

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JANUARY 25, 2010

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. 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, Shelley Giancola, Human Resources Manager; and Tom Griffin, Legal Counsel. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC:

John Dalessio, former Commissioner, thanked the Board and Staff for the resolution; it now hangs on his office wall.

Susan Price, tenant at Plaza House, provided documentation to the Board clerk and requested an appointment with the Executive Director and asked why her correspondence to the Executive Director had not been responded to. Chair Styles reiterated Ms. Price's two requests: (1) Why her correspondence had not been responded to by the Housing Authority. (2) Why she can't get a meeting with the Executive Director. He explained that the Board takes information in public comments but does not respond during this time but takes the comments under consideration.

To Commissioner Stewart's query, Ms. Price stated that the letter provided to the Board tonight provides a road map to the rest of her submissions to the Housing Authority. Ms. Price thanked the Board.

PRESENTATION:

Chair Styles stated that 15 year service pins will be provided to Raul Lopez and Victor Mendoza who were unable to be at the meeting tonight. The Board congratulated and thanked Mr. Lopez and Mr. Mendoza for their years of service.

The Board moved the Closed Session forward to accommodate Mr. Dalessio. The Board convened to Closed Session at 6:10 p.m.

CLOSED SESSION

The Board met in Closed Session for the following purpose and reason:

- A With respect to every item to be discussed in Closed Session pursuant to Government Code Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS; PROPERTY: 5315 Carmel Valley Road, Carmel, CA; AGENCY NEGOTIATORS: Starla Warren and Jim Nakashima;

NEGOTIATING PARTIES: ABHOW; UNDER NEGOTIATION: Price and terms of payment for lease renegotiation

ACTION: The Board authorized Starla Warren to respond to the January 21, 2010 letter from ABHOW on behalf of the Housing Authority Board.

The Board reconvened to regular session at 7:10 p.m.; took a five minute break and returned to regular session at 7:15 p.m.

CONSENT AGENDA

- A. Minutes - Approval of Minutes of the Regular Board Meeting held November 23, 2009
- B. Minutes – Approval of Minutes of the Regular Board Meeting held December 14, 2009
- C. Resolution 2638: Revisions to Housing Choice Voucher Administrative Plan
- D. Resolution 2639: Authorization to submit HOME Funding Application to the City of Salinas for the redevelopment of Haciendas
- E. Resolution 2640: Approving the Amended and Restated Intergovernmental Cooperation Agreement with the Housing Authorities Risk Retention Pool
- F. Resolution 2641: Additional Required Language for the Procurement Policy for Funds Received Under ARRA

The Clerk to the Board noted that the minutes for November 23, 2009, under the Human Resources Report, should read Housing Programs Manager and not Housing Assistance Programs Supervisor. She further reported that Ms. Price had provided another document for the board.

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

AYES: Styles, Williams, Stewart, Espinoza, Healy, Jackson

NOES: None

ABSENT: None

REPORTS OF COMMITTEES

Personnel Committee	Commissioner Josh Stewart, Chairman
Finance/Development Committee	Commissioner Elizabeth Williams, Chairman
Monterey County Housing, Inc.	Starla Warren & Tony Caldwell, Representatives
Affordable Acquisitions	Starla Warren & Tony Caldwell, Representatives
Resident Advisory Board	Tony Caldwell/Michelle Machado, 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 & 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

Personnel Committee: Commissioner Stewart reported everything was on the agenda.

Finance/Development Committee: Commissioner Williams reported most of the Finance/Development items are on the Consent Agenda; Ms. Santos thoroughly went through the Finance Report at the committee meeting.

Monterey County Housing, Inc.: Mr. Caldwell reported MCHI met on January 13th and approved a new Board member; he will join the Board in February. He stated Ms. Santos presented the financials in the new Yardi format, which were approved. The Board also approved the budget for Plaza House. He stated staff is working on a new web site for MCHI and MCHI-AA. He reported there was a discussion regarding the rent structure and revenues

associated with the Section 8 voucher situation as well as how the rent structure could be changed. Ms. Warren noted they were also working on a logo. Mr. Caldwell responded to Board query that the MCHI Board was short one member.

Affordable Acquisitions: Same as MCHI.

