



ACTION  
 MINUTES OF THE REGULAR BOARD MEETING OF  
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
 HELD NOVEMBER 22, 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 PM

**2. ROLL CALL:**

**Present:**

Chairperson Jon Wizard

Commissioner Kathleen Ballesteros  
 Commissioner Viviana Gama  
 Commissioner Paul Miller  
 Commissioner Francine Goodwin

**Absent:**

*Vice Chair Hans Buder  
 Commissioner Kevin Healy*

Also, Present: Darlene Sturgeon, Director of Finance, and Interim Executive Director; Maria Madera, Director of Housing Programs; Jose Acosta, Asset Manager; Carolina Sahagun-Gomez, VP of Development, HDC; and Starla Warren, Fee-for-Service Development Director.  
 Recorder: Gabriela Rivero

**3. COMMENTS FROM THE PUBLIC**

No comments.

**4. CONSENT AGENDA**

Upon motion by Commissioner Miller, seconded by Commissioner Ballesteros, the Board approved to table the October minutes. Motion carried with the following roll-call vote:

AYES: Wizard, Ballesteros, Gama, Miller

NOES: None

ABSENT: Buder, Healy, Goodwin

No public comments.

**5. REPORTS OF COMMITTEES**

Personnel Committee: Commissioner Ballesteros reported there was no meeting in October.

Finance/Development Committee: Commissioner Gama reported there was no meeting in October.

Monterey County Housing, Inc.: Commissioner Ballesteros reported she and Commissioner Miller were present for October's meeting. Minutes were approved and financial statements were discussed. John Rose stated in the meeting there was going to be a change in property management. Commissioner Miller added they approved the operational budget.

Affordable Acquisitions: Same as MCHI

**6. REPORT OF SECRETARY**

Executive Report -- Presented by Darlene Sturgeon, Director of Finance, and Interim Executive Director. The Agency is still working with website developers to integrate full translation of the website along with revisiting content, new launch date coming soon. On November 12th, the Agency was notified 60 additional VASH were awarded to the HCV department. The Agency will be partnering with the Coalition of Homeless Service Providers to increase landlord engagement throughout the county. RAD Tenant AR project continues to move forward with weekly updates to the Board of Commissioners. HACM would like to acknowledge the following employees for their recent industry certifications and trainings: Areli Rios, Hearing Officer Specialist; Eloisa Sarabia, Tax Credit Specialist; Julio Hernandez, Tax Credit Specialist; and Michelle Verdin, FSS Program.

**7. NEW BUSINESS**

A. Resolution 3034: Resolution in Memory of Jose Gomez

Upon motion by Commissioner Miller, seconded by Commissioner Goodwin, the Board adopted Resolution 3034: Resolution in Memory of Jose Gomez. Motion carried with the following roll-call vote:

AYES: Wizard, Ballesteros, Gama, Miller, Goodwin

NOES: None

ABSENT: Buder, Healy

B. Resolution 3035: AB 361

Upon motion by Commissioner Ballesteros, seconded by Commissioner Miller, the Board adopted Resolution 3035: AB361. Motion carried with the following roll-call vote:

AYES: Wizard, Ballesteros, Gama, Miller, Goodwin

NOES: None

ABSENT: Buder, Healy

C. Resolution 3036: Approval of the 2021-2023 Fiscal Year Rehabilitation Contract between The State of California Department of Housing & Community Development and The Housing Authority County of Monterey

Upon motion by Commissioner Miller, seconded by Commissioner Ballesteros, the Board adopted Resolution 3036: Approval of the 2021-2023 Fiscal Year Rehabilitation Contract between The State of California Department of Housing & Community Development and The Housing Authority County of Monterey

