

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD DECEMBER 14, 2009**

Commissioners met at the Central Office. Chair Alan Styles called the meeting to order at 5:39 p.m. Present: Chair Alan Styles, Vice Chair Elizabeth Williams, and Commissioners Josh Stewart, Kevin Healy, and Andrew Jackson. Absent: Commissioners Merri Bilek and Tom Espinoza. Also Present: Jim Nakashima, Executive Director; Tony Caldwell, Chief Administrative and Operations Officer; 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

CONSENT AGENDA

- A. Resolution 2634: Revisions to Public Housing Program Admissions and Occupancy Plan
- B. Resolution 2635: Semi-Annual Write-offs

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

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

REPORTS OF COMMITTEES

<u>Personnel Committee</u>	Commissioner Josh Stewart, 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

Personnel Committee: Commissioner Stewart reported personnel items are on the agenda.

Finance/Development Committee: Commissioner Williams reported Finance/Development items are on the agenda.

Monterey County Housing, Inc: Mr. Rose reported that he wished there were more MCHI members present to introduce; he introduced Mr. Kask, Vice President of MCHI and stated that Mr. Kask is an established architect and appreciates what goes into housing as well as the architecture. He stated Mr. Kask is a valuable asset to the MCHI boards. Mr. Rose reported that he has been apprised that the cameras and things of that nature are all functional to include the security gates and fobs; a tenant meeting is scheduled for January 6th with the development to make sure everything works and there will not be any inconvenience to the residents. There was a letter received from the City of Monterey regarding Casanova and control of the rent structure; once we meet with the City of Monterey, it should no longer be an issue. This meeting is planned to be a cordial one and MCHI/MCHI-AA expect to continue having dealings with the City of Monterey. He stated he does plan for the City to understand that MCHI is a professional entity. There are some cosmetic issues that will also be addressed.

MCHI-AA: same as above.

Resident Advisory Board: Mr. Caldwell reported staff is looking at having the RAB election and going through that process of notifying and trying to get the residents together for the election.

Monterey County Housing Development Corporation: Ms. Warren reported that the Development

Corporation and other entities listed below are reported in her development report.

TVI & Tynan Village Affordable Housing LP	Starla Warren, Authorized Signature
Rippling River Affordable Housing LLC & LP	Starla Warren, Authorized Signature
MCHADC & 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 & Fano Vista, LP	Starla Warren, Authorized Signature

REPORT OF SECRETARY

A. Executive Report

Mr. Nakashima reported that staff has been told ahead of time that our ARRA funds will have an oversight by HUD. For Section 3, HUD will be looking at the compliance with the policy procedures and in particular any changes. He complimented Richard Russo, Ed Canadas and Property Management staff as well as Mr. Caldwell and the development side for the outstanding score on the physical inspection on the public housing units; we don't know if we are high performers or not. We received a phone call regarding the Section 8 payment standards and certain things that can or cannot be done; we will be talking with legal counsel regarding this issue.

NEW BUSINESS

A. Resolution 2636: Approval of Strategic Plan Update FYE 2011-2015

A motion was made by Commissioner Williams, seconded by Commissioner Stewart, the Board adopted Resolution 2636, revision to the Strategic Plan for the Housing Authority of the County of Monterey for Fiscal Years ending 2011 through 2015. Motion carried with the following vote:

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

INFORMATION

A. Financial Report: Finance Update

Ms. Santos reported that she had missed the Finance/Development Committee meeting. Commissioner Williams requested this agenda item be moved to next month because of the time constraints for the dinner tonight. No action required.

B. Human Resources Report /Summary of Activity September 2009

Ms. Giancola reported she would like to give two updates to her report. The Housing Management position has finally been filled by a former HACM employee, Gilbert Ceja. Today was his first day; he will be at Casanova. We continue to recruit for the Housing Programs Manager and the Accounting Supervisor positions, the latter is a new recruitment with the deadline for this Friday. She further reported currently there is no one working out of capacity, but we do have two individuals that will be going on maternity leave in the first two months of next year so there will be some moving around of employees. The temporary staff member's last day was last week so we have no temporary staff on board right now. She invited everyone to the Staff year-end potluck on Friday at noon. Commissioner Healy complimented Ms. Giancola for an outstanding job on workers comp. No action required.

C. Status Report: Monthly Development Report

Ms. Warren reported staff is moving forward on the conversion for four or five projects and there will be a reissue of the TEFRA hearing tomorrow with the City of Salinas for Tynan Village regarding material changes. Commissioner Healy reminded staff he was still searching for the

name of the individual that is involved in using recycled wood for a high school workshop. Ms. Warren explained the recycling process of old cabinets that come out of rehab units to staff on a first-come first-serve basis. No action required.

