



AGENDA
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HYBRID PERSONNEL COMMITTEE

DATE: MONDAY, SEPTEMBER 18, 2023

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

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

Commissioner Kathleen Ballesteros, Chair
Commissioner Francine Goodwin
Commissioner, VACANT

PRESENT

Three horizontal lines for present counts

ABSENT

Three horizontal lines for absent counts

3. COMMENTS FROM THE PUBLIC

4. MINUTES

A. Approval of the Minutes of The Personnel Meeting held on July 17, 2023.

5. NEW BUSINESS

A. Resolution 3095: Resolution to Increase Posted Salary for Director of Housing Programs Position

6. INFORMATION

A. HR Report
B. Housing Programs Report

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 September 25, 2023, 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





COMMENTS FROM THE PUBLIC





ACTION
MINUTES OF THE PERSONNEL COMMITTEE OF
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD JULY 17, 2023

SUMMARY ACTION MINUTES

Based on guidance provided by Centers for Disease Control Prevention, Monterey County Public Health officials and Governor Newsom's Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform and by phone.

1. CALL TO ORDER/ROLL CALL (Pledge of Allegiance)

CALL TO ORDER:

Commissioner Ballesteros called the meeting to order at 2:32 p.m.

2. ROLL CALL:

Present:

Commissioner Kathleen Ballesteros, Chair
Commissioner Francine Goodwin

Absent:

Also, Present: Executive Director, Zulieka Boykin; James Maynard-Cabrera, Director of Human Resources; Staci Pierce, Housing Programs Supervisor. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None.

4. MINUTES

A. Approval of the Minutes of The Personnel Committee held on March 20, 2023.

Commissioner Goodwin made a motion to approve the Minutes of The Personnel Committee held on March 20, 2023, seconded by Commissioner Ballesteros. The motion was carried through a roll call vote.

AYES: Goodwin, Ballesteros

NOES: None

ABSENT: None

5. INFORMATION

A. HR Report - Presented by James Maynard-Cabrera, Human Resources Director

In our latest Human Resources report, we continue our search for the Director of Housing Programs. We had a promising candidate, though they requested a compensation package exceeding our budgetary constraints. Additionally, they required relocation expenses and housing cost coverage. We're working on increasing permanent positions while phasing out temporary ones to reduce costs. We're excited to announce the promotion of Daniel to HR Admin Assistant, previously an HR intern. On the first page, we highlight the outstanding performance of our youth participants, who are contributing significantly to their assigned departments. They've been instrumental in projects and show great potential. Our departmental collaborations, particularly with the Workforce Development team, are yielding positive outcomes. We're working on addressing any concerns and streamlining our processes to ensure optimal efficiency. Moving forward, we'll provide a snapshot of the status for each department in our reports to keep everyone informed of our progress.

B. Housing Programs Report – Presented by Zulieka Boykin

We received \$26,071,669 in funding and disbursed \$28,415,106, resulting in a deficit. However, we anticipate receiving additional funds in the coming months to balance our budget. Currently, we have 150 voucher holders actively seeking housing, and our Housing Programs Specialists (HPS) conducted 73 inspections in June, maintaining a high level of productivity. We successfully completed training on remote inspections and have an upcoming audit scheduled for August 8th, where representatives from the San Francisco office will assist us with the VMS report. We expect some findings but hope to receive technical assistance to improve our reporting. Our recent Yardi training was a success and enhanced our understanding of the Section 8 program's fundamentals. We plan to launch a campaign soon, along with a symposium scheduled for August 14th, which will be a hybrid event to accommodate both in-person and Zoom attendees. We've opened waiting lists for two properties, Magnolia Place Gardens and Dai Chi, and plan to open East Garrison in September. Our Section 8 department has become more efficient with designated lead personnel, promoting teamwork and consistency. We've requested funding for landlord incentives and are optimistic about securing it. In June, we issued 122 vouchers, the highest this year, and leased 73 units. We aim for 100% HPS utilization by September 30th to prevent voucher loss. While we had 20 referrals, only two families attended, and they received prorated vouchers. We're working with CDC to encourage the other 18 to participate. Our collaboration with Santa Cruz Housing Authority helps retain vouchers. Currently, we've issued 3,483 vouchers out of 4,917, with a 71% utilization rate. For HPS, we've issued 162 out of 269 vouchers, achieving a 60% utilization rate. We're developing a plan for the foster youth initiative. While the success rate data is incomplete, we're at a 56% success rate overall. We've received positive feedback from our 100 representatives, indicating confidence in our program's direction.

