

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD ON
NOVEMBER 23, 2009

Commissioners met at the Central Office. Chair Alan Styles called the meeting to order at 6:02 p.m. Present: Chair Alan Styles, Vice Chair Elizabeth Williams, and Commissioners Josh Stewart, Tom Espinoza, Kevin Healy, and Andrew Jackson. Absent: Commissioner Merri Bilek. Also Present: Jim Nakashima, Executive Director, Tony Caldwell, Chief Operations and Administrative Officer; Jean Goebel, Director of Asset Management and Compliance; Starla Warren, Director of Housing Development; Lynn Santos, Director of Finance, Shelley Giancola, Human Resources Manager; and Tom Griffin, Legal Counsel. Recorder: Sandy Tebbs.

COMMENTS FROM THE PUBLIC: None

PRESENTATIONS:

Commissioner Styles reported that five year pins will be given to Ariceli Trujillo and Lucila Vera and a 15 year pin to Juan Torres because they were unable to attend tonight's meeting. The Board thanked these individuals for their longevity to the Housing Authority.

CONSENT AGENDA

- A. Approval of the Minutes of the Regular Board Meeting held on October 26, 2009.
- B. Resolution 2625: Revisions to Housing Choice Voucher Administrative Plan
- C. Resolution 2626: Authorization to Submit application for FY 2009 Family Unification Program Vouchers
- D. Resolution 2627: Revisions to public Housing Program Admissions and Occupancy Plan
- E. Resolution 2628: Reasonable Accommodation Policy and Procedures and Effective Communication Policy
- F. Resolution 2629: Public Housing Lease Revision & Public Housing Grievance Procedure Revision
- G. Resolution 2630: Required Language for the procurement Policy for Funds Received under ARRA

A motion was made by Commissioner Williams, seconded by Commissioner Healy, the Board approved the Consent Agenda. Motion carried with the following vote:

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

REPORTS OF COMMITTEES

Personnel Committee	Commissioner Josh Stewart, Chairman
Finance/Development Committee	Commissioner Elizabeth Williams, Chairman
Monterey County Housing Inc.	Tony Caldwell & Starla Warren, Representatives
Affordable Acquisitions	Tony Caldwell & Starla Warren, Representatives
Resident Advisory Board	Tony Caldwell/Michelle Michado, Representative
Monterey County Housing Development Corporation	Starla Warren, President
TVI & Tynan village Affordable Housing LP	Starla Warren, Authorized Signature
Rippling River Affordable Housing LLC & LP	Starla Warren, Authorized Signature
MCHADC 7 Benito FLC, LP	Starla Warren, Authorized Signature

MCHADC & Benito Street Affordable Housing LP Starla Warren, Authorized Signature
MCHADC & Monterey Affordable Housing LP Starla Warren, Authorized Signature
MCHADC & Fanoe Vista, LP Starla Warren, Authorized Signature

Personnel Committee: Commissioner Stewart reported that everything was on the agenda but there were a couple of things that he would like to speak with the Chair about at a different time.
Finance/Development Committee: Commissioner Williams reported that everything was on the agenda.

Monterey County Housing Inc: Mr. John Rose reported that due to some hospitalizations, the MCHI Board did not meet as scheduled; that meeting was rescheduled for tomorrow. He reported that the MCHI Board continues to solicit for new board members thru the various local communities such as Alliance on Aging and Hispanic communities to obtain a diverse board. He invited everyone to attend the meeting tomorrow and hopes to bring some Board members to the December meeting for introduction to the Housing Authority Commission. The Board thanked Mr. Rose for emailing the previous minutes. Commissioner Stewart asked how the rehab was coming along on the Casanova project. Ms. Warren replied it has been completed; we are waiting payment from the City of Monterey. Once the fobs at Casanova are reprogrammed, the rehab will be completed.

Affordable Acquisitions: Same as MCHI.

Resident Advisory Board: Mr. Caldwell reported the RAB did not meet.

Monterey County Housing Development Corporation and LP's: Ms. Warren reported that everything was either on the agenda or in her development report.

