

**ACTION  
MINUTES OF THE FINANCE/DEVELOPMENT COMMITTEE MEETING  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
HELD ON JUNE 30, 2008**

Chair Alan Styles called the meeting to order at 4:32 p.m. Present: Commissioner Alan Styles, and Elizabeth Williams; Absent: York Gin; Also Present: Jim Nakashima, Executive Director; Mary Jo Zenk, Deputy Executive Director; Jean Goebel, Director of Housing Management; Lynn Santos, Director of Finance; Kelly Halcon, Human Resources Manager; Starla Warren, Director of Housing Development; Tony Caldwell, Chief Information Officer; Claudia Rivera, Assistant Director Housing Management and Recorder: Caritina Carbajal

**COMMENTS FROM THE PUBLIC:**

None

**MINUTES**

The minutes for the April 22, 2008 were moved for approval by Commissioner Williams, seconded by Commissioner Gin. Motion carried.

**NEW BUSINESS**

**A. Resolution 2555: Approve 2008-2009 Budget and Personnel Complement for HACM**

Ms. Zenk gave a presentation and reported that today is the last day of the fiscal year and the new fiscal year begins tomorrow. The overall budget is \$41.6 million we have a \$380,000 operating deficit per the Board direction there are no Layoffs budgeted. We have not funded positions when we have vacancies and there are fourteen positions that are not funded in the budget. The budget does include the 4% Cola per the union contract. The total personnel complement is 130 which includes 24 caretakers. We have a structural operating deficit and this is the 5<sup>th</sup> year of operating losses.

Motion was made by Commissioner Styles, seconded by Commissioner Williams, to recommend Resolution #2555 be placed under New Business for full Board approval.

**B. Resolution 2556: Approve Semi Annual Write Offs for HACM**

Ms. Rivera reported that the managers have indicated they have not all done the requirement follow-up notices. This is all we have right now but it maybe that by the end of the year the numbers may go up. Managers have been very diligent on following through on rent collection.

Motion was made by Commissioner Williams, seconded by Commissioner Styles, to recommend Resolution #2556 be placed under New Business for full Board approval.

**C. Resolution 2557: Authorize the Executive Director to enter into contract exceeding \$100k**

Ms. Warren reported that this resolution is for Casa Nova and as an acting agent for MCHI we have gotten a couple of grants from the City of Monterey. We would like for you to Authorize the Executive Director to enter into contract exceeding \$100k.

Motion was made by Commissioner Williams, seconded by Commissioner Styles, to recommend Resolution 2557, be placed under New Business for full Board. Motion carried.

**D. Resident Advisory Board Request for Donation**

Commissioner Styles mentioned that every year RAB comes to the Board for a donation.

Mr. Nakashima stated that one of the problems with this is that the request should be coming from an officer of the RAB Board not from a HACM Commissioner. He added that HUD has specific rules on expenditures and funding for the RAB Committee that we must follow. Stipends and mileage are allowed to be paid out of the funding but social functions, fundraisers nor food are absolutely not allowed per HUD regulation.

Commissioner Williams stated that the money is needed to pay for permits for upcoming yard sales.

Ms. Zenk stated that the funds could not be used for that.

Ms. Goebel added that the money has to be used for tenant organizing purposes and for activities that will help them in overseeing or participating in the Housing Authority so basically no Christmas parties. Ms. Goebel added that typically in the past, boards were taking the money they had and instead of going out and talking to other residents about what the RAB does or activities that help housing development, they were going out and having parties and buying Christmas gifts for residents. HUD then established rules that say you can't misuse funding this way. There is some money that we receive from operating subsidy that can be used for overhead cost or the cost of staff to help the board with agendas, have elections, etc. the other portion is for tenant organization and participation.

Commissioner Williams pointed out that we would have to account for this money.

Ms. Santos stated that a couple of years ago we gave them \$100 and they have used it so far for one permit and refreshments twice for meetings.

Commissioner Styles was concerned with this Committee not being a 5013C and how do we make them aware that they cannot do this.

Ms. Santos mentioned that with Commissioner Rangel being on the board it is an issue. He has asked for a \$21 reimbursement for permit fee for garage sale RAB held. We can provide money but we cannot provide HUD funds.

The Committee decided to decline this item until a letter from an Officer is received with a brief outline of what this money will be used for and it should be made clear that an officer must make any requests. This Committee recommends that the board does not approve this resolution due to lack of funding.

#### **INFORMATION**

##### **A. Status Report: April 2008 Financial Statements and May 2008 Disbursements**

Ms. Warren announced that Benito finally closed. Paid down the construction loan by \$7million and were able to draw down \$3million from RDA and we are now we are fully operational.

Ms. Santos let the Committee know that there will be an emergency walk in item at the full board meeting. No action required.

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

Ms. Warren noted that she will be asking for a Special Board meeting before the end of July. No Action Required.

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

Ms. Rivera reported that all Parkside Manor residents have moved back into the complex with the exception of one resident who lived below the fire unit. His unit is still being worked on. We are hoping that work will be completed within the next week or so.

Mr. Nakashima complemented Mr. Ed Canadas, Ms. Socorro Vasquez, and Ms. Starla Warren, Mr. Richard Russo, Mr. Tony Caldwell, Ms. Shannon Tonkin, and Ms. Claudia Rivera for showing up promptly at the Parkside Manor fire at 5:00 a.m. to take care of the problem.

Mr. Caldwell added that residents were taken to the Laurel Inn for temporary housing and an arrangement for complimentary meals was made with the Black Bear Diner for residents while they were temporarily housed at the Laurel Inn. Mr. Caldwell would like to make sure these agencies are appreciated and recognized during our Annual Board Meeting. No action required.

##### **D. Status Report: Asset Management Report**

Ms. Goebel reported that Mr. Andrew Nguyen visited our properties and agency for a few days and was very impressed with the Tynan Village property. He met with Property Management staff and toured all of our sites. No Action required.

##### **E. Status Report: Administrative Report**

June 30, 2008

Mr. Caldwell reported that staff is currently looking at restructuring the Procurement department for better efficiency with Yardi. Several staff attended a Yardi Conference in Washington D.C. and came back with a better understanding of the 6.0 version. No action required.

**F. MCHDC-Consulting Activities-Information Only**

**G. MCHDC- MDC-30: RESOLUTION TO AUTHORIZE ENTERING INTO AGREEMENTS WITH THE COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY OR ITS AFFILIATE NON-PROFIT FOR THE PURPOSE OF DEVELOPMENT OF HOLLY RANCH-Information Only**

**H. Tynan Village, Inc.- TVI-10: RESOLUTION OF THE BOARD OF DIRECTORS OF TYNAN VILLAGE, INC. AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR FUNDING FOR MULTIFAMILY HOUSING DEVELOPMENT FROM THE JOE SERNA, JR. FARMWORKER HOUSING GRANT PROGRAM OF THE STATE OF CALIFORNIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR THE PROPOSED AFFORDABLE RENTAL HOUSING PROJECT KNOWN AS "TYNAN VILLAGE APARTMENTS" IN THE CITY OF SALINAS-Information Only**

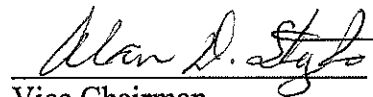
**FUTURE AGENDA ITEMS**

**COMMISSIONER COMMENTS:**

Commissioner Styles and Williams thanked all staff for all their hard work.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 12:45p.m.

  
Vice Chairman

ATTEST:

  
Secretary

  
Date