In conclusion, despite some challenges, we're making progress and are on track to achieve our goals for the year.

6. COMMISSIONER COMMENTS

The Commissioners collectively thanked everyone at HACM and look forward to the next meeting.

7. ADJOURMENT

There being no further business to come before the Board, the meeting was adjourned at 2:47 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date

MEMORANDUM



TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director

RE: **Resolution 3095: Resolution to Increase Posted Salary for
Director of Housing Programs Position**

DATE: September 15, 2023

We are submitting Resolution 3095 for your consideration, proposing a salary increase of \$20,000 for the Director of Housing Programs position. The Director of Housing Programs position has remained vacant since April 2023, and this resolution aims to address the challenge of attracting highly qualified candidates by making the salary more competitive in the current job market. The increase will take effect immediately upon approval by the Board of Commissioners

RESOLUTION 3095

RESOLUTION TO INCREASE POSTED SALARY FOR DIRECTOR OF HOUSING PROGRAMS POSITION

WHEREAS, The Housing Authority of the County of Monterey ("HACM") acknowledges that the position of Director of Housing Programs has remained vacant since April 2023; and

WHEREAS, HACM recognizes the importance of attracting a highly qualified individual to fill the Director of Housing Programs position to effectively carry out the organization's mission and responsibilities; and

WHEREAS, HACM has encountered challenges in attracting a suitable pool of candidates due to the current posted salary level; and

WHEREAS, HACM seeks to address this issue by increasing the posted salary amount for the Director of Housing Programs position by \$20,000; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the County of Monterey hereby approves and authorizes an immediate increase of \$20,000 in the posted salary for the Director of Housing Programs position to make it competitive in the current job market for professionals with similar qualifications and responsibilities; and

BE IT FURTHER RESOLVED that the Executive Director and Human Resources Department are directed to ensure that the revised salary amount is reflected in all relevant job postings and recruitment materials without delay.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 25th day of September 2023, upon motion of _____,
seconded by _____ and carried by the following vote-to-wit:

AYES:

NOES:

ABSENT:

MEMORANDUM

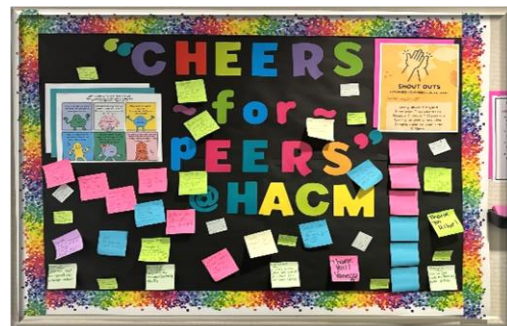
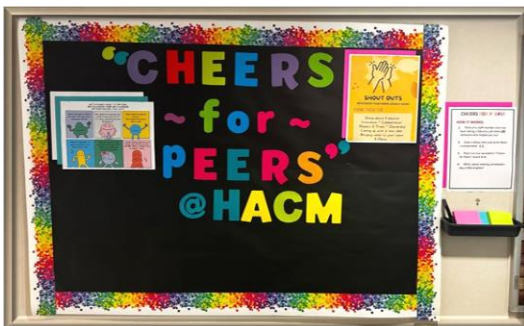
TO: Board of Commissioners
THRU: Zulieka Boykin
Executive Director/CEO
FROM: James Maynard-Cabrera
Director of Human Resources
RE: **Human Resources Report**
DATE: August 16, 2023



The Human Resources department will act as a catalyst to enable all Housing Authority of the County of Monterey employees to contribute at optimum levels towards the success of the business.

