



AGENDA
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
ZOOM PERSONNEL COMMITTEE

DATE: TUESDAY, FEBRUARY 21, 2023

TIME: 2:30 P.M.

LINK/PHONE: To join via Zoom, tap link or call (669)900-6833 (\*6 to unmute)

https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDbz09

Meeting ID: 841 4226 2200

Passcode: 438419

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

1. CALL TO ORDER (Pledge of Allegiance)

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

3. COMMENTS FROM THE PUBLIC

4. MINUTES

A. Approval of the Minutes of The Personnel Meeting held on December 12, 2022.

5. DISCUSSION

A. In Person Meetings

6. INFORMATION

- A. Schedule for PHA Annual Plan FYB July 2023 – Informational Only
B. HR Report
C. Housing Programs

7. COMMISSIONER COMMENTS

8. ADJOURNMENT

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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 February 27, 2023, at 5:00pm
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ACTION  
 MINUTES OF THE PERSONNEL COMMITTEE OF  
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
 HELD DECEMBER 12, 2022

**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 2:31 p.m.

**2. ROLL CALL:**

**Present:**

Commissioner Kathleen Ballesteros, Chair  
 Commissioner Francine Goodwin

**Absent:**

Also, Present: Zulieka Boykin, Executive Director; Tory Gunsolley, Consultant; Maria Madera, Director of Housing Programs; Carolina Sahagun-Gomez, Director of Development; 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 November 21, 2022.

Upon motion by Commissioner Goodwin, seconded by Commissioner Ballesteros, the committee approved the Minutes of The Personnel Committee held on November 21, 2022. Motion carried with the following roll-call vote:

AYES: Goodwin, Ballesteros

NOES: None

ABSENT: None

**5. NEW BUSINESS**

A. Resolution 3080: Ratifying Changes to Chapter 20 of the Administrative Plan

Upon motion by Commissioner Goodwin, seconded by Commissioner Ballesteros, the committee approved to move Resolution 3080: Ratifying Changes to Chapter 20 of the Administrative Plan to the full board agenda. Motion carried with the following roll-call vote:

AYES: Goodwin, Ballesteros

NOES: None

ABSENT: None

**6. INFORMATION**

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

A positive COVID-19 case was reported this month, and the Agency promptly implemented a temporary mask mandate in accordance with protocol. This mandate will expire on December 14, no other updates in Human Resources.

B. Housing Programs - Presented by Maria Madera, Director of Housing Programs

Vanessa is currently reviewing applications for Villa del Monte and Gateway as she nears the end of processing online submissions. The team is working on audits which is scheduled to be completed by the end of the week. Opening another waiting list, meeting with the Developer for East Garrison to discuss the PBV units in Greenfield.

**7. COMMISSIONER COMMENTS**

The Commissioners collectively thanked Tory Gunsolley for his efforts and welcomed the new Executive Director, Zulieka Boykin, to HACM.

**8. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 2:44 p.m.

Respectfully submitted,

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

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

## **DISCUSSION**

### A. In Person Meeting



**TO:** Board of Commissioners

**FROM:** Zulieka Boykin  
Executive Director/Chief Executive Officer

**RE:** **Schedule for PHA Annual Plan FYB July 2023 -Submission**  
***Informational Only***

**DATE:** February 15, 2023

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The Housing Authority of the County of Monterey is in the process of updating its PHA Annual Plan under requirements of the Housing and Urban Development Code of Federal Regulations pursuant to Section 903.

The following is a tentative brief timeline of the PHA Annual Plan process:

February 20 <sup>th</sup> - April 5 <sup>th</sup> , 2023	<u>Display PHA Annual Plan-Draft for public review</u> at HACM
March 20, 2023	Submit PHA Annual Plan-Draft to the Finance/Development Committee for review
March 22, 2023	Meeting with the Resident Advisory Board
March 27, 2023	Submit PHA Annual Plan for approval to the Board of Commissioners
April 5, 2023	Public Hearing
February 20 <sup>th</sup> - April 5 <sup>th</sup> , 2023	Review any additional public & Resident Advisory Board comments (make changes at discretion of HACM)
April 14, 2023	Submit finalized PHA Annual Plan FYB July 2023 to HUD

**ACTION:** For Information Only.

**MEMORANDUM**

TO: Board of Commissioners

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

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

RE: **Human Resources Report – February 2023**

DATE: February 10, 2023



The mission of the human resources department is to support the goals and challenges of the Housing Authority of the County of Monterey by providing services that promote a work environment that is characterized by fair treatment of employees, open communication, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of the organization.

