

**ACTION**  
**MINUTES OF THE REGULAR BOARD MEETING**  
**OF THE**  
**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY**  
**HELD FEBRUARY 25, 2002**

Commissioners met at the Central Office. The meeting was called to order by Chair Alan Styles at 6 p.m. Present: Chair Alan Styles, Vice Chair Lyn Ann Rosen, and Commissioners: York Gin, Mike Nichols, Josh Stewart, Tim Escamilla, and Carol Schneider. Also Present: Jim Nakashima, Executive Director; Mary Jo Zenk, Deputy Executive Director/Chief Financial Officer; Barry Phillips, Chief Administrative Officer; Rosie Anderson, Director Housing Assistance Programs; Ulysses Pollard, Director Housing Management; Starla Warren, Director of Housing Development; and Lynn Santos, Finance Manager. Recorder: Sandy Tebbs

**COMMENTS FROM THE PUBLIC:** None

**CONSENT AGENDA**

- A. Minutes Approval of the Minutes of the Regular Board Meeting held on January 28, 2002
- B. Bills Ratification of payment of bills for the month of January 2002

Upon motion by Commissioner Nichols, seconded by Commissioner Schneider, the Board approved the Consent Agenda. Motion carried with the following vote:

AYES: Styles, Gin, Nichols, Escamilla, Schneider  
NOES: None  
ABSENT: Rosen, Stewart

**REPORTS OF COMMITTEES**

Finance/Development Committee:

Personnel Committee:

Monterey County Housing, Inc.:

Affordable Acquisitions: Ms. Zenk noted that MCHI and MCHIAA Boards voted to have nine Board of Directors instead of seven; the two new members are Kim Stemler and Juan Regalado. The Board requested a list of those Board of Directors be provided to the Commissioners.

Commissioner Rosen arrived at 6:01 p.m.

**REPORT OF SECRETARY**

- A. Executive Report: Mr. Nakashima reported military privatization might be extended because a small development company has filed a protest for the RCI process on the East Coast which precedes the West Coast RCI process, but it appears HACM's partner has made the short list for the East Coast RCI Process.

Commissioner Stewart arrived at 6:05 p.m.

- B. Administrative Report: Mr. Phillips reported there was an unknown individual that had been misrepresenting themselves as a HACM employee and offering vouchers for a fee; HACM put out a media alert and notified the authorities.
- C. Finance Report: There were no changes to the Finance Report; Commissioner Rosen requested shorter paragraphs.
- D. Development Report: Ms. Warren noted the possible need for a Special Board meeting for the Nancy Dodd Community Center. She added that a meeting was held with the Health Department regarding Rippling River which provided some cost effective ideas.
- E. Housing Management Report: There were no changes to the Housing Management Report.
- F. Eligibility/Section 8 Reports: There were no changes to the Eligibility/Section 8 Reports.

**NEW BUSINESS**

**A. Preliminary Draft - Audited Financial Statements 6-30-01**

Upon motion by Commissioner Stewart, seconded by Commissioner Gin, the Board accepted the audited financial statements for the period ending June 30, 2001. Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**B. Resolution 2132 - PHA Certification of Compliance with the PHA Plan and Related Regulations (2002)**

Upon motion by Commissioner Stewart, seconded by Commissioner Gin, the Board adopted Resolution 2132, PHA Certification of Compliance with the PHA Plans and Related Regulations (2002). Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**C. Resolution 2133 - Memorandum of Agreement with the Monterey County Housing, Inc. to extend the Volunteer Executive Director position**

Upon motion by Commissioner Stewart, seconded by Commissioner Rosen, the Board adopted Resolution 2133 authorizing the Executive Director to enter into a Memorandum of Agreement with Monterey County Housing, Inc. to extend the volunteer Executive Director position until the Monterey County Housing, Inc. is financially capable of hiring staff. Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**D. Second Revision of Section 8 Voucher Program Requisition Budget - 2001/2002**

Upon motion by Commissioner Stewart, seconded by Commissioner Schneider, the Board approved the Second Revision of Section 8 Voucher Program Requisition Budget for submission to HUD. Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**E. Resolution 2134 - Second Revision of the Agency-wide Budget - 2001/2002**

Upon motion by Commissioner Stewart, seconded by Commissioner Rosen, the Board adopted Resolution 2134 amending the Agency-wide Budget for Fiscal Year Beginning July 1, 2001 and ending June 30, 2002. Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**F. Agreement for Property Management Services with the Veterans Transition Center**

For the Record: Ms. Zenk departed the Committee meeting during the consideration of Agenda Item F due to a potential conflict of interest.

Upon motion by Commissioner Gin, seconded by Commissioner Stewart, the Board approved and authorized the Executive Director to negotiate for HACM to be the Property Manager for the Veterans Transition Center's Fort Ord property. Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**G. Proposed Change to HACM Procurement Policy and Statement of Capital and Non-capital Asset Policy**

Upon motion by Commissioner Stewart, seconded by Commissioner Gin, the Board approved changes to HACM Procurement Policy and Statement of Capital and Non-capital Asset Policy. Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**H. Policy regarding Acquisition of Existing Property**

After a short discussion and withdrawal of a motion, the Board determined that acquiring housing stock and negotiations by the Executive Director for such housing was currently a Board policy and no further action was needed.

**I. Housing Choice Voucher Program Administrative Plan**

Upon motion by Commissioner Stewart, seconded by Commissioner Gin, the Board approved the revisions to the Housing Choice Voucher Program Administrative Plan. Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**J. Bylaws**

Upon motion by Commissioner Rosen, seconded by Commissioner Schneider, the Board approved amending the Bylaws on page 5, Article II, Section 4, second paragraph to read, "The disbursements shall be provided to the Board of Commissioners for information only." Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**K. Change to Personnel Complement**

Upon motion by Commissioner Rosen, seconded by Commissioner Schneider, the Board approved increasing the Personnel Complement for Finance Specialist II by one and reducing the Finance Specialist I complement to zero. Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**L. Amended Conflict of Interest Code**

Upon motion by Commissioner Rosen, seconded by Commissioner Schneider, the Board approved the recommended changes to the Conflict of Interest Code. Motion carried with the following vote:

AYES: Styles, Rosen, Gin, Nichols, Stewart, Escamilla, Schneider  
NOES: None  
ABSENT: None

**M. Board Self Assessment and Strategic Planning Discussions**

After a short discussion, the Board decided the self-assessment questionnaire provided in the board assessment booklet would be completed by the Commissioners and submitted to Mr. Phillips by March 8, 2002 (and the Personnel Committee would compile??) and the self assessment questionnaire for Enterprise Foundation, Rose Cade, would be completed by the Commissioners and submitted to the Board Chair at the March 25, 2002 Board meeting. It was further decided that the presentation by Rose Cade should be placed on the April Board agenda to accommodate the Commissioners.

**N. Quarterly Cash Report:** For information only.

**O. Future Meetings:** The Board requested the Ethics Presentation by the Attorney and the Strategic Planning Process with Rose Cade be moved to the April Board meeting.

**P. Resolution 2135 - Approval to sign Statement of Understanding: Monterey County Housing Alliance (MoCHA) Housing Opportunity Center**

After a short discussion, the Board tabled this item to the Special Board Meeting tentatively scheduled for March 12, 2002 or to the Call of the Chair.

**COMMISSIONER COMMENTS:** There were no Commissioner comments.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned to the Call of the Chair at 8:05 p.m.