

**ACTION**  
**MINUTES OF THE REGULAR BOARD MEETING**  
**OF THE**  
**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY**  
**HELD JANUARY 26, 2009**

Commissioners met at the Central Office. Chair Alan Styles called the meeting to order at 6 p.m. Present: Chair Alan Styles, Vice Chair Elizabeth Williams, and Commissioners John Dalessio, Richard Rangel, and Merri Bilek. Absent: Commissioners York Gin and Josh Stewart. Also Present: Jim Nakashima, Executive Director; Tony Caldwell, Chief Administrative and Operations Officer; Jean Goebel, Director of Asset Management; Starla Warren, Director of Housing Development; Lynn Santos, Director of Finance; Shelley Giancola, Human Resource Manager; and Cheryl Carlson, Legal Counsel. Recorder: Sandy Tebbs

**COMMENTS FROM THE PUBLIC:** None

Upon motion by Commissioner Williams, seconded by Commissioner Bilek, the Board moved the Closed Session forward to accommodate Legal Counsel. Motion carried with the following vote:

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

The Board convened to Closed Session at 6:03 p.m.

**CLOSED SESSION**

A. With respect to every item to be discussed in Closed Session pursuant to Government Code Section 54956.95: LIABILITY CLAIMS CLAIMANT: Vivian Parker  
AGENCY CLAIMED AGAINST: Housing Authority of the County of Monterey  
**ACTION:** The board rejected the claim of Vivian Parker.

The Board reconvened to regular session at 6:14 p.m.

**PRESENTATION**

Mr. Caldwell and Ms. Warren provided a presentation on the John Stewart and HACM – Process Compared, regarding processing in new tenants for the new properties. Handouts were provided.

Ms. Santos provided a presentation on IRS Form 990 Revision. Handouts were provided.

**CONSENT AGENDA**

- A. Minutes - Approval of Minutes of the Regular Board Meeting held December 15, 2008
- B. Minutes - Approval of Minutes of the Special Board Meeting held January 13, 2009
- C. Resolution 2580: Authorization for Executive Director to apply for Replacement Vouchers for Residents of Plaza Apartments
- D. Resolution 2581: Revisions to Farm Labor Complexes Management Plan
- E. Resolution 2582: Revisions to Public Housing Program Admissions and Occupancy Plan
- F. Resolution 2583: Semi-Annual Write-offs of Bad Debt

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

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

**REPORTS OF COMMITTEES**

<u>Personnel Committee</u>	Commissioner John Dalessio, Chairman
<u>Finance/Development Committee</u>	Commissioner Elizabeth Williams, Chairman
<u>Monterey County Housing, Inc.</u>	Starla Warren & Tony Caldwell, Representatives
<u>Affordable Acquisitions</u>	Starla Warren & Tony Caldwell, Representatives
<u>Resident Advisory Board</u>	Commissioner Richard Rangel, Representative
<u>Monterey County Housing Development Corporation</u>	Jim Nakashima, President
<u>TVI &amp; Tynan Village Affordable Housing LP</u>	Jim Nakashima, Authorized Signature
<u>Rippling River Affordable Housing LLC &amp; LP</u>	Jim Nakashima, Authorized Signature
<u>MCHADC &amp; Benito FLC, LP</u>	Jim Nakashima, Authorized Signature
<u>MCHADC &amp; Benito Street Affordable Housing LP</u>	Jim Nakashima, Authorized Signature
<u>MCHADC &amp; Monterey Affordable Housing LP</u>	Jim Nakashima, Authorized Signature
<u>MCHADC &amp; Fano Vista, LP</u>	Jim Nakashima, Authorized Signature

Commissioner Dalessio reported he had nothing to add for the Personnel Committee.

Commissioner Williams reported the Finance/Development Committee recommendations are on the consent agenda; the PHAS score for HACM is 80%; and the operating budget is still in deficit.

Ms. Warren reported for Monterey County Housing, Inc, that the search continues for a new Executive Director; three individuals have been selected for that Board to interview. Ms. Santos stated that the IRS frowns upon having a contractor manage a 501(c)3.

Commissioner Rangel reported his written report was provided on the table. He thanked Ms. Goebel for her support to the Resident Advisory Board.

Mr. Nakashima reported that he would no longer be reporting for the Development Corporation after tonight's meeting.

Commissioner Styles thanked staff for the great grand openings for Tynan Village, Rippling River, and Fano Vista.

**REPORT OF SECRETARY**

A. Executive Report

Mr. Nakashima noted that he had written a letter to President Obama in his report; several Commissioners suggested that the letter should be sent to the President. Mr. Nakashima stated the financial report by Ms. Santos is sobering and even tonight the news announced that there will be more layoffs by another major company. He stated he was glad that the Commissioners truly understand what the Housing Authority is facing. No action required.

