



AGENDA
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HYBRID PERSONNEL COMMITTEE

DATE: TUESDAY, JANUARY 16, 2024
TIME: 2:30 P.M.
LINK: https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09&from=addon

Phone: (669) 900-6833 (*9 to raise hand, *6 to unmute)
Meeting ID: 350 189 1938
Passcode: 438419

LOCATION: Housing Authority of the County of Monterey
Central Office
123 Rico Street, Salinas, CA 93907

ALTERNATE LOCATIONS WITH ZOOM CONNECTON OPEN TO THE PUBLIC:

3200 Vista del Camino, Marina, CA 93933
Yuri Anderson Open Meeting Location

1. CALL TO ORDER (Pledge of Allegiance)

Table with 3 columns: Item, PRESENT, ABSENT. Row 1: ROLL CALL, Commissioner Kathleen Ballesteros, Chair. Row 2: Commissioner Francine Goodwin. Row 3: Commissioner, Yuri Anderson.

3. COMMENTS FROM THE PUBLIC

4. MINUTES

A. Approval of the Minutes of The Personnel Meeting held on September 18, 2023.

5. INFORMATION

- A. HR Report
B. Housing Programs Report

6. CLOSED SESSION

The Board of Commissioners will meet in Closed Session for the following purpose and reason:

- A. Government Code Section 54597 - This section permits closed session discussions of certain matters relating to public employment, including personnel matters, evaluations, and disciplinary actions.

7. COMMISSIONER COMMENTS

8. ADJOURNMENT

This agenda was posted on the Housing Authority's Bulletin Boards at 123 Rico Street, Salinas, CA.
The Board of Commissioners will next meet at the Regular Board Meeting on January 22, 2024, at 5:00pm

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America

And to the Republic for which it stands

One nation, under God

Indivisible with liberty and justice for all



Updated July 2017



COMMENTS FROM THE PUBLIC



MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director/CEO

FROM: James Maynard-Cabrera
Director of Human Resources

RE: **Human Resources Report**

DATE: January 10, 2024



I. ORGANIZATIONAL EXCELLENCE

To champion organizational excellence, the HR department is dedicated to fostering a culture of collaboration, employee growth, and adherence to the highest standards.

II. GENERAL INFORMATION

In our December board meeting, we highlighted our commitment to enhancing safety and compliance across the agency. Below are some of our key initiatives and accomplishments in the areas of safety and required training, reinforcing our dedication to the well-being of our employees, compliance, and fostering a culture of integrity.

OSHA Training

We have collaborated with our HRIS service provider, Paylocity, to launch Mandatory OSHA training safety videos. These videos cover a range of safety topics, ensuring compliance with CAL-OSHA state workplace requirements. The content spans from proper use of a step ladder to effective responses in emergency situations within the workplace.

CPR/First Aid/AED Training

In partnership with the American Red Cross, we are conducting a live in-person training session scheduled for February 21. The 5-hour course, facilitated by four certified instructors, will provide real-life scenario examples, preparing our employees for potential situations in the workplace or field.

California Harassment Training

The bi-annual California Sexual Harassment training is set to launch on January 16th. This mandatory training ensures compliance with state regulations, reinforcing a respectful workplace culture and upholding legal and ethical standards. It plays a crucial role in fostering awareness and understanding, creating an environment where everyone feels safe and respected.

Conflict of Interest Forms Renewals

Upholding the highest standards of integrity is paramount to our agency. Our proactive measure includes the regular renewal of Conflict-of-Interest Forms, identifying and addressing potential conflicts. This process strengthens transparency, maintains trust, and upholds the agency's reputation, preventing conflicts and ensuring alignment with our mission and values.

These initiatives underscore our commitment to employee well-being, compliance, and a culture of integrity. By investing in safety training, emergency response skills, harassment prevention, and conflict of interest management, we are not only meeting legal requirements but also fostering a workplace environment conducive to productivity, collaboration, and employee satisfaction.

