

Yolo County Housing
Yolo County, California

October 1, 2009

MINUTES

Yolo County Housing met on the 1st day of October, 2009 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Rexroad, Provenza, Chamberlain, Thomson, Toney and Garnes. Commissioner McGowan was absent. Chairwoman Thomson presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01
Pledge of Allegiance

This meeting of the Board of Commissioners commenced with the Pledge of Allegiance.

Agenda Item No. 1.02
Approval of the Agenda

Minute Order No. 09-45: Approved the agenda for this meeting as submitted.

MOTION: Chamberlain. SECOND: Provenza. AYES: Rexroad, Provenza, Chamberlain, Thomson, Garnes, Toney. ABSENT: McGowan.

Agenda Item No. 1.03
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. Ellen Riegel addressed the Board of Commissioners.

Agenda Item No. 2.01
Consent Agenda

Minute Order No. 09-46: Acted on the Consent Agenda as follows:

2.01 Approved the minutes of the Yolo County Housing meeting of September 3, 2009.

2.02 Took the following actions:

- A. Approved an authorized the Chair and Executive Director to sign **Agreement No. 09-15**, amending the Memorandum of Agreement (MOA) between the YCH and HUD to include the addition of ARRA funding as a covered item.
- B. Authorized the Executive Director to implement requirements of ARRA funding for troubled agencies and to execute required documents.

2.03 Removed to Regular.

2.04 Approved and authorized the Chair to sign **Resolution No. 09-17** fixing the employer contributions under the Public Employees' Medical and Hospital Care Act (PEMCHA).

2.05 Took the following actions:

A. Approved and authorized the Chair to sign **Resolution No. 09-18** proclaiming support for the U.S. Census and proclaiming the YCH a Census partner.

B. Authorized the Executive Director to implement activities supporting the 2010 Census.

MOTION: Rexroad. SECOND: Provenza. AYES: Rexroad, Provenza, Chamberlain, Thomson, Garnes, Toney. ABSENT: McGowan.

Agenda Item No. 2.03
El Rio Villas in Winters

Minute Order No. 09-47: Ratified executed construction contract between Yolo County Housing and Interstate Drywall of Davis, the lowest responsive, responsible bidder for the 2007 – 2008 Capital Fund Improvements at El Rio Villa I and El Rio Villa III housing complexes at Winters, California in the amount of \$273,200.

MOTION: Provenza. SECOND: Rexroad. AYES: Rexroad, Provenza, Chamberlain, Thomson, Garnes, Toney. ABSENT: McGowan.

Agenda Item No. 3.01
Presentations

3.01 Executive Director Baker presented the Certificate of Achievement from the Family Self-Sufficiency Program to graduate Ms. Johnson.

3.02 Supervisor Chamberlain presented of Certificate of Appreciation to UC Regents, Yolo County 4-H Program for the 4-H Chapter at El Rio Villas and Congratulations on receiving a CYFAR 5-year grant for 4-H operations from the U.S. Department of Agriculture. Marcel Horowitz accepted the certificate.

3.03 Supervisor Thomson presented Resolution Proclaiming Support for the U.S. Census and Proclaiming the YCH a Census Partner. Steven Tupolo accepted the resolution.

Agenda Item No. 4.01
Davis Solar Homes Renovation

Minute Order No. 09-48: Reviewed and approved Affordability Covenant for the Davis Solar Homes Renovation and authorized the Executive Director to sign the Covenant.

MOTION: Provenza. SECOND: Chamberlain. AYES: Rexroad, Provenza, Chamberlain, Thomson, Garnes, Toney. ABSENT: McGowan.

Agenda Item No. 4.02
60th Anniversary Slogan

Minute Order No. 09-49: Reviewed and approved the 60th Anniversary Slogan and authorized staff to move forward with proposed calendar of events.

MOTION: Rexroad. SECOND: Chamberlain. AYES: Rexroad, Provenza, Chamberlain, Thomson, Garnes, Toney. ABSENT: McGowan.

Agenda Item No. 4.03
Sewer Services for the
EI Rio Villa Housing Complex

Minute Order No. 09-50: Approved and authorized the Executive Director to sign **Agreement No. 09-16**, Memorandum of Understanding between the City of Winters and the Housing Authority of the County of Yolo for sewer services for the EI Rio Villa housing complex.

MOTION: Rexroad. SECOND: Provenza. AYES: Rexroad, Provenza, Chamberlain, Thomson, Garnes, Toney. ABSENT: McGowan.

Agenda Item No. 4.04
Executive Director Comments

Received comments from the Executive Director, Lisa Baker, who addressed the Board of Commissioners and provided an update on the following issues:

Administration and Resources

- Continued to participate in the Operation Area Steering Committee meetings – currently working on the H1N1 event.
- Distributed H1N1 flyers to all participants, tenants and landlords in our programs – or to approximately 2,600 households, as well as posted to our web site. These ere distributed via mail and hand delivery in English, Spanish and Russian.
- Held their 3rd quarter All Hands staff meeting – a staff meeting where all employees and volunteers with YCH meeting once a quarter for updated department information, safety instruction, budget updates and staff benefit/wellness information.

