



**AGENDA**  
**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY**  
**HYBRID PERSONNEL COMMITTEE**

**DATE:** MONDAY, JULY 17, 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**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ABSENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. COMMENTS FROM THE PUBLIC**

**4. MINUTES**

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

**5. INFORMATION**

A. HR Report  
B. Housing Programs Report

**6. COMMISSIONER COMMENTS**

**7. 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 July 24, 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 MARCH 20, 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 2:30 p.m.

**2. ROLL CALL:**

**Present:**

Commissioner Kathleen Ballesteros, Chair  
Commissioner Francine Goodwin

**Absent:**

Also, Present: Executive Director, Zulieka Boykin; James Maynard-Cabrera, Interim Director of Human Resources. Recorder: Gabriela Rivero

**3. COMMENTS FROM THE PUBLIC**

None.

**4. MINUTES**

A. Approval of the Minutes of The Personnel Committee held on February 21, 2023.

Commissioner Goodwin made a motion to approve the Minutes of The Personnel Committee held on February 21, 2023, seconded by Commissioner Ballesteros. The motion was carried through a roll call vote.

AYES: Goodwin, Ballesteros

NOES: None

ABSENT: None

**5. NEW BUSINESS**

**A. Resolution 3083: Approving the Addition of Position – Director of Asset Manager**

Commissioner Goodwin made a motion to move Resolution 3083: Approving the Addition of Position – Director of Asset Manager to the full board agenda under New Business, seconded by Commissioner Ballesteros. The motion was carried through a roll call vote.

AYES: Goodwin, Ballesteros

NOES: None

ABSENT: None

**6. INFORMATION**

**A. Schedule for PHA Annal Plan FYB July 2023 – Information Only**

The Schedule for PHA Annual Plan FYB July 2023 was reviewed, indicating the anticipated timeline for public comments, submission to the county, and the date of the final plan. The current plan is a streamlined version of the previous year, with minor adjustments such as increased vouchers and improved inclusivity. Efforts are focused on expanding services through the Family Self-Sufficiency (FSS) program. Future plans for 2024 may involve more development and the inclusion of the Project-Based Voucher (PBV) program.

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

Several updates were highlighted. Jason Sotelo was promoted from M one to an M two position, creating a vacancy for the M one role. Interviews are being scheduled to fill this position. Secondly, progress has been made in finding a candidate for the Director of Finance position, with a potential candidate identified. The candidate possesses relevant experience, particularly in dealing with finance and controllership. A successful meeting with the union took place, focusing on upcoming changes within the department, specifically relating to HCV and Finance. The union expressed satisfaction with the proposed changes and agreed to them. Recruitment efforts for the HPS and FSS positions are ongoing, with interviews planned for this week. However, it has been challenging to find qualified candidates, though progress is being made. Employee reviews are scheduled for this month. The HR department aims to implement a one-month phase for conducting reviews, rather than spreading them throughout the year, with the assistance of Directors. The newsletter, which was well received, is being further enhanced. Next month's edition will feature department-specific updates to ensure everyone is aware of the changes and foster better communication and transparency. The newsletter has been instrumental in boosting employee morale, addressing a previous concern raised in the employee survey. Efforts to establish safety and event committees are underway, aiming to promote inclusivity and employee engagement. By involving more individuals and seeking their input, a sense of ownership and fairness is fostered. Overall morale has significantly improved compared to the previous year.

7. **COMMISSIONER COMMENTS**

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

8. **ADJOURMENT**

There being no further business to come before the Board, the meeting was adjourned at 2:48 p.m.

Respectfully submitted,

\_\_\_\_\_  
Gabriela Rivero  
Executive Assistant/Clerk of the Board

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

# MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin  
**Executive Director/CEO**

FROM: James Maynard-Cabrera  
**Director of Human Resources**

RE: **Human Resources Report**

DATE: July 13, 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.

