



AGENDA
HYBRID BOARD MEETING FOR
THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
BOARD OF COMMISSIONERS

DATE: MONDAY, JUNE 26TH, 2023

TIME: 5:00 P.M.

LINK: https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09

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:

SE Corner of Carpenter St and 3rd Ave, Carmel, CA, 93921
Hans Buder's Open Meeting Location

10855 Ocean Mist parkway, Castroville CA 95012
Kevin Healy's Open Meeting Location

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL

Table with 3 columns: Name, PRESENT, ABSENT. Rows include Chair Jon Wizard, Vice Chair Hans Buder, Commissioner Kevin Healy, Commissioner Kathleen Ballesteros, Commissioner Viviana Gama, Commissioner Francine Goodwin, and VACANT, Commissioner.

3. COMMENTS FROM THE PUBLIC

4. PRESENTATION

A. Service Award - Ellie Pinson, 30 Years

5. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions for clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

- A. Minutes - Approval of Minutes of the Regular Board Meeting held on March 27, 2023.

6. REPORTS OF COMMITTEES

Personnel Committee
Finance/Development Committee
Monterey County Housing, Inc. &
Affordable Acquisitions

Commissioner Ballesteros, Chairperson
Commissioners Gama, Chairperson
Commissioner Wizard, Representative

7. REPORT OF SECRETARY

- A. Executive Report

8. NEW BUSINESS

- A. Resolution 3091: Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024
- B. Resolution 3092: Resolution to Approve The Administrative Plan Section 8 to Incorporate Annual and Biennial HQS Inspections by Remote Video Inspections

9. INFORMATION

- A. Human Resource Report
- B. Finance Report
- C. Property Management Report
- D. Development Report
- E. Housing Programs Report
- F. PSWRC – NAHRO Report Presented by Kathleen Ballesteros

10. CLOSED SESSION

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

- A. Government Code Section 54956.9(d)(2): Litigation

11. COMMISSIONER COMMENTS

12. 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 5:00 p.m.**

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



CERTIFICATE OF SERVICE

AWARDED TO:

Ellie Pinson

For **30** years of loyal service as
an employee of the Housing Authority
of the County of Monterey

Zulieka Boykin

Zulieka Boykin
Executive Director/CEO





ACTION
 MINUTES OF THE REGULAR BOARD MEETING OF
 THE HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
 HELD MARCH 27, 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:

Vice-Chair Buder called the meeting to order at 5:07 p.m.

2. ROLL CALL:

PRESENT:

Vice Chair Hans Buder
 Commissioner Kevin Healy
 Commissioner Kathleen Ballesteros
 Commissioner Viviana Gama
 Commissioner Francine Goodwin

ABSENT:

Chairperson Jon Wizard

Also present: Zulieka Boykin, Executive Director; Maria Madera, Housing Programs Director; Jose Acosta, Director of Property Management; Carolina Sahagun-Gomez, Director of Development; James Maynard-Cabrera, Interim Director of Human Resources; Kim Shehorn, Interim Director of Finance. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None

4. PRESENTATION – Andrew Palacios, 5 Years of Service
 The Board collectively thanked Andrew for his services.

5. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions for clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

- A. Minutes - Approval of Minutes of the Regular Board Meeting held on January 23, 2023.

There were no requests to remove items from the Consent Agenda. Commissioner Gama made a motion to approve the item listed in the Consent Agenda, seconded by Commissioner Ballesteros. The motion was carried through a roll call vote.

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

6. REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros reported all items listed in the agenda.

Finance and Development Committee: Commissioner Buder reported the meeting was cancelled.

Monterey County Housing, Inc & Affordable Acquisitions: Ms. Boykin reported discussion of MCHI's priority list, which included several items of concern. Some of these issues have already been resolved. Currently, the main focus is expediting the completion of the MOU so that a new property management company can be transitioned by May 1st. However, for the three properties under HACM management, the agency still needs to finalize the 2021 audit. This audit is crucial for accurate financial figures, especially considering the upcoming Casanova sale. The timely completion of the audit is vital for the agency to proceed and ensure that we can provide MCHI with all the necessary management details. We expect to receive a draft of the audit before May 1st, but its availability depends on the completion of the 2021 audit.

7. REPORT OF SECRETARY

- A. Executive Report – Presented by Executive Director, Zulieka Boykin

We have two key objectives. Firstly, we aim to establish a new position called "Asset Management and Compliance." Currently, we have an Asset Management position within our Property Management department. Our plan is to repurpose this position into the role of the Director of Asset Management and Compliance. Initially, the person in this position will primarily focus on asset management responsibilities. They will be responsible for assessing properties for HACM and HDC, as well as addressing compliance issues related to both entities and the Section 8 program. Depending on the outcome of these tasks and other agency plans in the next year, this

individual may eventually transition into the role of Director of Asset Management, it is crucial to have a succession plan in place. Whether they remain as an Asset Manager or transition into the Director position, they will report to the Executive Director, enabling them to provide reports and suggestions. During the meeting for the Annual Plan, Lucila efficiently facilitated the discussions and addressed all questions. The participants made valuable points, and some of these ideas have already been incorporated into the plan.

8. NEW BUSINESS

- A. Resolution 3083 – Approving the Addition of Position – Director of Asset Management
Motion to approve Resolution 3083: Approving the Addition of Position – Director of Asset Management was made by Commissioner Healy and seconded by Commissioner Ballesteros. The board unanimously carried the motion through a roll call vote.

AYES: Buder, Healy, Ballesteros, Gama, Goodwin

NOES: None

ABSENT: Wizard

9. INFORMATION

- A. Schedule for PHA Annual Plan FYB July 2023 – Informational Only – Presented by Zulieka Boykin, Executive Director

This draft has been included for informational purposes. Please feel free to raise any questions or concerns you may have while we still have time to make revisions.

- B. Human Resource Report – Presented by James Maynard-Cabrera, Interim Director of Human Resources

We currently have multiple vacancies: Director of Finance, Director of HR, Housing Program Specialist, (2) Family Sufficiency Coordinators, and Maintenance I. The search for the Director of Finance position has recently concluded, and we have made an offer to a candidate. We are eagerly awaiting their start date on April 3. The March employee reviews were delayed and have prompted us to revise our performance appraisal schedule, which will now take place once a year to prevent any confusion. Additionally, we have made the decision to terminate one HACM temp and have received one resignation. We want to clarify that the Mask Mandate is now optional for both employees and clients. To keep everyone informed about the latest developments, we have recently launched a company newsletter that will showcase any upcoming changes.

- C. Finance Report – Presented by Kim Shehorn, Interim Director of Finance
Internal trainings have commenced as part of our ongoing efforts to enhance efficiency and effectiveness within the organization. Finance is collaborating with Brian Alten at BDO to streamline the VMS process, with staff training set to be completed by April 2023. Meanwhile, the accounting team participated in a beneficial training webinar focused on Accounts Payable Skills and Strategies, enabling them to effectively address challenges in their roles. In partnership with Procurement, we are actively working to eliminate outstanding items, restore our credit standing, and

transition to Pay Scan through Yardi. This transition will facilitate streamlined invoice uploads and ACH payments, minimizing errors and ensuring timely receipt of funds. Notably, tax returns for Limited Partnerships have been approved, and initial audit items for various audits have been concluded. As we make progress, budget preparation is in full swing for several properties, including HACM, HDC, Pueblo Del Mar, Farm Labor Community Properties, and Portola Vista, with draft budgets anticipated by April 1, 2023. Moreover, the King City Migrant Budget is currently under review by the Housing and Community Development Office of Migrant Services (OMS), and we anticipate including the 2-year contract resolution in the upcoming board packet. It's worth mentioning that HACM incurred increased costs in January 2023, attributed to various factors such as emergency voucher mailings, maintenance projects, and office improvements. On the other hand, HDC's income has risen due to the Haciendas 1 and 2 Settlement, while increased maintenance expenses were observed for properties like Casanova and Single-Family Homes. Through these initiatives and internal trainings, we are striving to enhance our operational efficiency and financial performance.

D. Property Management Report – Presented by Jose Acosta, Director of Property Management

Ms. Boykin's involvement has had a significant positive impact on the department's progress. We have received approval for COVID-19 Supplemental Payment Requests (CSP) totaling \$103,699 for RAD sites, with an additional request of \$116,242 pending approval for Portola Vista. We have also submitted OCAF rent adjustments for RAD properties. Annual Owner Certifications (AOCs) and Project Ownership Profiles (POP) for tax credit sites have been completed, awaiting notarized signatures for submission to TCAC. We have successfully completed the welfare tax exemption submission for all sites to the County. In addition, we have submitted COVID-19 Supplemental Payment Requests for all RAD sites and Portola Vista. Collaborating with Ms. Boykin, we are implementing substantial changes to enhance occupancy and secure funding for Pueblo del Mar. Various reporting tasks, including Demographic reporting for Tax Credit sites, City of Salinas data reports for Haciendas I, II, III, Sr., SRI reporting for Pueblo del Mar and Farm Labor Properties, and Sage reporting for Pueblo del Mar, have been completed. We are also reviewing and processing section 8/PBV rent increases. Furthermore, we are actively involved in processing eligibility for Office of Migrant Services (OMS) returning residents, with plans to open the center in May 2023. The implementation of Mobile Maintenance and Rent Café is underway, and efforts to increase vacancies are ongoing. In terms of mobile maintenance, we received a proposal from Verizon, which amounted to approximately \$12,000 for devices, with a monthly service fee of \$1,200 per month. Another carrier presented an offer with free devices and a reduced monthly fee of \$700.

E. Development Report – Presented by Carolina Sahagun-Gomez, Director of Development

Today, the agency received confirmation from CREA regarding our equity payment for Castroville. After a series of emails and phone calls, they approved everything we

submitted. On April 10, we will be receiving a wired payment of \$2.4 million, which will cover our deferred developer fee. The remaining note, approximately \$1.5 million, will be used to pay off a portion of the general partner capital contribution. As for Parkside, we are still in the process of leasing up the remaining units, but we are making progress. We are focused on stabilization and preparing the necessary financial documents to convert the loan from construction to capital contribution. There are other projects in progress as well, including Haciendas metals, where we plan to remove corroded metal railings and sunshades. At Rippling River, we are waiting for the Geotech report to address erosion issues. Additionally, we have some capital needs at Casanova, such as a potential roof replacement and parking lot resurfacing. Our team is excited to strategize with Knight Development for future development opportunities, and we are also looking forward to limited partner exits and the guidance of John Stewart Properties in property management.

F. Housing Programs Report – Presented by Maria Madera, Director of Housing Programs

The HCV program within the department is undergoing some upcoming changes. Currently, there is a shortage of applicants for larger 4–5-bedroom units, particularly in South County. To address this, we are actively advertising to attract more families to apply for these larger bedroom sizes. At Parkside, we have one family pending to move in, which will bring the occupancy to 100%. The total waiting list for all Project-Based Vouchers is 7,138 applications across Salinas, South County, and the Peninsula. For the PBV program, HACM is still accepting applications for 4- and 5-bedroom units in South County and Salinas. The waiting list for one- and two-bedroom units at One Parkside remains open until further notice. Our eligibility staff continues to update the project-based waiting list for all bedroom units and is working closely with property managers to fill the 2-bedroom units. They are currently reviewing prospective applicants to fill the remaining units. In terms of the HCV program, we have a total waiting list of 2,661 applications. Our staff has scheduled 230 applicants for the program, and we have hired a third-party inspector to assist with inspections. We are experiencing some challenges in receiving referrals for the Emergency Housing Voucher (EHV) program, but we anticipate that more referrals will be coming in soon.

10. CLOSED SESSION

The Board of Commissioners convened to Closed Session at 6:01 p.m. and reconvened at 6:54 p.m. for the following purpose and reason:

A. Government Code Section 54956.9(d)(2): Exposure to Litigation

Action: None

11. COMMISSIONER COMMENTS

The commissioners collectively thanked everyone involved in today's meeting.

12. ADJOURMENT

There being no further business to come before the Board, the meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

Secretary

Date



REPORTS OF COMMITTEES

Personnel Committee: Commissioner Ballesteros, Chairperson

Finance/Development Committee: Commissioners Gama, Chairperson

Monterey County Housing, Inc. & Affordable Acquisitions: Commissioner Wizard, Representative

MEMORANDUM



TO: Board of Commissioners

FROM: Zulieka Boykin, Executive Director

RE: **Executive Director Report**

DATE: June 22, 2023

The following are some of the highlights of accomplishments or pending projects in process:

CHSP – Coalition of Homeless Service Providers

- Met with Genevieve Lucas-Conwell, Executive Director CHSP, and HUD representatives for the Housing Authority and CoC to discuss the EHV program, specifically how the MOU addresses the vouchers allocated to San Benito County. We are working to utilize all the vouchers by December 31, 2023.
- CHSP is coordinating a meeting for July 5th between the Housing Authority and community partners. I will present information and answer questions related to the voucher program. Per CHSP, some partners have concerns about the voucher issuance period and extensions allowed. This will be a perfect opportunity to address any concerns and ask for assistance with case management and landlord incentives.

San Francisco HUD Field Office

- Met with Margaret McGillivray, Director of Technical Assistance for Econometrica, Inc., will be conducting another training on the PBV process during an on-site visit in July and virtual training will be provided on environmental reviews as well as subsidy layering for AHAP contracts. Also, I requested VMS training as technical assistance and am awaiting a response from the Field Office.
- HUD representatives have been instrumental in reviewing the agency payment standards, EHV issues with CHSP, and utilization of program vouchers.
- The entire HCV staff participated in the June monthly meeting, and we reviewed the HCV tool for HACM's HCV program. The meeting was instrumental in relating to staff the importance of increasing our utilization and monitoring the budget authority. During the meeting, we identified potential rent burden families and the impact of the increased payment standards.
- The agency has applied for additional funding under PIH Notice 2023-07. Set-aside funds must be allocated to assist in improving voucher utilization. The application was submitted June 16, 2023.

City of Salinas- Community Development Department

- Attending monthly meetings to assist with the City of Salinas Home Key Project. We are tracking program progress and work with clients for potential occupancy of the units.

- All required information was submitted to HUD as requested to address the previous violation of the Home Key project. The information is being reviewed by the HUD office. The City and the Housing Authority submitted all required information simultaneously and worked together to ensure all requirements had been addressed.

County of Monterey

- Staff have worked with the County Administrative Office to assist families in Pajaro by attending several on-site events to address resources available and answer questions.
- I have been working with Monterey County Behavioral Health to utilize Pablo Del Mar as a site for Bridge Funding recipients. An application has been submitted and we should receive award notification by August 2023. If awarded this will be a wonderful opportunity for Pablo Del Mar to remain a sober living environment for the community.

HACM/HDC Property Management

- Property management has been remarkably busy this month with numerous REAC Inspections and Management Occupancy Reviews, more information will be provided in the Director of Housing Management Report.
- Property management is working on improving rental collections and utilizing the Mobile Maintenance app through the Yardi system.

Finance Department

- Finance has received a draft version of the HACM 2021 audit which will be discussed in the Director of Finance Report.
- HCV Cares Act funding has been closed out. Initially, the agency had \$302,516.00 dollars designated for recapture; however, working with BDO USA we were able to address the issue and eliminate the recapture. All forms have been submitted to HUD.

Development Department

- An extension was approved for the HELP Loan, the agreement is for five years with a payment of \$100,000 dollars becoming due each year on December 31. This is good news because the entire balance, which exceeds \$500,000 dollars, was due for payment this year. This loan is on property purchased in the Greenfield area previously for development.
- Knight Development had their Kickoff Call with the agency and will be conducting an on-site visit in July.
- Investors in two of the properties have reached out to discuss a withdrawal plan. Once more information has been gathered recommendations for moving forward will be provided for review.