III. RECRUITMENT & STAFFING UPDATES

- a. Vacant Positions/Active Recruitments (5)
 - Director of Housing Programs (*Candidate Selected*)
 - Director of Housing Management
 - Housing Programs Supervisor
 - Housing Development Project Manager
 - Housing Development Analyst
- b. New Arrivals/Internal Promotions/Lateral Transfers (1)
 - Delayna Cambunga, Accountant → Contracts/Procurement Manager
- c. Departed Employees (2)
 - Jose Acosta, Director of Housing Management
 - Carol Vargas, Property Management Specialist I
- d. Temporary Employees (1)
 - Brian Guevara - Office Assistant – Section 8

IV. WORKPLACE SAFETY ISSUES - Workers’ Comp Reportable Injuries

- a. New Claims
 - 0
- b. Closed Claims
 - 0
- c. Chart of Open Claims:

Department	# of Claims
Housing Programs	4
Property Management	7
Maintenance	8
Human Resources	1
Finance	4
TOTAL	24

**Upcoming case claims review with workers comp. adjusters is scheduled for 01/31/2024.*

- d. Total Open Claims
 - 24

V. EMPLOYEE RELATIONS CLAIMS – Reported Legal Issues

- a. New Claims
 - 0

MEMORANDUM

To: Board of Commissioners
From: Mayra Zesati, Interim Housing Programs Supervisor & Diana Ruiz, Interim Housing Programs Director
Thru: Zulieka Boykin, Executive Director
RE: Housing Programs Report
DATE: January 10, 2024



HCV Updates

We spent \$5,281,769 in HAP for the month of December for the HCV programs. \$104,487 in HAP for Mainstream and \$579,037 in HAP for the Emergency Housing Voucher program.

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<i>Terminations</i>	5	4	8	4
<i>Voided 58's</i>	3	2	9	14
<i>Annual Certs.</i>	224	259	348	336
<i>Interim Certs.</i>	133	333	201	359
<i>Expired VO's</i>	20	11	25	42
<i>Unit Change</i>	17	9	23	9
<i>FSS Enrollment</i>	3	10	7	6
<i>RFTA's Pending Lease</i>	7	17	19	13

- ❖ In December there were 36 voucher holders searching for housing for all programs excluding EHV. The EHV program had 30 voucher holders searching.
- ❖ 20 HQS Inspections were conducted for the month of December and 19 of those inspections were reported to PIC for the month of December.
- ❖ During December there were 9 units under Zero HAP. Units continue to be monitored for income changes prior to the expiration date for HAP contract-retention.
- ❖ There were 0 units under abatement.

Project-Based Voucher Program

- ❖ There are 738 project-based vouchers issued and 9,448 applicants on the PBV waiting list.

Project Based Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total units Leased	642	650	668	679	680	674	683	685	680	684	685	684

Housing Choice Voucher Program

- ❖ Total Waiting List for HCV – **228 applications**
 - **867 Removed**
 - **325 Housed**
 - **468 In Process**

Issued/Leased Vouchers

2023	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Issued	54	34	35	42	17	122	106	143	221	358	276	218
Leased	29	19	24	45	50	73	67	77	63	78	144	101

Emergency Housing Vouchers

- ❖ EHV Program closed the 2023 year at 270 housed applicants.
- ❖ Total number of families searching from the remaining 107 voucher holders is a following:
 - Total Searching: 30
 - Port Outs: 19
 - Total Leased: 8
 - Expired: 84

Foster Youth Initiative Vouchers

- ❖ We continue to work with Community Human Services and the Housing Resource Center to utilize these vouchers. Currently we have 5 referrals being processed and 2 have been leased.

