

Yolo County Housing
Yolo County, California

May 13, 2010

MINUTES

Yolo County Housing met on the 13th day of May, 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, and Toney. Absent were Commissioners McGowan and Garnes. 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. 10-20: Approved the agenda for this meeting as submitted.

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

Agenda Item No. 2.01
Consent Agenda

Minute Order No. 10-21: Acted on the Consent Agenda as follows:

- 2.01 Approved the minutes from the meetings of March 11 and April 8, 2010.
- 2.02 Received and filed letter from Breath California of Sacramento-Emigrant Trails regarding a nomination for a 2010 Clean Air Award.
- 2.03 Received and filed letter from the Yolo County Board of Supervisors thanking the Executive Director for her service on the Workforce Investment Board.
- 2.04 Authorized staff to write off bad debts of the Yolo County Housing Low Income Public Housing

Program and Cottonwood Meadows of approximately \$7,700 for the three months ended March 31, 2010.

2.05 Received and filed the 2009 audit for N.P. Eleanor Associates L.P.

2.06 Authorized staff to destroy fiscal, contractual, and personnel records dated prior to 2003 in accordance with the Agency's records retention policy and schedules.

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

Commissioner Thomson arrived at 2:10 p.m.

Agenda Item No. 3.01
Employment Practices Liability
Insurance Coverage

Minute Order No. 10-22: Approved the proposal from Housing Authority Insurance Group (HAIG) for Employment Practices Liability Insurance (EPLI) Coverage and authorized the Executive Director to execute agreements.

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

Agenda Item No. 3.02
Financial Report

Received and filed the financial report for quarter ending March 31, 2010.

Agenda Item No. 3.03
2008-2009 Audit

Minute Order No. 10-23: Approved the fiscal year 2008-2009 Yolo County Housing audit.

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

Agenda Item No. 3.04
Administration Building Loan

Minute Order No. 10-24: Took the following actions:

- A. Authorized payment to First Northern Bank with Capital Grant Funds for the purpose of principal reduction from funds set aside from 2006, 2007 and a portion of 2008 fund years.

- B. Authorized the Executive Director to execute the agreements and instruments to effect principal reduction.

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

Agenda Item No. 3.05
Riverbend Sr. Manors

Minute Order No. 10-25: Took the following actions:

- A. Authorized the Executive Director to execute a contract with lowest responsive and responsible bidder for 2008 and 2009 Capital Fund Improvements at Riverbend Sr. Manors I and II housing complex at West Sacramento, California, contingent upon agency's architect and staff's review and recommendation of received bids.
- B. Authorized the Executive Director to bring the contract award before the Board for ratification of the award at a subsequent meeting.

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

Agenda Item No. 3.06
Energy Performance Contracting

Minute Order No. 10-26: Approved and authorized the Executive Director to sign **Agreement No. 10-03**, Memorandum of Understanding between Yolo County Housing, the Housing Authority of the County of Butte and the Consolidated Housing Authority of Sutter County for the purposes of Energy Performance Contracting.

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

Agenda Item No. 3.07
Voucher Program Status

Received oral report from Executive Director on the status of the Voucher Program.

Agenda Item No. 5.03
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 – April 2010

Operations

- Voucher program scored a perfect 100% in the federal PIC system – almost impossible to do. 100% matching records, 0 late re-examinations and 0 late HQs inspections. 95% is the threshold and 98% is a good performer.
- Also in Vouchers, we have called 50 households off the wait list – the first time we have been able to call families since 2008. 28 households have responded to date. Staff is reviewing information at this time.
- In Vouchers, six families have ported in from other jurisdictions and some of our families will be leaving. We are currently absorbing families into our program.
- In Real Estate Services, we continue to be between 98% and 99% leased and staff is doing a good job of unit turnover.

Facilities

- We completed the ARRA window replacement project with both West Sacramento Senior complexes on 5/13/2010. The contractor is moving now to Yolo, Knights Landing and Esparto next
- The Davis Solar homes window replacement project will be completed by Ma 31, 2010.
- The RFP for pest control services is complete and will be advertised later this month.
- There is a bid out now for a maintenance truck replacement with the bid closing on May 18th. Funding comes from the 2008 Capital Fund.
- Non-operable serviced out vehicles (6) are being removed from inventory this week.
- The bid walk for the 2008 Capital Fund at Riverbend Senior Manors is slated for Monday, May 17, 2010.
- The back up generators for the water system and office are being set this week. They are expected to be fully operational b the end of May.

Administration

- YCH has added another free wireless “hot spot” at West Sacramento. Some of the youth have already reported that they are happy to use the service with their own laptops at the computer center. YCH currently has 2 hot spots (main admin and West Sacramento).

- We have replaced the Tenmast server with a new, bigger and much faster server.
- The ED attended the Pacific Southwest conference of the National Association of housing and Redevelopment Officials (NAHRO) and spoke on water issues in the Pacific Southwest.
- Janis Holt attended the Housing Authority Human Resources Consortium conference in April learning valuable information on Section 3, Pre-Employment/Post Offer Physicals, Conflict Resolution, Employment Law Update, Confidentiality, and Cal-OSHA Loss Control. In addition, the consortium is working on an updated survey of salary and benefit information relevant to PHA's across the state.
- Presented an overview of the YCH Section 3 Plan at the PSWRC NAHRO Conference in May. The feedback was positive and the recently adopted Section 3 Plan has been shared with several PHA's in California and was recently requested b Omaha, Nebraska.

Education

- Marianne, Brenda and Cindy from Housing Services/Real Estate Services attended USDA training and received their Certificates in Farm Labor programs.
- April 22, Legal Services of Northern California provided the annual Fair Housing Training to over 100 landlord participants at YCH. The response was "standing room only!" Presentations were made by Anita Joseph, District Administrator, California DEFH, Meliah Schultzman, Staff Attorney, National Housing Law Project, and Alysa Meyer, LSNC.
- ERMA (Employment Risk Management Association) will be providing management training (including AB1825) to management staff on Tuesday, May 18, 2010.

Staffing

- We have two (2) new tenant liaison volunteers starting in June for the Woodland and Winters sites.

Services

- "Save the Date" flyers for the YCH Partner Appreciation and Open House Event were emailed to over 300 community partners and 100 colleagues. WE have already received almost 30 confirmed responses so far.
- YCH had a nice surprise at the California Housing Workers Compensation Association (CHWCA) Annual Board Meeting held April 22 that they will receive a dividend check in the amount of \$47,383 at the end of May.
- Resident meeting at the Riverbend Senior Manor where Monaghan Architects discussed the proposed rehabilitation project. Over 30 residents attended, including approximately 8

Russian speaking residents for whom translation services were provided by our own Yuriy Sheyko (Sr. Maintenance and certified translator/interpreter).

- Quarterly resident meetings are scheduled for the end of the month at three additional sites.
- For the past couple years YCH has participated on the Community Services Action Board which determines CSBG funding for Yolo County. The funding priorities have continued to be emergency shelter and food programs. The state has some discretionary funding that Yolo County will be applying for on a competitive basis, \$100,000 for bulk food purchase, specifically meat, in partnership with the Yolo County Food Bank.

Agenda Item No. 5.04
Board of Commissioners Comments

Received comments from the Board of Commissioners. Commissioner Provenza thanked the Executive Director for her help and responsiveness in getting a constituent housing. Commissioner Thomson spoke of the kickoff for the 10 year plan to end Homelessness and thanked Lisa and her staff for her contributions to that effort, as well.

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:50 p.m.

Matt Rexroad, Chair
Yolo County Housing

Julie Dachtler, Deputy Clerk of the Board