HCV Department

- HUD performed an audit of the EHV program. The audit did have some areas of concern, but overall findings may be minimal. I am awaiting the final report from HUD representatives.
- A VMS audit will be performed beginning August 8th by HUD Representatives. The VMS report will be reviewed beginning July 2022. We are working to prepare but have found some inconsistencies in the previously submitted reports.
- The HPS staff have started performing HQS Inspections for the HCV program. To increase efficiency and utilization, I want to use Remote Video Inspections and In Person Inspections as outlined in the board memo.
- A Yardi Trainer was on-site June 20-22 and performed training for the entire HCV department. The training is vital in improving program workflow and removing numerous manual procedures. Training was well received by staff, and we will begin utilizing the best practices taught.
- PBV maximum units are 954 and the agency has obligated 890. There are 64 remaining units available. If we qualify for the 10% exception rule the number could increase. The exception rule must be verified with the HUD field office.

Human Resources Department

- Preparing for upcoming Union negotiations.
- Yardi on-site training has been requested for all departments. In addition to the on-site training, we will utilize Yardi Aspire to assign learning plans specific to staff day-to-day tasks. This should promote efficiency in all departments and allow for better time management.

MCHI/MCHI AA

- Parkside Two and Leo Myers are no longer managed by HACM as of May 1st. All tenant-related documents have been turned over to the new management company.
- HACM is currently managing one property for MCHI. Jardines is the property being managed.
- The FY2021 audits are in review but once finalized, the MOU preparation between the agencies can resume for completion. We are working on the interfund balances with BDO and Novogradac to confirm the balances.

Miscellaneous

- Met with Mid Pen to discuss Moon gate property and increasing our partnership.
- A meeting is scheduled with Eden Housing to discuss partnership opportunities.

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin, Executive Director

FROM: Michael Underwood, Director of Finance &
Kimberly Shehorn, Auditor Accountant 2

RE: **Resolution 3091: Approving the Operating Budget for the
Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024**

DATE: June 23, 2023



The proposed operating budget for the Housing Authority of the County of Monterey (HACM) reflects an overall 5% increase with the exception of King City Migrant, whose budget is pending approval from the Office of Migrant Services (OMS).

Actuals through March 2023 have been included as well as estimated Actuals through the year end.

Highlights for HACM:

- **Prior Fiscal Year 2022-2023 Budget by Entity or Program**
 - Income / Total Revenue \$ 78,348,768.54
 - Total Operating Exp \$ 10,827,159.78
 - Total Other Exp \$ 65,731,601.00
 - Budgeted Net Income \$ 1,790,007.76

- **Fiscal Year 2023-2024 Budget by Entity or Program**
 - Income / Total Revenue \$ 74,249,803.00
 - Total Operating Exp \$ 11,466,302.00
 - Total Other Exp \$ 68,094,930.00
 - Budgeted Net Income \$ 814,382.00

- **HCV**
 - HAP Funding is calendar year award
 - FY 22 funding \$45M
 - FY 23 funding \$61M which includes HCV, EHV and Mainstream Programs
 - Operating budget builds in additional vouchers to be issued by HACM

- Admin Funding FY 23 \$4.8M
- \$1M of revenue from management fees
- Majority of our costs are labor related costs such as payroll, benefits, taxes.
- Budget adds for expanded staff due to HAP increase

- Budgets for the following were aligned with 5% increase
 - Portola Vista
 - Montecito/Watson
 - Pueblo Del Mar
 - FLC's

Board Action: Information/Discussion only

RESOLUTION 3091

RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024

WHEREAS, Staff has prepared and submitted to the Board of Commissioners the Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024 as attached; and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Monterey, in accordance with the Budget Policy as adopted at their June 26, 2023, meeting, hereby adopts the Operating Budget for fiscal year 2023-2024 as attached, with revenues and expenditures stated by consolidated budget.

THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners hereby approves:

- Budgets of \$74.2M in revenues
- Budgets of \$79.5M in expenditures
- Consolidated HACM Operating Budget; and
- Authorizes the Executive Director to conduct operations during the period of July 1, 2023, through June 30, 2024, according to said Operating Budget

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 26th day of June 2023, upon motion of _____,
Seconded by _____, and carried by the following vote to-wit:

AYES
NOES
ABSENT

MEMORANDUM



TO: Board of Commissioners

FROM: Zuliaka Boykin, Executive Director/President/CEO

RE: **Resolution 3092: Resolution to Approve the Administrative Plan Section 8 to Incorporate Annual and Biennial HQS Inspections by Remote Video Inspections**

DATE: June 23, 2023

The Housing Authority of the County of Monterey performs HQS inspections biennially for all HCV funded units. The inspections have all been performed on site by designated inspectors. I would like to change this the process to utilize Remote Video Inspections for the Housing Choice Voucher Program as outlined in PIH notice 2020-31.

The use of Remote Video inspections will expedite the inspection process and assist in improving utilization. Especially for HACM, which is county housing authority and has properties up to 50 miles from the central office. Remote Video Inspections would not be used for all inspection types. I recommend we conduct inspections as outlined below:

- New units receive an onsite in-person inspection and the use of RVI is not allowed. The initial inspections allow the inspector to familiarize themselves with the unit, landlord, and tenant.
- Annual recertifications require biennial inspections, these inspections can be performed utilizing RVI. These inspections are normally performed by the HACM inspector, landlord representative, and sometimes the tenant. In accordance with PIH Notice 2020-31, the landlord representative or the tenant can be the proxy and assist with the inspection.
- Special request inspections that are nonlife threatening may be performed using the RVI method.
- Quality control inspections may use the RVI method.
- Any unit that **FAILS** with the RVI must be reinspected onsite in person; RVI's cannot be used for reinspection.
- Inspections will continue to follow the current process outlined in HACM's administrative plan for scheduling notification and all other standard HQS procedures.

I strongly recommend the Board of Commissioners consider and approve this resolution.



OFFICE OF PUBLIC AND INDIAN HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

Special Attention of:
Office Directors of Public Housing,
Regional Directors, and Public Housing
Agencies.

PIH Notice 2020-31

Issued: November 12, 2020

Expires: This notice remains in effect until amended, superseded, or rescinded

Cross References: PIH Notices 2019-23, 2017-20, 2020-05, 2016-05, 2017-20 and 2020-13, REV-1.

SUBJECT: Remote Video Inspections for Housing Choice Voucher Program

- I. Purpose:** This notice gives public housing agencies (PHAs) guidance on conducting Housing Quality Standards (HQS) inspections using Remote Video Inspections (RVIs). In RVIs, an HQS inspector performs an HQS inspection from a remote location using video streaming technology via a person at the inspection site who serves as a proxy. The proxy follows the direction of the HQS inspector throughout the entire inspection process, which is described below.
- II. Background:** [Section 8\(o\)\(8\)](#) of the United States Housing Act of 1937 is the statutory provision detailing inspection requirements for housing choice voucher (HCV) and project-based voucher (PBV) units. The provision contains initial inspection requirements, biennial inspection requirements, and additional provisions addressing PHA inspections. [24 CFR 982.405\(a\)](#) states: The PHA must inspect the unit leased to a family prior to the initial term of the lease, at least biennially during assisted occupancy, and at other times as needed, to determine if the unit meets the HQS. (See [24 CFR 982.305\(b\)\(2\)](#) concerning the timing of initial inspection by the PHA.) These inspections must adhere to the HQS, the performance requirements and acceptability criteria of which are detailed in [24 CFR 982.401](#). PHAs are ultimately responsible for how inspections are conducted and for determining if certain housing conditions violate HQS.

Regardless of the use of technology to facilitate the presentation of information, the PHA remains responsible for the conduct of the inspection, and any judgments made about whether a condition is a violation of the HQS must be made by the PHA. There may be some circumstances where the application of technology provides insufficient information or evidence to the PHA to allow it to make an appropriate determination.

The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

PHAs that incorporate technology into their processes should have policies and procedures in place on how to handle those limitations.

The RVI procedures detailed in this notice will enable PHAs to comprehensively inspect units in a manner that meets the basic statutory and regulatory standards.

III. Considerations and Best Practices for Incorporating RVI:

Inspections generally follow 4-phases: (1) administrative preparation, (2) pre-inspection planning, (3) performance of the inspection and (4) post inspection. Below are considerations and best practices for RVI:

Administrative Preparation

- Evaluate whether incorporating technology into the inspection process requires an update of the HCV Administrative Plan to provide stakeholders fair notice of the purpose and benefits of utilizing RVIs for HQS inspections. A best practice is to describe locally imposed requirements about who can participate in an RVI and additional requirements if an RVI cannot be successfully completed. For amendments related to COVID-19, PHAs are reminded of the waiver authority provided by PIH Notices 2020-5 and 2020-13, REV-1.
- Determine if the use of technology as part of the inspection process constitutes a significant amendment to the Annual Plan. PHAs revise Annual Plans in accordance with;
https://www.hud.gov/program_offices/public_indian_housing/pha. For amendments related to COVID-19, PHAs may use the current waivers described under PIH Notices 2020-5 and/or 2020-13, REV-1.

Pre-Inspection Planning

- Assess Equipment Needs. Consider whether the party performing the RVI has the equipment, and if not, how it is to be provided. HUD recommends the following:
 1. Distance measuring device, i.e., a tape measure.
 2. Lighting device, i.e., a flashlight.
 3. Circuit analyzer to test the low-voltage operation of electrical lines.
 4. Means to test smoke and carbon monoxide detectors.
 5. Temperature device for displaying the internal unit temperature.
 6. Smartphone or tablet is fully charged with a reliable internet connection. Wi-Fi has the best streaming reliability and quality, but 4G or better cellular data service supports video streaming. The device needs a high camera resolution (megapixels, sensors, and pixel size) to see details such as paint chips or broken glass.
 7. Any additional items the PHA deems necessary.
- **Scheduling RVI.** Use standard HQS procedures for scheduling the inspection. HUD recommends the tenant, or the landlord or property manager attend the RVI inspection. Additionally, the RVI tenant notifications should explain RVI, the

rationale for RVI implementation, and provide a contact number and email address for tenants to raise questions or concerns.

- Ensure the inspector and designated proxy successfully completes the free online [Lead based Paint Visual Assessment Training Course](#), for properties built before 1978 where a child under 6 resides or will reside (Reference www.hud.gov/program_offices/healthy_homes/enforcement/regulations and [24 CFR 35.1215](#) (a)(1)). Persons trained are to email the certificate of completion to the inspector. The inspector adds the certificate of completion to the inspection file.

Performing the Inspection

- Provide adequate privacy safeguards for the protection of Personally Identifiable Information (PII). The PHA's HQS inspector can be in the PHA office or other remote location, using equipment that provides PII safeguards.
- Choose a proxy for the inspection. The proxy can be the landlord, property representative, tenant, or any adult associated with this tenancy. The selection of the proxy is a mutual decision between the PHA, landlord, and tenant (see proxy certification in Section IV).
- Once the inspection is scheduled, the HQS inspector uses the PHA's designated streaming web-based platform to contact the proxy. The HQS inspector uses the same inspection form the PHA currently uses to record any deficiencies. If the PHA currently uses handheld devices rather than a paper form, decide on a consistent conversion process.

Post-inspection

- Inspection passes. PHAs follow its Administrative Plan/procedure, informs the tenant/landlord, and follow the process to (1) process HAP for initial inspection or (2) approves inspection within their system.
- Inspection fails. PHAs follow its Administrative Plan/procedure, informs tenant /landlord of fail items, including any follow-ups such as a reinspection/verification or requirement for Lead-Based Paint (LBP) clearance testing.

IV. Considerations and Best Practices RVI Inspection Process: The purpose of this section to provide a sample best practice process for PHAs considering to RVIs. The only requirement in this section is the Lead Based Paint process in item number 4. It is up to the PHA to develop its RVI inspection process. RVI procedures should ensure consistency among inspectors and the proxy inspector. Document items that fail inspection with a file photo. The general sequence of the inspection is as follows:

1. Prior to the inspection commencement, verify the unit on screen is the unit scheduled to be inspected. From outside the unit, confirm the address and street name.
2. Once the unit is confirmed, inspect the exterior of the unit (outside walls, roof, any exterior item inspectable including the yard) and adjoining properties.
3. Inspect all interior spaces, bedrooms, common areas, and tenant-accessed areas.
4. For a pre-1978 property, follow National and State LBP requirements for an HQS inspection.

- a. Verify that the proxy completed the [Lead based Paint Visual Assessment Training Course](#).
 - b. Exterior: Examine all sides of the structure, including but not limited to fences and outbuildings. Visually examine paint conditions of all siding, trim, windows, porches, steps, columns, and any other painted areas.
 - c. Interior: Review each room separately and visually examine paint conditions of walls, ceilings, steps, floors, doors, door frames, and windows, including window troughs.
 - d. For deteriorated paint (including cracked, chipped or otherwise damaged paint), document the amount of deterioration, indicating whether the scale is greater or less than the HUD de minimis amounts ([24 CFR 35.1350\(d\)](#)).
5. Complete the process of generating notification letters to the landlord and/or tenant to communicate inspection results.
 6. Schedule re-inspection/clearance test, if needed, in accordance with the PHA/LBP policy.

Proxy Certification. Prior to the RVI, the PHA and impacted parties with legal possession of the unit should agree to use an RVI rather than an on-site inspection by PHA staff. This agreement is usually with the owner/landlord for an initial inspection of unoccupied units as the potential tenant may not have legal access yet. In the case of an occupied unit, the agreement is usually with the tenant or other adult household member. If an agreement cannot be reached, the PHA follows the procedures for on-site inspections.

Notify the approved proxy in advance that participation in the RVI will involve:

1. Determination of no smell of natural gas, Methane, or other noxious gas.
2. Completion of the free online [Lead based Paint Visual Assessment Training Course](#), for properties built before 1978 where a child under 6 resides or will reside (reference www.hud.gov/program_offices/healthy_homes/enforcement/regulations).
3. Streaming the RVI (not recorded) considering a legal review may be needed to address possible PII concerns.
4. Fully following directions of the inspector.
5. Any additional items deemed necessary by the PHA.

V. Post-RVI Inspection: PHAs are encouraged to perform additional Quality Control (QC) inspections under the RVI process. RVI QC inspections are in addition to the five percent required under SEMAP indicator #5 unless SEMAP indicator #5 is waived by PIH 2020-05 and/or 2020-13, REV-1.

VI. Notification: Submit a notification of intent to use RVI to RVI@hud.gov and use this same address for any questions or need for further information.

/s/

R. Hunter Kurtz, Assistant Secretary
for Public and Indian Housing

RESOLUTION 3092

RESOLUTION TO APPROVE THE ADMINISTRATIVE PLAN, SECTION 8 TO INCORPORATE ANNUAL AND BIENNIAL HQS INSPECTIONS BY REMOTE VIDEO INSPECTIONS

WHEREAS, the Housing Authority of the County of Monterey (“HACM”) is committed to providing safe and decent housing for its participants; and

WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") issued Public and Indian Housing ("PIH") Notice 2020-31, which allows housing authorities to conduct annual and biennial Housing Quality Standards ("HQS") inspections through remote video inspections in certain circumstances; and

WHEREAS, HACM aims to ensure compliance with HUD requirements and maintain the highest standards of housing quality for program participants; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Monterey, do hereby approve the minor changes to Administrative Plan, Section 8, as outlined in the June 26, 2023, memorandum to the Board by Executive Director, Zulieka Boykin, making any necessary changes and corrections.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to take all necessary actions to implement and administer this resolution, including but not limited to revising the Administrative Plan, providing staff training, and communicating with program participants.