Family Self-Sufficiency

- ❖ Participants – 103
- ❖ Escrowing – 43 families

REVISED
HOUSING CHOICE VOUCHER PROGRAM

(This chart has been revised; the success rate information must be verified before inclusion)
Utilization lease-up percentage rate each month for the following programs:

HCV Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded ACC	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	5,121	5,121
Total units Leased	3,354	3381	3402	3439	3459	3483	3556	3582	3599	3655	3,763	3,836
Unit Utilization	68%	69%	69%	70%	71%	71%	72%	73%	73%	75%	74%	75%
Success Rate												

VASH Program	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	324	324	324	324	324	324	324	324	32	324	324	324
Total units leased	225	228	229	231	241	251	251	258	261	269	280	281
Unit Utilization	69%	70%	71%	71%	74%	77%	77%	80%	81%	83%	86%	87%
Success Rate												

Mainstream Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	59	59	59	59	59	59	59	59	59	59	59	59
Total units Leased	22	20	20	22	24	25	29	33	39	47	56	59
Unit Utilization	37%	34%	34%	37%	41%	42%	49%	56%	66%	79%	95%	100%
Success Rate												

Family Unification	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	42	42	42	42	42	42	42	42	42	42	42	42
Total units Leased	35	37	36	35	36	37	39	39	39	41	41	43
Unit Utilization	83%	88%	86%	83%	86%	88%	93%	93%	93%	97%	98%	100%
Success Rate												

Emergency Housing Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	269	269	269	269	269	269	269	269	269	269	265	265
Total units Leased	79	89	114	141	151	162	190	204	220	240	261	270
Unit Utilization	29%	33%	42%	52%	56%	60%	71%	76%	81%	89%	98%	102%
Success Rate												

Foster Youth Initiative Voucher	January	February	March	April	May	June	July	August	September	October	November	December
Total Awarded	65	65	65	65	65	65	65	65	65	65	65	65
Total units Leased	0	0	0	0	0	0	0	1	2	3	3	7
Unit Utilization	0%	0%	0%	0%	0%	0%	0%	1.5%	3%	5%	5%	11%
Success Rate												

Cumulative Overall, Success Rate: 76%----- Total Vouchers awarded including Mainstream is: 5,121



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

December 1, 2023

CA033
COUNTY OF MONTEREY HSG AUTH
123 RICO STREET
SALINAS, CA 93907

Dear Executive Director:

SUBJECT: Housing Choice Voucher Emergency Housing Vouchers Issuance Fees

This letter is to notify you that funds have been obligated for Emergency Housing Vouchers (EHV) Issuance Fees in accordance with Notice PIH 2021-15 (HA). These funds will be processed and disbursed under their own unique program types, separate from the regular Housing Choice Voucher (HCV) program. The enclosed table reflects the detailed funding information for this award. Issuance Fees have been obligated and scheduled for disbursement effective December 1, 2023.

Leasing and expenses for these vouchers are to be reported in the proper fields in VMS and PIC.

Enclosed is your executed copy of the notice to amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the changes described above. The amendment notice and revised funding exhibits should be filed with your most recent executed CACC.

Public housing agencies receiving an increment in excess of \$100,000 in Annual Budget Authority are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and, if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies you of a renewal in excess of \$100,000 and your agency has not submitted the HUD-50071 (and SF-LLL where applicable) with a budget or budget revision for your current FY which includes the ABA for that renewal increment, the document(s) must be submitted to your Financial Analyst within 30 days of the date of this letter. These forms can be found on the Internet at the following addresses:

Form HUD-50071

<https://www.hud.gov/sites/documents/50071.pdf>

Form SF-LLL

https://www.hud.gov/sites/documents/19161_SF-LLL.PDF

If you have any questions, please contact your Financial Analyst.

