

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD APRIL 22, 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 (arrived 6:03 p.m.), 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; Jose Gomez, Regional Housing Manager; and Cheryl Ontiveros, Attorney. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: Mr. Nakashima gave special recognition to Mary Jo Zenk, Lynn Santos, Jean Goebel, and Jose Gomez for their research and persistence in retrieving \$140K from the Richman Group for Plaza House.

Commissioner Stewart arrived at 6:03 p.m.

The Board wished Commissioners Styles and Gin a Happy Birthday in April

PRESENTATION

Attorney Cheryl Ontiveros presented a review on the Code of Ethics for Commissioners; the Board requested a copy of her presentation. Ms. Ontiveros stated she would provide a copy to each Commissioner and the Clerk to the Board. Ms. Ontiveros emphasized that the Commissioners need to be aware that because they are a Commissioner of the Housing Authority that the public perception is that they represent the Housing Authority and therefore should be cautious about what they say and do at all times. She noted that if a Commissioner is in doubt about something, they should call the Executive Director or her to get clarification.

CONSENT AGENDA:

Commissioner Stewart suggested on the March 25, 2002 minutes and future minutes that the time of arrival for late Commissioners be added in parenthesis behind their name in the list of attendees.

- A. Minutes Approval of the Minutes of the Regular Board Meeting held on March 25, 2002 as revised with late arrival times.
 Approval of the Minutes of the Special Board Meeting held on April 9, 2002.

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

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

REPORTS OF COMMITTEES

Finance/Development Committee
Personnel Committee
Monterey County Housing, Inc.
Affordable Acquisitions

There was nothing new to report.

REPORT OF SECRETARY

- A. Executive Report: Mr. Nakashima noted the \$140K from the Richman Group has been noted previously. Ms. Zenk stated that the Vintner Study analyses would probably be ready in July.
- B. Administrative Report: Mr. Phillips reported the new telephone system has been installed and it is great; the old numbers are still good to use. Commissioner Escamilla noted that insurance coverage for autos was discussed at the Committee meeting; Chair Styles requested the auto insurance coverage issue go back through the Finance/Development Committee because it was not agendaized.
- C. Finance Report: Ms. Santos noted Section 8 Admin fees as noted in her first paragraph would be about \$43K and will be recorded in the March financials.
- D. Development Report: Ms. Warren noted the families in the Castroville project are currently being relocated because we have obtained rehab funds which must be spent by June; there was an issue with a couple of the children not being in school because of the relocation and staff is working the issue with the school. There will be some additional costs because of an asbestos issue regarding the tiles that are being removed; staff is researching for more funds. An appraisal has been ordered by HUD on Rippling River; staff will be discussing options with HUD after the appraisal process. Proformas for Rippling River will be brought to the next Board meeting. Nancy Dodd Community Center will break ground tomorrow for construction.
- E. Housing Management Report: Mr. Pollard reported there were no changes to his report.
- F. Eligibility/Section 8 Reports. Ms. Anderson noted there is an allocations chart added to her report; new allocations are noted in the lower right corner of the chart. Also attached is a copy of a landlord survey conducted by the Coalition of Homeless Service Providers; and the FSS report this month shows five success stories.

NEW BUSINESS

Upon motion by Commissioner Rosen, seconded by Commissioner Schneider, the Board approved the addition of agenda item 8K, Resolution 2138 - Purchase and Sale Agreement - 1354 & 1356 Las Cruces to the agenda. Motion carried with the following vote:

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

A. HACM Overview Presentation

Ms. Zenk presented the HACM Overview power point presentation. Staff noted that page 8 should read Pajaro instead of Watsonville under Section 8 Residents by City. Commissioner Escamilla suggested this presentation be placed on the web site. No action taken.

B. Proposed Change to HACM Travel and entertainment Policy - 905

Upon motion by Commissioner Rosen, seconded by Commissioner Gin, the Board approved the changes to HACM Travel and Entertainment Policy - 905. Motion carried with the following vote:

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

C. Proposed Change to HACM Commissioners' Travel and Entertainment Policy

The Board tabled this agenda item for review by the Personnel Committee.

D. Retention of Board and Committee Tapes

Upon motion by Commissioner Nichols, seconded by Commissioner Rosen, the Board approved the retention time of Committee and Board meeting recordings to no more than 60 days if the minutes of the meeting have been approved. Motion carried with the following vote:

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

E. Addendum to Legal Services Contract

Upon motion by Commissioner Nichols, seconded by Commissioner Rosen, the Board approved the addition of the Law Office of Cheryl Ontiveros to the legal contract. Motion carried with the following vote:

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

F. Classification and Compensation Study Update - Union Classifications

Mr. Phillips noted Mr. Mortensen's update was attached to his memorandum and shows the schedule for this study; the completed report should come before the Board in August or September 2002 for their consideration. No action required.

G. Budget Policy

Upon motion by Commissioner Rosen, seconded by Commissioner Stewart, the Board approved the Budget Policy. Motion carried with the following vote:

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

H. Resolution 2137 - Agency-wide budget 2002-2003

Commissioner Styles emphasized that if the total allocation amount changes, the budget will need to be considered again by the full Board; he further emphasized that the Finance/Development Committee reviews the budget in detail and notifies the full Board on an as needed basis.

Upon motion by Commissioner Stewart, seconded by Commissioner Gin, the Board adopted Resolution 2137 approving the Agency-wide Budget for the 2002-2003 fiscal year. Motion carried with the following vote:

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

I. PHAS Advisory Score for FY 2001 - Final

Ms. Zenk reported the final PHAS score is 89 and it is still an advisory score because the PHAS issues have not been resolved at HUD. No action required.

J. Meetings in May

Ms. Tebbs reported the May Committee and Board meetings would be moved up a week due to the Memorial Day Holiday on May 27th. No action required.

K. Resolution 2138 - Purchase and Sale Agreement--1354 & 1356 Las Cruces

Upon motion by Commissioner Escamilla, seconded by Commissioner Stewart, the Board adopted Resolution 2138 and authorized the Executive Director to execute a Purchase and Sales Agreement in the amount of \$200,000. Motion carried with the following vote:

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

COMMISSIONER COMMENTS: There were no Commissioner comments.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:16 p.m.