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 26th day of June 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: June 20, 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
 - **Staci Pierce**, Housing Programs Supervisor
- c. New Employees
 - **Michelle Williams**, Housing Programs Specialist
 - **Eduardo Banda**, Property Management Specialist
 - **Carol Cordova-Anderson**, Family Self Sufficiency Coordinator
 - **Josh Gonzalez**, Maintenance I
 - **Amparo Ambriz**, Maintenance I
- d. Temporary Employees (9)
 - Brian Guevara – Office Assistant – Section 8 (*Ends July 6th*)
 - Juan Mosqueda – Office Assistant – Section 8
 - Tita Cruz, Office - Assistant – Section 8
 - Cassandra Quintero – Office Assistant – Section 8
 - Josh Garcia – Office Assistant – Finance
 - Mike Findel – Finance Assistant – Finance (*Ends June 30th*)
 - Genise Pelaiz – Finance Assistant - Finance
 - Priscilla Pacheco – Office Assistant – Property Management
 - Daniel Reyna – HR Admin Assistant- Human Resources (*Ends July 7th*)

II. Performance Evaluation Status by Department

Department	Number of Employees	Over 30 days late
Administration	7	4
Human Resources	1	0
Finance	10	0
Housing Programs	18	0
Development	2	0

Property Management	18	0
Maintenance	18	0
Procurement	1	0

III. Workplace Safety Issues - Workers' Comp Reportable Injuries

- a. New Claims
 - 0
- 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	3
2017	2		
2018	3		

- d. Total Open Claims
 - 21

IV. Employee Relation Claims – Reported Legal Issues

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

V. General Information

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

- Partnered with Monterey County Workforce Development Board on Summer Youth Program: We are excited to collaborate with the Monterey County Workforce Development Board on the Summer Youth Program. As part of this initiative, we have enlisted a total of 7 youth participants who will work alongside our employees to gain valuable industry experience.
- Labor Meeting: A labor meeting was held on May 30th to discuss upcoming union negotiations. We are awaiting notice of the meeting and will proceed with the necessary steps once received.
- Union Representatives Meeting: We held our monthly meeting with the Union representatives to address challenges and issues faced by a few employees within the agency. Through constructive discussions, we were able to come to an agreement and work cohesively to address current and future changes.

MEMORANDUM

TO: Board of Commissioners

THROUGH: Zulieka Boykin, Executive Director

FROM: Mike Underwood, Director of Finance
and Kim Shehorn, Auditor Accountant 2

RE: Status Report: Finance Report for April 2023

DATE: June 20, 2023

Highlights:

- **HACM/ HDC – Non-Quarterly Financial Reports**
 - Voucher Funding and HCV Payments
 - Department Transactional Statistics
 - Revenue Sources by Property
 - Balance Sheets – HACM / HDC
 - Budget Comparisons – HACM / Voucher Program / HDC
 - 12 Month Income Statement Reports – HACM / Voucher Program / HDC

Finance Operational Update

Completion of audits and tax returns continue as the top priority for Finance. Communication is improving by having daily planning meetings between the Director and the Auditor Accountant 2. We are using whiteboards to track the many projects and keep priorities clear on a daily basis.

The audit for HACM 2021 is now in the final stages with a draft circulating within BDO so we can reach the point of receiving a final audit. We expect to receive several comments. The audit should be done, best guess, by the end of June. Progress is being made on certain 2022 audits as well.

Finance is meeting regularly with S8, Maintenance and Program Development to build better ties and to coordinate changes and help to train one another on how each department's procedures impact one another. There is a special emphasis on improving VMS training and reporting accuracy since this data drives the S8 payments.

Our goal is to review all financials on a monthly basis with our internal stakeholders and Directors. Finance intends to collaborate with the new Asset Manager for the portfolio properties to put an emphasis on supporting her in driving down to the portfolio managers the actual dollar performance of their properties.

Annual reviews have been completed with all employees.

Finance is reviewing the procurement policies and updating the signature authority for all staff who have the right to purchase items on behalf of the Agency. Meetings have been held between Procurement and Maintenance to improve cooperation and performance. Action has been taken to renew our credit position with Home Depot and HD Supply. An inventory count in the warehouse is scheduled for June/July.

Property Management has been clearing uncollectable AR balances. The results will be reviewed with the Board for your approval. We expect significant write-offs related to the covid rental restrictions to be included in the next board packet.

HACM April performance was significantly improved over March.

- Total Revenue increased by 28% April over March or approximately \$1.4M
- This is driven by an increase in S8 HAP funding
- Expenses were up just 4% so the bottom line improved by \$1.2M to \$.8M positive

HDC expenses were above trend due to a payment to a consulting firm for \$50K. April was a net loss of \$84K.

Board Action: Information only.

Voucher Funding and HCV Payments

	Feb-23	Mar-23	Apr-23	Total
HUD Grant - HAP Payments	\$ 3,465,392	\$ 3,953,948	\$ 5,380,011	\$ 12,799,351
Total Housing Assistance Payments	\$ 4,653,289	\$ 4,295,811	\$ 4,509,776	\$ 13,458,875

Finance Transactional Statistics - April 2023	HCV		AP		TOTALS	
	Transactions	Amounts	Transactions	Amounts	Transactions	Amounts
Receipts	132	2,947	3241	1,472,477	3373	1,475,424
Charges	150	5,523	3369	1,418,780	3519	1,424,303
Journal Entries	304	6,287,319	550	18,549,821	854	24,837,140
Payables	4127	4,606,840	1242	1,603,691	5369	6,210,531
Checks	1123	4,772,896	176	1,407,197	1299	6,180,092
Transaction Amts Processed*	5836	\$ 15,675,525	8578	\$ 24,451,966	14414	\$ 40,127,491

REVENUE SOURCES BY PROPERTY

Apr-23

		Tenant Rental Revenue	Non Dwelling Rent	Subsidy	Type of Subsidy
440	Tynan Land Lease	0.00	5,184.51	0.00	Bakery / HDC Office Rental Income
		\$ -	\$ 5,184.51	\$ -	
205	Pueblo Del Mar	8,292.00	0.00	0.00	Grant Income
903	King City Migrant	0.00	0.00	0.00	OMS
		\$ 8,292.00	\$ -	\$ -	
204	Oak Grove	4,946.00	0.00	1,129.00	HCV
552	Single Family Homes	5,976.00	0.00	11,626.00	HCV
555	Casanova	44,776.00	0.00	85,932.00	HCV
934	Jardines	6,070.00	0.00	8,108.00	HCV
935	Leo Meyer (King City Elde	17,913.00	0.00	11,079.00	HCV
942	Parkside	10,837.00	0.00	27,729.00	HCV
960	Rippling River	31,675.00	0.00	90,637.00	HCV
965	Tynan Affordable	201,684.00	13,219.92	111,274.00	HCV
973	Monterey Affordable	58,038.00	0.00	19,970.00	HCV
974	Benito Affordable	61,194.00	750.00	42,619.00	HCV
980	Fanoe Vista	35,358.00	0.00	60,751.00	HCV
985	Haciendas 1	43,808.00	0.00	50,507.00	HCV
986	Haciendas 2	46,676.00	0.00	30,748.00	HCV
988	Haciendas Senior	13,951.00	0.00	46,104.00	HCV
989	Haciendas 3	40,543.00	0.00	53,922.00	HCV
990	Oak Park !	57,684.00	0.00	61,487.00	HCV
991	Oak Park 2	55,280.00	1,400.00	47,709.00	HCV / USDA
		\$ 736,409.00	\$ 15,369.92	\$ 761,331.00	
212	Portola Vista	22,387.00	0.00	97,198.00	PBRA
214	Montecito Watson	6,104.00	0.00	4,065.00	PBRA
801	South County RAD	25,270.00	0.00	20,209.00	PBRA
802	Salinas Family RAD	109,660.00	0.00	47,052.00	PBRA
803	East Salinas Family RAD	157,782.00	0.00	49,922.00	PBRA
804	Gonzales Family RAD	27,162.00	0.00	6,063.00	PBRA
		\$ 348,365.00	\$ -	\$ 224,509.00	
992	One Parkside	21,712.00	0.00	124,090.00	PBV
		\$ 21,712.00	\$ -	\$ 124,090.00	
904	Chualar FLC	16,813.00	0.00	367.00	USDA
906	Salinas FLC	35,695.00	0.00	2,219.00	USDA
972	Benito FLC	71,579.00	0.00	21,566.00	USDA
984	Castroville FLC	52,304.00	0.00	47,637.00	USDA
		\$ 176,391.00	\$ -	\$ 71,789.00	
TOTAL		\$ 1,291,169.00	\$ 20,554.43	\$ 1,181,719.00	

Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = Apr 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,809,749.59	3,193,207.25	-1,383,457.66
Cash - Restricted	11,068,950.62	9,070,671.34	1,998,279.28
Total Cash	12,878,700.21	12,263,878.59	614,821.62
Accounts Receivable:			
Accounts Receivable - Tenants	918,140.26	919,758.93	-1,618.67
Accounts Receivable - Agency	830,454.77	848,898.33	-18,443.56
Accounts Receivable - Other	3,395,127.45	3,330,288.41	64,839.04
Accrued Interest Receivable	13,990,332.47	13,821,032.65	169,299.82
Less: Allowance for Doubtful Accounts	-870,818.72	-865,295.72	-5,523.00
Total Receivables, Net of Allowance	18,263,236.23	18,054,682.60	208,553.63
Current Investments:			
Investments - Unrestricted	1,011,786.87	1,011,786.87	0.00
Total Current Investments	1,011,786.87	1,011,786.87	0.00
Prepaid Expenses	533,726.64	540,115.08	-6,388.44
Inventories, Net of Obsolete Inventories	457,118.99	417,018.07	40,100.92
Interprogram - Due From	-278,948.03	-238,696.15	-40,251.88
TOTAL CURRENT ASSETS	32,865,620.91	32,048,785.06	816,835.85
NONCURRENT ASSETS			
Capital Assets:			
Land	3,569,623.47	3,569,623.47	0.00
Buildings & Improvements	19,193,968.67	19,193,968.67	0.00
Site Improvements	30,369.00	30,369.00	0.00
Furniture & Equipment	2,046,027.66	2,046,027.66	0.00
Less: Depreciation	-14,984,586.11	-14,984,586.11	0.00
Total Capital Assets, Net of Depreciation	9,855,402.69	9,855,402.69	0.00
Construction In Progress	2,424,300.89	2,424,300.89	0.00
Notes Receivable	71,713,789.14	71,713,789.14	0.00
Other Noncurrent Assets	10,453,481.94	10,453,481.94	0.00
Less: Accumulated Amortization	-535,082.92	-534,586.08	-496.84
TOTAL NONCURRENT ASSETS	93,911,891.74	93,912,388.58	-496.84
 TOTAL ASSETS	 126,777,512.65	 125,961,173.64	 816,339.01

Housing Authority of the County of Monterey Balance Sheet (With Period Change)

Period = Apr 2023

	Balance	Beginning	Net
LIABILITIES & EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-114,918.92	-2,157.04	-112,761.88
Accounts Payable - Other	1,165,312.45	1,149,345.96	15,966.49
Accrued Wages/Taxes/Benefits Payable	725,444.81	766,734.79	-41,289.98
Accrued Interest Payable	667,235.94	663,471.23	3,764.71
Accounts Payable - Agency	2,384.25	2,381.57	2.68
Tenant Security Deposits	95,928.97	93,972.66	1,956.31
Total Accounts Payable	2,541,387.50	2,673,749.17	-132,361.67
Deferred Revenues	834,077.16	833,162.60	914.56
Developer Fees Payable	30,000.00	30,000.00	0.00
FSS Escrows	456,699.96	437,526.04	19,173.92
Other Current Liabilities	788,077.20	788,077.20	0.00
TOTAL CURRENT LIABILITIES	4,650,241.82	4,762,515.01	-112,273.19
NONCURRENT LIABILITIES			
Long-Term Hard Debt	7,774,782.20	7,782,616.25	-7,834.05
Long-Term Subordinate Debt	-1,097,290.55	-1,097,290.55	0.00
TOTAL NONCURRENT LIABILITIES	6,677,491.65	6,685,325.70	-7,834.05
TOTAL LIABILITIES	11,327,733.47	11,447,840.71	-120,107.24
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	105,489,951.39	105,489,951.39	0.00
Current Year Retained Earnings	9,139,170.30	8,298,212.92	840,957.38
TOTAL LIABILITIES AND EQUITY	125,956,855.16	125,236,005.02	720,850.14

**Housing Authority of the County of Monterey
Income Statement**

Period = Jul 2022-Apr 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	Total
REVENUE:											
Tenant Rents	101,005.75	101,920.75	103,068.75	103,648.75	98,079.75	98,746.75	95,912.75	96,525.75	98,850.75	94,237.00	991,996.75
Tenant Subsidies	103,510.00	102,576.00	102,490.00	104,090.00	100,776.00	99,431.00	98,398.00	97,477.00	98,377.00	104,978.00	1,012,103.00
Other Tenant Income	7,644.67	2,699.00	1,182.83	535.00	10,962.50	9,241.00	0.00	0.00	580.00	42.00	32,887.00
Total Tenant Revenue	212,160.42	207,195.75	206,741.58	208,273.75	209,818.25	207,418.75	194,310.75	194,002.75	197,807.75	199,257.00	2,036,986.75
HUD Operating Grants	45,382.00	40,584.00	34,902.00	44,341.00	49,050.00	-54,093.00	45,165.00	153,641.00	45,873.00	0.00	404,845.00
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	39,603,973.00
Section 8 Administrative Fees	333,622.00	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	4,194,743.97
Operating Grants (Non-HUD)	45,638.87	40,737.60	37,922.01	29,217.44	26,723.83	23,977.56	22,811.89	20,683.72	0.00	0.00	247,712.92
Other Income	179,784.35	254,581.72	183,415.69	212,607.69	190,388.89	176,743.91	218,533.03	184,131.48	179,813.62	162,241.02	1,942,241.40
Interest Income	147,575.70	146,745.10	144,699.18	147,187.15	143,241.14	148,680.30	145,807.29	135,021.65	143,400.02	139,795.28	1,442,152.81
Total Revenue	5,054,278.34	4,950,531.17	5,011,654.46	4,958,306.03	3,969,405.08	4,865,607.52	4,907,951.96	5,068,338.60	4,863,577.39	6,223,005.30	49,872,655.85
EXPENSES:											
Administrative	669,390.48	512,591.78	550,271.37	508,716.42	512,030.06	801,372.61	527,456.82	513,711.02	500,858.92	532,923.88	5,629,323.36
Administrative Fees	16,645.09	16,513.09	16,513.09	16,579.09	16,579.09	16,513.09	16,513.09	16,513.09	16,579.09	16,513.09	165,460.90
Tenant Services	24,283.40	17,177.78	54,504.88	18,195.14	42,211.24	37,206.63	25,665.22	25,574.78	26,641.14	19,371.18	290,831.39
Utilities	46,443.57	43,114.55	42,123.01	39,815.75	30,936.32	43,335.53	38,040.62	32,728.01	23,387.82	41,617.19	381,542.37
Maintenance	169,580.92	97,216.71	134,465.34	176,957.72	165,923.65	144,711.72	170,401.00	134,528.80	117,762.71	108,326.93	1,419,875.50
Protective Services	2,497.50	436.00	0.00	1,847.58	0.00	565.86	3,853.85	783.00	0.00	993.00	10,976.79
Insurance	29,095.02	23,175.09	24,958.28	26,618.90	27,620.12	35,046.85	25,921.52	25,872.89	25,537.28	26,785.61	270,631.56
Other General Expenses	40,893.19	46,241.01	38,917.67	39,091.67	146,564.90	30,924.66	30,578.68	30,635.17	105,937.14	31,094.67	540,878.76
Payments in Lieu of Taxes	0.00	81,734.95	0.00	1,628.77	0.00	19,600.00	0.00	6,000.00	2,152.18	0.00	111,115.90
Housing Assistance Payments	3,884,437.58	3,865,905.82	3,870,328.27	3,962,817.63	3,878,076.55	4,016,210.75	4,158,619.67	4,577,193.89	4,295,810.86	4,509,775.59	41,019,176.61
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	181,182.00
Total Operating Expenses	4,900,317.75	4,720,171.78	4,748,602.91	4,811,055.67	4,839,039.93	5,165,704.70	5,015,204.47	5,381,406.65	5,132,938.14	5,306,553.14	50,020,995.14
Interest Expense	14,273.47	56,605.37	14,099.69	14,209.06	14,056.60	29,185.20	54,472.94	13,729.98	14,100.39	13,947.75	238,680.45
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,800.00	0.00	6,800.00
Amortization Exp	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	496.84	4,968.40
NET INCOME	139,190.28	173,257.18	248,455.02	132,544.46	-884,188.29	-329,779.22	-162,222.29	-327,294.87	-290,757.98	902,007.57	-398,788.14

