

Yolo County Housing
Yolo County, California

March 11, 2010

MINUTES

Yolo County Housing met on the 11th day of March, 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 Provenza, Chamberlain, Thomson, Rexroad, Toney and Garnes. Commissioner McGowan was 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.

Agenda Item No. 1.02
Approval of the Agenda

Minute Order No. 10-12: Approved the agenda for this meeting as submitted.

MOTION: Chamberlain. SECOND: Provenza. AYES: Provenza, Chamberlain, Thomson, Rexroad, 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. There was no public comment.

Agenda Item No. 2.01
Consent Agenda

Minute Order No. 10-13: Acted on the Consent Agenda as follows:

- 2.01 Approved the minutes of the Yolo County Housing meeting of February 18, 2010.
- 2.02 Received and filed the letter from the U.S. Department of Housing and Urban Development (HUD) regarding ARRA Fund Obligation Deadline.
- 2.03 Approved the position description for the Computer Lab Assistant.
- 2.04 Approved and authorized the Chair to sign **Resolution No. 10-03** amending the Yolo County Housing Conflict of Interest Code.

2.05 Approved the revised Yolo County Housing Section 3 Plan.

2.06 Approved the proposed Corrective Action Plan for the Housing Choice Voucher program and authorized the Executive Director to follow up on program improvements.

2.07 Took the following actions:

- A. Designated Lisa A. Baker, Executive Director of Yolo County Housing, to act as YCH's negotiator for the sale, exchange, or lease of real property at 1752 Drew Circle in Davis, CA.
- B. Authorized Lisa A. Baker to negotiate with Davis Campus Cooperatives, Inc./North American Students of Cooperation regarding this real property.

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

Agenda Item No. 3.01

S.W. Allen Construction, Inc. Agreement

Minute Order No. 10-14: Ratified contract award with S.W. Allen Construction 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 on HUD concurrence.

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

Agenda Item No. 3.02

American Recovery and Reinvestment Act (ARRA) Capital Fund Formula Grant Plan

Minute Order No. 10-15: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 10-04** amending the American Recovery and Reinvestment Act (ARRA) Capital Fund Formula Grant Plan.
- B. Authorized the Executive Director to execute all requirements and required documents related to the award and implementation.

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

Agenda Item No. 3.03
Subsidy Standards
and Rent Reasonableness

Minute Order No. 10-16: Approved the proposed Amendments to the Housing Choice Voucher Program Administrative Plan and authorized the Executive Director to implement.

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

Agenda Item No. 3.04
60th Anniversary

Received oral report and provided direction to staff for 60th Anniversary Partner Appreciation Event.

Agenda Item No. 3.05
Status of Vouchers

Received oral report from Executive Director on Status of Vouchers.

Agenda Item No. 3.06
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 – March 2010

Operations

- Have been recommended for funding by City staff in our CDBG grant application with the City of Woodland for rehabilitation of walkways and emergency system at Cottonwood Meadows.
- Have started Quality Control inspections to complete this year's SEMAP process (Section 8 Management Assessment Program) for the Voucher program.
- Have completed our contract UPCS inspections. All 431 LIPH units were inspected. Health and safety violations were repaired within 24 hours (such as replacing smoke detector batteries and having tenants remove their furniture and belongings from in front of doors and windows).
- We completed the Voucher rescission of waiver process. We will be issuing refund checks directly to residents on or about the 23rd for those eligible for a refund.

- We hosted the Contractors Meeting for State OMS on the 10th. It was the 45th Anniversary of the Migrant Program. Staff went all out and did the food for the event. María Peña of our Agricultural Services Division was able to secure quite a few donations for the event.

Facilities

- We closed bidding on the ARRA funding; we are currently 73% obligated and currently on track to obligate the balance on time.
- We are preparing for pre-opening day inspections from U.S. Rural Development for our two RD Centers: Davis and Madison.
- YCH will be providing the labor compliance monitoring to the City of Woodland for the Rochdale Grange project.

Administration

- YCH is now on Facebook. If you aren't yet a fan, you can sign up by clicking the link on the right side of our web page's front page.
- The main Administration building is now a wireless Internet hotspot with free wireless throughout the building and public lobby.
- Just about all the calendars are out! We mailed to every resident, participant, landlord and over 130 community partners in the last month.

Education

- YCH continues to participate in NCNEDA/HAASC to finalize California's legislative agenda.
- The Safety Committee participated in a webinar regarding Playground Safety and Inspections. They are creating new forms to ensure our play structures and surrounding grounds are maintained in the safest manner possible. Staff is also creating signage that will list playground rules and emergency numbers and contacts for our playgrounds.
- Staff participated in Washington D.C. the first week of March with HUD in giving input on ways in which to improve voucher program features. It was a small group of PHA's of different sizes from different parts of the country. The dialog was interesting and spirited. We will see what HUD proposes out of it.
- Nine staff members were certified as proficient interpreters of Spanish and one (1) staff member as proficient in Russian, for a total of ten (10) staff. In addition, three (3) staff were

certified as qualified to translate documents in Spanish and one (1) person was certified as qualified to translate documents into Russian, for a total of four (4) staff members.

- YCH entered into an agreement with Certified Languages International to provide telephonic language line services for interpretation 24/7 and 365 days of the year. We pay on a per use basis and know this will help enhance communication with our residents. Earlier in the fiscal year, we had also deployed “I speak” cards that allow staff to verify what language is spoken to facilitate setting up interpretation.

Staffing

- We are currently recruiting for a part time Office Assistant I for the Madison Migrant Center.
- We are currently recruiting for Tenant Liaisons for each AMP.

Services

- In the FSS program, we held four (4) briefings this month, with two (2) additional briefings planned. We have received written commitments from four (4) persons to participate so far.
- YCH will be stocking a table with housing information at the Yolo County Celebrity Fashion Show at the West Sacramento Galleria, a fundraiser hosted by the Yolo County Children’s Alliance and the Yolo County Child Abuse Prevention Council.
- The Yolo Family Resource Center received guidance from HUD that the Homeless Prevention and Rapid ReHousing grant they are administering can be used by YCH residents and HCV participants to pay back rent if they meet the other criteria.
- We will be hosting the 2nd 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.
- The Resident Advisory board will be meeting on March 25, 2010 to review the YCH Agency Five Year and Annual Plan. Comments will be brought before the Commission at its April public hearing.

Agenda Item No. 3.07

Board of Commissioners Comments

Commissioner Rexroad reported that 2x2 meetings with Woodland, Davis and Winters were very receptive to the idea of being involved with Yolo County Housing. There will be an upcoming meeting with West Sacramento on April 28th to address this issue. Commissioner Toney thanked Lisa Baker for the calendar and introduced her two sons, William and Ronald, who were in attendance. Commissioner Provenza voiced his appreciation for completing the project of eliminating the waiting list on the vouchers.

Recessed to Closed Session at 2:27 p.m. on the following matter:

Conference with Real Property Negotiator

Property: 1752 Drew Circle, Davis, California

Agency negotiator: Lisa A. Baker

Negotiating parties: Davis Campus Cooperatives, Inc./North American Students of Cooperation

Under negotiation: X Price X Terms of Payment

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:56 p.m.

Matt Rexroad, Chair
Yolo County Housing

Julie Dachtler, Deputy Clerk of the Board