

Yolo County Housing  
Yolo County, California

February 18, 2010

MINUTES

Yolo County Housing met on the 18th day of February, 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, Toney and Garnes. Absent were Commissioners Provenza and McGowan. 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.

Agenda Item No. 1.02  
Approval of the Agenda

Minute Order No. 10-06: Approved the agenda for this meeting as submitted.

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

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. There was no public comment.

Agenda Item No. 2.01  
Presentations

Executive Director Lisa Baker introduced two new employees – Marianne Krager and Jamie Choi.

Commissioner Toney arrived at 2:06 p.m.

Agenda Item No. 3.01  
Consent Agenda

Minute Order No. 10-07: Acted on the Consent Agenda as follows:

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- 3.01 Approved the minutes of the Yolo County Housing meeting of January 14, 2010.
- 3.02 Received and filed Status Reports to the U.S. Department of Housing and Urban Development regarding progress on the Memorandum of Understanding.
- 3.03 Reviewed and approved revisions to the Yolo County Housing Language Assistance Plan (LAP) for Limited English Proficiency (LEP) persons.
- 3.04 Reviewed and approved revisions to the Reasonable Accommodation Policy.
- 3.05 Moved to Regular.

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

Agenda Item No. 3.05  
Flat Rent Schedule for Public Housing

Minute Order No. 10-08: Approved and authorized the Chair to sign **Resolution No. 10-01** adopting Annual Flat Rent Schedule in accordance with Federal Regulations.

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

Agenda Item No. 4.01  
2009 American Recovery and  
Reinvestment Act Capital Fund Improvements

Minute Order No. 10-09: Took the following actions:

- A. As amended by Board of Commissioners input, approved and authorized the Executive Director to sign **Resolution No. 10-02** authorizing the Executive Director to execute a contract with lowest responsive – responsible bidder for the 2009 American Recovery and Reinvestment Act (ARRA) Capital Fund Improvements at Esparto, Knights Landing, West Sacramento, Winters, Woodland and Yolo housing complexes contingent upon Housing and Urban Development concurrence.
- B. Directed Executive Director to return to the Board at its March 2010 meeting to consider ratification of the award.

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

Agenda Item No. 4.02  
Energy Plan

Professor Deb A. Niemeier of UC Davis provided an update on this item to the Board.

Minute Order No. 10-10: Took the following actions:

- A. Reviewed and approved the proposed Energy Plan.
- B. Authorized the Executive Director to move forward with implementation of the specific goals and improvements.

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

Agenda Item No. 4.03  
Mid Year Budget Update

Minute Order No. 10-11: Took the following actions:

- A. Appropriated additional identified revenue and approved the budgeting and expenditure of the additional funds as identified in the mid year budget reallocation.
- B. Approved the expenditure of funds for line item expenses that were not included in the original budget.
- C. Authorized the Executive Director to implement the revised budget and recommendations.

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

Agenda Item No. 4.04  
Status of Vouchers

Received oral report from Executive Director on Status of Vouchers.

Agenda Item No. 4.05  
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:

**ACCOMPLISHMENTS – February 2010**

Operations

- Have filed a CDBG grant application with the City of Woodland for rehabilitation of walkways and emergency system at Cottonwood Meadows.

- Are beginning to put the information together to complete this year's SEMAP process (Section 8 Management Assessment Program).
- Have started our contract UPCS inspections and are going through that process this week and next. All 431 LIPH units will be inspected. Any health and safety violations are being repaired within 24 hours.
- We are working through the Voucher rescission of waiver process. Attached is a letter (English, Spanish and Russian) going out to residents and their landlords and posted to our web site re: the process. We will be issuing refund checks directly to residents.
- YCH is hosting the annual Managers Meeting for State OMS at our Davis site on March 16, 2010 (see attached). It is the 45<sup>th</sup> Anniversary of the Migrant Program and 60<sup>th</sup> YCH Anniversary.

### Facilities

- We are out to bid on the ARRA funding and on track to open and award on time. We received a letter from HUD re: need to commit by the deadline (see attached).
- Our new Office Assistant I began work and is working in facilities to improve our recordkeeping on projects.

### Administration

- We have purchased three (3) new computers using the CMAS pooled purchase program. We saved 25% over purchasing at market rate.
- We have upgraded our email server and added email server capacity. We are moving forward with a new server and additional computers to continue maintain and improve our system using 2007-2008 Capital Funds budgeted for this purpose. The new server system will allow us to have an intranet, to access the YCH web site from internal employee pc's. We will also ultimately be migrating to a new web access – from [www.ycha.org](http://www.ycha.org) to [www.ych.ca.gov](http://www.ych.ca.gov). YCH already owns the rights and access to the name through the State of California.
- Put together a packet of information to be presented by the County of Yolo HR Department to assist County employees being affected by reductions in force. The packet included information for homeowners and the Helping Families Save Their Homes Act, along with information about homeless prevention, the Rapid ReHousing Program, YCH programs, a current listing of affordable housing properties within the County and other community resources.
- As a 2010 Census partner, we provided the Winters Community Room to the Census to conduct testing of applicants for census taker positions.
- We held three (3) staff training opportunities on site:
  - Defensive Driver training on 1/21/2010. Staff received defensive driver certificates from the California Housing Workers Compensation Association (CHWCA).