VOUCHER PROGRAM ONLY
Income Statement

Period = Jul 2022-Apr 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	Total
REVENUE:											
Section 8 HAP Subsidies	4,090,115.00	3,927,065.00	3,933,270.00	3,966,557.00	3,006,801.00	3,942,172.00	3,938,642.00	3,465,392.00	3,953,948.00	5,380,011.00	39,603,973.00
Section 8 Administrative Fees	333,622.00	333,622.00	470,704.00	350,122.00	343,381.97	420,708.00	342,682.00	915,466.00	342,735.00	341,701.00	4,194,743.97
Other Income	50.00	469.01	9,560.30	40,126.22	8,032.36	567.10	9,658.33	5,674.60	6,480.99	0.00	80,618.91
Interest Income	43.49	49.49	45.00	46.50	45.00	45.00	48.01	42.01	46.50	42.01	453.01
Total Revenue	4,423,830.49	4,261,205.50	4,413,579.30	4,356,851.72	3,358,260.33	4,363,492.10	4,291,030.34	4,386,574.61	4,303,210.49	5,721,754.01	43,879,788.89
EXPENSES:											
Administrative	296,294.83	211,690.95	212,772.55	201,620.42	236,005.25	256,559.20	241,569.19	196,536.84	217,766.80	216,445.45	2,287,261.48
Tenant Services	24,283.40	17,177.78	18,224.89	18,195.14	18,024.58	25,113.30	13,571.89	13,431.95	13,875.03	7,277.85	169,175.81
Maintenance	611.23	628.74	634.19	802.85	783.41	725.01	626.62	550.62	804.61	597.50	6,764.78
Insurance	10,109.89	8,744.36	8,959.71	9,035.05	10,439.12	11,842.55	10,063.65	10,157.12	10,106.22	10,706.56	100,164.23
Other General Expenses	945.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	945.00
Housing Assistance Payments	3,941,915.58	3,940,492.82	3,941,672.27	4,036,605.63	3,961,289.55	4,102,520.75	4,248,990.67	4,685,752.89	4,404,139.86	4,637,061.59	41,900,441.61
FSS Escrows	17,051.00	16,065.00	16,521.00	18,787.00	19,098.00	20,217.00	18,154.00	17,866.00	18,271.00	19,152.00	181,182.00
Total Operating Expenses	4,291,210.93	4,194,799.65	4,198,784.61	4,285,046.09	4,245,639.91	4,416,977.81	4,532,976.02	4,924,295.42	4,664,963.52	4,891,240.95	44,645,934.91
NET INCOME	132,619.56	66,405.85	214,794.69	71,805.63	-887,379.58	-53,485.71	-241,945.68	-537,720.81	-361,753.03	830,513.06	-766,146.02

Housing Authority of the County of Monterey Budget Comparison

Period = Jul 2022-Apr 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	991,996.75	1,161,555.00	-169,558.25
Tenant Subsidies	1,012,103.00	1,015,570.00	-3,467.00
Other Tenant Income	32,887.00	7,746.70	25,140.30
Total Tenant Revenue	2,036,986.75	2,184,871.70	-147,884.95
HUD Operating Grants	404,845.00	313,300.00	91,545.00
Section 8 HAP Subsidies	39,603,973.00	54,751,193.30	-15,147,220.30
Section 8 Administrative Fees	4,194,743.97	3,828,879.10	365,864.87
Operating Grants (Non-HUD)	247,712.92	628,570.22	-380,857.30
Other Income	1,942,241.40	1,995,184.90	-52,943.50
Interest Income	1,442,152.81	1,821,698.30	-379,545.49
Total Revenue	49,872,655.85	65,523,697.52	-15,651,041.67
EXPENSES:			
Administrative	5,629,323.36	5,953,456.60	324,133.24
Administrative Fees	165,460.90	171,177.50	5,716.60
Tenant Services	290,831.39	234,315.80	-56,515.59
Utilities	381,542.37	354,342.50	-27,199.87
Maintenance	1,419,875.50	1,245,054.70	-174,820.80
Protective Services	10,976.79	23,121.60	12,144.81
Insurance	270,631.56	185,702.50	-84,929.06
Other General Expenses	540,878.76	473,359.10	-67,519.66
Payments in Lieu of Taxes	111,115.90	68,746.70	-42,369.20
Bad Debts	0.00	1,287.50	1,287.50
Housing Assistance Payments	41,019,176.61	54,542,860.00	13,523,683.39
FSS Escrows	181,182.00	208,333.30	27,151.30
Total Operating Expenses	50,020,995.14	63,461,757.80	13,440,762.66
Interest Expense	238,680.45	312,208.40	73,527.95
Extraordinary Maintenance	6,800.00	25,144.10	18,344.10
Amortization Exp	4,968.40	0.00	-4,968.40
NET INCOME	-398,788.14	1,724,587.22	-2,123,375.36

VOUCHER PROGRAM ONLY
Budget Comparison

Period = Jul 2022-Apr 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Section 8 HAP Subsidies	39,603,973.00	54,751,193.30	-15,147,220.30
Section 8 Administrative Fees	4,194,743.97	3,828,879.10	365,864.87
Other Income	80,618.91	0.00	80,618.91
Interest Income	453.01	0.00	453.01
	<hr/>		
Total Revenue	43,879,788.89	58,580,072.40	-14,700,283.51
EXPENSES:			
Administrative	2,287,261.48	2,173,635.10	-113,626.38
Tenant Services	169,175.81	113,385.80	-55,790.01
Maintenance	6,764.78	7,305.00	540.22
Insurance	100,164.23	61,030.00	-39,134.23
Other General Expenses	945.00	2,843.30	1,898.30
Housing Assistance Payments	41,900,441.61	54,542,860.00	12,642,418.39
FSS Escrows	181,182.00	208,333.30	27,151.30
	<hr/>		
Total Operating Expenses	44,645,934.91	57,109,392.50	12,463,457.59
	<hr/>		
NET INCOME	-766,146.02	1,470,679.90	-2,236,825.92

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Balance Sheet (With Period Change)

Period = Apr 2023

	Balance	Beginning	Net
	Current Period	Balance	Change
ASSETS			
CURRENT ASSETS			
Cash:			
Cash - Unrestricted	1,248,950.91	2,230,955.16	-982,004.25
Cash - Restricted	638,201.42	632,732.73	5,468.69
JPMC - Construction Disb Acct	-2,518,175.74	-2,068,330.26	-449,845.48
JPMC - Sub-Loan Proceeds Reserve Account	-1,873,195.07	-1,873,196.23	1.16
JPMC - LIHTC Equity Account	-64.11	-164.07	99.96
JPMC - Liquidity Reserve Acct	4,742.07	3,917.15	824.92
Total Cash	-2,499,540.52	-1,074,085.52	-1,425,455.00
Accounts Receivable:			
Accounts Receivable - Tenants	47,506.78	46,355.78	1,151.00
Accounts Receivable - Agency	126,231.00	131,513.00	-5,282.00
Accounts Receivable - Developer Fees	5,411,660.22	5,411,660.22	0.00
Accounts Receivable - Other	2,039,041.46	2,037,306.78	1,734.68
Accrued Interest Receivable	2,900,970.89	2,851,891.22	49,079.67
Less: Allowance for Doubtful Accounts	-7,406.00	-7,406.00	0.00
Total Receivables, Net of Allowance	10,518,004.35	10,471,321.00	46,683.35
Prepaid Expenses	1,749,141.44	1,761,553.85	-12,412.41
Interprogram - Due From	-3,828,768.02	-3,676,051.17	-152,716.85
TOTAL CURRENT ASSETS	5,938,837.25	7,482,738.16	-1,543,900.91
NONCURRENT ASSETS			
Capital Assets:			
Land	954,826.00	954,826.00	0.00
Buildings & Improvements	13,904,855.80	13,904,855.80	0.00
Site Improvements	1,215.89	1,215.89	0.00
Furniture & Equipment	19,947.46	19,947.46	0.00
Less: Depreciation	-386,264.24	-377,253.80	-9,010.44
Total Capital Assets, Net of Depreciation	14,494,580.91	14,503,591.35	-9,010.44
Construction In Progress	29,323,291.39	27,815,589.32	1,507,702.07
Notes Receivable	21,106,288.12	21,106,288.12	0.00
Other Noncurrent Assets	828,819.00	828,819.00	0.00
TOTAL NONCURRENT ASSETS	65,752,979.42	64,254,287.79	1,498,691.63
TOTAL ASSETS	71,691,816.67	71,737,025.95	-45,209.28

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Balance Sheet (With Period Change)

Period = Apr 2023

	Balance	Beginning	Net
LIABILITIES & EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable:			
Accounts Payable - Vendors	-56,678.28	-32,945.61	-23,732.67
Accounts Payable - Other	1,909,917.63	1,909,917.63	0.00
Accrued Wages/Taxes/Benefits Payable	175,430.35	175,430.35	0.00
Accrued Interest Payable	1,024,184.90	990,722.64	33,462.26
Tenant Security Deposits	100,659.00	99,793.00	866.00
Total Accounts Payable	3,153,513.60	3,142,918.01	10,595.59
Deferred Revenues	330,849.50	319,686.50	11,163.00
Developer Fees Payable	885,442.00	885,442.00	0.00
Other Current Liabilities	-18,634.95	-20,588.86	1,953.91
TOTAL CURRENT LIABILITIES	4,351,170.15	4,327,457.65	23,712.50
NONCURRENT LIABILITIES			
Long-Term Hard Debt	9,406,500.15	9,423,352.93	-16,852.78
LTD - City - PHLA	0.50	0.50	0.00
Construction Loan - JP Morgan Chase	6,953,736.16	6,953,736.16	0.00
Long-Term Subordinate Debt	14,272,250.00	14,272,250.00	0.00
TOTAL NONCURRENT LIABILITIES	30,632,486.81	30,649,339.59	-16,852.78
TOTAL LIABILITIES	34,983,656.96	34,976,797.24	6,859.72
EQUITY/NET ASSETS:			
Equity/Net Assets at Prior Year-end	35,188,846.64	35,188,846.64	0.00
Current Year Retained Earnings	7,552,601.94	7,636,948.33	-84,346.39
TOTAL LIABILITIES AND EQUITY	77,725,105.54	77,802,592.21	-77,486.67

**Monterey County Housing Development Corporation
Income Statement**

Period = Jul 2022-Apr 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	Total
REVENUE:											
Tenant Rents	48,504.00	47,270.00	47,732.00	46,810.00	44,951.00	45,917.00	45,609.00	49,441.00	48,772.00	50,752.00	475,758.00
Tenant Subsidies	96,742.00	104,369.00	103,536.00	101,047.00	108,084.00	102,526.00	101,015.00	99,698.00	97,735.00	97,558.00	1,012,310.00
Other Tenant Income	943.96	1,292.00	1,363.00	1,052.00	6,214.00	9,013.50	622.00	612.00	656.00	1,505.00	23,273.46
Total Tenant Revenue	146,189.96	152,931.00	152,631.00	148,909.00	159,249.00	157,456.50	147,246.00	149,751.00	147,163.00	149,815.00	1,511,341.46
Other Income	20,517.18	20,559.84	19,757.58	20,247.20	20,174.95	35,168.09	355,646.15	5,639.50	12,139.20	6,022.20	515,871.89
Interest Income	50,932.45	50,260.20	49,328.62	50,364.03	49,453.07	50,108.48	51,301.58	48,466.63	50,962.53	56,968.54	508,146.13
Total Revenue	217,639.59	223,751.04	221,717.20	219,520.23	228,877.02	242,733.07	554,193.73	203,857.13	210,264.73	212,805.74	2,535,359.48
EXPENSES:											
Administrative	159,545.05	101,965.75	115,978.97	125,087.89	96,183.44	136,745.71	104,237.22	106,934.49	103,191.71	149,596.95	1,199,467.18
Administrative Fees	17,578.08	18,177.02	18,017.87	17,744.93	18,258.32	18,713.62	17,588.58	17,701.26	17,695.06	17,749.40	179,224.14
Tenant Services	0.00	0.00	0.00	0.00	82.22	0.00	0.00	0.00	0.00	0.00	82.22
Utilities	16,124.39	23,509.48	15,685.98	28,406.05	15,786.92	19,769.76	18,155.76	25,759.41	11,519.68	24,771.32	199,488.75
Maintenance	29,974.14	23,656.30	18,509.55	34,511.84	38,334.08	35,122.88	42,408.17	51,365.32	16,341.65	19,526.55	309,750.48
Protective Services	487.50	62.66	0.00	0.00	0.00	0.00	847.50	0.00	0.00	210.00	1,607.66
Insurance	10,271.42	9,426.16	9,220.39	-12,079.01	6,679.15	31,667.23	11,738.72	12,022.73	11,368.53	10,786.02	101,101.34
Other General Expenses	5.00	0.00	2,050,000.00	0.00	0.00	25.00	15.94	0.00	0.00	6,000.00	2,056,045.94
Payments in Lieu of Taxes	0.00	0.00	0.00	95,415.65	0.00	-84,660.00	0.00	12,800.00	321.05	0.00	23,876.70
Total Operating Expenses	233,985.58	176,797.37	2,227,412.76	289,087.35	175,324.13	157,384.20	194,991.89	226,583.21	160,437.68	228,640.24	4,070,644.41
Interest Expense	62,546.68	62,208.44	63,261.74	62,415.27	62,025.10	96,758.35	61,980.18	59,504.44	60,509.86	59,501.45	650,711.51
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	1,330.06	0.00	0.00	0.00	1,330.06
Casualty Losses - Non-Capitalized	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,690.00	0.00	10,690.00
Depreciation Expense	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	9,010.44	90,104.40
NET INCOME	-87,903.11	-24,265.21	-2,077,967.74	-140,992.83	-17,482.65	-20,419.92	286,881.16	-91,240.96	-30,383.25	-84,346.39	-2,288,120.90

MONTEREY COUNTY HOUSING DEVELOPMENT CORP.
Budget Comparison

Period = Jul 2022-Apr 2023

	YTD Actual	YTD Budget	Variance
REVENUE:			
Tenant Rents	475,758.00	388,281.80	87,476.20
Tenant Subsidies	1,012,310.00	724,910.49	287,399.51
Other Tenant Income	23,273.46	15,511.56	7,761.90
Total Tenant Revenue	1,511,341.46	1,128,703.85	382,637.61
Other Income	515,871.89	1,715,974.38	-1,200,102.49
Interest Income	508,146.13	460,603.79	47,542.34
Total Revenue	2,535,359.48	3,305,282.02	-769,922.54
EXPENSES:			
Administrative	1,199,467.18	1,374,409.19	174,942.01
Administrative Fees	179,224.14	165,351.99	-13,872.15
Tenant Services	82.22	41,775.87	41,693.65
Utilities	199,488.75	226,874.62	27,385.87
Maintenance	309,750.48	247,013.47	-62,737.01
Protective Services	1,607.66	3,430.00	1,822.34
Insurance	101,101.34	99,331.09	-1,770.25
Other General Expenses	2,056,045.94	2,337.50	-2,053,708.44
Payments in Lieu of Taxes	23,876.70	9,700.12	-14,176.58
Bad Debts	0.00	5,925.35	5,925.35
Total Operating Expenses	4,070,644.41	2,176,149.20	-1,894,495.21
Interest Expense	650,711.51	390,636.03	-260,075.48
Extraordinary Maintenance	1,330.06	773.42	-556.64
Casualty Losses - Non-Capitalized	10,690.00	0.00	-10,690.00
Depreciation Expense	90,104.40	19,580.00	-70,524.40
Amortization Exp	0.00	3,809.91	3,809.91
NET INCOME	-2,288,120.90	714,333.46	-3,002,454.36



MEMORANDUM

TO: Board of Commissioners

THRU: Zuliaka Boykin
Executive Director

FROM: Jose Acosta
Director of Housing Management

RE: **Property Management Report**

DATE: June 14, 2023

Goals:

Property management met the following goals in the month of May:

- Completed lease up of King City Migrant Center on May 11, 2023.
- Completed pre-inspections for Salinas Family RAD
- Completed REAC inspection for Salinas Family RAD on May 15th, 2023.
- Completed TCAC audit for South County RAD May 23rd, 2023.
- Completed Transition to new cell phone carrier and deployed new equipment.
- Completed transition of MCHI properties (leo Meyer and Parkside Manor)

Property management has the following goals for the month of June:

- Complete accounts receivable (AR) reconciliation for RAD properties.
- Complete California Community Reinvestment Corporation (CCRC) inspections for the following sites:
 - Haciendas II
 - East Salinas Family RAD
 - Salinas Family RAD
- Complete MOR for Portola Vista
- Complete Tax Credit audits for the following sites:
 - Gonzales Family RAD
 - Salinas Family RAD.
- Complete City of Monterey inspections for the following properties:
 - Portola Vista
 - Oak Grove
 - Casanova Plaza
- Complete rent increases for all sites
- Open waiting lists for Portola Vista, Montecito Watson and Jardines del Monte
- Fully implement mobile maintenance and screening

Vouchers:

Vouchers for all the sites are up to date.

