

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD APRIL 27, 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 Josh Stewart, and John Dalessio. Absent: Commissioners York Gin and Merri Bilek. Also Present: Jim Nakashima, Executive Director; Tony Caldwell, Chief Administrative and Operations Officer; Rosie Anderson, Director of Housing Assistance Programs; Lynn Santos, Director of Finance; and Shelley Giancola, Human Resource Manager. Recorder: Sandy Tebbs

Mr. Nakashima reminded for the record that Commissioner Bilek and Ms. Goebel were attending the PSWRC Conference in Santa Barbara.

COMMENTS FROM THE PUBLIC: None

PRESENTATION: Service Award

Carol Vargas was presented with her Five-Year Certificate and Pin. The Board thanked Ms. Vargas for her service.

The Board convened to Public Hearing at 6:04 p.m.

PUBLIC HEARING: Administrative Plan Chapter 21 Project-Based Voucher Program Revision. Added preference of “eligibility requirements mandated by funding entities by complexes” (25 points)

There were no public comments provided during the Public Hearing.

The Board reconvened to regular session at 6:05 p.m.

CONSENT AGENDA

- A. Minutes—Approval of Minutes of the Regular Board Meeting held March 30, 2009
- B. Minutes—Approval of Minutes of the Special Board Meeting held April 20, 2009
- C. Resolution 2592: Section 8 Administrative Plan – Project-Based Vouchers Chapter 21
- D. Resolution 2593: Adopting Protest Policy

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

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

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>	Tony Caldwell/Michelle Machado, Representative
<u>Monterey County Housing Development Corporation</u>	Starla Warren, President
<u>TVI & Tynan Village Affordable Housing LP</u>	Starla Warren, Authorized Signature
<u>Rippling River Affordable Housing LLC & LP</u>	Starla Warren, Authorized Signature
<u>MCHADC & Benito FLC, LP</u>	Starla Warren, Authorized Signature
<u>MCHADC & Benito Street Affordable Housing LP</u>	Starla Warren, Authorized Signature
<u>MCHADC & Monterey Affordable Housing LP</u>	Starla Warren, Authorized Signature
<u>MCHADC & Fano Vista, LP</u>	Starla Warren, Authorized Signature

Commissioner Dalessio reported that all the agenda items from the Personnel Committee were on the agenda.

Commissioner Williams reported the items reviewed by the Finance/Development Committee were on the agenda. She stated that Ms. Santos provided an explanation of the excel spreadsheets during the Committee meeting.

Mr. John Rose, President, MCHI, reported, in the absence of Sandra Reeder, that MCHI is trying to secure additional Board members representative of the stakeholders in the area to complement CHDO; other things are contract negotiations such as Comcast with Casanova; Sequoia Insurance has elected not to go forward as their carrier due to an incident last year; we want the insurance company to know we are serious about loss prevention. Mr. Rose and Mr. Nakashima responded to board query that MCHI is looking for board members that fit the parameters for MCHI's CHDO such as 1/3 low income or in the business directly related to low income activities, 1/3 can be public officials, and 1/3 can be from the general population, working class individuals. The Board asked how many hours was the Executive Director working for MCHI/AA? Mr. Rose replied 20 hours.

Affordable Acquisitions- Same as MCHI

Mr. Caldwell reported there was no RAB meeting this month due to agenda posting time limits. HACM staff is assisting with understanding the agenda process. They also need to have an election to bring the board back up to authorized number.

Commissioner Styles reported that Monterey County Development Corporation and other affiliates listed were reported in Ms. Warren's development report.

REPORT OF SECRETARY

A. Executive Report

Mr. Nakashima reported he had nothing to add to his report. He noted that HACM is being heavily inspected.

INFORMATION

A. Financial Report February 2009 Financial Statements and March 2009 Disbursements

Ms. Santos reported she changed her report to focus on funding by programs to make it easier to read and discuss. She stated she would like to provide quarterly reports with summary reports provided in between. To Board query, Ms. Santos responded that there would be a monthly check run provided. Commissioner Williams reported this was discussed at the Finance/Development Committee and the Committee thought it would save staff time and be more beneficial. Ms. Santos stated she would bring it to the next Board meeting for approval. Commissioner Styles requested that Ms. Santos provide lists that show what would be provided in the quarterly report and also what would be provided in the monthly report. No action required.

B. Human Resources Report /Summary of Activity March 2009

Ms. Giancola reported under Recruitment and Staffing there would be a position opening up this week for an Accounts Payable position; the position will be opened for an internal recruitment. There are two temporary positions that will be ending soon so the number of temporary hires will be reduced. She further reported she had attended the Annual CHWCA Board meeting last week and that was an excellent experience with insight into the organization as well as meeting other housing authorities' personnel attending the meeting. She further reported she was not successful in the task to find another carrier because we are not quotable for HACM's high risk group so this group will remain with CHWCA for the time being. If another class code can be brought into the CHWCA pool, there might be an opportunity for HACM to get some savings. Also if HACM can keep their injury level down, there should be a lower rate in 2010. She stated she met with Coastal TPA to get educational materials and training made available to HACM employees because our claims do not match the norm for our organizational size. No action required.