REPORT OF SECRETARY

A. Executive Report

Mr. Nakashima reported that unemployment or underemployed is now at 17.6% according to the latest Fed report. Without jobs the economy cannot recover; jobs are the buying part. The NASDAQ and tech market are doing well but not hiring as much because technology has taken over a lot of the jobs. How to create more jobs is the real question. All of this will impact what our funding will be in FY2010. It seems nobody in Washington DC truly understands the priorities of the Administration so no one knows who will get funding. He stated he was told that they are going to go for a third Continuing Resolution; he thanked the Board for raising the payment standards because that was a difficult decision. Some of our Housing Specialists are receiving phone calls to say thank you. Mr. Nakashima pointed out the PHAS physical inspection score was 94.9%; he thanked staff for the hard work and tremendous job they did to get this score.

NEW BUSINESS

A. Formalization of Development Entity

Ms. Warren reported that she was asked by Chairman Styles to bring this information to the Board. She stated after many meetings with Ms. Santos and the Executive Committee of the Board this is the recap of items that were identified to formalize the separation of the Development Corporation and the Housing Authority; the white blocks on her report reflect the resolution. There are related items for this formalization on the Development Corporation agenda also. After some discussion, the Board tabled this issue until after the Development Corporation has reviewed the same issue on their agenda. (See the last item on these minutes.)

B. Strategic Plan FYE 2011-2015

Ms. Goebel reported that the annual plan requirement was extended by HUD for a year in order to have the Annual and Five Year Plans be in the same reporting cycle. This information is part

of both plans. The Board's Ad Hoc committee, Commissioners Williams and Espinoza, have reviewed this plan. This is for information tonight so the full board can provide comments to staff. It will be brought back to the Board for approval in December.

Mr. Nakashima reminded that it will be a fast turn-around between Boards; the December Board will meet earlier on December 14th due to the Christmas holidays.

C. Resolution 2631: Adopt Green Operations and Maintenance Manual

A motion was made by Commissioner Stewart, seconded by Commissioner Williams, the Board adopted Resolution 2631, to adopt the Green Operations and Maintenance Manual for the Housing Authority. Motion carried with the following vote:

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

D. Menu Selections for December Dinner

A motion was made by Commissioner Healy, seconded by Commissioner Espinoza, the Board chose Tri-Tip with Baked Potato as their entrée, Salad, and Classic Crème Brulee for dessert for their Christmas dinner menu choices; the Board directed the Clerk to the Board to request two entrée and two dessert choices if possible. Motion carried with the following vote:

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

E. Resolution 2633: Additional Revision to the HCV Administrative Plan

A motion was made by Commissioner Williams, seconded by Commissioner Healy, the board adopted Resolution 2633, revision to the Administrative Plan for the Housing Choice Voucher Program. Motion carried with the following vote:

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

INFORMATION

A. Financial Report: Finance update

Ms. Santos reported that the financials were not presented to the Finance/Development Committee due to the general ledger going out of balance in Yardi; this issue was resolved on November 18th, but staff is moving forward to get things reconciled back in the Yardi system. She stated that it has been much faster to do the research in the Yardi system than in the old system. Ms. Santos pointed out that additional funds have been drawn down on the line of credit as reflected in her written report, but staff was able to get all of the HUD deadlines met. No action required.

B. Human Resources Report/Summary of Activity November 2009

Ms. Giancola pointed out that the Personnel Committee has reviewed the attached job description which reclassifies the Director of Housing Programs position to Housing Programs Manager, which better meets our needs. It is a title change only. Ms. Giancola stated she will bring the Personnel policies to the Board in January.

Ms. Giancola explained that the Section 3 Program is to provide employment opportunities for the low and very low income individuals. HUD sets the income levels. There are three categories involved to help these individuals become employed. There is the employment category which HACM is complying with that requirement by attaching an extra document to our employment applications for these individuals to voluntarily fill out; this document is pulled from the applications, but kept on file for recording purposes only. It is not part of the application review process. The second category is through the contract services; this process has already been in place through the development side. The third category is training these individuals and we will be moving forward on this process by sending out surveys to our clients in order to assess their skill levels and training needs; once the type of trainings are identified, then that training will be contracted with other training organizations. HACM has a Section 3 policy in place, but we need to move forward on the compliance. The Section 3 report for 2008 will be due in December and the 2009 will be submitted in January to HUD. Commissioner Healy noted that the total cost for workers comp claims was down. No action required.