Property Code	Property Name	Voucher month	Total subsidy
212	Portola Vista	5/1/2023	\$ 97,822.00
214	Montecito Watson	5/1/2023	\$ 4,136.00
801	South County RAD	5/1/2023	\$ 19,973.00
802	Salinas Family RAD	5/1/2023	\$ 46,647.00
803	East Salinas Family RAD	5/1/2023	\$ 51,341.00
804	Gonzales Family RAD	5/1/2023	\$ 6,457.00
Total Monthly Subsidy			\$ 226,376.00

Rent Collection:

Rent collection average for HACM sites for the month of May 2023 is 99%. The rent collection average for HDC Sites for the month of May 2023 is 98%.

HACM Rent Collection as of 5/31/2023		
Property Code	Property Name	Rent Percent Collected
204	Oak Grove	100%
212	Portola Vista	100%
214	Montecito Watson	100%
904	Vista Del Valle	98%
906	Tesoros Del Campo	100%
Total monthly rent collected		\$ 189,718.00

HDC sites rent collection report as of 5/31/2023		
Property Code	Property Name	Rent Percent Collected
555	Casanova Plaza	100%
801	South County RAD	99%
802	Salinas Family RAD	99%
803	East Salinas Family RAD	100%
804	Gonzales Family RAD	100%
984	Castroville	81%
985	Haciendas I	99%
986	Haciendas II	100%
988	Haciendas Sr	98%
989	Haciendas III	100%
992	One Parkside	100%
Total monthly rent collected		\$ 823,930.00

Occupancy:

PM currently has a total of 19 vacancies excluding Pueblo del Mar.

As stated in last month’s report, the property management’s goal is to have all vacancies filled in the next 30 days, the department understands the need to fill these vacancies and the team has made it a priority to get this completed.

Property Code	Property name	Total units	Occupancy rate	Vacant Units	Out of Occupancy
801	South County RAD	70	100%	2	
802	Salinas Family RAD	170	99%	3	
803	East Salinas Family RAD	202	99%	3	
804	Gonzales Family RAD	30	100%	1	
984	Castroville	54	96%	1	1/Caretaker
985	Haciendas I	53	100%	1	
986	Haciendas II	46	98%	1	
989	Haciendas III	50	100%	0	
988	Haciendas Sr.	41	100%	2	
992	One Parkside	80	100%	0	
204	Oak Grove	5	100%	0	
205	Pueblo Del Mar	55	25%	42	
212	Portola Vista	64	97%	1	
214	Montecito Watson	13	85%	1	
552	Single Family Homes	9	90%	0	
555	Casanova Plaza	86	95%	2	
904	Vista Del Valle	29	90%	1	4
906	Tesoros del Campo	57	100%	0	5
903	King City Migrant Center	82	100%	0	

RAD Sites (Formerly Public Housing):

- 801 South County Rad:
 - Annual recertifications completed.
 - OCAF rent adjustments implemented.
 - Tax Credit audit completed, and report received. PM is working on corrections, which will be completed in the next 10 days.
 - All services for the residents in the community room continue as scheduled. The services provided are:
 - Meals provided by Mee Memorial
 - Activities provided by the City of Greenfield
- 802 Salinas Family RAD:
 - Tenant AR reconciliation for this site was completed.

- Annual recertifications completed.
- OCAF rent adjustments implemented.
- PM is completing pre-inspections for CCRC and Tax credit inspections.
- PM is working with HDC to get permits to build a retaining wall at 44 Natividad. This site is at a different elevation and erosion is causing problems at this site. PM and HDC have engaged an engineer which has submitted plans to the city, and we are pending approval from the city to proceed.
- 803 East Salinas Family RAD:
- City of Salinas data reports were completed and submitted to the City.
 - PM is currently working on AR reconciliation for this site.
 - Mass annual recertifications completed.
 - OCAF rent adjustments implemented.
 - PM is working on preparing for a Tax Credit audit. Property has not yet received the notice, but this site is in the state schedule to be audited in the current calendar year.
- 804 Gonzales Family RAD:
 - Annual recertifications completed.
 - OCAF rent adjustments have been implemented.
 - PM is completing pre-inspections for the upcoming Tax credit visit.
 - PM received bids for the fence replacement and all documents submitted to HDC for approval.

KCMC:

King City Migrant Center opened on May 11th, 2023. The center is now fully housed and completely operational.

The rehabilitation project for this site is actively taking place, the contractor is currently working on the siding and finishing the interior light fixtures. Progress will be updated monthly on the items listed below:

- Roof repairs and gutter repairs
- Siding replacement – **Actively working on this project**
- Modify selected units to be ADA compliant – **Completed**
- Interior flooring repairs – **Completed**
- Replacement of cabinets and countertops and hardware – **Completed**
- Replacement of furniture - **Pending**
- Replacement of water heaters - **Pending**
- Repairs of parking lot and resurfacing of the black top - **Pending**
- Replacement of heater and thermostats - **Pending**
- HVAC pad mounts replacement - **Pending**
- Electrical upgrades – **Completed**
- Repair decks and landings - **Pending**
- Replacement of windows – **Pending**
- Carbon monoxide detector replacement - **Completed**
- Bathroom vanity replacement - **Completed**
- Playground replacement - **Pending**
- Property Sign replacement - **Pending**

- Access card reader upgrade - Pending
- Repair and replacement of fencing - **Completed**
- Siding repairs – **Actively working on this project**

The deadline to complete this rehab project is June 2023, but we have received an extension to complete the work by June 2024. We will continue to keep the board updated on progress.

Portola Vista:

The preventative maintenance team has completed their inspection of this site and has completed work orders. The team is currently working on the power washing of the remaining units at the site.

OCAF rent adjustment have been implemented for this site. Along with the rent increases, the property was granted a contract rent increase. The contract rent was increased from \$1855 to \$1925 per unit, per month.

The waiting list for Portola Vista will be opened at the beginning of the next 30 days.

Portola vista will be undergoing an MOR and staff is currently working to prepare for this audit.

Haciendas I:

Property management is preparing for annual inspections for this site. As requested by HDC, their staff will be included in the inspections for this site.

Rent increases for this site will be completed in the next 30 days.

Railings throughout this site are currently being repaired and replaced. Management is working with the vendor to get this work completed and the maintenance Supervisor is checking the progress together with HDC staff to ensure work is completed in a timely and correctly.

City of Salinas data reports were completed and submitted to the City.

Haciendas II:

Property management is preparing for annual inspections for this site. As requested by HDC, their staff will be included in the inspections for this site.

Rent increases for this site will be completed in the next 30 days.

FSS has moved into to one of the offices at this site.

Food bank deliveries for this site continue as scheduled.

Resident services are being completed in accordance with the tax credit requirements.

City of Salinas data reports were completed and submitted to the City.

Haciendas III:

Annual recertifications are being completed for this site.
Rent increases for this site will be completed in the next 30 days.

Lifesteps continues to provide resident services for this property.

City of Salinas data reports were completed and submitted to the City.

Haciendas IV:

Food bank deliveries for this site have continued as scheduled.

Rent increases for this site will be completed in the next 30 days.

City of Salinas data reports were completed and submitted to the City.

Castroville:

Lifesteps services have resumed, and all services are actively being performed as required.

PM will be reviewing applications for the caretaker position for this property and will be conducting interviews in the next two weeks.

Property management has started the annual recertification process for this site.

Casanova Plaza:

The door system at this site is now installed and fully operational.

Audit reports for this site have been submitted to the Lender for this site.

PM is working with the City of Monterey to complete property inspections and file audits for this site.

Management is working on the opening of the waiting list for this property.

One Parkside:

All corrections for the initial audit have been submitted and pending a response from the auditor.

Life steps is now in place and providing resident services at this site.

PM continues to work HDC staff to address warranty repairs and any construction issues at the site.

Farm Labor (Salinas, Chualar):

The company that was hired to complete the rent study for this site completed all the process and notified us that the report would be provided, but unfortunately up until today they have failed to provide the report. PM is engaging another vendor to redo the rent study.

The CNA for these sites has been completed and forwarded to the Executive Director for review.

These sites currently have 9 units out of occupancy; maintenance is currently working on the rehabilitation of these units, and we are using these units as swing space to be able to continue the rehabilitation of other units.

PDM:

Referrals for this site have been placed on hold. PDM currently houses 13 families and has 42 vacant units. PM is working with the Executive Director to secure funding that will allow HACM to rehabilitate the site.

PDM is currently a transitional housing site, but HACM is seeking to change this model to a more sustainable model. HACM is working with multiple agencies in the local government and the community to attain this goal and ensure both financial stability and provide the community with affordable housing units.

New Hires:

Cristina Chavez, Property Management Specialist I
Eduardo Banda, Property Management Specialist I

Wait Lists:

Closed

Evictions:

None

Waitlist information by site as of 4/11/2023

Property Code	Property Name	Number of Applicants
204	Oak Gove	306
212	Portola Vista	14
214	Montecito Watson	52
555	Casanova Plaza	0
801	South County RAD	510
802	Salinas Family RAD	652
803	East Salinas Family RAD	492
804	Gonzales Family RAD	1281
904	Chualar FLC	166
906	Salinas FLC	180
984	Castroville	215
985	Haciendas I	2120
986	Haciendas II	1804
989	Haciendas III	496
Total applicants		8288

MEMORANDUM

To: Board of Commissioners

From: Carolina Sahagun-Gomez, Director Housing Development

Thru: Zulieka Boykin, Executive Director/President/CEO

Date: June 14, 2023

Re: **MONTHLY DEVELOPMENT DEPARTMENT REPORT**



 Development department highlights

- Knight Development consulting kick-off call occurred on May 11th. Development team staff will have ongoing calls with Knight Development The next call is scheduled for Friday, June 15th,
- Greenfield property – request for initial studies has been approved by Zulieka Boykin. Staff in process of engaging preliminary market study to analyze potential market area.
- Parcel B property in Salinas – Request for initial studies has been approved by Zulieka Boyin and submission to the City of Salinas for funding was submitted on May 16th.
- City of Salinas – Funding request submitted to City of Salinas on May 16th for the Division Avenue site. Staff are working with City of Salinas community development staff on Exclusive Negotiating Rights Agreement funding agreement that will incorporate our funding request.
- Re-syndication of two properties that are out of tax credit compliance and have had the limited partners exit the LP – will review with consultant and schedule call with investors.
- Rehabilitation of other half of RAD portfolio that was deferred at time of conversion (approximately 250 units) – development staff is reviewing the schedules and preparing schedules for all needed improvements. Will meet with property management staff to address all items as detailed in the 20-year schedule from CNA from RAD closing.
- Annual insurance renewal process for all LP's in HDC portfolio (except RAD, those renew in January annually). Renewals effective July 1st.
- Tynan Village Inc and Fanoie Vista Apartments – Equity Limited Partner, Alliant Capital have reached out to discuss their exit from the Limited Partnership and possible options for further rehabilitation or development of the sites. Will discuss with consultant.
- 855 E. Laurel property – no update.

 Marketing

- Ongoing quarterly meetings with marketing firm to review potential marketing events and/or media opportunities.
- Plan to incorporate the HDC website into HACM website.

One Parkside, LP

- Development staff completing due diligence items for Hudson Housing second capital contribution in the amount of \$3.08M – Pending third party items to finalize final submission. Once submitted and approved, will move to third capital contribution.
- Pending the completion of capital contributions two and three Development staff will complete the submission package for review by Investor to move towards conversion to permanent financing with Limited Partner, JPMorgan Chase, which is needed to prior to submitting Placed-In-Service package to CTCAC.
- Final cost certification in process with auditor.
- City of Salinas HOME/PLHA close out retention release of funds in the amount of \$94,801.30; items were submitted to City and are pending approval for closeout.
- One Parkside – final retention billing is with the bank pending approval upon receipt of HACM 2021 final audit.

123 Rico CLEEN loan

- Architect submitted preliminary drawings for additional office space but needs to revise due to city requirements if ADA upgrades to existing bathrooms. Revisions are in process.
- Received concurrence from IBank on staff's proposed use of funds for the creation of additional energy efficient office space in the warehouse area.
- Remaining funds available are \$366,758.02.

Audits

- Weekly meetings with the Finance Director and Auditor to streamline processes are ongoing.
- HDC 2022 in process.
- Weekly meetings with third party audit team to review outstanding items for the Limited Partnership audits and tax returns.

Capital Improvements

- The development team is working with our property management teams to ensure needed capital improvement requests throughout the portfolio are completed in a timely manner. Details can be found in the property management section of the report for those items currently underway and in HACM's property management report.
- Tynan Village development received several RA requests for flooring, those have been approved and are in process.
- Casanova lender required repairs, the fence is in process and scheduled for completion . Staff are obtaining quotes.

Tynan Modernization job close-out

- Tynan modernization job – handrails extra work has been completed.
- Building C - investigative deconstruction for additional water intrusion in process.

Tynan commercial space

- Deli/restaurant operations are running well.
- Approximately 2,500sf commercial space available.

Haciendas 1&2 metals job

- Vendor working on the next phase of metals repair to remove and install new railings in accordance with Architectural drawings. Estimated completion within 30 days.
- Next phase of repairs includes awnings.

Project Based Section 8

- AHAP executed for Light fighter Village
- Development staff reviewing Greenfield Commons I development awarded PBV vouchers, AHAP is pending receipt of due diligence items.
- MOU finalized and policies and procedures were sent to HUD in conjunction with City of Salinas for the response on the HOMEKEY project.

HDC Portfolio managed by the John Stewart Company and Paso Robles Housing Authority

- Please see attached property management reports.

Resident Services

- Please see attached resident services highlights.



JSCo Monthly Management Report

Monday, MAY 2023

5:00 PM

BENITO AFFORDABLE/FLC

1. Vacancy:
 - a. Benito Affordable has 2 vacant units
 - b. Benito FLC 2 vacant units
2. Audits / Budgets
 - a. HOME Audit was schedule for 3-8-2023- Repairs have been made, waiting on the Financial audit 2022
 - b. CTCAC Audit Inspection May 25th, 2023 pending outcome
3. Resident Services: Benito FLC/Affordable has no After School Program on site.
 - a. Resident Services provided by Life Steps scheduled: Tuesdays 9:00 – 12:00 pm.
Shared with Monterey St Affordable
Community rooms are open to the public.
4. Capital Improvement/ maintenance: Repairs for HOME findings in progress.
5. Staff;
 - a. Maintenance position has been filled for site.

MONTEREY AFFORDABLE

1. Vacancy:
 - a. MST has one vacant unit
2. Reporting & Audits: CTCAC Audit 2023- Date TBD
3. Resident Services:
 - a. Severo Gasca, Program Coordinator, Mon- Fri, 3 pm- 6pm
 - b. DSS Sheila Morales, Mon / Tues
 - c. Community room open to the public.
4. Capital Improvement/ maintenance
 - a. Window replacement by King City Glass. Bid/ Proposal: submitted 12/20.22.
 - b. Pending Nora/ Carolina Feedback, 2 On-site laptops: Manager office desktop being shared with (Life Steps) the after-school program, adult services program, and Hector (MST Maintenance staff).
 - c. Wood chips and Tree Trimming bid estimates Pending:
Smith &Enright, Tree Bros, New Image, Mission lawn and garden.
 - d. Buildings Solar panels and gutter cleaning service: IPM scheduled.



