

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD MAY 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 Josh Stewart, Tom Espinoza, and Kevin Healy. Absent: Commissioner Merri Bilek. Also Present: Jim Nakashima, Executive Director; Tony Caldwell, Chief Administrative and Operations Officer; Rosie Anderson, Director of Housing Assistance Programs; Jean Goebel, Director of Asset Management and Compliance; Starla Warren Director of Housing Development; Lynn Santos, Director of Finance; and Shelley Giancola, Human Resources Manager. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

The Board congratulated Commissioner Espinoza for becoming a new Grandpa. The Board also welcomed Commissioners Espinoza and Healy to their first regular Board meeting.

CONSENT AGENDA

A. Minutes—Approval of Minutes of the Regular Board Meeting held April 27, 2009

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, Espinoza, Healy
NOES: None
ABSENT: Bilek

REPORTS OF COMMITTEES

<u>Personnel Committee</u>	Vacant
<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 & Fanoë Vista, LP</u>	Starla Warren, Authorized Signature

The Personnel Committee meeting was not held due to lack of a quorum. Commissioner Williams reported that Resolution 2595 and the Quarterly Financial Reporting were placed under New Business for the full Board to discuss; it is recommended that the Quarterly Financial Reporting be approved with the right to repeal. Ms. Reeder reported on Monterey County Housing, Inc and Affordable Acquisitions that her written report was on the table. She stated last month they recruited a new low income Board member, which will help the process of obtaining the CHDO status again. The insurance cost has risen dramatically due to the Parkside fire and some claims have been filed as a result of that fire. Commissioner Stewart asked, for the record, if Ms. Reeder was still working for the City of Monterey and whether any of the building issues might be a conflict of interest; Ms. Reeder replied that she was planning to retire, but she had recused herself on the Casanova rehab and she had nothing to do with the Portola Vista project. Ms. Warren stated that the Housing Authority deals with Ms. Reeder’s supervisor and not Ms. Reeder on that City’s projects. Mr. Caldwell reported the Resident Advisory Board did not meet this month. Ms. Warren reported on the Monterey County Housing Development Corporation and other affiliates that anything of note is provided in her Development Report.

REPORT OF SECRETARY

A. Executive Report

Mr. Nakashima reported HACM has not heard back from the Corps of Engineers on whether the property in Seaside has been fully transferred. He stated that he has been receiving calls from several peninsula cities regarding projects that would require Housing Cooperation Agreements; these agreements could be positive actions for the Housing Authority. Commissioner Stewart recommended Mr. Caldwell contact the Seaside point of contact regarding possible development needs in that city.

NEW BUSINESS

A. Resolution 2595: Contract for landscape services with New Image Landscape Company

Upon motion by Commissioner Stewart, seconded by Commissioner Williams, the Board adopted Resolution 2595 authorizing the Executive Director to execute two contracts with New Image Landscape Company for landscaping maintenance services; one contract for Public Housing and Office Properties and the other contract for Other Housing Units. Motion carried with the following vote:

AYES: Styles, Williams, Stewart, Espinoza, Healy
NOES: None
ABSENT: Bilek

B. Quarterly Financial Reporting

Upon motion by Commissioner Stewart, seconded by Commissioner Williams, the Board authorized Quarterly Financial Reports with the stipulation that the Board could revoke the quarterly reporting and return to monthly reporting. Motion carried with the following vote:

AYES: Styles, Williams, Stewart, Espinoza, Healy
NOES: None
ABSENT: Bilek

C. Designee for Review of the Commissioners' 2009/10 Budget Committee

Chairman Styles designated Commissioners Williams, Espinoza, and Healy to be on the Commissioners' 2009/10 Budget Committee with Commissioner Williams designated as the Chair person.