I. General Information

- **Conclusion of Monterey County Workforce Board Youth Program:**
As of August 24, 2023, the Monterey County Workforce Board Youth Program has successfully concluded. This program proved to be a resounding success, as it provided our youth with invaluable insights into the workings of our agency. The experience gained during this program will undoubtedly contribute to their personal and professional growth. Looking ahead, we are enthusiastic about the prospect of engaging in further collaborative endeavors with the Workforce Board.
- **Commencement of Union Negotiations:**
Union negotiations have recently commenced with the current Memorandum of Understanding (MOU) set to expire on August 31, 2023. We have diligently provided all necessary informational reports to the union representatives. We eagerly await their position on the matter and are dedicated to ensuring a fair and mutually beneficial agreement moving forward.
- **Launch of "Cheers for Peers" Initiative:**
In our ongoing efforts to promote positivity and inclusivity within our workplace, we are pleased to announce the launch of the "Cheers for Peers" initiative. This initiative encourages employees to express their appreciation for their colleagues' contributions. Participants are invited to write a brief note of recognition, which is then displayed on the Cheers for Peers board located at our main office. The response to this initiative has been overwhelmingly positive, with employees embracing the opportunity to brighten their colleagues' days through simple gestures of acknowledgment.



II. Recruitment & Staffing

- a. Vacant Positions/Active Recruitments
 - Director of Housing Programs
 - Eligibility Specialist
- b. New Employees
 - Eli Corona, Temp. Maintenance Woker
- c. Terminated Employees (1)
 - Juan Mosqueda, Temp. Office Assistant
 - Ruben Bravo, Eligibility Specialist
- d. Temporary Employees (4)
 - Brian Guevara - Office Assistant – Section 8
 - Josh Garcia – Office Assistant – Finance (*Assignment ends 09/06*)
 - Genise Pelaiz – Finance Assistant - Finance
 - Priscilla Pacheco – Office Assistant – Development

III. Workplace Safety Issues - Workers’ Comp Reportable Injuries

- a. New Claims
 - 1
- b. Closed Claims
 - 2
- c. Open Claims

Year	# of Claims	Year	# of Claims
2000	1	2019	1
2007	1	2020	4
2010	1	2021	2
2015	1	2022	1
2016	1	2023	4
2017	2		
2018	3		

- d. Total Open Claims
 - 22

IV. Employee Relation Claims – Reported Legal Issues

- a. Total Open Claims
 - 2
- b. Closed Claims
 - 1

MEMORANDUM

TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director

RE: Housing Programs Report

DATE: September 11, 2023



HCV Updates

We spent \$5,043,298 in HAP for the month of July for the HCV programs, \$56,325 in HAP for Mainstream, and \$439,895 in HAP for the Emergency Housing Voucher program.

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<i>Terminations</i>	13			
<i>Voided 58's</i>	35			
<i>Annual Certs.</i>	83			
<i>Interim Certs.</i>	221			
<i>Expired VO's</i>	14			
<i>Unit Change</i>	23			
<i>FSS Enrollment</i>	10			
<i>RFTA's Pending Lease</i>	36			

Currently, we have 183 voucher holders searching for housing for all programs excluding EHV. The EHV program has 107 voucher holders searching.

We have conducted 616 inspections from 07/01/23 to 09/06/23 and are working diligently to increase that number. There were 261 HQS inspections reported in PIC for the month of August.

HUD completed the on-site VMS report, and the Corrective Action Plan is being prepared for submission. The plan is due 09/30/2023.

YARDI utilization has risen but we are still working towards a 100% utilization rate.

Project-Based Voucher Program

- ❖ We currently have 685 project-based vouchers issued.

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				

Housing Choice Voucher Program

- ❖ Total Waiting List for HCV – **1,150 applications**
 - **463 Removed**

- **116 Housed**
- **571 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				
Leased	29	19	24	45	50	73	67	77				

Emergency Housing Vouchers

- ❖ **Vouchers terminated under the EHV program but not reissued by September 30th will not be available for continued use. According to the EHV Dashboard if our program does not reach 100% utilization by the September deadline, we will lose two vouchers.**
- ❖ Total number of families searching is the following:
 - Total Searching: 107
 - Total Leased: **204**
 - **Briefings are scheduled weekly.**

Foster Youth Initiative Vouchers

- ❖ We are working on the referral process with Community Human Services and the Housing Resource Center to utilize these vouchers. Currently we have two referrals being processed and one household has been leased.