RIPPLING RIVER

1. Vacancy:
 - a. 100 % Occupied
2. Reporting & Audits Pending
 - a. Reporting & Audits Pending: Berkadia Mortgage Inspection 3/6/23 -3 findings
 - i. Add French drain behind building 3 (pending bids)
 - ii. Elevator – Loud noises, and screeches when in use
 - iii. Repair loading zone area- several broken pavement areas (pending bids)
 - b. HOME inspection completed 4/13/23, pending final report
3. Resident Services:
 - a. Life Steps-New DSS Sheila Morales
 - b. Loaves and Fishes emailed us on 4/11/23 the facilities have closed as of 3/1/23 and they are on hold till further notice.
 - c. RA and Management are working with MCRFD to give presentation focusing on fire and life safety, this was placed on hold. This was postponed due to president of assoc. getting sick.
 - d. Community rooms are open to public. Resident Association holds monthly meetings and special events, Bingo, Movie Matinees.
4. Capital Improvement/ maintenance.
 - a. Generator switch is still on back order new date MAY 2023
 - b. Generator switch continues to be on back order- new dates April-May 2023
 - c. Haro and Kasunich Engineers, Chris George, lead Geo Technical Engineer is waiting for the final geologist's report
 - d. Looking at Bids for Tree trimming, and Maintenance around property – Received 2, pending 1 more

FANOE VISTA APARTMENT

1. Vacancy:
 - a. 1 Vacant unit, pending transfer
2. Reporting & Audits Pending
 - a. Will have a CTCAC audit in 2023. Date TBD.
3. Resident Services: Services : Life Steps: New DSS Edith Rodriguez April 2023
 - a. After School program scheduled for 3:30 pm to 6:00 pm
 - b. Monday service coordinator 11:00 AM to 5:30 PM- Edith Rodriguez
 - c. Community rooms are open.



4. Capital Improvements/ maintenance: Landscaping projects, Playground bark in progress

TYNAN VILLAGE APARTMENTS

- a. Vacancy: 7 vacant units, 9 applicants in process, 1 applicant scheduled, 1 vacancy is a resident transfer (VAWA), 1 client approved move-in pending carpet install.
2. Reporting & Audits Pending
 - a. Alliant-pending close-out letter from 1/12/23 audit.
 - b. City of Salinas-Bioswales all passed.
 3. Resident Services
 - a. The afterschool Program scheduled to begin 6/5 from 3-5 PM.
 - b. Intern will be assisting Resident Service Coordinator with program.
 - c. RSC has contacted agencies and is working on collaborations.
 - d. RSC establishing project calendar for afterschool program.
 4. Capital Improvements/Maintenance
 - a. Irrigation System Repairs-pending proposals from 2 additional vendors this week
 5. Staffing Update:
 - a. Fully staffed.



PASO ROBLES
HOUSING AUTHORITY

Est. 1942

901 30th Street
Paso Robles, CA 93446
(805) 238-4015

REPORT TO HDC REGULAR BOARD MEETING, June 2023

OAK PARK 1, 80 Units, 100% Tax Credit with HOME, and USDA

1. Vacancy:
 - a. 0 vacancies
2. Audits Pending
 - a. None
3. Resident Services
 - a. Youthworks daily activity, 2 hours a day, Mon- Fri
 - b. Summer Camp, 3 hours a day, Mon- Thurs
 - c. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. No capital improvements or major maintenance pending.

OAK PARK 2, 70 Units, 100% Tax Credit

1. Vacancy:
 - a. 0 vacancies
2. Reporting & Audits Pending
 - a. None
3. Resident Services
 - a. Youthworks daily activity, 2 hours a day Mon- Fri
 - b. Summer Camp, 3 hours a day, Mon- Thurs
 - c. Food Distribution, 2 times a month
4. Capital Improvement/ Maintenance
 - a. Fire Sprinkler Inspection due in May 2023- Passed
 - b. No capital improvements or major maintenance pending.



Tenant Services – May 2023

Community Services Provided:

- Managed free fruit/vegetables/commodities distribution for Oak Park families from Food Bank
- Continued distribution of canned goods from the local Latter Day Saints church to families
- Provided YouthWorks job skills program for teens
- Provided homework support for elementary school students
- Provided weekly study hall for teens
- Provided mentoring by phone for YW graduates
- Coordinated with on-campus mentor for YW teens
- Provided elementary school robotics program with mentorship from YW graduate
- Added 2 college students to tutor high school/middle school math
- Provided 2 teens nightly to monitor evenings at Oak Park and engage with unsupervised youth
- Brought 4 teens to help Public Library prepare for annual book sale
- Created/put on Mothers Day craft event
- Hosted UndocuSupport evening of services for fieldworker families
- Hosted disaster preparedness training in Mixteco

<u>Participation</u>	<u>Total</u>
Youth Activities	56
Oak Park 1	100
Oak Park 2	102

Oak Park June 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 4:00 Robotics 4:30 Study hall 4:30 YouthWorks	2	3 9:00 United Way farmworker grants enrollment	4
5 3:30 YouthWorks 4:30 YW Farming 6:00 YW PM shift	6 4:30 YouthWorks 4:30 YW Farming 6:00 YW PM shift	7 4:30 YouthWorks 4:30 YW Farming 6:00 YW PM shift	8 Last day of school	9	10 9:00 United Way farmworker grants enrollment	11
12 9:00 YouthWorks 4:30 YW Farming 6:00 YW PM shift	13 9:00 YouthWorks 4:30 YW Farming 6:00 YW PM shift	14 9:00 YouthWorks 4:30 YW Farming 6:00 YW PM shift	15 9:00 YouthWorks 6:00 YW PM shift	16	17 9:00 United Way farmworker grants enrollment	18
19 9:00 YouthWorks 4:30 YW Farming 6:00 YW PM shift	20 9:00 YouthWorks 4:30 YW Farming 6:00 YW PM shift	21 9:00 YouthWorks 4:30 YW Farming 6:00 YW PM shift	22 9:00 YouthWorks 4:30 YW Farming 6:00 YW PM shift	23 1:30 Food Distribution 2:00 Library Event 2:30 Breakfast bags	24 9:00 United Way farmworker grants enrollment	25
26 9:00 YouthWorks 10:30 Summer Camp 3:00 Swimming 4:30 YW Farming 6:00 YW PM shift	27 9:00 YouthWorks 10:30 Summer Camp 3:00 Swimming 4:30 YW Farming 6:00 YW PM shift	28 9:00 YouthWorks 10:30 Summer Camp 3:00 Swimming 4:30 YW Farming 6:00 YW PM shift	29 9:00 YouthWorks 10:30 Summer Camp 3:00 Swimming 4:30 YW Farming 6:00 YW PM shift	30 2:00 Library Event		

JSCO Monthly Occupancy Summary for HACM Properties										5/31/2023
Property Name	Total Units	Total Units Occupied	Percent Occupied	Total Units Vacant	Security Deposits Received	Apps. in Process	PBS8 Vouchers Residents	HC Vouchers Residents	Apps. on Wait List	Comments
Benito Affordable	70	68	97%	2	0	3	25	0	396	426B - Interest Letters have gone out for the (426B)2BR unit. First 15 applicants were either overincome or backed out. New interest letters, have two applicants interested. 414B- Working on the 2nd requested waitlist. Have 2 persons interest with interviews on 5-26-23.
Benito FLC	73	72	99%	2	1	2	0	0	115	Transfer did not happen for this unit. Resident was able to stay in the 4BR unit. Have 1 application in process for this unit. .And interest letters went out for unit 591 Benito.
Fanoe Vista	44	43	98%	1	0	0	43	0	NA	Unit 45- 4 bd Transfer N Diaz, pending Scheduling 3 bedroom applicants for upcoming 3 bd vacant
Monterey Street	52	51	98%	1	0	3	9	3	82	245 (4x2) PBV Transfer pending). 285 (3x2), 1 applicant pending Compliance review, running 3 back up applicants.
Rippling River	79	79	100%	0	0	2	79	0	15	2 applications in process for future vacancies.
Tynan Village	171	166	97%	5	0	13	41	31	751	(3) 3bd PBV- 9 applicant files pending verifs., 1 scheduled interview (1) 1bd PBV 2 applicants pending verifs. (1) 4bd PBV- resident transfer (VAWA) (1) 4bd MR pending legal. (1) 3 BD TC pending carpet installs-client approved. □
Totals	489	479	98%	11	1	23	197	34	1359	

Note: Security Deposits received are from applicants pending approval/move-in.

Compelled Inspections/Audits: Give a narrative (separate page) on findings and corrective measures.

Property	Inspection	Date	Findings Y/N	Comments or corrections	Property	Inspection	Date	Findings Y/N	Comments or Corrections
Benito Affordable	RBC	1/27/2023	no findings		Monterey Street	CTCAC			
	PBV CTCAC HACM	2/16/2023	pending			HDC Union Bank PBV			
Benito FLC	HOME				Rippling River	Berkedia	3/6/2023	N	3 Property area need repair
	RBC	1/27/2023	no findings			HOME	4/3/2023	N	
	HACM USDA CTCAC	5/25/2023	pending			Housing Authority CTCAC Alliant			
Fanoe Vista	Alliant	11/14/2022	N/A		Tynan	CTCAC	12/19/2022		Corrections done, pending close out letter Uploading 2019 data to CDS Desk audit files sent 1/12/23
	PBV					City of Salinas	2/14/2023		
	CTCAC					HACM			
	Housing Authority					Alliant HCD	1/12/2023	Pending	

5/31/2023		Days Vacant									
Benito FLC		Benito Affordable		Fanoe Vista		Monterey St		Rippling River		Tynan Village	
unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant	unit #	Days Vacant
585	88	426B	48	45	13	285	20			404A TC	237
591	9	414B	3							201B PBV	43
										302B PBV	92
										308A	15



Empowerment. Impact. Community.
One STEP at a time.

3247 Ramos Circle Sacramento, CA 95827
916-965-0110, Fax: 916-965-0102
www.LifeSTEPSusa.org

Fanoe Vista

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Martha Rodriguez

Period Beginning

May 01, 2023

Period Ending

May 31, 2023

Administrative Comments

During this period, LifeSTEPS observed the Memorial Day holiday. Due to the holiday(s), After School Program and Service hours were reduced. After School Program and Service make-up hours were applied during this period.

Service Requirements

CTCAC: Adult Educational Classes 84 hours per year, After School Programs 10 hours per week

DSS Site Visits

May 08, 2023

May 15, 2023

May 22, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
May 08, 2023	Stretch Your Dollar: Budget Busters	11	0.50
May 15, 2023	Money Matters: Dream Big by Increasing Your Credit Score	12	0.50
May 22, 2023	Stretch Your Dollar: Meals on the Go	10	0.50

Totals **33** **1.50**

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
May 08, 2023	Healthcare Presentation/Service: Hygiene Pack Distribution	11	1.00
Subtotal for Health and Wellness		11	1.00

Totals **11** **1.00**

After School Program

LifeSTEPS provides an after school program that provides a safe, caring, and academically challenging environment in which children may develop their self-esteem, creativity, learning and social skills through the use of age-appropriate activities and materials. The children concentrate on homework and academics for the first portion of each meeting. After completion of homework, the children participate in activities from the LifeSTEPS' After School Program Curriculum.

Program Coordinator(s): Amy Cota

Week Ending Date	Activities from LifeSTEPS Curriculum	Participants for Week	Class Hours for Week
May 06, 2023	Art Activities Physical Activities	29	12.50
May 13, 2023	Art Activities Holiday Activities	35	12.50

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
May 20, 2023	Art Activities Physical Activities Outreach and Recruitment	Homework Summer Reading	29	12.50
May 27, 2023	Art Activities Physical Activities Outreach and Recruitment	Homework Summer Reading	35	12.50
May 31, 2023	Art Activities Physical Activities	Homework Summer Reading	13	5.00

Totals **141** **55.00**

Individualized Case Management Services

Date	Topic	Residents	Hours
May 08, 2023	Healthy Lifestyles	11	2.75
May 15, 2023	Education K-12	1	1.00
May 15, 2023	Financial Budgeting	12	3.00
May 22, 2023	Financial Budgeting	10	2.50

Totals **34** **9.25**

Social Service Coordination

Date	Administration Type	Hours
May 08, 2023	Service Coordination Administration	1.25
May 15, 2023	Service Coordination Administration	2.50
May 22, 2023	Service Coordination Administration	2.00

Total **5.75**

Community Building Enrichment Activities

Date	Event	Participants	Hours
May 08, 2023	Socials, General: Mother's Day Social	11	1.50
May 22, 2023	Socials, General: May Birthday Social	6	2.00

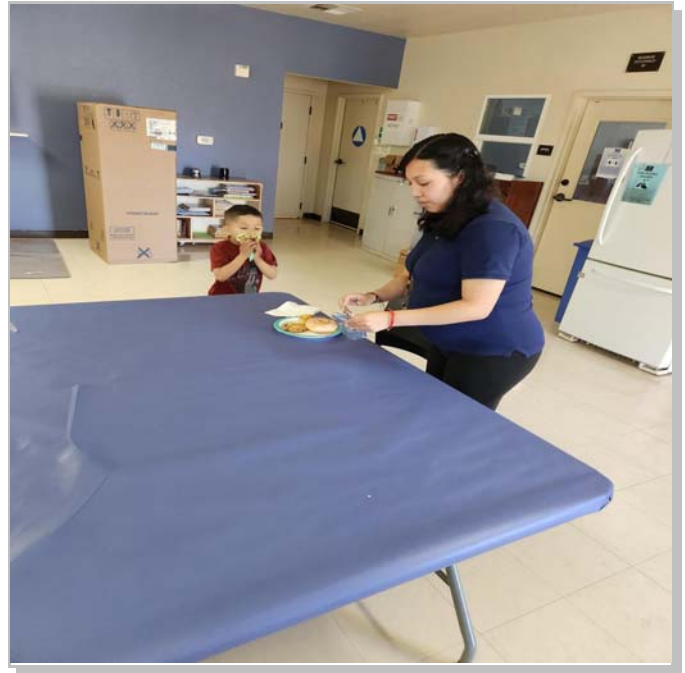
Totals **17** **3.50**

Percent of units served during the past 12 months: 95.5%

Resident Services in Action



ASP Reading
May 22, 2023



May Social
May 22, 2023



Haciendas 3 and Haciendas Senior

Property Owner: Monterey County Housing Authority Development Corporation
 Property Management Company: Housing Authority County of Monterey
 Director of Social Services: Sheila Morales

Period Beginning
May 01, 2023

Period Ending
May 31, 2023

Service Requirements

CTCAC: Adult Educational Classes 60 hours per year, Bona Fide Service Coordinator 326 hours per year

DSS Site Visits

May 03, 2023 May 10, 2023 May 17, 2023 May 24, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
May 17, 2023	Money Matters: Dream Big by Increasing Your Credit Score	10	2.50
May 24, 2023	Stretch Your Dollar: Meals on the Go	11	3.00

Totals 21 5.50

Additional Services and Education

Date	Topic	Participants	Hours
Financial			
May 10, 2023	Budgeting: Summer Fun on a Budget	8	2.00
Subtotal for Financial		8	2.00
Health and Wellness			
May 03, 2023	Food Distribution: Food Bank Distribution	13	4.00
May 17, 2023	Food Distribution: Food Bank Distribution	18	4.00
Subtotal for Health and Wellness		31	8.00

Totals 39 10.00

Individualized Case Management Services

Date	Topic	Residents	Hours
May 17, 2023	Financial Budgeting	10	2.50
May 24, 2023	Financial Budgeting	11	2.75

Totals 21 5.25

Social Service Coordination

Date	Administration Type	Hours
May 03, 2023	Service Coordination Administration	1.00
May 05, 2023	Recording Needs Assessment Surveys	0.75
May 10, 2023	Service Coordination Administration	1.50
May 12, 2023	Recording Needs Assessment Surveys	0.75
May 17, 2023	Service Coordination Administration	1.00
May 19, 2023	Recording Needs Assessment Surveys	0.75
May 24, 2023	Service Coordination Administration	0.75
May 26, 2023	Recording Needs Assessment Surveys	0.75

Total 7.25

Donations

Date	Donor	Item Donated	Value
May 03, 2023	Food Bank of Monterey	Food Commodities	\$130.00
May 17, 2023	Food Bank of Monterey	Food Commodities	\$180.00

Total \$ 310.00

Community Building Enrichment Activities

Date	Event	Participants	Hours
May 03, 2023	Cultural Events: 5 De Mayo	6	3.00
May 10, 2023	Holiday: Mother's Day Celebration	7	2.00
May 10, 2023	Crafts: Mother's Day Arts and Crafts	2	2.50
May 24, 2023	Bingo/Loteria: Bingo with LifeSTEPS	5	3.50

Totals 20 11.00

Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Cinco de Mayo Celebration

May 03, 2023



Mother's Day Celebration

May 10, 2023



Haciendas I and II

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: Housing Authority County of Monterey

Director of Social Services: Sheila Morales

Period Beginning

May 01, 2023

Period Ending

May 31, 2023

Administrative Comments

During this period, LifeSTEPS observed the Memorial Day holiday. Due to the holiday(s), Service hours were reduced. Service make-up hours were applied during this period.