It is our mission to:

- **Develop** an attitude of teamwork and quality in our day-to-day operations.
- **Create** an atmosphere that fosters challenges, fun, safety and cleanliness.
- **Seize** opportunities that demonstrate excellent execution, a caring attitude and a sense of urgency.
- **Reduce** waste by vigorously pursuing continuous improvement activities.
- **Commit** to doing and to acting openly, equitably and consistently in our pursuit of uncompromising quality.
- **Increase** participation in company and community activities while seeking knowledge, enthusiasm and an improved quality of life for ourselves, our co-workers and the community.
- **Respect** team member values that may be different from our own.
- **Accept** responsibility for promoting ethical and legal conduct in personal and business practices.
- **Communicate** in a candid and fair manner with the diverse workforce from whom our company derives its strength.

**Objective:** Strengthen recruiting and hiring selection

**Actions:**

- Identify key attributes of working successfully at HACM
- Integrate HACM branding efforts into recruiting

**Performance Measures:**

- Quality applicants
- HR/Talent metrics

**Status:**

- HR participating in local job fairs recruiting qualified candidates
- Working with other employment agencies to aid on selecting quality applicants
- Director of Housing Management has been filled
- **CURRENT VACANCIES:** Director of Finance  
Director of Human Resources  
Caretaker Leo Myers  
Asset Manager

**Objective:** Improve employee satisfaction with HACM as an employer

**Actions:**

- Develop practices that support an engaging and accountable culture
- Promote and foster HACM as a great place to work
- Identify areas to increase trust and effective working relationships between employees and management

**Performance Measures:**

- Employee performance Reviews
- Mitigate employee litigations
- HR/Talent metrics

**Status:**

- Continue to work closely with supervisors and managers on employee relations issues in order to set our employees up for success
- HR collaborating with supervisors and managers to address performance issues and help set employees up for success by providing training, resources, and tools
- Monthly birthday and briefing meetings for all employees

**Objective:** Reduce risk related to non-compliance with laws, policies, and labor contracts

**Actions:**

- Update Personnel Policies
- Continue to work with labor union to ensure compliance with the MOU

**Performance Measures:**

- Employee claims
- OSHA/DFEH findings
- Feedback from labor union

**Status:**

- Developing HACM employee handbook
- Established reoccurring monthly meetings with union representatives
- Harassment prevention training – agency wide completed
- Covid 19 protocols updated on continuous basis





Success Rate	8%											
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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	21											
Unit Utilization	35%											
Success Rate	0%											

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											
Unit Utilization	83%											
Success Rate	0%											

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	88											
Unit Utilization	32%											
Success Rate	0%											

**Cumulative Overall, Success Rate: 55%**

The budget utilization is the total program cost and divide monthly equals the percentage of the budget authority.

Calendar	HACM Monthly HAP Dollars Spent	HUD Monthly Disbursement Amount		Utilization %
January 2022	\$4,184,552	\$4,249,603	0.9846924	98.469245
February 2022				
March 2022				
April 2022				
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				

**FAMILY SELF-SUFFICIENCY PROGRAM**

**Month of January 2022**

Number of Mandatory FSS Slots	0
Number of Current FSS slots	200
Number of Current Participating Households	69
Number of Client Currently with Escrow Account	53

Number of Client that Completed Program Successfully	376
Number of Clients in Home Ownership Program	3

- ❖ Number of Clients graduating the program 2
- ❖ Amount of escrow
  - FSS Participant #1: *\$32,979.75*
  - FSS Participant #2: *\$11,144.55*
- ❖ Total Amount of Escrow     *\$44,124.30*

**CURRENT FSS PARTICIPANT FINAL GOAL PROGRESS REPORT:**

Working on GED	3
Preparing for Home Ownership	16
Actively searching for employment	14
Attending Community College	6
Attending 4- Year University	7
Attending Vocational Training	1
Self-employed	1
Repair Credit	14

**FSS MEETINGS**

- ❖ January 05, 2023:     YOUR MONEY, YOUR GOALS
- ❖ January 18, 2023:    CASP
- ❖ January 25, 2023:    ARN
- ❖ January 27, 2023:    WIOA