

**ACTION**  
**MINUTES OF THE FINANCE/DEVELOPMENT COMMITTEE MEETING**  
**OF THE**  
**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY**  
**HELD ON FEBRUARY 20, 2007**

Acting Chair Alan Styles called the meeting to order at 4:08 p.m. Present; Commissioners Alan Styles and York Gin. Absent; Commissioner Timothy Escamilla. Also present: Jim Nakashima, Executive Director; Mary Jo Zenk, Deputy Executive Director/Chief Financial Officer; Tony Caldwell, Chief Information Officer; Jean Goebel, Director of Housing Management; Starla Warren, Director of Housing Development; Bryan Dove, Community Development Planner; Lynn Santos, Director of Finance; Barbara Mulholland, Procurement & Contract Manager; Rosie Anderson, Director of Housing Program; Recorder: Caritina Carbajal.

**COMMENTS FROM THE PUBLIC:**

Commissioner Styles asked staff to find out the process to remove Commissioner Escamilla's name from the roll call list since he has resigned.

**MINUTES**

A motion was made by Commissioner Gin, seconded by Commissioner Styles, to approve the minutes of the January 16, 2007 Finance/Development Committee Meeting. Motion carried.

**NEW BUSINESS**

**A. Resolution 2477: Approve Section 8 Requisition Budgets 2007/2008**

At the request of staff, this item was tabled to next months meeting.

**B. Resolution 2478: Approve Revisions to Section 8 Housing Choice Voucher (HCV) Program Administrative Plan**

A motion was made by Commissioner Gin, seconded by Commissioner Styles, the Committee recommends the Board Approve Resolution 2478, Revisions to Section 8 Housing Choice Voucher (HCV) Program Administrative Plan. The Committee further recommends this item be placed on the Consent Agenda for the full board. Motion carried.

**C. Resolution 2479: Approve Revision to Section 8 Energy Efficient Utility Allowances**

Ms. Anderson noted that all changes have been made to accommodate tax credit and energy efficiency requirements.

A motion was made by Commissioner Gin, seconded by Commissioner Styles, the Committee recommends the Board Approve Resolution 2479, Revisions to Section 8 Energy Efficient Utility Allowances. The Committee further recommends this item be placed on the Consent Agenda for the full board. Motion carried.

**D. Resolution 2480: Submittal of Application and Execution of Joe Serna Jr. Farmworker Housing Grant Program funding documents for the Elm Avenue Townhomes project**

A motion was made by Commissioner Gin, seconded by Commissioner Styles, the Committee recommends the Board Approve Resolution 2480 and further recommends this item be placed on the Consent Agenda for the full board. Motion carried.

**E. Resolution 2481: Approve Selection of Insurance Broker/Direct Writer and authorize Executive Director to execute contract**

Staff has reviewed proposals and recommended selection of HARRP. Staff will update memo and resolution to reflect selection.

A motion was made by Commissioner Gin, seconded by Commissioner Styles, the Committee

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recommends the Board Approve Resolution 2481, Approve Selection of Insurance Broker/Direct Writer and authorize Executive Director to execute contract. The Committee further recommends this item be placed on the Board Agenda under New Business to be reviewed by the full board. Motion carried.

### **INFORMATION**

#### **A. Status Report: January 2007 Financial Statements and February 2007 Disbursements**

Ms. Santos updated the highlights that even though HUD sent us a letter with the funding for Section 8 for 2007, they have just sent us another notice which states they have the right to change the funding allocation for 2007 and will notify us later in the year.

Commissioner Styles asked Ms. Santos to please highlight this to the full board. No action required.

#### **B. Status Report: Monthly Development Report:**

Ms. Warren reported that the concrete on Tynan will be poured this week. She added that the contractor for Rippling River has received letters of appreciation from residents.

Commissioner Styles asked staff to provide copies of these letters to the full board. No action required.

#### **C. Status Report: Monthly Housing Management Report:**

Ms. Goebel reported that we are having PHAS inspections now. The inspections of the properties so far have been very high with the exception of 33-2. We have begun the disposition process for this project. No Action Required.

#### **D. Status Report: Software Migration Update**

Mr. Caldwell reported that Section 8 is fully live in Yardi and Eligibility is following soon. We are about 2/3 complete with the affordable housing properties and have started the Maintenance module. No Action Required.

#### **E. Quarterly Cash Report**

Ms. Santos reported that our cash position is very low. No Action Required.

### **FUTURE AGENDA ITEMS**

#### **A. Committee Meeting**

### **COMMISSIONER COMMENTS:**

Commissioner Styles and Gin both complimented staff on doing such a great job.

### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 4:34 p.m.

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Vice Chairman

ATTEST:

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Secretary

\_\_\_\_\_  
Date