Sincerely

Nebyu F. Tilahun

Digitally signed by Nebyu F. Tilahun
DN: CN = Nebyu F. Tilahun, C = US,
O = Financial Management Center,
OU = Division Director.
Reason: I am approving this document

Division Director

Enclosure(s)

Memo Reference: 23-358

Increment Number Table**U. S. Department of Housing and Urban Development**
Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

December 1, 2023

Funding Type	Increment Number	Budget Authority	Effective Date	Term
EC	CA033EC0019	\$1,000	12/1/2023	1

**Consolidated
Annual Contributions Contract**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

**HUD NOTICE TO HOUSING AGENCY AMENDING
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

**Housing Agency: CA033
COUNTY OF MONTEREY HSG AUTH**

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibits of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

United States of America

Secretary of Housing and Urban Development
Authorized Representative

Date of Document:

Robert H. Boepple, Director
Financial Management Center

12/1/2023

Form HUD-52520A (12/97)

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 PIH SECTION 8 - FUNDING EXHIBIT
 PROGRAM-BASED

ACC NUMBER: CA033

FIELD OFFICE: 9APH

CA033
 COUNTY OF MONTEREY HSG AUTH
 123 RICO STREET
 SALINAS, CA 939070000

HA FISCAL YEAR-END: 06/30

PROGRAM TYPE: Emergency Housing Vouchers

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
CA033EC0001	2/1/2022	2/28/2022	1	300	N/A
CA033EI0001	2/1/2022	2/28/2022	1	1,000	N/A
CA033EC0002	3/1/2022	3/31/2022	1	200	N/A
CA033EI0002	3/1/2022	3/31/2022	1	1,000	N/A
CA033EC0003	4/1/2022	4/30/2022	1	100	N/A
CA033EF0002	4/1/2022	4/30/2022	1	105,322	N/A
CA033EC0004	5/1/2022	5/31/2022	1	400	N/A
CA033EC0005	6/1/2022	6/30/2022	1	100	N/A
CA033EC0006	8/1/2022	8/31/2022	1	700	N/A
CA033EC0007	9/1/2022	9/30/2022	1	1,200	N/A
CA033EC0008	12/1/2022	12/31/2022	1	1,300	N/A
CA033EH0001	7/1/2021	12/31/2022	18	3,480,168	269
CA033EH0002	1/1/2022	12/31/2022	12	912,089	N/A
CA033EC0009	12/1/2022	1/31/2023	2	100	N/A
CA033EC0010	2/1/2023	2/28/2023	1	300	N/A
CA033EC0011	3/1/2023	3/31/2023	1	1,100	N/A
CA033EC0012	4/1/2023	4/30/2023	1	400	N/A
CA033EC0013	5/1/2023	5/31/2023	1	700	N/A
CA033EC0014	6/1/2023	6/30/2023	1	100	N/A
CA033EC0015	7/1/2023	7/31/2023	1	900	N/A
CA033EC0016	8/1/2023	8/31/2023	1	800	N/A
CA033EC0017	9/1/2023	9/30/2023	1	300	N/A
CA033EC0018	11/1/2023	11/30/2023	1	2,200	N/A
CA033EC0019	12/1/2023	12/31/2023	1	1,000	N/A
CA033EF0001	7/1/2021	12/31/2023	30	368,544	N/A
CA033EH0003	1/1/2023	12/31/2023	12	1	269
CA033EH0004	5/1/2023	12/31/2023	8	969,283	N/A
CA033ES0001	6/1/2021	12/31/2023	31	941,500	N/A



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

December 04, 2023

CA033
COUNTY OF MONTEREY HSG AUTH
123 RICO STREET
SALINAS, CA 93907

Dear Executive Director:

Subject: Notification of Monthly Disbursement Schedule for Mainstream Payments and Administrative Fees

This email serves as HUD's notification that funding will be disbursed for your agency's Mainstream program. Attached you will find the current disbursement schedule reflecting the monthly MS HAP and/or Administrative Fee amounts.

If you have any questions regarding how the monthly disbursement amounts were derived, please contact your Financial Analyst at the FMC.