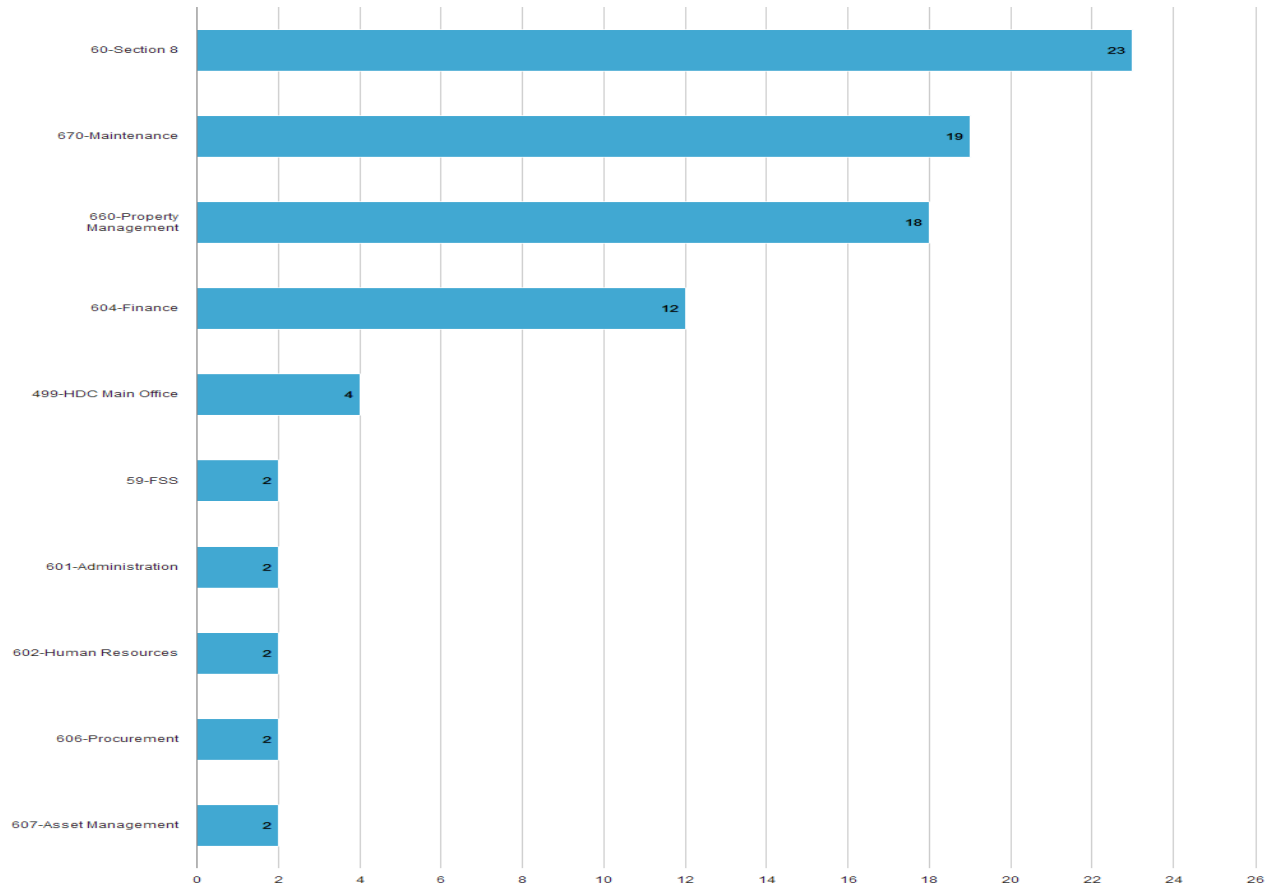
## I. Recruitment & Staffing

- a. Vacant Positions/Active Recruitments
  - Director of Housing Programs
- b. Internal Promotions/Transfers
  - **Daniel Reyna**, Human Resources Administrative Assistant
- c. New Employees
  - 0
- d. Terminated Employees (3)
  - Brian Guevara, Office Assistant – Section 8 (Temp)
  - Cassandra Quintero, Office Assistant – Section 8 (Temp)
  - Mike Findel, Finance Assistant- Finance (Temp)
- e. Temporary Employees (5)
  - Juan Mosqueda – Office Assistant – Section 8
  - Tita Cruz, Office - Assistant – Section 8
  - Josh Garcia – Office Assistant – Finance
  - Genise Pelaiz – Finance Assistant - Finance
  - Priscilla Pacheco – Office Assistant – Property Management
- f. Youth Summer Internship Program (7)  
*Program ends August 2023*