**NEW BUSINESS**

A. Schedule for Annual Plan – Information Only

Ms. Goebel reported this was the schedule for the Annual Plan that needs to be submitted to HUD in April. A public hearing will be scheduled for the March Board meeting. Ms. Goebel reported that she and Ms. Warren would be meeting with the Resident Advisory Board for their input to the plan. Mr. Nakashima reported that every rehab activity related to the public housing sites that HACM plans to do in the next year must be in the Admin Plan before HUD will review it. No action required.

**INFORMATION**

A. Financial Report: November 2008 Financial Statements and December 2008 Disbursements

Ms. Santos reported she had nothing to add to her report. Commissioner Williams reiterated that we need to watch the budget. No action required.

B. Human Resources Report /Summary of Activity January 2009

Ms. Giancola reported she would like to update her report: there were between 110 and 120 applications received for the four Force Account vacancies; there were 20 interviews conducted and out of the 20 only two people were currently employed. She further reported that she was

scheduled to meet with CHWCA on Thursday regarding status of claims; on approximately 75% of the open claims the employees no longer work for HACM. No action required.

C. Status Report: Monthly Development Report

Ms. Warren reported she had nothing to add to her report, but she explained the process of the John Stewart Company Occupancy Summary for HACM Properties. She further reported that the closing of Casas del Sol should take place tomorrow or the next day. Staff stated that the HACM lobby would be closed on Fridays through February in order for staff to catch up on paperwork created by the new properties. Ms. Warren reported another letter was sent regarding Pacific Meadows with the Board's position being reiterated; no response has been received to date. She and Commissioner Dalessio met with the residents on Friday, but the handout provided by the residents made HACM look bad by stating the Housing Authority was impeding them from moving forward and was increasing their rent to cover higher operating expenses; there was newspaper coverage at that meeting but the newspaper article did not reflect HACM badly. Commissioner Dalessio commented that he would like to see documentation that the lender is rejecting our position on Pacific Meadows. Mr. Nakashima commented he was grateful that Commissioner Dalessio was staying on board with this issue. No action required.

D. Status Report: Monthly Property Management Report

Mr. Caldwell reported he had nothing to add to his report; no action required.

E. Status Report: Monthly Asset Management Report

Ms. Goebel reported HACM averaged 80.1% on the PHAS. Commissioner Williams stated she thought staff did more than their best and she appreciated all their hard work. Ms. Goebel stated it was a joint effort. No action required.

F. Status Report: Eligibility/Section 8 Reports

Mr. Caldwell reported he had nothing to add to Ms. Anderson's report; no action required.

G. Status Report: Administrative Report

Mr. Caldwell reported that the Maintenance Module for Yardi has been a challenge, but they are working through it. No action required.

H. Legislative Update

Mr. Caldwell reported he had nothing to add to his report. During a short discussion Ms. Warren noted that she would be bringing Los Ositos property back to the Board in the future. No action required.

I. Media Update

Mr. Caldwell reported that Tynan Village has been well received. No action required.

**COMMISSIONER COMMENTS**

Commissioner Rangel commented that he would like to congratulate Ms. Warren and her staff for the great grand opening for Benito Affordable; it was very well done.

Commissioner Bilek thanked staff for making the Board binders and information more readable and interesting; she thought it was an excellent job. She further commented she was pleased to be on the Development Corporation Ad Hoc Committee and she thinks good things were accomplished and she was looking ahead to things moving forward on that Board.

Commissioner Dalessio commented that going through the reports and financials and the way each department connects together might make a good day-time television program. Everyone laughed.

January 26, 2009

Commissioner Williams thanked staff for the beautiful grand opening for Fano Vista; the color of the homes and area made a really pretty setting. She commented that she sat next to the HUD Representative at that grand opening and he was shocked to learn there were dishwashers included in the units. Commissioner Williams mentioned to the HUD Rep that HACM properties should be included in their national brochure; the HUD Rep has already contacted Mr. Nakashima on that issue.

Commissioner Williams further thanked staff for the beautiful grand opening at Benito Street Affordable. She stated she is very proud to be part of this organization whether it is sitting on the dais or sitting in the audience. She strongly suggested that a railing be placed behind the dignitaries on the dais before somebody leans their chair back too far. She stated she was sorry that Commissioner Rangel wasn't feeling well this evening and she was sorry he was resigning from this Board. Commissioner Williams thanked Ms. Tebbs for the new binder tabs.

Commissioner Styles congratulated staff for a great job on all the grand openings; he stated HACM is in a brand new year with a brand new administration with new rules and regulations. He suggested setting up a meeting with Mr. Donovan, new Secretary of HUD, when in Washington D.C.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:52 p.m.

---

Chairman

ATTEST:

---

Secretary

---

Date