

August 27, 2007

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD AUGUST 27, 2007**

Commissioners met at the Central Office. Chair Josh Stewart called the meeting to order at 6:01 p.m. Present: Chair Josh Stewart, Vice Chair Alan Styles, and Commissioners York Gin, Richard Rangel, Merri Bilek, Elizabeth Williams, and John Dalessio. Also Present: Jim Nakashima, Executive Director; Starla Warren, Director of Housing Management; Marilyn Rose, Development Analyst; Bryan Dove, Community Development Planner; Kelly Halcon, Human Resources Manager; Lynn Santos, Director of Finance; Carolina Sahagun, Assistant Director of Housing Assistance Programs; Kim Stemler, MICHI Executive Director; Caritina Carbajal, Executive Assistant; Recorder: Chris Martinez.

COMMENTS FROM THE PUBLIC:

Comment from residents from 1415 Del Monte was interpreted by Carolina Sahagun, Assistant Director of Housing Assistance Programs.

Ms. Evelia Alcalá, caregiver to tenant Isaura Espinoza, spoke on behalf of Ms. Espinoza who had a complaint on how Ms Espinoza's request for her tenant file was handled and fee charged by the Area Housing Manager.

Ms. Aurora Contreras complained on the lack of the caretaker's maintenance of the grounds and the laundry room and also came in support of Ms. Espinoza's complaints.

Ms. Reynalda Gomez complained on her treatment by the Area Housing Manager and the Caretaker. She states that she was hospitalized due to stress caused by the constant citations for violations brought against her. She also states that she was denied a request to have a mass celebration on the anniversary of her son's death in her home.

Ms. Isaura Espinoza, who lives in the apartment below the caretaker, complained of excessive noise made by the caretaker's family of a citation issued to a family for parking in her parking space during a visit.

Rippling River resident Julayne Marquette presented copies of the letters to and from Jean Goebel and a letter to Shannon Tonkin. Ms Marquette brought up the issue on the use of the quiet room as being inadequate and receiving no response to the request of a computer for the Adult School. She also requested a fax machine be placed on the property for tenant use

Commissioners Stewart thanked the public for their comments.

CONSENT AGENDA

A. Minutes---Approval of Minutes of the Regular Board Meeting held July 23, 2007

Upon motion by Commissioner Styles, seconded by Commissioner Williams, the Board approved Consent Agenda item A. Motion carried.

B. Resolution 2504: Approval of Proposed Payment Standards

Upon motion by Commissioner Rangel, seconded by Commissioner Bilek the Board approved Consent Agenda item B. Motion carried.

C. Resolution 2505: Limited English Proficiency Policy (LEP)

Upon motion by Commissioner Bilek, seconded by Commissioner Williams the Board approved Consent Agenda item C. Motion carried.

AYES: Stewart, Styles, Gin, Dalessio, Rangel, Bilek, and Williams
NOES: None

ABSENT: None

REPORTS OF COMMITTEES

Personnel Committee	Commissioner John Dalessio, Chairman
Finance/Development Committee	Commissioner Alan Styles, Chairman
Monterey County Housing, Inc.	Starla Warren & Tony Caldwell, Rep.
Affordable Acquisitions	Starla Warren & Tony Caldwell, Rep.
AdHoc Committee for Rippling River	vacant, Chairman
Resident Advisory Council	Commissioner Richard Rangel, Rep.

Jim Nakashima, President to the following committees:

Monterey County Housing Authority Development Corporation
Tynan Village, Inc.

Jim Nakashima, Authorized Signature to the following committees:

Monterey County Affordable Housing LLC & Tynan Village Affordable Housing LP
Rippling River Affordable Housing LLC & LP
Soledad Affordable Housing LLC, & Benito FLC, LP
Soledad Affordable Housing LLC & Benito Street Affordable Housing LP
Soledad Affordable Housing LLC & Monterey Affordable Housing LP

Personnel Committee – All items on agenda. No Action Required.

Finance/Dev Committee –All items on agenda. No Action Required.

MCHI and MCHI AA – Ms Warren reported on MCHI and MCHIAA activities. Ms. Warren reported the MCHI Board plans on placing their Strategic Plan on the October Board Agenda. Ms. Stemler brought to the Board’s attention a correction on Item #3 of the report. No Action Required.

AdHoc Committee for Rippling River – No Action Required.

Resident Advisory Council – No Action Required.

Monterey County Housing Authority Development Corporation – No Action Required.

Tynan Village, Inc. – No Action Required.

Monterey County Affordable Housing LLC & Tynan Village Affordable Housing LP – No Action Required.

Rippling River Affordable Housing LLC & LP – No Action Required.

Monterey County Housing Authority Development Corp & Benito FLC, LP – No Action Required.

Soledad Affordable Housing LLC & Benito Affordable, FLC, LP – No Action Required.

Soledad Affordable Housing LLC & Monterey Affordable Housing LP- No Action Required.

REPORT OF SECRETARY

A. Secretary Report

Mr. Nakashima thanked staff for staying within budget and informed the Board that Tony Caldwell will oversee Procurement and Facilities. Mr. Nakashima thanked the Commissioners for taking the tour of HACM sites. No Action Required

NEW BUSINESS

A. Front Desk Coverage

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Discussion was held on solutions to front desk coverage. Chair Stewart recommended the Personnel Committee continue discussion on the topic with the possibility of a solution. Chair also requested a phone listing. Mr. Nakashima distributed phone listing to the Board. No action required.