Service Requirements

CTCAC: Adult Educational classes 60 hours per year, Service Coordination 406 hours per year and individualized Health and Wellness services 117 hours per year

DSS Site Visits

May 01, 2023

May 05, 2023

May 12, 2023

May 15, 2023

May 19, 2023

May 22, 2023

May 26, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
May 01, 2023	Money Matters: Budget Busters	11	2.50
May 12, 2023	Money Matters: Dream Big by Increasing Your Credit Score	10	3.00
May 15, 2023	Stretch Your Dollar: Meals on the Go	10	2.50

Totals 31 8.00

Additional Services and Education

Date	Topic	Participants	Hours
Employment			
May 22, 2023	Employment Counseling: Employment Resources	11	2.50
Subtotal for Employment		11	2.50
Financial			
May 26, 2023	Utilities: HEAP Workshop	11	2.00
Subtotal for Financial		11	2.00
Health and Wellness			
May 22, 2023	Nutrition: Food Distribution Awareness	11	2.50
May 26, 2023	Exercise: Let's Get Ready for Summer!	11	3.00
Subtotal for Health and Wellness		22	5.50

Totals 44 10.00

Individualized Case Management Services

Date	Topic	Residents	Hours
May 01, 2023	Education K-12	1	1.25
May 01, 2023	Financial Budgeting	11	2.75
May 05, 2023	Computer/Technology	1	1.00
May 12, 2023	Financial Budgeting	10	2.50
May 15, 2023	Financial Budgeting	10	2.50
May 15, 2023	Chronic Conditions	1	0.50
May 19, 2023	Medical	1	1.00

Totals 35 11.50

Social Service Coordination

Date	Administration Type	Hours
May 01, 2023	Service Coordination Administration	0.50
May 05, 2023	Service Coordination Administration	2.00
May 12, 2023	Recording Needs Assessment Surveys	0.50
May 15, 2023	Service Coordination Administration	1.50
May 19, 2023	Service Coordination Administration	2.00
May 22, 2023	Service Coordination Administration	2.00
May 26, 2023	Recording Needs Assessment Surveys	1.00

Total 9.50

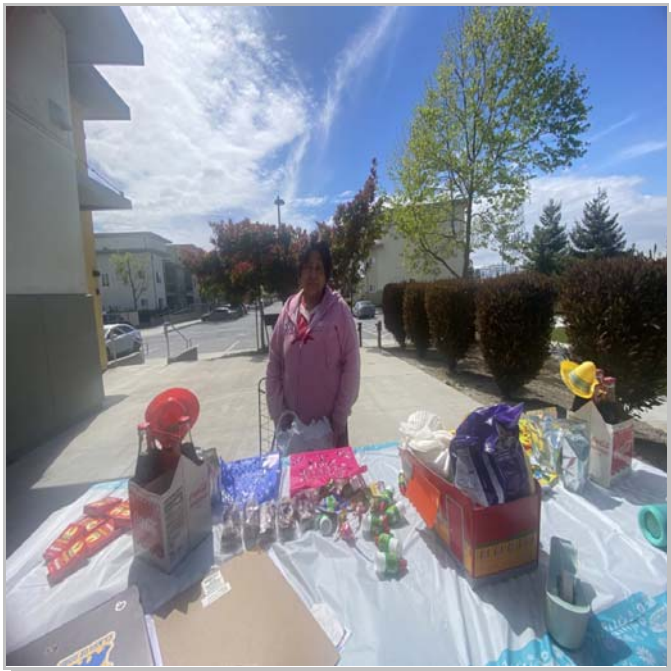
Community Building Enrichment Activities

Date	Event	Participants	Hours
May 05, 2023	Cultural Events: 5 De Mayo Celebration	4	3.00
May 19, 2023	Socials, General: April and May Birthday Celebration	4	3.00

Totals 8 6.00

Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Cinco de Mayo Celebration

May 05, 2023



Summer Fun Activities

May 26, 2023



Empowerment. Impact. Community.
One STEP at a time.

3247 Ramos Circle Sacramento, CA 95827
916-965-0110, Fax: 916-965-0102
www.LifeSTEPSusa.org

Monterey Street & Benito Street

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

May 01, 2023

Period Ending

May 31, 2023

Administrative Comments

During this period, LifeSTEPS observed the Memorial Day holiday. Due to the holiday(s), After School Program hours were reduced. After School Program and Service make-up hours were applied during this period.

DSS Site Visits

May 02, 2023

May 08, 2023

May 16, 2023

May 23, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
May 02, 2023	Money Matters: Budget Busters	11	2.50
May 16, 2023	Money Matters: Dream Big by Increasing Your Credit Score	10	2.50
May 23, 2023	Stretch Your Dollar: Meals on the Go	10	2.00

Totals

31

7.00

Additional Services and Education

Date	Topic	Participants	Hours
Health and Wellness			
May 08, 2023	Food Distribution: Food Bank Distribution	11	3.00
Subtotal for Health and Wellness		11	3.00
Life Skills Education			
May 08, 2023	Education Workshop: Summer On a Budget	1	2.00
Subtotal for Life Skills Education		1	2.00

Totals

12

5.00

After School Program

LifeSTEPS provides an after school program that provides a safe, caring, and academically challenging environment in which children may develop their self-esteem, creativity, learning and social skills through the use of age-appropriate activities and materials. The children concentrate on homework and academics for the first portion of each meeting. After completion of homework, the children participate in activities from the LifeSTEPS' After School Program Curriculum.

Program Coordinator(s): Severo Gasca Pantoja

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
May 06, 2023	Art Activities Cultural Awareness Holiday Activities Language Arts Puzzles/Activities Math Puzzles/Activities	Outdoor Health and Wellness Physical Activities Science Puzzles/Activities Homework	33	15.00

Week Ending Date	Activities from LifeSTEPS Curriculum		Participants for Week	Class Hours for Week
May 13, 2023	Art Activities History Puzzles/Activites Holiday Activities Language Arts Puzzles/Activities	Math Puzzles/Activities Physical Activities Homework	26	15.00
May 20, 2023	Art Activities Language Arts Puzzles/Activities Leadership Development Math Puzzles/Activities	Physical Activities Science Puzzles/Activities Homework	23	15.00
May 27, 2023	Art Activities Holiday Activities Leadership Development Math Puzzles/Activities	Physical Activities Science Puzzles/Activities Homework	28	15.00
May 31, 2023	Art Activities Holiday Activities Physical Activities	Teambuilding Activities Homework	9	6.00

Totals **119** **66.00**

Individualized Case Management Services

Date	Topic	Residents	Hours
May 02, 2023	Rental	1	1.00
May 02, 2023	Financial Budgeting	11	2.75
May 16, 2023	Financial Budgeting	10	2.50
May 23, 2023	Financial Budgeting	10	2.50

Totals **32** **8.75**

Social Service Coordination

Date	Administration Type	Hours
May 08, 2023	Service Coordination Administration	1.00
May 16, 2023	Service Coordination Administration	2.00
May 23, 2023	Service Coordination Administration	0.50

Total **3.50**

Donations

Date	Donor	Item Donated	Value
May 08, 2023	Food Bank of Monterey	Food Commodities	\$111.00

Total **\$ 111.00**

Community Building Enrichment Activities

Date	Event	Participants	Hours
May 02, 2023	Cultural Events: 5 De Mayo	9	2.50
May 05, 2023	Cultural Events: 5 De Mayo celebration	21	4.00

Date	Event	Participants	Hours
May 08, 2023	Crafts: Mothers Day Arts & Crafts	6	1.00
May 23, 2023	Socials, General: Lets Get Ready for Summer	4	2.00

Totals 40 9.50

Percent of units served during the past 12 months: 83.6%

Resident Services in Action



Stretch dollar: Meals on the go
 May 23, 2023



Summer Fun
 May 23, 2023



Rippling River

Property Owner: Monterey County Housing Authority Development Corporation

Property Management Company: John Stewart Company

Director of Social Services: Sheila Morales

Period Beginning

May 01, 2023

Period Ending

May 31, 2023

Administrative Comments

Service make-up hours were applied during this period.

DSS Site Visits

May 04, 2023

May 11, 2023

May 18, 2023

May 25, 2023

Educational Classes

Depending on the needs and interests of the members of each community, LifeSTEPS provides a wide variety of on-site educational opportunities. LifeSTEPS has established a proprietary curriculum for three-month classes in core areas. Class preparation time is reflected in the staff hours.

Date	Class Title	Participants	Hours
May 04, 2023	Money Matters: Budget Busters	10	2.50
May 18, 2023	Money Matters (Senior): Fight Fraud with Your Credit Report and Score	10	2.00
May 25, 2023	Stretch Your Dollar (Senior): with Prescription Medications	11	2.50

Totals 31 7.00

Additional Services and Education

Date	Topic	Participants	Hours
Financial			
May 11, 2023	Budgeting: Get Ready for Summer	4	2.00
Subtotal for Financial		4	2.00

Totals 4 2.00

Individualized Case Management Services

Date	Topic	Residents	Hours
May 04, 2023	Utilities	1	0.25
May 04, 2023	Financial Budgeting	10	2.50
May 04, 2023	Computer/Technology	1	0.25
May 04, 2023	Translation	1	0.50
May 11, 2023	Rental	1	0.50
May 18, 2023	Medical	1	0.50
May 18, 2023	Utilities	1	1.00
May 18, 2023	Financial Budgeting	9	2.25
May 18, 2023	Financial Public Benefits	1	0.25

Date	Topic	Residents	Hours
May 25, 2023	Utilities	2	0.50
May 25, 2023	Coping Skills/Emotional Support	1	0.25
May 25, 2023	Financial Budgeting	11	2.75
May 25, 2023	Computer/Technology	1	0.25

Totals 41 11.75

Social Service Coordination

Date	Administration Type	Hours
May 04, 2023	Service Coordination Administration	1.00
May 11, 2023	Service Coordination Administration	1.00
May 18, 2023	Recording Needs Assessment Surveys	0.25
May 18, 2023	Property Management Relations	1.00

Total 3.25

Community Building Enrichment Activities

Date	Event	Participants	Hours
May 04, 2023	Cultural Events: 5 De Mayo	5	3.00
May 11, 2023	Bingo/Loteria: Bingo with LifeSTEPS	8	2.00
May 11, 2023	Socials, General: Mother's Day Raffle Surprise	5	2.00
May 25, 2023	Crafts: Arts and Crafts	9	3.00

Totals 27 10.00

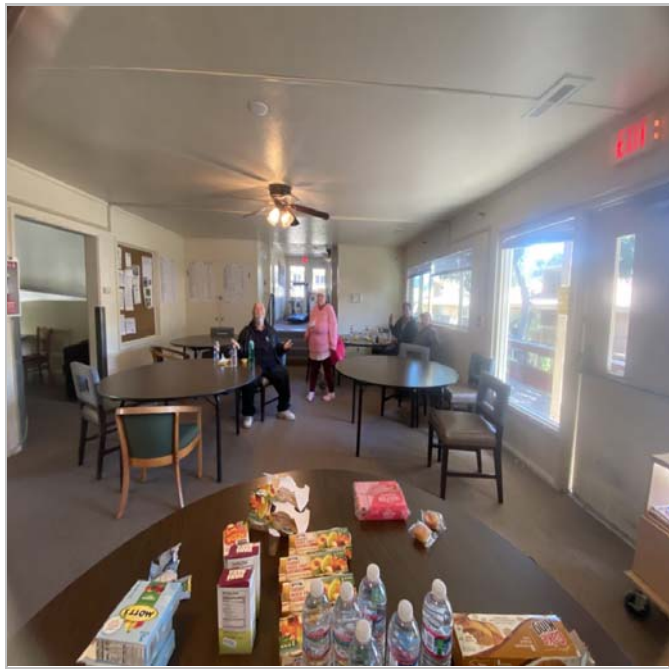
Percent of units served during the past 12 months: 100.0%

Resident Services in Action



Cinco de Mayo Social

May 04, 2023



Mother's Day Celebration

May 11, 2023



June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Rent Is Due	2	3
4	5 Avoid LATE FEES PAY RENT NOW!	6	7	8	9 	10
11	12	13	14	15	16	17
18 Father's Day	19 Juneteenth Reserved Holiday, Office Will Be Closed	20 	21	22	23	24
25	26	27	28	29	30	

"This Month In History"

JUNE

1916: "America's Sweetheart" Mary Pickford signs a contract with producer Adolph Zukor that guarantees a \$1 million salary over two years. The silent film star was the first actress to sign a million-dollar contract.

1927: The Peace Bridge opens. Crossing the Niagara River, the international bridge connects Buffalo, N.Y., to Fort Erie, Ontario.

1948: The borders of Berlin, Germany, are blockaded, cutting off access to electricity, food, medicine and

other supplies to around 2.5 million civilians. Two days later, on June 26, U.S. and British planes began dropping in supplies for aid, a mission known as the Berlin Airlift.

1953: Queen Elizabeth II is crowned as queen of the United Kingdom. Her 70-year reign, which ended in 2022, was the longest of any British monarch.

1973: Horse Secretariat becomes the first Triple Crown winner in 25 years. Earning the crown after winning the Kentucky Derby, Preakness Stakes and Belmont Stakes, Secretariat still holds time records in all three races.

1989: "Batman," the first big-budget movie about the superhero, premieres. Starring Michael Keaton, the film won an Oscar in 1990 for best art direction.

1991: The video game Sonic the Hedgehog debuts. Praised as one of the greatest games ever, the franchise is still going strong today.



Tynan Village

A P A R T M E N T S

323 Front Street, Ste 111 • Salinas, CA 93901 • 831-757-3192



BULLETIN BOARD

Tynan Staff Members

Property Manager

Michelle Verdin

Assistant Property

Manager

Vanessa Almeyda

Occupancy

Specialist

Jennifer Al-Sindi

Lead Maintenance

Jose Astorga

Important Numbers

After-Hours

Emergency

831.755.5711

Security

831.769.1779

Onsite Security

831.783.7388

Nonemergency

Dispatch

831.758.7321



K14972T

JUNE 2023



NOTES & NEWS

Reminders....

Loitering is not permitted! Residents and their guests are prohibited from loitering on the property.

Hallways- Help keep hallways clean. Office staff has seen an increase in the amount of garbage in the hallways.

Management will be reviewing camera footage. Residents who are leaving trash on the ground will be issued a lease violation and charged a maintenance fee.

Notification

¡No se permite merodear! Los residentes y sus invitados tienen prohibido holgazanear en la propiedad.

Pasillos- Ayude a mantener los pasillos limpios. El personal de la oficina ha visto un aumento en la cantidad de basura en los pasillos.

La gerencia revisará las imágenes de la cámara. A los residentes que dejen basura en el suelo se les emitirá una infracción del contrato de arrendamiento y se les cobrará una tarifa de mantenimiento.

HIGHLIGHTS

After School Program

Please stop by the office to pick up an application for the after school program that is now in session.

Programa Despues de Escuela

Pase por la oficina para recoger solicitudes para el programa extracurricular que ya está ahora en sesión.