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 12	4,917	4,917	4,917	4,917	4,917	4,917
Total units Leased	3,354	3381	3402	3439	3459	3483	3556	3582				

Unit Utilization	68%	69%	69%	70%	71%	71%	72%	73%				
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	324	324	324	324
Total units leased	225	228	229	231	241	251	251	258				
Unit Utilization	69%	70%	71%	71%	74%	77%	77%	80%				
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				
Unit Utilization	37%	34%	34%	37%	41%	42%	49%	56%				
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				
Unit Utilization	83%	88%	86%	83%	86%	88%	93%	93%				
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	269	269
Total units Leased	79	89	114	141	151	162	190	204				
Unit Utilization	29%	33%	42%	52%	56%	60%	71%	76%				
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				
Unit Utilization	0%	0%	0%	0%	0%	0%	0%	1.5%				
Success Rate												

Cumulative Overall, Success Rate: 73%-----Total Vouchers awarded including Mainstream is: 4,917.

MEMORANDUM



TO: Board of Commissioners
FROM: Zulieka Boykin, Executive Director
RE: **FSS Report**
DATE: September 11, 2023

Report for July - August ,2023:

FSS Participation and Graduations:

3 Graduates in July and August with total Escrow earnings of over \$58,000
A total of 79 participants in the FSS program.
3 more prospective sign ups by end of September.

Community outreach and FSS Presentations:

July 12 FSS presentation at Bay Area Community Services. To promote and referrals to our FYI program.
August 1st HUD Fair Housing Training
August 7 First FSS participant meeting: had 70 participants at the meeting.
August 22 HUD Monthly Training for FSS programs: Funding for 2024.
August 23 Monterey County Health Department: Clinic Services & Housing Authority: Mobile Clinic Unit meeting.
August 30th attended 1st Annual Basic Needs Resource Fair.

Current Actions and Activities.

We started to have our FSS committee Meetings to Address FSS issues and planning for program procedures.
Continue to visit local community spaces to promote the FSS program.
Develop an action plan with Monterey County Health services to start mobile Clinic here at Haciendas in January 2024.
November will be our next FSS meeting. We will have a presentation from Romulo Prieto Jr. Employment Coordinator for the county of Monterey Department of Social Services.
We were able to coordinate and facilitate the Steinbeck Center at Hartnell College for our first Section 8 Voucher Mass Disbursement on September 22, 2023.
We sent out all our graduation and exit letters to our 2024 FSS participants who are graduating to ensure they are in track for graduation. We have a possible 24 graduates for the 2024 Year.

Future Goals and Plans:

We plan to have a local bank to promote financial literacy for our families.
Continue our efforts to reach out to the community and develop better relationships with other Agencies.
Attend more beneficial training sessions for the FSS program.
Anticipate and Collaborate with upcoming FSS graduates for the 2024 year.



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

September 01, 2023

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

Dear Executive Director:

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

This email serves as HUD's notification that funding will be disbursed for your agency's Housing Choice Voucher (HCV) program. Attached you will find the current disbursement schedule reflecting the monthly HAP and/or Administrative 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,
O = Financial Management Center,
OU = Division Director.
Reason: I am approving this document

Division Director

Enclosure(s)

Memo Reference: 23-274

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	AF Disbursement
September 2022		\$36,819
October 2022	\$3,864,341	\$330,868
October 2022	\$34,475	\$16,500
November 2022	\$2,938,429	\$339,672
November 2022	\$34,476	
November 2022		\$43,606
December 2022	\$3,909,931	\$339,672
December 2022	\$34,476	
January 2023	\$3,909,931	\$339,672
February 2023	\$3,909,931	\$339,672
February 2023		\$29,254
March 2023	\$3,924,617	\$338,406
April 2023	\$3,924,617	\$338,406
April 2023	\$1,424,700	
May 2023	\$4,067,250	\$338,406
May 2023	\$156,450	
June 2023	\$4,067,250	\$341,710
June 2023		\$20,656
July 2023	\$4,267,538	\$341,710
July 2023		\$127,888
August 2023	\$4,267,538	\$341,710
September 2023	\$4,390,735	\$341,710
October 2023		\$341,710



COMMISSIONER COMMENTS

&

ADJOURNMENT