B. Waiting List Preferences

Ms. Sahagun reported on the information memo and stated that the Waiting List Preferences is part of the Section 8 Administrative Plan, which will be presented to the Board for approval upon completion. No action required.

C. Resolution 2506: Amendments to the Housing Authority Homeownership Plan.

Ms. Warren went through the changes on the Plan and addressed Commissioner Dalessio's questions on the amended changes in the Plan.

Upon motion by Commissioner Bilek, seconded by Commissioner Rangel the Board approved Resolution 2506 with the amended changes. Motion carried.

D. Resolution 2507: Acknowledging the Selection of the General Contractor for Benito Affordable Housing, LP.

Ms. Warran explained that Resolutions 2507 and 2508 are related to a recent request for proposal. Due to market changes the projects were put out for new contractor bids.

Upon motion by Commissioner Dalessio, seconded by Commissioner Rangel the Board approved Resolutions 2507.

E. Resolution 2508: Acknowledging the Selection of the General Contractor for Monterey Affordable Housing, LP.

Upon motion by Commissioner Dalessio, seconded by Commissioner Williams the Board approved Resolutions 2508.

AYES: Stewart, Styles, Gin, Dalessio, Rangel, Bilek, and Williams
NOES: None
ABSENT: None

F. Plan Board Retreat Part I - Discussion

Commissioner Stewart reported that the Board was unable to meet. The Board agreed to meet within the next couple of weeks; meeting to be coordinated by Cari Carbajal.

INFORMATION

A. Administrative Report/Summary of Actions for July 2007/August 2007

B. Status Report: June 2007 Financial Statements and July 2007 Disbursements

C. Status Report: Monthly Development Report

Ms. Warred reported that a response has been received on the tax credit application for Fanoe Road and it looks favorable.

D. Status Report: Monthly Housing Management Report

Ms. Nakashima addressed Commissioner Dalessio's question on the possible union issue on the reorganization in Housing Management. Mr. Nakashima reported that staff is working diligently to move forward with staff reorganization.

E. Status Report: Eligibility/Section 8 Reports

Ms. Sahagun informed the Commissioners that job bulletins go out on a weekly basis to FSS clients who are actively seeking employment. Ms. Warren reported that Section 3 eligible clients are referred to contractors. Chair Stewart requested Ms. Sahagun work

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with Ms. Warren on referring Family Self Sufficiency program participants to fill possible job openings with construction project contractors.

F. Status Report: Software Migration Update

G. Legislative Update

H. Media Update

I. Follow-up & Referral items

J. Quarterly Cash Report

No action required for items 8A-8J

Board recessed at 7:53 p.m. for a break

The Committee convened to the Monterey County Housing Development Corporation meeting at 7:59 p.m. and adjourned at 8:04 p.m.

K. Information Only:

RESOLUTION MDC-14: Acknowledging the Selection of the General Contractor for Monterey Affordable Housing, LP

RESOLUTION MDC-15: Acknowledging the Selection of the General Contractor for Benito Affordable Housing, LP.

RESOLUTION MDC-16: Authorizing the Acceptance of Funding from the Joe Serna, Jr. Farmworker Housing Grant Program of the State of California, Housing and Community Development, for the Affordable Rental Housing Project known as "Ebunito Street Affordable".

RESOLUTION MDC-17: Authorizing the Acceptance of Funding from the Multifamily Housing Program of the State of California, Housing and Community Development, for the Affordable Rental Housing Project known as "Benito Street Affordable".

Commissioners convened to the Closed Session of the Regular Board Meeting at 8:05 p.m.

CLOSED SESSION

The Board of Commissioners will meet in Closed Session for the following purposes and reasons:

- A. With respect to every item to be discussed in Closed Session pursuant to Government Code Section 54957: PUBLIC EMPLOYMENT PERFORMANCE EVALUATION
Title: Executive Director**

Action:

Motion made by Commissioner Dalessio, seconded by Commissioner Williams, the Board approved a 5% rate increase, retroactive to July 1, 2007, for the Executive Director.

Motion carried by the following votes:

AYES: Stewart, Styles, Gin, Dalessio, Rangel, Bilek, and Williams
NOES: None
ABSENT: None

- B. With respect to every item to be discussed in Closed Session**

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**Pursuant to Government Code Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS;
PROPERTY: 5315 Carmel Valley Road, Carmel, CA;
AGENCY NEGOTIATORS: Jim Nakashima, Mary Jo Zenk,
Starla Warren; NEGOTIATING PARTIES: ABHOW;
UNDER NEGOTIATION: Price and terms of payment for
lease renegotiation**

No report.

The Commissioners reconvened to the Regular Board meeting at 9:00 p.m.

COMMISSIONER COMMENTS:

Commissioner Styles presented the Board with the awards received at the NAHRO Conference in Chicago. Awards of Merit were for the Force Account Exercise Program, the National Preparedness Website, and The Revitalization of a Vacant Office Building.

Commissioner Williams asked whether issues brought up at the last board meeting were addressed. Mr. Nakashima stated that the issues are being looked into and will be brought up to the Board.

Commissioners Williams thanked Mr. Nakashima and staff for the tours and stated that they were beneficial to the Board.

Commissioner Dalessio expressed his concern on the three-minute public comments for non-English speaking public when an interpreter is used. Chair Stewart stated that time can be extended at the discretion of the Chair.

Commissioner Josh expressed his concern on a grievance from an employee.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:08 p.m.

Chairman

ATTEST:

Secretary

Date