Commissioner Stewart pointed out that if there are two candidates for a position and both are equally qualified and one of those candidates also qualifies as a Section 3 individual then a preference is provided to the Section 3 candidate. Mr. Griffin commented that he has some additional information available also on Section 3.

C. Status Report: Monthly Development Report

Ms. Warren pointed out the timelines attached to her report are for the 101 and Paso Robles projects; a type of visual aid of what the schedule is for these projects. Once the payment performance clause from the contractor is received, the Solar project will be started, but the net metering with PG&E may take longer to get done. From the analysis on the initial stimulus funds and with the cost savings in several areas, it appears we will be able to build the new community center at 1415 Del Monte using the off-site built product. No action required.

D. Status Report: monthly Property Management Report

Mr. Caldwell reported that a Satisfactory rating has been received from the State of California on the audit at Portola Vista. Maintenance and Property Management put a lot of effort in the PHAS which went very well. Staff continues to move forward on the waiting lists being moved to the sites. The rehab continues on the capital funds improvements. The second round of interviews for the Property Management Aide were completed last week. The overall occupancy rate is at 92%; we continue to work with MCHI on their lease-ups. No action required.

E. Status Report: Monthly Asset Management Report

Ms. Goebel reported the State has decided to reinstate the grant for recycling; fortunately, we were fairly well along on the implementation portion. This means there may be some money for the construction of the dumpsters at Parkside. No action required.

F. Status Report: Eligibility/Section 8 Reports

Ms. Goebel pointed out the final SEMAP score reflects HACM scored very well with High Performer. No action required.

G. Status Report: Administrative Report

Mr. Caldwell reported that staff continues to focus on the procurement issues in anticipation of a procurement audit next year. We are making sure we have met all the language requirements in our procurement policies. The staff continues to complete the software migration; Finance will be the last piece of this migration. Yardi will provide the capability to share more data with other organizations as well as between our own departments. No action required.

Mr. Nakashima complimented Mr. Caldwell on making sure that data is sufficient and easily obtainable for staff to work with and on any distribution. He noted that it will help with Deconcentration, which is a priority for HUD.

H. Legislative update

Mr. Caldwell reported that the big issue is the lack of jobs being created, but part of the problem is that organizations are maxed out and until there is a need to hire from outside it will be an ongoing problem. This will probably not change until late next year; it is going to be a slow recovery for unemployment. No action required.

I. Media update

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

The Board took a break at 7:14 p.m. and convened to Closed Session at 7:19 p.m.

CLOSED SESSION

The Board of Commissioners met in closed session for the following purposes and reasons:

- A. Closed Session: Government Section 54956.8 Real Estate: authorization for Starla Warren to negotiate a letter of Credit with Rabobank in the amount of \$500K in connection with the extension of the construction loan on Tynan Village

ACTION: The Board unanimously adopted Resolution 2632, approving the letter of credit with Rabobank with the amount of the letter of credit to not exceed \$500,000.00 and the letter of credit is to facilitate the acquisition of the construction loan and the extension for Tynan Village. Inc. And the Executive Director is authorized to sign the loan documents once the letter of credit is approved.

- B. Closed Session: Government Section 54956.9: LIABILITY CLAIMS
Claimants: Meri Bautch and Jenny Kipka
AGENCY CLAIMED AGAINST: Housing Authority of the County of Monterey

ACTION: The Board denied the claim of Meri Bautch and Jenny Kipka

The Board reconvened to regular session at 8:10 p.m.

COMMISSIONER COMMENTS

Commissioner Healy thanked the Chair for appointing him to the Finance/Development Committee.

Commissioner Styles congratulated staff for all the high performer scores; that was tremendous – good job! He stated we'll be in the recycling business again soon.

Commissioner Williams wished everybody a safe and happy holiday.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at the call of the Chair at 8:14 p.m.

The Chair reopened this meeting at 9:17 p.m. to consider agenda item A under New Business.

NEW BUSINESS

A. Formalization of Development Entity

A motion was made by Commissioner Stewart, seconded by Commissioner Healy, the Board approved the direction to continue moving forward with the formation of the development entity. Motion carried with the following vote:

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

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:18 p.m.

Chairman

ATTEST:

Secretary

Date