

Yolo County Housing
Yolo County, California

January 14, 2010

MINUTES

Yolo County Housing met on the 14th day of January, 2010 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 Chamberlain, Thomson, Rexroad, and Toney. Commissioners McGowan, Provenza and Garnes were absent. Chair Rexroad 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.

Commissioner Toney arrived at 2:07 p.m.

Agenda Item No. 1.02
Approval of the Agenda

Minute Order No. 10-01: Approved the agenda for this meeting as submitted.

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

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. Commissioner Toney presented donated poster to be hung in the Davis Migrant Center.

Agenda Item No. 2.01
Election of Chair and Vice Chair

Minute Order No. 10-02: Elected Commissioner Rexroad as Chair and Commissioner Provenza as Vice-Chair of the Yolo County Housing Board of Commissioners for calendar year 2010.

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

Agenda Item No. 3.01
Presentations

- 3.01 Janice Holt introduced new employees – Paul Anderson and Robert LiVecchi.
- 3.02 Janice Holt introduced Experience Works participants – Michael Holmes and Ofelia Calderone.
- 3.03 Janice Holt presented Certificates in Project Based Voucher Management to Irma Jimenez-Perez, Veronica Mendoza, Beatrice Lopez and Steven Flores.
- 3.04 Commissioner Rexroad presented Homeland Security MGMT – 331 Certification in Business Continuity Planning to Lisa Baker and Janice Holt.
- 3.05 Lisa Baker presented Executive Director Challenge fund Award Winters – Marla Garske (First and Fourth quarter), Yuriy Sheyko (Second quarter), and Randy Perry (third quarter and Annual Winner).

Agenda Item No. 4.01
Consent Agenda

Minute Order No. 10-03: Acted on the Consent Agenda as follows:

- 4.01 Approved the minutes of the Yolo County Housing meeting of December 17, 2009.
- 4.02 Approved and authorized the Chair to sign **Agreement No.10-01** approving the addendum to the employment agreement with the Executive Director.
- 4.03 Authorized staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of approximately \$18,000 for the six months ended 12/31/09.
- 4.04 Approved the revised position description for the Director of Operations.

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

Agenda Item No. 5.01
Information Technology Policy

Minute Order No. 10-04: Approved the proposed YCH Information Technology Policy and authorized the Executive Director to implement the policy.

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

Agenda Item No. 5.02
Real Estate Services
Volunteer Tenant Liaison(s)

Minute Order No. 10-05: Approved and authorized the Chair to sign **Agreement No. 10-02** for the appointment of a Volunteer Tenant Liaison at the Real Estate Low Income Public Housing Complexes located at Winters, West Sacramento, and Woodland.

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

Agenda Item No. 5.03
Voucher Status

Received oral report from Executive Director on Status of Vouchers.

Agenda Item No. 5.04
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:

Facilities

Phase I of the El Rio Capital Fund Improvements have been completed, contractor is currently waiting on delivery of generator to begin Phase II.

Currently securing prices on new windows at Davis Solar Homes, this will complete the Davis HOME grant. Purchase is estimated at \$50,000 and will be using the Small Procurement process for this work.

Engineer has completed the preliminary plans for the water system improvements at Davis Migrant Center using RD Funds. Currently working on incorporating RD, OMS and YCH requirements in front end of project manual.

Architect has been selected and design work has begun on the 2009 ARRA improvements which include window and HVAC replacement throughout Yolo County.

Architect has been selected for City of Woodland CDBG playground grant at Yolano, Woodland, and additional Capital Fund monies will also be used for a playground at Donnelly Circle, Woodland. Negotiations and design should begin shortly.

Architect will be selected shortly to submit price on design of new drainage system at Riverbend Sr. Manor I. This work may also included dry rot repair, painting of exterior and roof replacement at Riverbend Manor I and electrical panel enclosure repairs at Riverbend Manor II, all of these improvements will be funded using Capital Fund monies.

Fourth quarter reporting of ARRA grant has been submitted and we are currently working on submission of RAMPS reporting to HUD before the due date of January 31, 2010.

Preliminary discussion is in progress regarding submission of an application for possible CDBG funding for improvements at the Cottonwood Apartment complex.

Administration/Information Services and Technology/Finance

Completed RAM upgrade of all PC's from 512 MB to 2 GB for a cost of \$29.00 per PC (a savings of \$31 per PC over standard commercial sources).

Completed Email Upgrade to Exchange server and all PC's to increase database capability from 16 GB to 75 GB for a total cost of \$680.00 (a savings of \$2,120 over the discount CMAS pricing).

Completed Upgrading and Networking West Sacramento's existing copier to a scan to email capability and also preparing it for paperless Tenmast use. Will reduce paper use and will cut back on courier use and increase turnaround on documents between Woodland and West Sacramento
Fred and I went to the Greening Multi-Family Housing program in Oakland, put on by LISC and Enterprise Foundation. It was good to see what is out there, but amazing to see that YCH is on the leading edge of what is possible. We fielded a number of questions at the conference from our presentation on sustainability and the Local Government Partnership process. As a result, I have been added to a national Sustainability round table for housing authorities.

I am completing my 3 year term on the Workforce Investment Board (WIB) in February. I will be stepping down and Janis has applied to step up to the Board in order to better coordinate our activities with the WIB. She has experience with other WIBs and will do awesome work for them.

I was elected Chair for Northern California Legislative Affairs for all public housing authorities in Northern CA. This is my 3rd term. On the Voucher underfunding issue, CA PHAs have been recognized as a leader in advocacy on behalf of our families and of those on the wait list and were recently twice mentioned by the National Association of Housing and Redevelopment Officials for our work. We are currently busy with our SoCal cousins in drafting our legislative agenda for 2011.

Employee Programs/Training

Flexible spending accounts have been established for several staff as a result of work done by Marla Garske, one of our ED Challenge Award Winners.

We will be holding Defensive Driver Training for all YCH staff on January 21st

We have expanded our Work Experience internship programs to include a mature worker program. We now have four participants: 2 mature workers and 2 youth trainees learning in four areas of YCH: Finance, Administration, Housing Assistance (Vouchers) and Real Estate Services.

We will be sending 5 staff to the NorCal/Nevada NAHRO Conference on January 30th - this includes a 1.5 day maintenance academy for updating maintenance skills.

We have been doing testing and will complete Certification of Bilingual Interpretation and Written Translation Skills by the end of the month for staff.

Resident Services

Partnered with the CHP for ChiPs for Kids toy distribution to West Sacramento and Winters. We also had toy distribution in our other units through a partnership with DESS and the Marines.

Yolo Interfaith Immigration Network donated 30 turkeys and food boxes for Winters residents and as of today, sent 10 \$30 gift cards for Food 4 Less for needy families throughout the year.

Woodland Ecumenical Ministries donated 30 turkeys for Woodland residents.

H1N1 Vaccinations will be given again in Winters on January 19th at the Yolo County Public Library. We have also volunteered to host the next future vaccination clinic at our community center.

Our next round of quarterly resident meetings will be held this month.

Agenda Item No. 5.05 **Board of Commissioners Comments**

Received comments from the Board of Commissioners. Commissioner Toney thanked all those who worked on the voucher program. Commissioner Thomson has suggested the Yolo County Housing be discussed at future City 2x2's.

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:44 p.m.

Matt Rexroad, Chair
Yolo County Housing

Julie Dachtler, Deputy Clerk of the Board