- Our new insurer, HAIG (Housing Authority Insurance Group), provided \$5,000 in life insurance as an additional benefit and they have been busy enrolling staff members.
- They have rolled out additional benefits to staff that are optional and staff paid. They include long term disability policy, additional life insurance, other forms of insurance and flexible spending accounts for medical co-pays and other medical expenses.
- Signed an agreement with Experience Works for the Mature Worker Program that provides work experience training for older workers. This adds to their other youth work experience partnerships.
- Underwent follow up on site risk assessment monitoring by CHWCA (California Housing Workers' Compensation Authority), our workers' compensation insurer. They were informed that they scored well and their overall score continues to improve. They should receive a report in about two weeks.

Administration –IT/IS

- Their web site continues to be popular – they received 33,638 hits over the last three months or an average of 11,212 hits per month. The majority of hits have been for Housing Opportunities, Important Information (H1N1 currently) and Doing Business with the YCH in declining order of hits.
- Upgraded all PC's for the Agency with RAM, moving from 512MB to 2GB using the State CMAS pooled purchase program.
- Their IT Administrator completed his ICS-NIMS 300 course in emergency response.
- They were able to purchase a new, military grade, field laptop (generally cost approximately \$7,000) for under \$4,000 using the CMAS pooled purchased program. This will improve the ability of the Facilities Administrator with field work in our construction projects and is part of the 2009 budget. (They had previously rolled out automated handheld inspection computers for Housing Quality Standards inspections. This handheld downloads directly to our software program and allows automation of inspections and computer generated repair letters to landlords and participants).
- At present, they are migrating to a new email server by recycling one of their old phone system servers. They will be using new Microsoft Exchange Server software (an upgrade in server software) with the correct number of licenses that they were able to purchase for approximately \$600.00 (a discount of approximately \$2,400). They expect to complete this migration sometime in the first two weeks of October.

Finance

- Submitted their unaudited financial statements to HUD on time (internal assessments show that they believe their score will exceed 60% for the first time in three years. They received confirmation from REAC (Real Estate Assessment Center).
- October Housing Choice Voucher Payments are down approximately \$50,000 for October 1 principal due to reduction in Payment Standards.
- The Finance Director will be attending free Real Estate Finance training October 5 – 9. This training teaches real estate development and pro forma financing concepts.

Facilities

- Finalized the TANA project. Working now on project closeout paperwork.

- Awarded bid for Winters cool roof, paint and water pump project. Project in project.

Resident Services

- Their YCH soccer league finished in September with Madison winning the league championship title (2nd year in a row). All sites are excited about next year's league. Over 50 youth between the ages of 8 – 13 participated, as well as several older youth who served as assistant coaches. This league is different than others because it is youth from YCH, it has co-ed teams and allows mixed ages to play together. The league is now two years old and 2009 is the first year that it went co-ed. Everyone has been very happy with the mixed ages and co-ed teams.
- This year, they have started to hold resident meetings with all amps on a quarterly basis. Winters held its quarterly meeting the week of September 19 and they had over 20 residents attend. The meeting had featured speakers from Sac-Yolo Mosquito and Vector Control District and the Yolo County Sheriff's Department. W. Sacramento and Woodland's quarterly meetings will take place the 1st week of October.
- Their partner, the Yolo Family Resource Center, received the "Homeless Prevention and Rapid Re-Housing" program award of funds in the amount of \$1.6 million for Yolo County. They look forward to continuing to collaborate with them.

Housing – Real Estate Services, Housing Assistance and Agricultural Housing

- Overall vacancy rates continue to be below 2% for all complexes. Overall on time rent collection continues to be good for all properties.
- They have had a slight uptick in incidents at both their Woodland and Winters complexes. Staff has been proactive in dealing with them. This seems to correlate with other increases in incidents in the general population due to the current economic climate. They will continue to monitor, share information with their colleagues in law enforcement and work with residents during this time.
- In the Voucher program, staff processed over 1,300 interim changes to implement the payment standard reduction. Staff worked nights and weekends and had help from Laura Cable in Finance and Celia Marquez in Administration to make it happen. They were so dedicated that all changes were processed and mailed a week in advance of the deadline. Staff were recognized at the All Hands meeting for their exceptional service to the YCH and its customers.
- In Agricultural Housing, they have received requests from residents for extensions to hold the seasonal migrant centers open. They have reviewed the budgets and believe they have sufficient funding to hold the centers open for the additional two weeks and have received approval from the State to do so.
- Also in their migrant housing, residents have continued to have access to regular health screenings and have been informed about H1N1. Sac-Yolo Mosquito Vector Control was also out at the sites to educate residents about mosquito control and West Nile disease.

Permanent Board update

- Sonia Cortez, Agency Counsel, presented information to the Board of Commissioners regarding a permanent Board. They are working on an ordinance, if the Board wants to go this route, and they are hoping to finalize this by June, 2010.

Agenda Item No. 4.05
Board of Commissioners Comments

There were no comments from the Board of Commissioners.

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:12 p.m.

Helen Thomson, Chairwoman
Yolo County Housing

Julie Dachtler, Deputy Clerk of the Board