Food Bank Dates

Thursday, June 8, 2023 from 1:30pm to 3:00pm

and

Thursday, June 22, 2023 from 1:30 pm to 3:00pm

Banco de Comida

Jueves, 8 de junio de 2023 de 1:30pm a 1:00pm

y

Jueves, 22 de junio de 2023 de 1:30pm a 1:00pm

Annual Unit Inspections

Management will be notifying residents on when unit inspections will be taking place.

**Please report any maintenance needs and maintain unit in a decent, safe and sanitary condition including entrances and patios. Housekeeping inspection checklists are available in the office during business hours.

Happy Summer!

Inspecciones Anuales Unidades

La administración notificará a los residentes cuándo se llevarán a cabo las inspecciones de unidades. **Informe cualquier necesidad de mantenimiento y mantenga la unidad en condiciones decentes, seguras e higiénicas, incluidas las entradas y los patios. Las listas de verificación de inspección de limpieza están disponibles en la oficina durante el horario comercial.

MEMORANDUM

TO: Board of Commissioners
 FROM: Zulieka Boykin, Executive Director
 RE: **Housing Programs Report**
 DATE: June 12, 2023



HCV Updates

Inspections are being performed by the Housing Program Specialist. This has expedited the inspections being completed in a timely manner.

HUD conducted an onsite EHV Audit. The audit results have not been received but we did receive a positive exit interview. There are some issues that require correction, specifically in the finance department. In order to resolve some of the issues the agency should consider opening an EHV bank account.

HUD has scheduled a VMS Audit beginning August 8th. They will examine information from July 2022 to July 2023.

YARDI is providing training from June 20-22, 2023 for the HCV program. All functions will be reviewed for industry best practices. This will greatly assist because the program currently has too many manual processes.

The agency is reviewing tenant files and applying the new payment standards to rent burden families to decrease their payment to 30% or below.

HCV staff are being placed in groups to work with partner agencies on special voucher types. They will have monthly meetings to discuss clients, landlord issues, and the referral process.

We are planning a Landlord Symposium to encourage landlord participation and answer questions. We hope this will increase the number of landlords that participate in the program.

Due to the reduction in the number of applicants on the waiting list, we will be opening the HCV waiting list before the end of the year.

Staff has also worked with the City of Salinas and made a request for funding for landlord incentives. An update will be provided once we receive verification from the City.

Project-Based Voucher Program

- ❖ Total Waiting List of all PBVs **7,158 applications** (Salinas, South County, Peninsula)
- ❖ HACM continues accepting applications for all 4, and 5 bedrooms in South County and 4 and 5 bedrooms in Salinas for the Project -Based Voucher Program. For one- and two-bedrooms units the waiting list for One Parkside is open until further notice.

- ❖ Eligibility staff continues to update the project-based waiting list for all bedroom units.
- ❖ Magnolia Place Senior Apartments II is a new Project Based Voucher coming online. The waiting list was open from May 15 to May 29. HACM received 35 pre-applications. There are 26 1-bedroom units and 6 2-bedroom units. HACM needs to re-open waiting list to get more pre-applications.

Housing Choice Voucher Program

- ❖ Total Waiting List for HCV – **1,168 applications**

Issued/Leased Vouchers

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

Emergency Housing Vouchers

- ❖ Staff received 254 referrals from CoC. Staff have conducted initial interviews for all referrals except 21 households.
- ❖ Total number of families searching is the following:
 - Total Briefed: **118**
 - Total Leased: **151**

Family Self-Sufficiency

Participants – 65

Graduated – 1

Escrowing – 50 families

The FSS Coordinator has increased outreach efforts and has established new partnerships. A partnership with the Monterey County Oral Health Program may result in a mobile dental clinic becoming available for clients.

A presentation was also completed at Salinas City Hall to bring awareness to the program.

HOUSING CHOICE VOUCHER PROGRAM

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	4,793	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	3,316	3,336	3,355	3,381	3,445							
Unit Utilization	69%	67%	68%	68%	70%							
Success Rate	11%	6%	13%	6%	4%							

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							
Unit Utilization	69%	70%	70%	71%	74%							
Success Rate	8%	0%	100%	5%	0%							

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	20	20	21	26							
Unit Utilization	35%	33%	33%	35%	44%							
Success Rate	0%	0%	0%	0%	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	34	36	35	36							
Unit Utilization	83%	80%	85%	83%	85%							
Success Rate	0%	0%	100%	0%	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	96	114	141	151							
Unit Utilization	32%	35%	42%	52%	56%							
Success Rate	0%	0%	0%	0%	17%							

Cumulative Overall, Success Rate: 55%

Total Vouchers awarded including Mainstream is: **4,917**.

Total Special Program awarded is **425** is the following:

- **VASH-324**
- **Family Unification-42**
- **Mainstream-59**
- **Foster Youth Initiative - 65**

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 2023	\$4,184,552	\$4,249,603	0.9846924	98.469245
February 2023	\$4,542,972	\$4,278,857	1.0617256	106.17256
March 2023	\$4,354,154	\$4,594,286	0.947732	94.7732
April 2023	\$4,279,401	\$4,288,574	0.997861	99.78
May 2023	\$4,343,197	\$4,359,175	0.996334	99.633
June 2023				
July 2023				
August 2023				
September 2023				
October 2023				
November 2023				
December 2023				

June 1, 2023

PSWRC-NAHRO Annual Conference – “Beyond The Magic”

May 22-24, 2023, Anaheim, CA

Kathleen Ballesteros – Board Commissioner, Housing Authority of Monterey County

I was privileged to attend the 2023 PSWRC-NAHRO Conference. I have listed below the various events and sessions I attended:

Opening Plenary Session: The Anaheim Ballet presented a ballet performance that was beautiful and intriguing. The Anaheim Ballet offers ballet to children of housing. The Plenary Session also included speakers whom I quote “We serve the future – Children.” “Share inspiration.” “Grow and do better.” “Service should be who we are.”

Sessions:

“Attracting and Retaining Talent After the Pandemic” – new world of work, post pandemic. Employee engagement – what it is and why it matters. Building engagement. Reevaluate priorities, employees want to be heard, listening to employees and addressing their concerns. Turnovers-who’s staying and who’s leaving. Recognition-recognize and value the employees.

“RAD-Impacts to Agency Staff”- Discussed the change RAD brings and how it impacts the staff (overwhelming). I must mention that the staff of the Housing Authority of Monterey County do a tremendous job on RAD and continue to be challenged by the demands of RAD. A thank you to the staff.

CR&D Bus Tour with Anaheim Housing Authority: We visited 2 property sites, the first one was Buena Esperanza which is a Permanent Supportive Housing, and the second site was Finamore Place, affordable family housing. All of those who took the tour enjoyed the tour and were impressed with the housing sites. The developer of both sites is the Jamboree Housing Corporation who have staff working at each site to assist the clients/families.

Project Based Vouchers – Nuts & Bolts: The process is the CAP worksheet. The information that was provided was beyond my comprehension, but I give credit to our local Housing Authority staff who work with this process daily.

Vacancy Turnover: I enjoyed this session as the process is a team consisting of office staff, maintenance and supervisors working together on vacant units to prepare them for the next approved client.

The last session I attended was for the Board Commissioners titled “Housing Commissioner Basics”, presented by Kurt Wiest, Executive Director, Housing Authority of the County of Alameda. Topics included:

Commissioner Roles and Responsibilities

Essentials of effective communications

(continued)

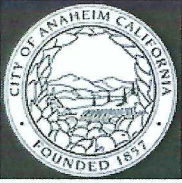
Working with the Executive Director

Ethics

Strategic Planning

Since there were only two people attending the session, we received so much information and a review of our roles as a Board Commissioner one on one.

Thank you to Gabriella Rivero, Board Clerk, for handling the travel arrangements for this conference. Also, thank you Zulieka Boykin for your support and Monterey County Supervisor Luis Alejo for allowing me to represent our county as a Board Commissioner.



PSWRC NARHO CONFERENCE TOUR

CITY OF ANAHEIM



BUENA ESPERANZA

PERMANENT SUPPORTIVE HOUSING



Address

Developer: Jamboree Housing Corp.

Total Project Cost: \$25,369,066

Parcel Size: 1 Acre

Number of Units: 69 Studios +1mgr 1bd

Parking: 22 Surface parking stalls

Amenities:

11,000 sq ft open courtyard with community garden · 1,400 sq ft Recreation room with kitchen area and dining facility · 1,000 sq ft community center with onsite social services.

FINAMORE PLACE

AFFORDABLE FAMILY HOUSING



Address: 915 E Orangewood Avenue

Developer: Jamboree Housing Corp.

Total Project Cost: \$61,424,089

Parcel Size: 2.86 Acres

Number of Units: 48-1bd, 27-2bd, 27-3bd

Parking: 3 level podium - 213 stalls

Amenities:

Pool with club room · Outdoor lounge area with grills · Community garden · Community room with kitchen · Rooftop deck lounging area with grills · Tot Lot playground · St. Jude Medical Clinic · Child Guidance Center · Orange County Head Start with Tot Lot play area.



CLOSED SESSION

The Board of Commissioners will meet in Closed Session for the following purposes and reasons:

- A. Government Code Section 54956.9(d)(2): Litigation



COMMISSIONER COMMENTS

&

ADJOURNMENT



**AGENDA
HYBRID BOARD MEETING FOR
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
BOARD OF DIRECTORS**

DATE: MONDAY, JUNE 26TH, 2023

TIME: 6:00 P.M. (Or immediately following the HACM Regular Board Meeting)

LINK: <https://us02web.zoom.us/j/3501891938?pwd=N3d4QWM3MjRQQUtnYnYwZ3dtekxDdz09>

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:

*SE Corner of Carpenter St and 3rd Ave, Carmel, CA, 93921
Hans Buder’s Open Meeting Location*

*10855 Ocean Mist parkway, Castroville CA 95012
Kevin Healy’s Open Meeting Location*

1. CALL TO ORDER

2. ROLL CALL

	<u>PRESENT</u>	<u>ABSENT</u>	<u>ONLINE</u>
Chair Kevin Healy	_____	_____	_____
Vice Chair Francine Goodwin	_____	_____	_____
Director Kathleen Ballesteros	_____	_____	_____
Director Hans Buder	_____	_____	_____
Director Viviana Gama	_____	_____	_____
Director Jon Wizard	_____	_____	_____
VACANT, Director	_____	_____	_____

3. COMMENTS FROM THE PUBLIC

4. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment

on any item, the item may be removed from the Consent Agenda and considered separately. Questions for clarification may be made by Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the HDC Board Meeting held on April 24, 2023.

5. NEW BUSINESS

A. HDC - MDC – 227: Resolution Approving the Operating Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024

6. INFORMATION

- A. Property Management Report
- B. Development Report

7. DIRECTOR COMMENTS

8. ADJOURNMENT

This agenda was posted on the Housing Authority’s Bulletin Boards at 123 Rico Street, Salinas, CA.
The Board of Directors will next meet at the **Regular Board Meeting on July 24, 2023, at 6:00 p.m.**



COMMENTS FROM THE PUBLIC





ACTION
MINUTES OF THE REGULAR BOARD MEETING OF
THE MONTEREY COUNTY HOUSING AUTHORITY DEVELOPMENT CORPORATION
HELD APRIL 24, 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:

Chair Healy called the meeting to order at 6:45 p.m.

2. ROLL CALL:

PRESENT:

Chair Kevin Healy
Vice Chair Francine Goodwin
Director Kathleen Ballesteros
Director Hans Buder
Director Viviana Gama

ABSENT:

Director Jon Wizard

Also present: Zulieka Boykin, Executive Director; Jose Acosta, Director of Property Management; Carolina Sahagun-Gomez, Director of Development; James Maynard-Cabrera, Director of Human Resources; Kim Shehorn, Interim Director of Finance, Michael Underwood, Director of Finance. Recorder: Gabriela Rivero

3. COMMENTS FROM THE PUBLIC

None.

4. CONSENT AGENDA

Items on the Consent Agenda are considered routine and, therefore, do not require separate discussion. However, if discussion is necessary or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions for clarification may be made by Commissioners without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Minutes - Approval of Minutes of the HDC Board Meeting held on March 27, 2023.

No request to pull items from the Consent Agenda. Upon motion by Director Gama, seconded by Director Ballesteros, the Board of Directors moved to approve items listed in the Consent Agenda. Motion carried with the following roll call vote:

AYES: Healy, Goodwin, Ballesteros, Buder, Gama

NOES: None

ABSENT: Wizard

5. NEW BUSINESS

A. Resolution – MDC-226 – Resolution for HCV Waiting List Preference added to Tenant Selection Plans for Casanova, Haciendas One, Two & Three and Single-Family Homes

Motion to approve Resolution MDC-226 – Resolution for HCV Waiting List Preference added to Tenant Selection Plans for Casanova, Haciendas One, Two & Three and Single-Family Homes by Director Ballesteros, seconded by Director Gama. The board unanimously carried the motion through a roll call vote:

AYES: Healy, Goodwin, Ballesteros, Buder, Gama

NOES: None

ABSENT: Wizard

6. INFORMATION

A. Property Management Report – Presented by Jose Acosta, Director of Housing Management. No additional items to report from the HACM meeting.

B. Development Report – Presented by Carolina Sahagun-Gomez, Director of Development. No additional items to report from the HACM meeting. Ms. Boykin added that as per the approved resolution by the Board of Directors, the HDC bank account has been opened to separate non-federal funds associated with that entity can be separated from the rest of the funds.

7. CLOSED SESSION

The Board of Commissioners convened to Closed Session at 6:55 p.m. and reconvened at 6:58 p.m. for the following purpose and reason:

A. Government Code Section 54956.9(d)(2): Exposure to Litigation

Action:

Motion to approve the Board of Directors giving Ms. Boykin authority to execute a contract with Mrs. Warren by Director Ballesteros, seconded by Director Goodwin. The board unanimously carried the motion through a roll call vote:

AYES: Healy, Goodwin, Ballesteros, Buder, Gama

NOES: None

ABSENT: Wizard

8. COMMISSIONER COMMENTS

The commissioners collectively thanked everyone involved in today's meeting.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Gabriela Rivero
Executive Assistant/Clerk of the Board

Chairperson

ATTEST:

President/CEO

Date

MEMORANDUM

TO: Board of Commissioners

THRU: Zulieka Boykin
Executive Director

FROM: Michael Underwood, Director of Finance and
Kimberly Shehorn, Auditor Accountant 2

RE: **FY 2023-2024 PROPOSED OPERATIONAL BUDGETS**

DATE: April 17, 2023



The proposed operating budget for Monterey County Housing Development Corporation reflects an overall 5% increase.

Highlights for HDC:

- **Prior Fiscal Year 2022-2023 Budget by Entity or Program**
 - Income / Total Revenue \$ 4,521,305.00
 - Total Operating Exp \$ 2,806,077.00
 - Total Other Exp \$ 467,911.00
 - Budgeted Net Income \$ 1,247,317.00

- **Fiscal Year 2023-2024 Budget by Entity or Program**
 - Income / Total Revenue \$ 4,655,972.00
 - Total Operating Exp \$ 2,816,281.00
 - Total Other Exp \$ 491,306.00
 - Budgeted Net Income \$ 1,348,385.00

Board Action: Information/Discussion only

HDC – MDC - 227

RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024

WHEREAS, Staff has prepared and submitted to the Board of Directors the Operating Budget for the fiscal year beginning July 1, 2023, and ending June 30,2024 as attached; and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Monterey County Housing Development Corporation, in accordance with the Budget Policy as adopted at their June 26, 2023, meeting, hereby adopts the Operating Budget for fiscal year 2023-2024 as attached, with revenues and expenditures stated by consolidated budget.

THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors hereby approves:

- Budgets of \$74.2M in revenues
- Budgets of \$79.5M in expenditures
- Consolidated HDC Operating Budget; and
- Authorizes the President to conduct operations during the period of July 1, 2023, through June 30, 2024, according to said Operating Budget

Chairperson

ATTEST:

Secretary

Date

PASSED AND ADOPTED this 26th day of June 2023, upon motion of _____,
Seconded by _____, and carried by the following vote to-wit:

AYES
NOES
ABSENT



6. INFORMATION

- A. Property Management Report (Page: 34)
- B. Development Report (Page: 42)



DIRECTOR COMMENTS

&

ADJOURNMENT