D. Resolution 2596: Creation of HACM Job Description- Clerk of the Board
Resolution 2597: Revision of HACM Job Description-Executive Assistant

Ms. Giancola reported to Board query that there is a process to go through to weigh the various functions of the Board Clerk in order to determine whether the position should be a full time or part time position; currently, the position will remain as full time. Commissioner Stewart expressed concern over splitting the functions of the Executive Assistant and the Clerk to the Board and the fact that the Clerk position might become part time. Commissioner Styles explained that the Clerk's evaluation and salary increases would be made by the full Board. The Clerk position would be funded in the Commissioner's budget. Ms. Giancola confirmed that the recruitment for the Clerk position would be put on hold until further direction from the Board.

Upon motion by Commissioner Williams, seconded by Commissioner Healy, the Board adopted Resolution 2596, creation of HACM job description Clerk of the Board, and Resolution 2597, revision of HACM job description Executive Assistant. Motion carried with the following vote:

AYES: Styles, Williams, Stewart, Espinoza, Healy
NOES: None
ABSENT: Bilek

Commissioner Williams requested the minutes covering the organizational chart provided with these positions be pulled and brought back to the next Board meeting; she has some questions regarding placement of the Development Corporation on that chart.

INFORMATION

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

Ms. Santos reported the line of credit is now down to \$2.9m. The applications for HUD funding have been submitted to cover the \$2m shortfall caused by the reduction of the HAP funding. Mr. Nakashima complimented Ms. Santos on meeting the deadline ahead of time. No action required.

B. Human Resources Report /Summary of Activity May 2009

Ms. Giancola reported there was a voluntary termination this month for a Housing Management Aide. The application deadline for this vacancy is 5 p.m. this Friday; a lot of applications have already been received. Ms. Giancola noted that the temporary staff is now down to three. There is a change to the Recruitment Summary due to the Clerk recruitment currently being placed on hold. There is only one workers comp claim for this year; two prior claims were closed this month. To Board query, she stated she would continue to pursue a new class code for Force Account with CHWCA at their next Executive Committee meeting. Ms. Giancola reported that HACM has had two formal meetings with the Union, but a meeting scheduled for tomorrow has been cancelled by the Union and not rescheduled. She stated HACM has proposals on the table and we're waiting to hear back on these proposals. No action required.

C. Status Report: Monthly Development Report

Ms. Warren reported there would be a lot of funding opportunities coming out that HACM and its affiliates would be applying for in order to do various building and large maintenance projects. After explaining the funding and projected use of the funds, Ms. Warren stated she would provide the Board with a comprehensive written list of the funds and projects at the next Board meeting. She mentioned there were deadlines associated with the fundings so she may need to request a special board meeting. Ms. Warren introduced Warren Reed, John Stewart Company, to the new Commissioners and explained that the John Stewart Company does property management at several of the new housing projects. Mr. Reed responded to Board query that family members living together were generational such as grandparents or siblings, but no rules were being broken. He stated the biggest issue now is people qualifying and moving in and then losing their job, but instead of facing eviction they just leave. No action required

D. Status Report: Monthly Property Management Report

Mr. Caldwell reported there were two upcoming audits, the MASS that will take place the third week of June and the Fair Housing (FHEO) that will take place the following week. The Fair Housing team has required a massive amount of information prior to their arrival; that information will be sent out tomorrow. Pueblo Del Mar received no findings in the HOME inspection, but the results still have not been received on the inspection at Jardines Del Monte. Yardi is moving forward with training for Property Management on Maintenance and Work Orders. He stated Force Account did an excellent job on the rehab for 44 Natividad and will now start work on Elgin Village. Mr. Caldwell reported that there have been five Fair Housing complaints received, but all have been ruled in favor of the Housing Authority. The Migrant Center which opened on May 4th now has a lease up rate of about 85%. Staff continues to work with the Resident Advisory Board (RAB). No action required.