Youth Participant	Department
Maria M.	Finance
Zeida M.	Procurement
Autumn M.	Maintenance
Jonas I.	Maintenance
Alex L.	Property Management
Jeremy M.	Property Management
Destiny H.	Section 8

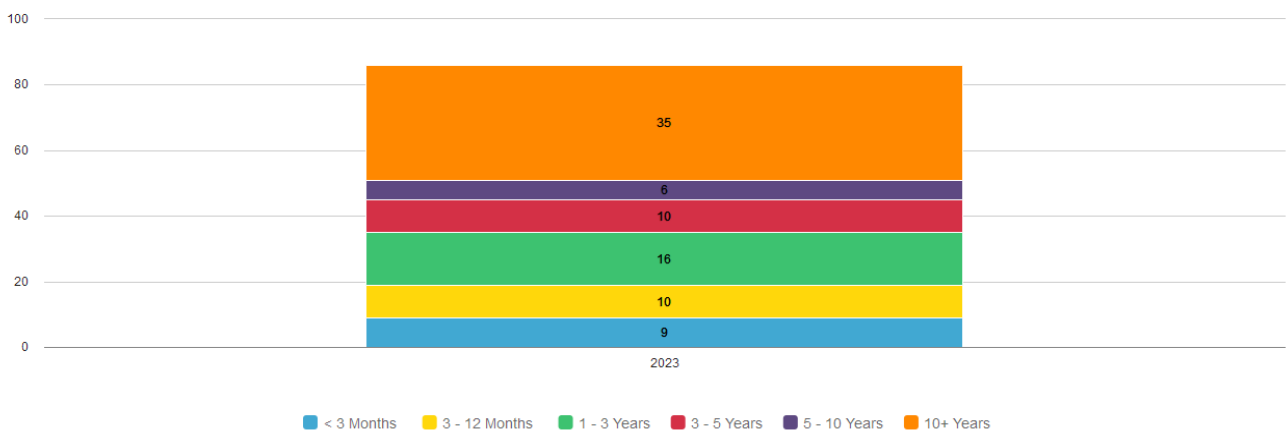
## II. Employee Census

Active Employees Over Time



## III. Employee Tenure

Tenure Over Time





#### **IV. Workplace Safety Issues - Workers' Comp Reportable Injuries**

- a. New Claims
  - 0
- b. Closed Claims
  - 2
- c. Open Claims

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

- d. Total Open Claims
  - 21

#### **V. Employee Relation Claims – Reported Legal Issues**

- a. Total Open Claims
  - 4
- b. Closed Claims
  - 0

#### **VI. General Information**

In addition to the above updates, we would like to share the following general information:

- HR in partnership with the finance payroll specialist will be hosting an in-person training session for employees on how to navigate and complete items via Paylocity. The purpose is to maximize the usage of the Paylocity platform and enhance the overall employee experience.
- Safety/Event Committee Meeting: The safety/event committee will be meeting towards the end of the month to discuss topics surrounding safety and plans on how we can boost morale within the agency. Stay tuned for updates!

# MEMORANDUM

TO: Board of Commissioners

THRU: Director of Housing Programs

FROM: Zulieka Boykin, Executive Director

RE: **Housing Programs Report**

DATE: July 14, 2023



## HCV Updates

HACM has received \$26,071,669 dollars in HAP payments since January 2023 and has paid out \$28,415,106 dollars.

Currently, we have 150 voucher holders searching for housing.

Inspections are being performed by the Housing Program Specialist. Seventy-three inspections were completed in June. This number will increase as utilization increases and the HCV department needs as additional vehicle for scheduling. Currently, we are performing in person and finalizing training on Remote Inspections.

We are working with BDO to prepare for the VMS audit scheduled for August 8<sup>th</sup>.

YARDI training was remarkably successful. We are implementing the best practices and once those processes have been successfully implemented, we will revisit RENT CAFÉ. Rent Café allows all functions to be completed online through the HACM portal. It will be an asset to the agency.

To increase efficiency and boost morale, I have assigned an eligibility lead and a housing programs specialist lead. The designation is based on seniority and experience. It allows each component of the HCV process to speak as one voice and work through barriers together to provide resolutions to management.