Commissioner Dalessio complimented Ms. Giancola on a really nice job as the HR Manager; he liked the way she aggressively had taken on the issues, explored new avenues to do things, and

the way she presented herself. He was pleased with the way she represented the Housing Authority.

C. Status Report: Monthly Development Report

Mr. Caldwell reported there are some updates since this report was written. As of last Friday, Fano Vista has 27 occupied units; two additional certifications were received today, and five people will be coming in this week to be briefed and to receive their approval for Project Base Vouchers. Benito Affordable is 52 not 48; Benito FLC is correct as reported; Monterey Street should have 42 not 52. Rippling River had an individual certified last week so that number should be 76 not 79; and Tynan Village is at 109. He stated every two weeks we have a meeting that includes the Site Managers along with the Eligibility Department and the Regional Managers to focus on the lease up process. Today, there was an open house in Gonzales with the clients coming to the site so if a client says yes to that location, then the process can begin. Tomorrow, an open house will be held in Soledad doing the same thing. The Board complimented Mr. Caldwell and staff on a good job.

Mr. Nakashima complimented Ms. Anderson for explaining the process on the ratio for leasing up Project Based Vouchers; that helped to increase the lease up number. He further complimented staff for working as a team. To Board query, Ms. Santos responded that HACM does own the land in Greenfield, but it is under very strict guidelines under the State HELP loan. Commissioner Dalessio suggested Senator Maldonado and Assembly Person Caballero might jointly sponsor something together to get rentals on the market in that area. No action required.

D. Status Report: Monthly Property Management Report

Mr. Caldwell reported he had nothing to add to his report, but HACM is preparing for the HUD MASS audit the second week of June and then the Fair Housing Audit the third week of June. We are looking forward to moving the Yardi wait lists out to the sites; there were a couple of HOME audits in March at Pueblo del Mar and Jardines del Monte, which went very well, but the results have not been received. He further reported we are in the process of rehabs at 44 Natividad Road, 1415 Del Monte Avenue, and at the King City Migrant Center which will open a week from today and run through November. Lease up at the migrant center is expected to be 90 to 100%. No action required.

E. Status Report: Monthly Asset Management Report

Mr. Nakashima reported that Ms. Goebel went to the Asset Management Course and also the FHEO Course along with Ms. Medina; both were certified in two classifications. They also took the Tax Credit Course and passed. Ms. Goebel has become the oversight for the Tax Credits on both sides of the house. She knows the process of the Tier One review and is working with other staff to prepare for the upcoming audit. Due to Ms. Goebel's tenacity, the 50058 submission rate into PIC is 100%. No action required.

F. Status Report: Eligibility/Section 8 Reports

Ms. Anderson reported she had nothing to add to her report. Mr. Nakashima reminded that the waiting list number is large because people sign up for more than one program. No action required.

Commissioner Styles commented that one of our greatest programs is the FSS Program; he was very happy to see the numbers and dollars in escrow were unbelievable. Ms. Anderson stated some successes are education and others are home ownership; there are three more clients close to being able to purchase a home. Commissioner Stewart stated he, too, was very proud of this program.

Ms. Anderson stated she was proud to say for this department's 50058 submission, they had a 99%, but it takes a lot of work. The Board complimented Ms. Anderson and her staff on doing an excellent job.

G. Status Report: Administrative Report

Mr. Caldwell reported that the bids for the landscaping were being reviewed today; staff has identified one company that probably will be contacted; the contract will be for three years with renewal every year. Jackie Mills of Yardi is here this week to help get the purchase orders on Yardi; we hope to have the module up and running next week into CCS and into Yardi. After those are complete, then we will get Accounts Payable and then the General Ledger on Yardi. Our goal for Yardi to be finished is July 1st. No action required.

H. Legislative Update

Mr. Caldwell reported he had nothing to add to his report. He stated one of the advantages for this Administration is the technical outreach of radio, television, and computers; they are able to instantly respond to issues to the public. We do need to keep an eye out where the Administration is going and where we can take advantage with regards to housing issues. No action required.

I. Media Update

Mr. Caldwell reported he had nothing to add to his report; no action required. The Commissioners requested a copy of the media report be sent out earlier than the Board packet. The Clerk to the Board will provide that email distribution.

COMMISSIONER COMMENTS

Commissioner Dalessio commented that he had two separate things to address. He would like to report that Pacific Meadows has gone to the attorney for final review, which means it is agreed to and finished; the original hassle was their claim that they couldn't afford anything for the Housing Authority and the final result of that is HACM will be getting paid the \$300K loan, without interest, but that money will come at the close of their financing process. Along with the loan, HACM will get half of their developer fees for 13 years, which could be several hundred thousand dollars plus HACM gets back the property. HACM will be leasing back to Pacific Meadows about 15 acres. HACM will not have to go through this situation again. From year 13 HACM should get \$60K a year but if they do not have the cash, they do not have to pay but it will accumulate without interest. He stated we gave a little bit more, but he felt the deal turned out pretty well for HACM and there wasn't much publicity. It looks like Pacific Meadows is going to work out fine for everybody assuming they can get the financing.

