



ACTION
AMENDED MINUTES OF THE REGULAR BOARD MEETING OF
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD OCTOBER 25, 2021.

SUMMARY ACTION MINUTES

Based on guidance provided by Centers for Disease Control Prevention, Monterey County Public Health officials and Governor Newsom's Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform and by phone.

1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)

CALL TO ORDER

Chairperson Wizard called the meeting to order at 5:00 p.m.

2. ROLL CALL:

Present:

Chairperson Jon Wizard
Vice Chair Hans Buder
Commissioner Kevin Healy
Commissioner Kathleen Ballesteros
Commissioner Viviana Gama
Commissioner Paul Miller
Commissioner Francine Goodwin

Absent:

Also, Present: Darlene Sturgeon, Director of Finance; Maria Madera, Director of Housing Programs; Jose Acosta, Asset Manager; and Starla Warren, Fee-for-Service Development Director.
Recorder: Sandy Tebbs

3. NEW AGENDA ITEM REQUEST

Chair Wizard requested a new agenda item, APPOINTMENT, to be added to the AGENDA. Upon motion by Commissioner Miller, seconded by Commissioner Healy, the Board added agenda item 8E, APPOINTMENT, to the agenda for tonight's meeting. The Chair reminded this was a 2/3rd vote needed for this item. Motion carried with the following unanimous roll-call vote

AYES: Wizard, Buder, Healy, Ballesteros, Gama, Miller, Goodwin

NOES: None

ABSENT: None

4. COMMENTS FROM THE PUBLIC

A. Martha Rodriguez stated she is at Tynan Village Apartments and moved in on 03/01/2015. There was no statement on mold when contracts were signed. On March 19, 2017, Mrs. Rodriguez was diagnosed with cancer. In the first inspection, there was paperwork stating there was mold. She's been calling HDC and John Stewart Company due to mold issues, blames faulty plumbing and has a

statement from Roto-Rooter. She ordered an air quality test because of mold issues that have been happening since 2014, which is on record with Disaster Clean. She felt her civil rights were violated and her couches were damaged. There are recordings where HDC's employees stated there is mold, but code enforcement stated there was no mold. She claimed there is false statements on the police reports, they erased footage and are now harassing her. Blames the agencies for hiring these companies to do "corruption". Mrs. Rodriguez had police reports and stated HDC, and The John Stewart Company knew about the issues yet, nothing has been done. People's lives are at risk because the contractors are not doing the construction correctly and believes she was removed from her unit illegally while work was being done. She requested a response within 2 days with a dollar amount. Mrs. Rodriguez stated she met with Starla Warren and was asked to remove her glasses. Mrs. Rodriguez is blind and took offense to the request. Stated she will follow up with a lawsuit against HDC and The John Stewart Company if she finds the plumbing has issues. Mrs. Rodriguez found half a bag of nails, heroin on the premise, doors unlocked, and meth. Chair Wizard reminded Mrs. Rodriguez we typically hear public comment for about three minutes, and he asked to bring her comments to a close. Chair Wizard noted to the next comment speaker that normally we provide three minutes to speak.

- B. Ann Wooten noted she was a tenant at Tynan Village apartments and there is a problem with mold and it's affecting her health in the form of bad asthma and bronchitis. They are currently tearing down all the walls on the outside and her breathing situation is impaired from the mold situation

5. PRESENTATIONS

- A. 25 Year Service Award for Mario Mendoza.
- B. Brown Act Training presented by Alan Smith and Cheryl Ferguson from The Grunsky Law Firm. The Ralph M. Brown Act is California's "sunshine" law for local government. It is found in the California Government Code beginning at Section 54950. In a nutshell, it requires local government business to be conducted at open and public meetings, except in certain limited situations. The Brown Act is based upon state policy that the people must be informed so they can keep control over their government.

6. CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Annual Board Meeting on September 27, 2021
Upon motion by Commissioner Gama, seconded by Commissioner Healy, the Board approved the Consent Agenda and the minutes of the Annual Board meeting held on September 27, 2021. Motion carried with the following roll-call vote:

AYES: Wizard, Buder, Healy, Ballesteros, Gama, Miller, Goodwin
NOES: None
ABSENT: None

7. REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported everything is on the agenda under New Business.
Finance/Development Committee: Commissioner Gama reported they did not meet this month.
Monterey County Housing, Inc.: Commissioner Ballesteros reported MCHI has a meeting scheduled in November.
Affordable Acquisitions: Same as MCHI

8. REPORT OF SECRETARY

Executive Report – HACM website is to be redesigned and launching the first week of November. Graphics and informational content will be updated. NAHRO handbooks were purchased for Commissioners and will be mailed next week. Currently recruiting for Director of Property

Management. HACM received an official notice of termination for property management services for MCHI and MCHI-AA, roughly a \$300,000 impact on revenue that goes into effect on February 1st, 2022. They will put out a Request for Proposal (RFP) and the agency is welcomed to present and apply in that RFP process. Conversations with Housing Authority of Santa Cruz County regarding The Buena Vista Migrant Center interest in transitioning to our agency. Mr. Acosta will assess if we have the bandwidth to take over. Ms. Madera will be focusing on landlord recruitments and possibly an incentive program to address the need of lack of available units in the county. This was based on the feedback we are receiving from families and the data behind the time it takes to find a unit from the date vouchers are assigned. Commissioner Buder had concerns with the incentives and the possibility of illegal discrimination against recipients. Suggests we should identify an advocate that is familiar with the law that can assist with incentives and enforcing the protections. Mrs. Sturgeon recommended educating the public on the programs available to both landlords and tenants.

9. NEW BUSINESS

A. Resolution 3031: Approval of 2021/2022 Success Rate Payment Standard set at the 50Th percentile
Upon motion by Commissioner Ballesteros, seconded by Commissioner Healy, the Board adopted Resolution 3031, approval of the 2021/2022 Success Rate Payment Standard set at the 50th percentile. Motion carried with the following roll-call vote:

AYES: Wizard, Healy, Ballesteros, Gama, Miller, Goodwin
NOES: Buder
ABSENT: None

B. Resolution 3032: Appoint Interim Executive Director
Upon motion by Commissioner Miller, seconded by Commissioner Goodwin, the Board adopted Resolution 3032 approving the appointment of Darlene Sturgeon as the Interim Executive Director. Motion carried with the following roll-call vote:

AYES: Wizard, Buder, Healy, Ballesteros, Gama, Miller, Goodwin
NOES: None
ABSENT: None

C. Resolution 3033: AB 361 (November Meeting)
Upon motion by Commissioner Ballesteros, seconded by Commissioner Healy, the Board adopted Resolution 3033 as required by AB 361. Motion carried with the following roll-call vote:

AYES: Wizard, Buder, Healy, Ballesteros, Gama, Miller, Goodwin
NOES: None
ABSENT: None

D. HACM Financial Situation – Discussion
Discussed concerns regarding the HDC report relating to payments to Tynan Village and developer fees that have not been paid. No public comments.

E. Appointment
Chair Wizard appointed Commissioner Healy to the HACM Finance/Development Committee and Commissioner Healy accepted this appointment and noted he would be happy to serve with Commissioners Gama and Buder on this committee.

10. INFORMATION

A. Finance Report -Presented by Darlene Sturgeon, Interim Executive Director

Interim report, not full quarterly. Report only covers 2 months. Highlighted summary reports from finance and accounting teams. Over 11,000 transactions were processed through the section 8 team and AP team. Close to \$4 million in payments made, front loaded for HAP for the emergency housing voucher. Maria will further discuss feedback from families looking for housing. Referrals are coming in a steady pace but would like for them to come in faster.