AYES: Wizard, Ballesteros, Gama, Miller, Goodwin

NOES: None

ABSENT: Buder, Healy

## 8. INFORMATION

- A. Finance Report - Presented by Darlene Sturgeon, Finance Director & Interim Executive Director. Interim, not full quarterly report shows accounts payable statistics including the volume of transactions that gets processed through AP. Voucher funding shows a gap between what we receive and what is paid out due to the Homeless Emergency Vouchers still being loaded, the gap will get decrease as more people join the program. A 12-month statement is attached that shows the net operating income and reduce the interest income. The full set budget should be available in the next board meeting.
- B. Human Resources Scorecard Report - Presented by Darlene Sturgeon, Finance Director & Interim Executive Director. The Agency has retained a consultant to assist during the absence of the Human Resources Director. The objective to improve customer satisfaction consist of developing service standards for the department and performance measures.
- C. Development Report – Presented by Starla Warren, Fee-for-Service Development Director. For the purpose of saving time, Mrs. Warren will go into further details in the HDC Board meeting. Tynan Village, building 1 of 3 is under repair. Building 2 and 3 have been cleaned and everyone involved is cooperating, will wrap up mid-2022. Updated aging AR chart included for all HACM managed properties. Mrs. Warren will follow up with Mr. Acosta regarding the high outstanding balances. One Parkside is going well, there are some parking concerns with current residents along with joint trench issues. There was an incident at the Castroville site that included a fatality, information is still being collected. HDC is currently identifying funding sources for Two Parkside. Commissioner Ballesteros asked for clarification regarding the incident in Castroville, Mrs. Warren stated this was a domestic issue not involving a tenant and had no further information on the situation.
- D. Property Management Report – Presented by Jose Acosta, Asset Manager. Annual recertifications from June to now have been completed, a total of 628. PM has completed 669-unit inspections along with several audit inspections. CCRC is going to be checking Hacienda Senior, Hacienda III, and Castroville. Working with the Migrant Center to complete projects and Porta Vista review has been completed.
- E. Housing Programs Report – Presented by Maria Madera, Director of Housing Programs. The HCV department is getting ready to schedule more Emergency Housing Vouchers and is collaborating with 15 partner agencies to house families next month. Online and paper PBB applications are being processed and covid waivers published in January are under review. Staff is continuing to house families and interview clients. The department met with the Department of Child Services regarding the 65 Foster Youth vouchers that were received, expecting referrals and an additional 60 VASH vouchers were awarded.
- F. Strategic Goals - Presented by Darlene Sturgeon, Finance Director & Interim Executive Director. No changes.

### PUBLIC COMMENT:

Tenant and Commissioner Goodwin had questions regarding the security system at Casanova Plaza. It has been out of service for some time and was seeking an update. Mrs. Warren stated the property recently went through a refi from MCHI to HDC and part of that process, the lender did a capital needs assessment. There is a list of priority items that need to be addressed while also assessing the operation cash flow for other property updates. Chair Wizard asked Commissioner Goodwin to update the board on the progress of the security system at Casanova Plaza.

**9. COMMISSIONER COMMENTS**

The Commissioners collectively thanked everyone. Chair Wizard called recess to convene and dispense at the HDC meeting.

Upon returning, Chair Wizard circled back to Commissioner Comments and gave an update from the Ad Hoc Committee stating it was a productive first meet and they were able to identify focus points. The committee plans to meet again on Wednesday to develop a plan and sets of questions. Commissioner Buder added the committee is currently looking for recommendations and perspective from people who have experience. Commissioner Ballesteros added she was going to reach out to her NAHRO contacts and past HUD trainers.

**10. CLOSED SESSION**

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


B. Government Code Section 54597: Personnel Matters

No public comments.

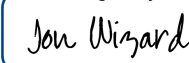
**11. ADJOURMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:45 PM

Respectfully submitted,

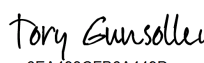
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Gabriela Rivero  
Executive Assistant/Clerk of the Board

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Chairperson

ATTEST:

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Secretary

4/26/2022

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Date