Commissioner Dalessio continued that on the other side, this is his last meeting as a Commissioner. He had agreed to stay on until Pacific Meadows was done. He stated he had notified Supervisor Potter and his replacement is Thomas Espinoza, an attorney that lives in Supervisor Potter's district. He stated he has met Mr. Espinoza and had recommended him to the Supervisor. Mr. Espinoza speaks Spanish; his last position was with a non profit organization and he is an active lawyer and was the President of the Monterey County Bar Association. Commissioner Dalessio stated he thinks HACM is getting a terrific new Commissioner.

Commissioner Dalessio stated that he wants to bid his goodbyes; HACM has a fantastic staff with a great Commission; you stand up for yourselves, all of you. He stated he thinks HACM is efficiently and honestly run. He was in a meeting where a Consultant for another organization commented to him that HACM is one of a kind; there isn't another Housing Authority like this one and what we do is better than any other Housing Authority. This Consultant had been in the housing business for approximately 35 years.

Commissioner Dalessio stated the other thing he has to say is that most everyone knows he came to HACM under unusual circumstances; he was hostile towards the Housing Authority and he must say the Housing Authority met him more than half-way. He stated he came in when there was fighting over Rippling River. He stated it was not a friendly time but you all were willing to take another look at me as he was willing to take another look at us and he stated he thinks it worked out in a very friendly and accommodating way for everyone. Commissioner Dalessio stated "Thank you all, it has been a great experience."

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Commissioner Stewart commented that he appreciated what Commissioner Dalessio said and recalled he met him more than half way, but there were some great hectic discussions during that time. Commissioner Stewart asked whether a dinner would be planned to farewell Commissioner Dalessio and the Chair replied in the affirmative.

Commissioner Styles commented that he hated Commissioner Dalessio when he first came on board as a Commissioner, but he wanted everyone to know that they have become very good friends and Commissioner Styles has come to depend on him and it cannot be expressed in words but he was going to miss Commissioner Dalessio very much and that no one can replace him.

Mr. Nakashima stated that he thought the new Commissioner could use a great mentor like Commissioner Dalessio.

Commissioner Williams commented she enjoyed sitting next to Commissioner Dalessio and she enjoyed agreeing to disagree with him; she thought they had some pretty good times. She further commented that Commissioner Dalessio had helped to ground her a couple of times and she really appreciated that. She wishes Commissioner Dalessio well and hopes he won't be a stranger. She stated she will miss Commissioner Dalessio. Commissioner Williams thanked everyone for coming to the Board meeting.

Commissioner Williams asked if anyone had heard from Ms. Carbajal and knew how she was doing? Commissioner Stewart replied that he had and knew that she had moved, but didn't know where. He stated she had a new little boy now and she was trying to get back on board, but he didn't know when she would be returning.

Commissioner Stewart commented that the money being donated by the Board of Supervisors to keep the Mediation Center open was being withdrawn at the request of Bill Monning, who wanted that money to go to the law school. Commissioner Stewart stated he was going to talk with Mr. Monning and Supervisor Jane Parker about this issue and let them know how important it is to keep the Mediation Center open. During a lengthy discussion, the Board and staff commented that the Mediation Center has saved the Housing Authority an incalculable amount of money through their services to our clients and various departments. The Board requested Commissioner Stewart keep them informed of this situation.

Commissioner Styles reminded there will be another meeting this Thursday for Development Corporation and Tynan Village Inc. The Board meeting for next month will be on a Tuesday, May 26th because of the Memorial holiday on Monday, but the Committee meetings would remain as scheduled on May 18 for Personnel Committee and May 19 for the Finance/Development Committee. Commissioner Styles also reported that the second Board Retreat would take place on Friday and Saturday, June 5 and 6, with Friday being a tour of HACM properties during the day and a dinner that evening; he was still working with the retreat facilitators, Richard Stanton and Veronica Bukowski. He stated it would be a good time for the new Commissioner to visit our properties. Commissioner Dalessio recommended Mr. Nakashima also provide the new Commissioners with a tour of the properties.

Ms. Giancola stated HACM has heard back from SEIU regarding union negotiations and they are on the calendar for the first meeting next Tuesday, May 5th.

Mr. Nakashima reported that HACM had a VIP visitor, Dr. Fernando M. Torres-Gil, who wanted to come and visit a unit at Haciendas before it was torn down. Dr. Torres-Gil grew up for 20 years as one of nine children with a single mother at Haciendas #39; he had all his brothers and sisters also come with him. The current tenants at #39 Haciendas graciously invited the Torres-Gil families into their home and the Torres-Gil families were very appreciative. Dr. Torres-Gil mentioned that his mother was a charter member or might have even started the Resident Advisory Council so when Haciendas is rebuilt, one of the Community Centers will be named after Maria Torres-Gil. Dr. Torres-Gil and his brothers and sisters were so grateful for the treatment they received by HACM staff and the resident family. Dr. Torres-Gil is now back in Washington, DC.

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ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:21 p.m.

Chairman

ATTEST:

Secretary

Date