- B. Human Resources Scorecard-Presented by Darlene Sturgeon, Interim Executive Director
Covid protocols to be followed when we start our “Birthday and Briefings” monthly updates with the staff. Socially distant gathering to inform staff on updates directly and avoid miscommunication between employees. Working on recruiting, will discuss union negotiations in closed session. Completed sexual harassment training and working on 2022 Training Program. We want to focus on education and sharpening employee skills.
- C. Development Report- No HDC representative.
For the purpose of time, we will move on and discuss these items in the HDC meeting per Commissioner Paul Miller.
- D. Property Management Report-Presented by Director of Housing Programs; Jose Acosta
Three of the four properties have been finalized and inspected by REAC Inspectors, property 804 pending. Scores outlined in report. Working with Darlene’s team on AR project, about 25 files per week get sent for final review. Working with general partner NEF for general remote inspections, due November 15th. King City Migrant Center to close by the end of the month. Extension requested for 1 family due to covid quarantining purposes. 10-day extension granted. Once vacated, rehab process will begin for the following year. Darlene approved CNA for property, completed within the next 30-days based on their availability. Received several notices regarding water conservation, we need to work with landscaping companies and residence regarding minimizing water usage. Orientation promoting no smoking in common areas to come. Working on getting APRs completed. Working on grants and the response to the audits, Darlene is working with Property Management to develop a plan to tackle the findings. We need a better oversight of Sun Street. Meeting tomorrow to cover findings and get them corrected for HUD. Difficulty housing units in Hacienda due to income limits. Housed a family in a unit that was vacant for 3 days. Commissioner Miller had questions about smoking in the units. As of June 2019, new policy passed prohibiting smoking in the units. Will follow up with violations if tenants continue to smoke in units. The county, city, and agency are pushing for no smoking in the units and common areas by offering seminars regarding the dangers of smoking. Commissioner Wizard suggested we may be able to reach out to county programs to assist. Gonzalo Coronado may be able to direct us for help on the issue.
- E. Housing Programs Report- Presented by Maria Madera, Director of Housing Programs
Casanova waiting list opened for 2 weeks. Currently working on HCV applications and emergency housing vouchers, we received 269. Collaborating with other agencies to find housing. Housing Navigator position opened in HACM. Department is interviewing clients and receiving referrals from COC. Working with families that have voucher, extended expiration date to December 31m 2021. HUD gave us covid waivers, have not denied families based on search times and reasonable accommodations. Applicants having issues securing housing due to covid, bad landlord references and/or credit along with a tight housing market. Will work with Darlene to find incentives to get more units to participate.
- F. Strategic Goals-Presented by Darlene Sturgeon, Interim Executive Director
Will start working with development of strategic goals for a 1-3-5-year plan, will bring it up on next meeting.

Recess at the call of the Chair at 7:19 p.m. for HDC meeting. The Board reconvened to regular session at 7:36PM

11. COMMISSIONER COMMENTS

Chair Wizard thanks the board and reminds everyone to bring items they feel should be addressed to the agenda. Sandy assigned host duties to Darlene Sturgeon.

12. CLOSED SESSION:

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

- A. Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS AGENCY
DESIGNATED REPRESENTATIVES: Darlene Sturgeon and Maria Madera
EMPLOYEE ORGANIZATION: Service Employees International Union 521
ACTION: No action to report

- B. Government Code Section 54957: Public Employee Performance: Executive Director
ACTION: HACM commissioners agreed to form an ad hoc committee to discuss the scope of the executive director's job description, and the members of that committee are Chair Wizard, Vice Chair Buder, and Commissioner Ballesteros.

13. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

DocuSigned by:

41D1AE14B02F41D...

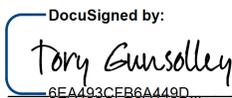
Gabriela Rivero
Executive Assistant/Clerk of the Board

DocuSigned by:

FC596B78EE954CE...

Chairperson

ATTEST:

DocuSigned by:

6EA493CEB6A449D...

Secretary

4/22/2022

Date