Sincerely

Nebyu F. Tilahun

Digitally signed by Nebyu F. Tilahun
DN: CN = Nebyu F. Tilahun, C = US,
O = Financial Management Center,
OU = Division Director,
Reason: I am approving this document

Division Director

Enclosure(s)

Memo Reference: 23-359

Mainstream Program

Disbursement Schedule

FO Code: 9APH
HA Name: COUNTY OF MONTEREY HSG AUTH
HA Number: CA033
FYE: 06/30

Month	MS Disbursement	AF Disbursement
January 2023	\$28,711	\$2,910
February 2023	\$28,711	\$2,910
March 2023	\$29,331	\$2,895
March 2023		\$334
April 2023	\$30,694	\$2,895
May 2023	\$30,832	\$2,841
June 2023		\$2,841
July 2023		\$2,841
August 2023		\$2,841
September 2023		\$2,841
September 2023		\$698
October 2023	\$20,620	\$2,841
November 2023	\$39,821	\$2,702
November 2023	\$136,100	
December 2023	\$39,821	\$2,702
December 2023	\$25,600	



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

December 04, 2023

CA033
COUNTY OF MONTEREY HSG AUTH
123 RICO STREET
SALINAS, CA 93907

Dear Executive Director:

Subject: Notification of Monthly Disbursement Schedule for Emergency Housing Voucher
Payments and Fees

This email serves as HUD's notification that funding will be disbursed for your agency's Emergency Housing Voucher (EHV) program. Attached you will find the current disbursement schedule reflecting the monthly HAP and/or Ongoing Admin Fees, Preliminary Fees, Service Fees, and Placement/Issuance Fee amounts. A separate notification will be provided to your agency for new units and funding received or program specific reductions.

If you have any questions regarding how the monthly disbursement amounts were derived, please contact your Financial Analyst at the FMC.

Sincerely

Nebyu F. Tilahun

Digitally signed by Nebyu F. Tilahun
DN: CN = Nebyu F. Tilahun, C = US,
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Reason: I am approving this document

Division Director

Enclosure(s)

Memo Reference: 23-360

Housing Choice Voucher Program

Disbursement Schedule

FO Code: 9APH
 HA Name: COUNTY OF MONTEREY HSG AUTH
 HA Number: CA033
 FYE: 06/30

Month	HAP Disbursement	Service Fees Disbursement	Preliminary Fees Disbursement	Ongoing Admin Fees Disbursement	Placement Fees Disbursement	Issuance Fees Disbursement
January 2023						\$100
February 2023						\$300
March 2023						\$1,100
April 2023						\$400
May 2023	\$147,776					\$700
June 2023	\$390,868					\$100
July 2023	\$468,901			\$25,700		\$900
August 2023	\$167,357			\$25,854		\$800
September 2023	\$730,682	\$235,375		\$23,656		\$300
October 2023	\$327,890			\$29,533		
November 2023	\$327,889			\$29,532		\$2,200
November 2023	\$691,500					
December 2023	\$337,166			\$24,174		\$1,000
December 2023	\$165,300					



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

December 6, 2023

CA033
COUNTY OF MONTEREY HSG AUTH
123 RICO STREET
SALINAS, CA 93907

Dear Executive Director:

SUBJECT: Section 8 Housing Choice Voucher Program - Award of Additional Funding
Point of Obligation Letter

This letter is to notify you that HUD will be providing your agency additional Housing Voucher program funds. The amount of funds being obligated and the purpose of such funds are reflected in the table below.

Table with 3 columns: Program Funding, Budget Authority Assigned, Purpose of Funding. Rows include AF (\$355,795) and VO (\$4,563,346).

Your executed copy of the notice to amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the changes described above will be transmitted under separate cover. That letter will contain all information related to this funding including increment number, effective/expiration dates and units, if applicable.

If you have any questions, please contact your Financial Analyst.

Sincerely,

Nebyu F. Tilahun

Digitally signed by Nebyu F. Tilahun
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Division Director

Memo Reference: 23-363



CLOSED SESSION

The Board of Commissioners will meet in Closed Session for the following purpose and reason:

- A. Government Code Section 54597 - This section permits closed session discussions of certain matters relating to public employment, including personnel matters, evaluations and disciplinary actions.



COMMISSIONER COMMENTS

&

ADJOURNMENT