D. Status Report: Monthly Property Management Report

Mr. Caldwell reported that Jackie Mills with Yardi was here last week; there are some process changes that need to be made for property management and Section 8 to ensure that information goes into the financials. Staff continues focusing on our vacancies and to get the number to drop. We are working closely with Eligibility with regards to the wait lists being moved to the sites. Mr. Caldwell responded to questions from Commissioner Stewart regarding the write-offs and in particular that there was insurance on the project that had a fire claim. No action required.

E. Status Report: Monthly Asset Management Report

Ms. Goebel reported this board report had to be turned in before our 50058 submission was made for public housing so she checked the score today and we are still at 100%. She further reported staff has already sent off the first letter to HUD stating that we have completed part of the VCA. We are working rapidly on the FHEO audit and doing very well. No action required.

Mr. Nakashima noted that several of the staff that have capital funds reporting requirements to HUD have received word that HUD wants their reports early; the due date is still almost three weeks off. HUD said do not wait until the last day.

F. Status Report: Eligibility/Section 8 Reports

Mr. Caldwell reported he had spoken with the FSS Coordinator and she will attend the January Committee meeting to brief the Committee on the FSS Program. No action required.

G. Status Report: Administrative Report

Mr. Caldwell reported that another visit is expected by HUD in 2010. He stated that Jackie Mills from Yardi was successful in resolving two issues last week; the last tweaking of Yardi has taken place. We are in the process of bringing up the construction module for the Development Corporation so they can test it out and see how it works to meet their needs. Commissioner Stewart asked about the Shelter Outreach organization; staff responded that that organization now has all new board members except for one. No action required.

H. Legislative Update

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

I. Media Update

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

COMMISSIONER COMMENTS

Commissioner Healy wished everybody a Happy Holiday; he hopes everybody enjoys the blueberries. The Board and Staff thanked Commissioner Healy for the blueberries.

Commissioner Williams congratulated the Maintenance Department and Property Management for their 94%; she thought this was an excellent score. She wished everyone a Happy Holiday; she stated, however it is celebrated, celebrate safely. She further thanked staff for all their hard work this year.

Commissioner Stewart commented that he was really proud of what staff has done and especially in these bad times. When a Commissioner is out on the streets, we really understand the issues because we continually get requests and questions from the public such as when are we going to be able to open up the Section 8 wait list again. He commented that he was happy that we were able to save vouchers and people that we did for Section 8--that was great. Again, he

congratulated staff for all that they have done and he really appreciates everyone. He is looking forward to 2010.

Commissioner Jackson commented that he was happy to be on a Board whose function is doing something for a change. He stated, it has been an education for me because I didn't know what the structures were. It's a good place to be; everybody seems to know what they're talking about. Keep up the good work. Enjoy the holidays.

Commissioner Styles commented that he had a couple of things. He stated he received a resignation email today from Commissioner Merri Bilek. She will not be able to continue as a Commissioner due to deteriorating health reasons; she really didn't want to resign but she is no longer able to participate. For those of you who would wish, keep her in your prayers. He stated he thought she was also going to send a letter of resignation to the RAB. Commissioner Styles stated he would be getting the AD Hoc Committee together after the first of the year on the resignation.

Commissioner Styles congratulated staff for their hard work. He stated that it has been one heck of a year. He commented, I'm just hoping and praying that we don't do the same thing at the national level that we did this year. If they continue to work the way they are, we are going to be in the same boat that we were in March of this year in March of next year. They just can't seem to get the budget taken care of. I'm just hoping that the same thing doesn't happen to us this next year. Since I'm going to be in a leadership position at NAHRO, I'm going to try to get them focused on the real issues. As a matter of fact, I have been invited to the NAHRO Leadership Retreat in January. I am going to try to get them to work with us as Housing Authorities instead of what they think they need to do because they are in Washington, DC. It makes a big difference when you get outside that beltway and see what's really going on versus what they think is going on. Again, congratulations to this staff and the Housing Authority because from a national standpoint, we have stood up and marched and said we can't make this work. And staff brought it to the attention of HUD. And thanks to the Staff, all of you folks that worked on that because if it hadn't been for you we really would have been in a bucket of worms. We'll deal with next year, next year. Staff you performed absolutely magnificently; what a great organization. If the public only knew what you all do and what these Commissioners do; they would probably be as proud of you as I am. I really appreciate your hard work, your efforts, and your commitment to that service that we are giving our clients. Thank you for that. I wish you the best and as Commissioner Williams said, have some really safe holidays. My congratulations and best to you and your families for the holiday season.

Mr. Nakashima reminded the Board that the Housing Authority would be closed for the entire week starting next Monday. There will be some employees working that do not have vacation time; there will be supervisors also working. But the Housing Authority would be closed to the public that week.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:20 p.m.

Chairman

ATTEST:

Secretary

Date