

Yolo County Housing  
Yolo County, California

August 12, 2010

MINUTES

Yolo County Housing met on the 12th day of August, 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, McGowan, Thomson, Rexroad, Toney and Garnes. Absent were Commissioners McGowan and Provenza. 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. 10-34: Approved the agenda for this meeting as submitted.

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

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. 10-35: Acted on the Consent Agenda as follows:

2.01 Approved the Minutes for the meeting of July 8, 2010.

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

Agenda Item No. 3.01  
Presentations

3.01 Tom Galiancy, Woodland Chamber of Commerce, presented Certificate of Recognition to

Yolo County Housing for 55 years of Chamber membership with the Woodland Chamber of Commerce. Mr. Galliancy noted that Yolo County Housing is a Charter Member of the Chamber.

3.02 Mark Sterns presented certificate to the Backpacks for Kids from Yolo County Housing employees – results of employee fundraiser. Employees raised \$320.00 for the back-to-school project for low to moderate income children.

3.03 Janis Holt, Resource Administrator, presented new temporary part-time employees – Janet Fitts, Computer Lab Assistant and Arthur “Toodie” Gomez, Contract Construction Program Manager.

Agenda Item No. 4.01  
YCH Score for SEMAP Analysis

Minute Order No. 10-36: Approved and authorized the Chair to sign **Resolution No. 10-09**, approving Yolo County Housing Self-Certification score for Section 8 Management Assessment Program (SEMAP) Certification and Analysis for fiscal year 2009/10.

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

Agenda Item No. 4.02  
PHAS Management Operations Certification

Minute Order No. 10-37: Approved and authorized the Chair to sign **Resolution No. 10-10**, the Public Housing Assessment System (PHAS) Management Operations Certification of Yolo County Housing to the Department of Housing and Urban Development (HUD).

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

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 – August, 2010**

Operations

- Successfully closed the FY 2009-2010 Section Eight Management Assessment Program (SEMAP) process. Based on analysis, the YCH posted at 24% increase in meeting targets

since the HUD Confirmatory Review. This would make the YCH a “high performer” in Voucher operations.

- Staff has updated the Energy Efficient Utility Allowance for the voucher program. This allowance is also used in project-based units, new tax credit development and other new development. The new allowances go into effect for existing vouchers on October 1, 2010.
- In the most recent VMS audit, HUD auditors were pleased with the participant files during their review for completeness and accuracy. Staff will be working on improving internal file organization during this year.
- Successfully closed the FY 2009-2010 PHAS under the new asset management grading system rules, which presented staff with additional challenges.
- Final closure of the HUD Memorandum of Agreement (MOA) for Low Income Public Housing (LIPH) operations improvements.
- YCH has hired the replacement Housing Specialist II (HS II) for the Real Estate Services division. The new employee will begin on the 3<sup>rd</sup> week of August.
- Winters has hired, for the first time ever, a computer lab assistant to provide computer lab services to Winters youth and residents.
- Woodland has a new computer lab assistant to replace our prior staff member who now has found full time employment elsewhere.

#### Facilities

- Window replacement with ARRA funds continues and is now in Woodland, working at Yolano Drive. To date, they have completed 15 of the 60 units. Next week, Yolano is scheduled to have 20 older HVAC units replaced with new high efficiency units through these ARRA funds. Once this is complete, the contractor will move on to Donnelly Circle for window and sliding glass door replacement. Donnelly Circle is the last development in the contract for window replacement.
- The Riverbend Manor I and II project is moving along, the contractor has completed 90% for carpentry and has started to prep and paint the building exteriors. Three (3) trees have been removed in order to begin the new drainage system. Revised landscaping plan for the bioswale and 10 new trees have been reviewed and approved. The bioswale will incorporate native and drought tolerant plants, such as Emerald Carpet Manzanita and Deer Grass.

- Staff has received the draft contract for the CDBG funds for the Playground project at Yolano-Donnelly and will begin working with the architect and interested residents in the design process. Several residents have signed up for a design workshop.
- YCH has hired a temporary part time construction project manager to assist with the oversight on the ongoing projects.
- YCH has been awarded \$43,000 by the City of Woodland for improvements to Cottonwood Meadows. Staff will be following up to meet City requirements for receipt of funds.
- Staff is still waiting for final on minor wage restitution required of some subcontractors in order to complete project closeout for the TANA project.

