for that site as well. We received notification from CAHI that they will be scheduling inspections soon; so, we are starting our pre-inspections in August. Currently Haciendas I will probably be inspected in August.

Ms. Vasquez stated they did submit a proposal for security companies for additional security for some of the Hacienda sites and that is still pending. Haciendas III had a tax credit audit and had zero findings. We also submitted our files for CREA audit and had zero findings. Dai-Ichi had a Wells Fargo Annual visit, and they inspected the property and tenant files; the audit went very well with a lot of positive feedback from the representative. They should be sending our clearance letter soon. Castroville property had a CREA annual file review and there were no findings on that audit. Our Pueblo Del Mar audits are still pending some documentation they requested. Ms. Vasquez further reported our files received really good reports from the HUD auditor who stated they were excellent as was our income calculations. We did receive some feedback from the auditor regarding the process for working and collaboration with the sub-recipients, which are Sun Street and Coalition of Homeless Services, with regards to the intake process, follow-up process, implementing goals for the residents, and the follow-up process when they leave the program. We are still working closely with the Coalition and Sun Street on referrals to house the units. Our vacancy rate is a little high right now, but we are receiving referrals and currently housing some residents.

E. Housing Programs Report

Ms. Madera reported her department is working off the waiting list of 2017 and even though her report shows 35 people, there is only one left and then that waiting list will be done. We are also working with the Coalition of Homeless Services to start scheduling families off our HCV list and whether they are eligible for the emergency housing vouchers or set-aside vouchers. They are also working closely with the 18 partner agencies to wrap up the MOU's and amendments needed. Hopefully next week we will be scheduling families for the 269 emergency housing vouchers, but we also have to provide 27 of those vouchers for families from San Benito County which the Coalition can refer.

Ms. Madera stated she wanted to inform the Board that there is going to be a press release going out that HACM will be reopening the waiting list for the Project Based Vouchers from August 10th to August 24th, but it is only for certain properties and by certain bedroom sizes. It will also be on the website that we have vacancies; and we need to have the applications to put families on our list for future vacancies as well.

F. Strategic Goals

Mr. Gomez stated he doesn't have any strategic goals but asked if the Commissioners came up with any goals during their HUD training.

Commissioner Ballesteros stated, we are learning so much that we will probably discuss it when we complete the last training which will be this Wednesday. She stated she would mention it to Chair Healy when she can. She noted Commissioners that miss a training are being provided an email link so they can go through that link on their own.

COMMISSIONER COMMENTS: No Commissioner Comments at this meeting.

Vice Chair Ballesteros closed this portion of the HACM meeting at the call of the Chair at 5:45 p.m. for the Housing Development Corporation to conduct their Board meeting.

The HACM Board reconvened at 6:08 p.m. and moved to Closed Session.

CLOSED SESSION

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

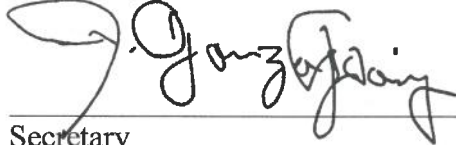
- A. Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS AGENCY DESIGNATED
REPRESENTATIVES: Dana Marshall, Darlene Sturgeon, and Maria Madera
EMPLOYEE ORGANIZATION: Service Employees International Union 521
ACTION: No action taken
- B. Government Code Section 54957: Public Employee
Performance: Executive Director
ACTION: No action taken

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:22 p.m.

vice Kathleen Ballesteros
Chairman

ATTEST:



Secretary

8/24/21

Date