E. Status Report: Monthly Asset Management Report

Ms. Goebel reported she had nothing to add to her report; no action required

F. Status Report: Eligibility/Section 8 Reports

Ms. Anderson explained the waiting list and the Family Self-Sufficiency (FSS) program to the new Commissioners. She reported that her department has stopped the lease-up and use of the

reserve funds due to the shortfall from HUD funding. She noted there were currently eight families working towards home ownership; not all families use their escrow to purchase a home, but some use it for schooling. No action required.

G. Status Report: Administrative Report

Mr. Caldwell reported that HACM was currently reviewing the Procurement files and policies; several additional contracts will be forthcoming for approval in the next few months. Staff is running tests in the Yardi test data base from the Maintenance Module. On June 1st, staff will refresh the data base again. HACM is now looking at moving away from CCS, but that time frame has flexibility built in due to year-end closure and the Finance Department having other obligations at that time. Staff wants to feel comfortable when taking AP and GL into Yardi, but the module will be in place and functioning by the end of June. Mr. Nakashima commented that there is a good relationship between HACM and Yardi and much of it has to do with the expertise that Mr. Caldwell has provided to Yardi and other Housing Authorities. No action required.

H. Legislative Update

Mr. Caldwell reported we are continuing to serve our clients the best way we can in this economy. To Board query regarding the State issues affecting the Housing Authority, staff replied that one project was affected when the subsidy was not calculated until almost the end of the subsidized period. Ms. Warren stated that HACM is not experiencing what other Housing Authorities are because we have a mixture of fundings and some are through the federal government. Mr. Nakashima reported that HUD will be going through a complete makeover after the issues with the FHA and mortgage companies are resolved. It behooves HACM to stay fiscally stable and staff has been doing that. He applauded the Board for making a decision to stabilize; that was one reason HACM went into development. Mr. Nakashima stated there will be tougher decisions coming down the line. No action required.

I. Media Update

Mr. Caldwell reported he had nothing to add to his report; no action required. He reminded that this information is also emailed to the Commissioners.

COMMISSIONER COMMENTS

Commissioner Styles reminded the Board about the events of the upcoming Retreat for June 5th and 6th; he requested anyone not able to attend any of the events to please notify Ms. Tebbs. He stated the retreat would start where they had left off from the last retreat and then move forward into vision and ideas for the future.

Commissioner Styles complimented staff on an excellent job. He stated staff was making this Board look good.

Commissioner Espinoza thanked Mr. Nakashima for the property tour and for easing him into the housing business. He stated he was really looking forward to being a Commissioner for the Housing Authority and becoming more familiar with the whole County. He was very pleased to be on this Board.

Commissioner Williams welcomed Commissioners Espinoza and Healy to the Board and thanked Ms. Reeder, Mr. Rose, and Mr. Reed for attending the meeting. She stated that at every Housing Authority meeting she attends she extends a special thank you for all the work that staff does and she would like the Department Heads to pass that thanks down to all the staff members at HACM to include the janitors and the people that lock the doors at night. It is a heartfelt thanks that she feels for everyone in this agency.

Commissioner Williams stated to Commissioners Espinoza and Healy that it is extremely nice to have you both here tonight and you both are going to be real assets to the Board. She thinks they will enjoy being on this Commission because it is made up of a nice group of people.

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Commissioner Healy commented that he would reiterate everything that Commissioner Espinoza had said and that he was very happy to be on the Board also. He was honored to be in this position and it appears the Housing Authority is a wonderful agency with a wonderful staff. He hopes everyone will help him get up to speed.

Commissioner Stewart commented he would reiterate what Commissioner Williams had said and that the Board appreciates staff and the Board wants to let staff know that. He further welcomed Commissioners Espinoza and Healy to the Board.

Commissioner Styles thanked the Board and Staff for being here and that he was looking forward to the Retreat on June 5th and 6th.

Mr. Nakashima commented to the new Commissioners that they should not expect to learn it all in one meeting; it's a learning experience every time.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:04 p.m.

Chairman

ATTEST:

Secretary

Date