- Five (5) staff members attended the NorCal/Nevada Conference in Napa, which included sessions on community services, fair housing laws, performance management and the annual maintenance academy with sessions in refrigeration and HVAC systems.
  - Resolving Conflict in the Workplace training was provided to YCH staff by Managed Health Network as a partner in our existing benefit program.
- We finalized, had printed, received our 60<sup>th</sup> anniversary calendars. Over 2,300 calendars were mailed or hand delivered to residents and tenants in the month of February.

### Education

- YCH continues to participate in NCNEDA/HAASC to shape California's legislative agenda.
- Staff will be at the Pacific Southwest Regional Council of NAHRO meeting in LA on 2/22/10 for housing issues affecting the region and in the capacity of regional board member.
- Staff have been invited to participate in Washington D.C. the first week of March with HUD in giving input on ways in which to improve voucher program features. We will be in attendance.
- YCH was invited to the Yolo-Solano USDA Summit on ways in which to improve USDA programs and be more business-friendly. Staff participated and was able to share ideas on ways in which to improve grant and housing programs access to capital for farmers and for improved labor force stability.
- And, YCH presented housing information at the last Yolo County Children's Alliance Policy Council meeting.

### Services

- We are having good response to our local Narcotics Anonymous Chapter at the Winters site. It is very popular and the group is having higher attendance since it moved to our site. We hear that YCH residents are really using the group.
- 30 applicants have been invited to Family Self-Sufficiency briefings for the end of February.
- The Winters 4-H group is in full swing and recently took a field trip to "The Farm", which is part of the Center for Land Based Learning. Seven YCH youth ranging from 5<sup>th</sup> to 12<sup>th</sup> grade attended. The youth received a tour of the Farm from Farm Coordinator, Marion Adams, while the children took pictures and wrote notes about farm features. They even got to feed the chickens! It is planned that youth will visit the Farm each year to accumulate knowledge and skills. The field trip was the kick-off to a year-long process by PC4-H youth and leaders to plan a sustainable community garden at Winters.
- We will be hosting the 2<sup>nd</sup> in two (2) workshops at our Winters community for the City of Winters and Caltrans to give input into the planning of the Complete Streets Project for the Grant Avenue Corridor. The meeting will be held on 2/25/10.
- Resident meetings have been held in West Sacramento, Woodland and have been well attended, especially the last meeting in Woodland. Feedback has been positive. The Quarterly meeting for Winters is scheduled for tonight. Topics have included the current

UPCS inspections, the new Homeless and Rapid ReHousing Grant Program, as well as information about accessing YCH maintenance and other services.

- At our Woodland site, the TANA Center is hosting a “Living Green Youth Conference” this Saturday from 2 – 5 p.m. and the conference will cover topics such as Recycling, Reducing, Reusing, Water Conservation, Community Gardens, Dance Lessons and there will be a Martial Arts Demonstration. Our Winters community 4-H Chapter will be taking six (6) youth from Winters to the Conference. RISE will be providing transportation. Our Winters community 4-H Chapter will be taking six (6) youth from Winters to the Conference. RISE will be providing transportation.
- YCH is participating in the newly formed West Sacramento Literacy Coalition held at the new Arthur F. Turner Community Library and are planning various family literacy events for 2010. Additional updates will be forthcoming.

Agenda Item No. 5.04

Board of Commissioners Comments

Received comments from the Board of Commissioners. Commissioner Thomson thanked staff for the Yolo County Housing 60<sup>th</sup> Anniversary 2010 calendars. She also commended Executive Director Lisa Baker for her leadership and her staff for the tremendous turn-around at the agency. Commissioner Garnes also thanked Lisa Baker and her staff for their hard work and dedication. Commissioner Chamberlain thanked Lisa Baker and questioned the landfill costs. Commissioner Toney thanked Lisa Baker and welcomed the new employees.

Recessed to Closed Session at 2:45 p.m. on the following matter:

Conference with Labor Negotiator: Lisa A. Baker, Executive Director; Janis R. Holt, Resource Administrator; Sonia Cortes, Agency Counsel  
Bargaining Unit: General Unit; Management Unit

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:15 p.m.

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Matt Rexroad, Chair  
Yolo County Housing

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Julie Dachtler, Deputy Clerk of the Board