### Administration

- New server installation will be moving forward on Friday, August 13, 2010 in preparation for the domain name changeover and installation of the Agency's new Intranet system. YCH systems will be down during this time, but YCH is closed so there is minimal impact to productivity.
- Staff completed a system-wide inventory of all computer and phone system equipment and created an Access database that will be imported to Tenmast for improved inventory control.
- Staff in Finance report that they have issued the Request for Proposals (RFP) for Audit services for the next three (3) years. The RFP was posted to the Agency's web site.
- Finance and Housing Assistance had a successful VMS audit of files. As of the exit interview, staff does not expect to have any major findings as a result of the audit.
- YCH was again featured in the EcoWise Newsletter from HUD for June 2010 for its participation in the Green Building Council's PHA Sustainability Network.
- The Executive Director is on the program planning committee for the National Conference for the National Association of Housing and Redevelopment Officials. She is in charge of the sessions relating to Community Development, Redevelopment and Revitalization. The sessions will be: 1) Sustainability Planning in existing communities; 2) Water, Waste and Opportunity on gray water, waste water and water usage; 3) the UN report on American Housing Policy and how the international community views it; 4) America's Foreclosure Crisis – using NSP and other funds for acquisition, rehabilitation of vacant foreclosed units and community development.

- The California Association of Housing Authorities (CAHA) has been organized and will hold its first meeting and state Legislative Days on August 18 and 19, 2010. The Executive Director has been on the planning and transition teams for this organization, which replaces 3 housing authority organizations and unifies the voice of CA PHA's. The Executive Director has been elected to the inaugural board and will serve as either the Chair or Vice Chair of Legislative Affairs for CAHA in its inaugural term.
- YCH is working with SACOG, SHRA, Roseville, Sutter County HA and others on the federal Sustainable Communities Planning Grant to help move forward with the strategic housing planning study that the Board has given input to at its 2008 planning retreat.

### Services

- The YCH Youth Soccer League kicked off its season on August 1<sup>st</sup>. 2010 marks the expansion of the YCH league to five (5) teams. The league will complete regular play on August 29 and hold its season ending tournament on September 12, 2010. Donations have really helped this league continue this year. In addition to donations mentioned last month, the American Youth Soccer Organization (AYSO) Region 218 in Davis donated jerseys, shorts and socks. They have agreed to provide additional donations of equipment at the end of the season. The Yolo Family Resource Center (YFRC) secured a grant to pay league expenses associated with the referee and tournament expenses.
- Resident meetings were held in Woodland and West Sacramento in late July. West Sacramento residents reported that the windows are "fantastic", cutting down on noise and are easier to operate. Woodland residents are happy with the continuation of the soccer league and the update regarding the playgrounds.
- Yolo County Health Department is providing all YCH residents with flu kits this year. This partnership will continue in the provision of information for residents and vaccination opportunities through the cold and flu season.
- The Sexual Assault and Domestic Violence Center (SADVC) presented information to YCH staff at the end of July in both English and Spanish. They gave an overview of types of violence and assault, their services and tips on reporting that will be useful to all staff.
- Sacramento Housing and Redevelopment Agency (SHRA) invited Real Estate Services Supervisor Brenda Lomelí and Resource Administrator Janis Holt to participate on interview panels for new hires within their agency during July.
- YCH has gone out for Customer Care. Feedback has been received from landlords participating in the Housing Assistance program and residents in the Real Estate Services program. Results are being reviewed in light of our proposed new "Welcome Home" Initiative, which we hope to bring to the Board in either October or December 2010.

Board of Commissioners Comments

There were no comments from the Board of Commissioners.

The Housing Commissioners adjourned to Closed Session at 2:27 p.m. on the following matter:

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

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:47 p.m. in memory of Estanislao "Tanys" Arrendondo, who worked for Yolo County Housing for 29 years.

---

Matt Rexroad, Chair  
Yolo County Housing

---

Julie Dachtler, Clerk of the Board