Resident Advisory board: Mr. Caldwell reported the plan is to call a general RAB meeting in February to get new officers and to move the RAB forward.

Monterey County Housing Development Corporation: Ms. Warren reported that everything to report for the Development Corporation and the Limited Partnerships is in her Development Report.

REPORT OF SECRETARY

A. Executive Report

Mr. Nakashima pointed out the first paragraph in his report and stated unfortunately Mr. Caldwell's vision includes accepting the Executive Director position for the Kitsap County Consolidated Housing Authority in Washington. Commissioner Williams commented to Mr. Caldwell that he should keep his overcoat handy (because of the rain in Washington) and to not forget the little people. Mr. Caldwell responded that one never forgets where one comes from.

Mr. Nakashima reported that the Administration is now focusing on the creation of jobs. Locally, only one industry has grown in jobs and that was in the service sector for the County; the County government grew by 4.2% in jobs. He explained that many companies are finding that they can do with less labor so they are not creating jobs. The agricultural industry has a water shortage plus they have decided to be more technically efficient which means less labor force. He stated until people spend and buy, the economic situation will remain as is or will get worse. The Housing Authority helps to create jobs through development contracts and projects like the solar installations. He stated that programs like Ceasefire that assist gang members in getting jobs doesn't help the individuals who have already been looking for jobs.

NEW BUSINESS

A. Schedule for Annual Plan – Information Only

Ms. Goebel reported the Annual Plan has to be revised every year and this is the time frame for the process. For information only; no action required.

INFORMATION

A. Financial Report: Finance Update

Ms. Santos reported that financials are now being done in Yardi; staff is also working on reconciling the accounts. The limited partnership audits will start this week meaning that all six new properties plus Plaza House will be audited. The auditors will be here tomorrow to finish up the Housing Authority audit for 2009. No action required.

B. Human Resources Report /Summary of Activity January 2010

Ms. Giancola reported there was an offer of employment pending for the Housing Programs Manager position, but financially it wasn't something that could be worked out; this position will be reopened. The Accounting Supervisor position has been filled by a former HACM employee who had previously worked in the Accounting Department.

Ms. Giancola pointed out that under Item II, Safety Issues, we were able to get our 2009 statement finalized in the amount of \$1,814.00 for the year 2009; which is an outstanding

accomplishment. We need to continue along these lines to turn ourselves around, but as a result of last year our 2010 premium was reduced by 26.93%. Among all the CHWCA pool, we had the highest percentage of decrease in premiums for 2010. We did very well in 2009.

Ms. Giancola responded to Board query, that rehires are treated as a new hire. There is no continuation of benefits or special treatments provided to rehires. Ms. Giancola reminded that updating the Personnel Policies is an ongoing process. No action required.

C. Status Report: Monthly Development Report

Ms. Warren reported that HACM was not on the award list for the NSP2 funds, but staff is hopeful there will be a meeting set up with HUD to find out whether there is other funding available. She stated that she spoke in public comments at the CPUC meeting regarding the solar installation problems with PG&E and this Friday there will be meeting with an official with PG&E. Ms. Warren stated that Benito Affordable will be converting to perm on Monday. To Board query, Ms. Warren stated that Castroville is one of three projects in a funding group and staff is working on sorting out these project. No action required.

D. Status Report: Monthly Property Management Report

Mr. Caldwell reported staff continues to work on the vacancies; the rehab at Elgin Village is almost finished. He stated the Annual Budget meeting was held here last week with the Office of Migrant Services, but with the State's budget issues, we'll have to see what they decide.

Mr. Nakashima stated HACM has made the list for the Headquarters Washington DC audit for contracting. Ms. Warren stated that the remote audit they recently had came back with only two findings to amend policies. Chair Styles stated there are some unusual things taking place with regards to inspections; there seems to be a move in Washington, DC to streamline a lot of things. Commissioner Williams complimented staff on all but one lease-up being 100%. No action required.

E. Status Report: Monthly Asset Management Report

Ms. Goebel reported that she had nothing to add to her report. Mr. Nakashima complimented Ms. Goebel on the great job she is doing in making all the amendments and meeting all the requirements. Chair Styles also complimented Ms. Goebel on a good job. No action required.

