



ACTION
MINUTES OF THE REGULAR BOARD MEETING OF
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD DECEMBER 13, 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, Former Interim Executive Director & Director of Finance; Maria Madera, Director of Housing Programs; Jose Acosta, Asset Manager; and Starla Warren, Fee-for-Service Development Director. Recorder: Gabriela Rivero

Chairperson Wizard requested to add item 7E under New Business for a report from the *ad hoc* committee.

No public comments. Upon by Chair Wizard, seconded by Vice-Chair Buder, the Board approves to add item 7E under New Business for a report from the *ad hoc* committee. Motion carried with the following roll call vote:

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

NOES: None

ABSENT: None

3. COMMENTS FROM THE PUBLIC

None.

4. CONSENT AGENDA

- A. Minutes - Approval of Minutes of the Regular Board meeting on October 25, 2021
- B. Minutes - Approval of Minutes of the Regular Board meeting on November 22, 2021-Filler
- C. Resolution 3037: Electronic Signatures
- D. MOU - September 1, 2021 – August 31, 2023, UPDATE between HACM and SEIU 521

No request to pull items from the Consent Agenda. Upon motion by Commissioner Healy, seconded by Commissioner Miller, the Board approves to approve items listed in the Consent Agenda. Motion carried with the following roll call vote:

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

NOES: None

ABSENT: None

5. REPORTS OF COMMITTEES

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

Finance/Development Committee: Commissioner Gama reported all items are in the agenda.

Monterey County Housing, Inc.: Ballesteros reported there was no meeting in December, met in November.

Affordable Acquisitions: Ballesteros reported there was no meeting in December, met in November.

6. REPORT OF SECRETARY

- A. Executive Report – Mrs. Madera, Director of Housing, presented the Executive Report. Report received with no questions or comment from the Housing Committee.

7. NEW BUSINESS

- A. Resolution 3038: AB 361

No comments. Upon motion by Commissioner Miller, seconded by Vice-Chair Buder, the Board adopted Resolution 3038 as required by AB 361. Motion carried with the following roll-call vote:

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

NOES: None

ABSENT: None

- B. Resolution 3039: Approval to Update the 2017 HCV Administration Plan

No public comments. Upon motion by Commissioner Miller, seconded by Commissioner Healy, the Board adopted Resolution 3039 to approve the update of the 2017 HCV Administration Plan.

Motion carried with the following roll-call vote:

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

NOES: Buder

ABSENT: None.

- C. Resolution 3040: HACM Simplified Acquisition Threshold Procurement

Chair Wizard commented this item was discussed at the previous Special Meeting. This would be the next step from the original conversation where direction was given to increase the ability for staff to be more flexible for administrative things instead of going through the 60-day RFP process. The Board will still maintain approval authority.

No public comments. Upon motion by Vice-Chair Buder, seconded by Commissioner Miller, the Board adopted Resolution 3040. Motion carried with the following roll-call vote:

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

NOES: None

ABSENT: None

- D. Temporary Professional Services Contract for Interim Executive Director/Director of Finance
Interim Executive Director, Darlene Sturgeon's last day was last week. Maria Madera, Director of Housing Programs is temporarily filling in for continuity. Former Interim Director has submitted a proposal to provide coverage until a new Director is placed. New council, Jhalia Brown, is present and explained the scope of services. Wizard explained that due to the short timeframe between the time the proposal was received and the responses from HUD SF, the report was not included in the packet. Mrs. Sturgeon went into detail regarding the scope of her services and emphasized this is meant to be a short-term fix, a bridge of continuity until a new Director is appointed. No public comments. Upon motion by Vice-Chair Buder, seconded by Commissioner Ballesteros, the Board adopted Resolution 3040. Motion carried with the following roll-call vote:

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

NOES: None

ABSENT: None

- E. Ad Hoc Committee

The Ad Hoc Committee met with consultant, Stan Quy. Mr. Quy laid out a plan for the agency for a potential new Interim Executive as early as next Friday. Vice-Chair Buder briefed the group regarding his research of desirable qualities for an Interim Executive Director in California. He described Mr. Quy background and experience while discussing in detail expectations and costs. Commissioner Ballesteros briefed the group of her notes. Commissioner Miller commented that a simple google search of Mr. Quy will show his vast experience and agrees the agency should move forward. Mrs. Sturgeon added Mr. Quy is highly regarded by HUD.

No Comments from the public. Upon motion by Commissioner Miller, seconded by Commissioner Ballesteros, the Board approve to offer a contract to Mr. Quy not to exceed \$15,000 for his services. Motion carried with the following roll-call vote:

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

NOES: None

ABSENT: None

8. INFORMATION

- A. Finance Report- Presented by Maria Madera, Director of Housing. All information is provided in the report. Any questions concerning this report are welcomed and will be followed up.
- B. Human Resource Scorecard- Presented by Maria Madera, Director of Housing. All information is provided in the report. Any questions concerning this report are welcomed and will be followed up. Commissioner Ballesteros commented on bullet point *Improved Customer Satisfaction/continued to provide a trusted place for employees to express concerns without fears of retaliation* by offering support and guidance from the Chair due to complaints received from employees submitted to Supervisor Alejo. Maria acknowledged and thanked Mrs. Ballesteros for her guidance on this matter.
- C. Development Report- Presented by Starla Warren, Fee-for-Service Development Director. All information is in the development report. Mrs. Warren reported dewatering issues in the 2 sites that are under construction along with RAD properties that have historically had dewatering issues.

Parkside One is going well, Parkside 2 may have issues with parking in due to water discharge. Issues in Tynan Village due to the building envelope being replaced causing open areas in 3 buildings.

- D. Property Management- Presented by Jose Acosta, Asset Manager. Currently preparing for an audit this Friday. Tax credit representative will be auditing files and the physical properties in Castroville. Recent inspections completed and received good feedback. Currently preparing for welfare exemptions and multiple projects like the Migrant Center, CNA, and Portola Vista. Working with staff to ensure there is no water intrusion in the buildings. A couple of minor leaks were reported and fixed. There are very little vacancies and staff is working to fill them within the next 2 weeks. All other information is provided in the report.
- E. Housing Programs Report- Presented by Maria Madera, Director of Housing. HCV department is still processing applications that were submitted online. Staff is focusing on interims and annuals due to the December 31st deadline. Currently working with partner agency to house families. Housing navigator starts today and will be training her to work with families and house them as soon as possible.


9. COMMISSIONER COMMENTS

Commissioners individually thanked everyone and the ad hoc committee for their efforts.


10. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

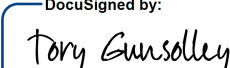
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Gabriela Rivero
Executive Assistant/Clerk of the Board

DocuSigned by:

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Chairperson

ATTEST:

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Secretary

4/22/2022

Date