The Landlord Symposium is scheduled for August 14<sup>th</sup>. Landlords have begun showing an interest in attending and the attached flyer will be mailed, placed on the website and agency social media outlets.

Two waiting lists are being opened on Monday, July 17<sup>th</sup>. Magnolia Gardens an elderly property and Dai Chi an elderly and disabled property. The waiting list will be open for two weeks. Future waiting list openings are East Garrison for an anticipated September lease-up.

Staff has also worked with the City of Salinas and made a request for funding for landlord incentives. We are awaiting official approval; however, we anticipate receiving funding.

### **Project-Based Voucher Program**

- ❖ Total Waiting List of all PBVs **7,359 applications** (Salinas, South County, Peninsula). We have 21 project based waiting list.
- ❖ Several waiting lists are scheduled for opening in the coming months. We will also begin purging waiting lists to update community needs.
- ❖ HUD TA recently performed an on-site visit to assist with the PBV Calculation Worksheet, reviewing AHAP's and HAP contracts. We currently have 674 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						

### **Housing Choice Voucher Program**

- ❖ Total Waiting List for HCV – **1,168 applications**
- ❖ Total Selected 645 applicants and 565 of the applicants are being processed.

### **Issued/Leased Vouchers**

2023	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Issued	54	34	35	42	17	122						
Leased	29	19	24	45	50	73						

### **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 one voucher.**
- ❖ Staff received 20 referrals for Pajaro but only 2 families showed up for appointments. Both families were issued prorated vouchers.
- ❖ Staff received 9 referrals for San Benito County. All 9 have been issued vouchers and are anticipated for absorption. Our MOU with the CoC request 29 vouchers for San Benito County with the current nine issued we have issued a **total of 25 vouchers**.
- ❖ Total number of families searching is the following:
  - Total Searching: **58**
  - Total Leased: **162**
  - **Briefings are scheduled weekly.**

### **Family Self-Sufficiency**

**Participants – 65**

**Graduated – 2**

**Interim Disbursement - 1**

**Escrowing – 35 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:**

<b>HCV Program</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Total Awarded ACC	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917	4,917
Total units Leased	3,354	3381	3402	3439	3459	3483						
Unit Utilization	<b>68%</b>	<b>69%</b>	<b>69%</b>	<b>70%</b>	<b>71%</b>	<b>71%</b>						
Success Rate												

<b>VASH Program</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Total Awarded	324	324	324	324	324	324	324	324	324	324	324	324
Total units leased	225	228	229	231	241	251						
Unit Utilization	<b>69%</b>	<b>70%</b>	<b>71%</b>	<b>71%</b>	<b>74%</b>	<b>77%</b>						
Success Rate												

<b>Mainstream Voucher</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Total Awarded	59	59	59	59	59	59	59	59	59	59	59	59
Total units Leased	22	20	20	22	24	25						
Unit Utilization	<b>37%</b>	<b>34%</b>	<b>34%</b>	<b>37%</b>	<b>41%</b>	<b>42%</b>						
Success Rate												

<b>Family Unification</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Total Awarded	42	42	42	42	42	42	42	42	42	42	42	42
Total units Leased	35	37	36	35	36	37						
Unit Utilization	<b>83%</b>	<b>88%</b>	<b>86%</b>	<b>83%</b>	<b>86%</b>	<b>88%</b>						
Success Rate												

<b>Emergency Housing Voucher</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Total Awarded	269	269	269	269	269	269	269	269	269	269	269	269
Total units Leased	79	89	114	141	151	162						
Unit Utilization	<b>29%</b>	<b>33%</b>	<b>42%</b>	<b>52%</b>	<b>56%</b>	<b>60%</b>						
Success Rate												

<b>Foster Youth Initiative Voucher</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Total Awarded	65	65	65	65	65	65	65	65	65	65	65	65
Total units Leased	0	0	0	0	0	0						
Unit Utilization	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>						
Success Rate												

**Cumulative Overall, Success Rate: 56%-----Total Vouchers awarded including Mainstream is: 4,917.**



**COMMISSIONER COMMENTS**

**&**

**ADJOURNMENT**