F. Status Report: Eligibility/Section 8 Reports

Ms. Goebel reported that the FSS Coordinator, Ms. Brennand, was invited to the Personnel Committee meeting where she explained the FSS and the Section 8 Home Ownership Programs. Staff stated Ms. Brennand is one of the best FSS Coordinators who has provided tremendous oversight to her clients. Ms. Santos stated that as of January 1, 2010, the FSS escrow is in Yardi. No action required.

Chair Styles noted that while he was at the NAHRO retreat, Congressman Davis from Alabama provided a talk about the housing issues and emphasized that Housing Authorities need to continue to broadcast the success of their FSS program because of the success to transition people to self-sufficiency. He stated the Congressman isn't running for reelection, but thinks this program is worth protecting.

G. Status Report: Administrative Report

Mr. Caldwell reported he had nothing to add to his report, but wanted to note that the construction module is now live in Yardi. He responded to Board query that inventory has been

in Yardi and we have the capability to get information as we need it. Mr. Nakashima stated there will be four good advisors from Yardi that we can call upon after Mr. Caldwell leaves us. Mr. Caldwell stated he would also be available for any questions on Yardi. He responded to Board question that his last day would be February 19th. No action required.

H. Legislative Update

Mr. Caldwell reported that 2010 is going to be a difficult year with the same issues that we've seen in the past, especially with unemployment. We don't think we'll see the creation of jobs any time soon. People will continue to save more and spend less. We need to be cognizant of the issues out there in order to take care of our residents in the good fashion we have been in the past. No action required.

I. Media Update

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

COMMISSIONER COMMENTS

Commissioner Healy commented he was sorry to see Mr. Caldwell go; the Board agreed.

Commissioner Styles commented he was going to provide an update on what took place at the NAHRO Retreat in Alabama, but he would do that at the February meeting and by that time he would also have some documents to provide. He stated the retreat was located 20 miles from any city and was a working retreat which went from 7:30 a.m. until around 9 p.m. It was a really good retreat from the standpoint that attendees think they shook some of the roots of NAHRO a little by asking for some very effective changes.

Commissioner Styles requested that each Commissioner sign on to the NAHRO web page and if there are any questions about it or anything that can be added to make it better to please let him know. There is some valuable information on that site, but it is soon to change to even better.

Commissioner Stewart asked about setting the retreat date for HACM; Commissioner Styles responded that he wasn't sure we were going to have one for a while.

Commissioner Styles informed the Commissioners that there would not be a Development Corporation meeting tomorrow night.

Commissioner Williams commented she was sorry to see Mr. Caldwell leave, but knew he would do a great job and he would be missed. She thanked the Board and staff for the phone calls and flowers to her husband when he was in the hospital. She stated her husband is doing very well. Commissioner Williams also welcomed Commissioner Espinoza back.

Commissioner Espinoza commented he felt he had been gone forever and he did miss everybody; he was glad to be back.

Commissioner Stewart asked if this was the last Board meeting for Mr. Caldwell.

Mr. Caldwell commented that this was his last Board meeting and he would like to thank the Housing Authority and the Board for a really wonderful ride and a great learning experience. He stated he came to this organization with no knowledge about housing or housing agencies; his expertise was in technology. He started off in high tech industries and was there for approximately 25 years and he thought coming to the Housing Authority would be something new and different; something that he would do for a couple of years and then return to high tech and get on with it. He came into this industry and fell in love with it. He thanked Mr.

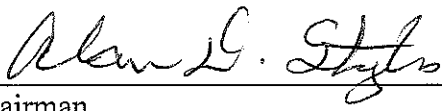
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Nakashima for being a wonderful mentor and for giving him opportunities to learn things and do things that probably most Executive Director's would not have allowed their IT Manager to do, which was his first job at HACM. He stated HACM has a great staff and great employees; he thinks it has been great for him to have learned from them but also to have helped them understand some of the things that technology could bring in terms of being able to provide more services and be more effective in their jobs. He stated, "I thank you for the opportunities and I'm sure this won't be the last time you see my face. Thank you very much."

The Board thanked Mr. Caldwell and wished him the best.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:07 p.m.

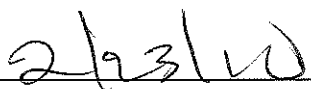


Chairman

ATTEST:



Secretary



Date