

Yolo County Housing
Yolo County, California

October 14, 2010

MINUTES

Yolo County Housing met on the 14th day of October, 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, Toney and Garnes. Absent were Commissioners Provenza and Rexroad. Commissioner Thomson presided. Janis Holt, Resource Administrator, substituted for Lisa 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. 10-42: Approved the agenda for this meeting as submitted, with the following changes:

- A. Agenda Item 3.08, name should be Alicia Ruiz
- B. Revised board letters, Agenda Item Nos. 5.01 and 5.02
- C. Closed session would be heard right after the Consent Agenda

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

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. 3.01
Presentations

3.01 Commissioner Thomson presented Certificate of Appreciation to Yolo County Housing Soccer League Sponsor: The Mexican American Concillio and Rick Gonzales accepted.

3.02 Commissioner Garnes presented Certificate of Appreciation to Yolo County Housing Soccer League Sponsor: Yolo Family Resource Center.

- 3.03 Commissioner McGowan presented Certificate of Appreciation to Yolo County Housing Soccer League Sponsor: Yolo Interfaith Immigration Network and Kate Snow accepted.
- 3.04 Commissioner Toney presented Certificate of Appreciation to Yolo County Housing Soccer League Sponsor: Yolo County 4-H Youth Development Program and Kate Snow accepted.
- 3.05 Commissioner Chamberlain presented Certificate of Appreciation to Yolo County Housing Soccer League Sponsor: American Youth Soccer Association and Michael Dedoshka accepted.
- 3.06 Commissioner Toney presented Certificate of Appreciation to Yolo County Housing Soccer League Sponsor: UC Davis, John Muir Institute of the Environment and Kate Snow accepted.
- 3.07 Commissioner Thomson presented the Housing Authority Insurance Group (HAIG) Low Loss Achievement Award, 2006-2008 to Brenda Lomeli and Fred Ichtertz.
- 3.08 Introduced temporary part-time Client Services Coordinator, Alicia Ruiz.

Agenda Item No. 4.01
Consent Agenda

Minute Order No. 10-43: Acted on the Consent Agenda as follows:

- 4.01 Approved the minutes of the meeting of September 16, 2010.
- 4.02 Received and filed the correspondence from the residents of Yolano-Donnelly, Knights Landing and Yolo.
- 4.03 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming that Yolo County Housing is a High Performer in the Voucher Program. Commended Director of Operations, Marianne Krager, Interim Supervisor Irma Jimenez-Perez, Housing Inspector Steven Flores and Housing Specialists II Veronica Mendoza and Beatrice Lopez.
- 4.04 Received and filed final response of Yolo County Housing to Yolo County Grand Jury Report.

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

The Housing Commissioners recessed to Closed Session at 2:38 p.m. on the following matters:

Conference with Labor Negotiator: Janis R. Holt, Resource Administrator, Daniel Cederborg, Agency Counsel
Bargaining Unit: General Unit

Conference with Labor Negotiator: Janis R. Holt, Resource Administrator, Daniel Cederborg, Agency Counsel
Bargaining Unit: Management Unit

The Housing Commissioners reconvened at 2:55 p.m. All members were present except Commissioners Rexroad and Provenza. There were no reports from Closed Session. Commissioner Thomson presided.

Agenda Item No. 5.01
Collective Bargaining Unit
General Unit

Minute Order No. 10-44: Took the following actions:

- A. Approved and authorized the Chair to sign the Collective Bargaining **Agreement No. 10-04** with the General Unit effective July 1, 2010.
- B. Commended the staff and representatives from the International Brotherhood of Teamsters, Local 856 for their work on behalf of YCH.

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

Agenda Item No. 5.02
Collective Bargaining Unit
Management Unit

Minute Order No. 10-45: Took the following actions:

- A. Approved and authorized the Chair to sign the Collective Bargaining **Agreement No. 10-05** with the Management Unit effective July 1, 2010.
- B. Commended the staff and representatives from the International Brotherhood of Teamsters, Local 856 for their work on behalf of YCH.

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

Agenda Item No. 5.03
Executive Director Comments

Received comments from the Resource Administrator, Janis Holt, who addressed the Board of Commissioners and provided an update on the following issues:

ACCOMPLISHMENTS – October 2010

Operations

- YCH received confirmation of High Performer in the Housing Choice Voucher (HCV) program and Standard Performer in the Low-Income Public Housing (LIPH) program. Both the Housing Assistance and Real Estate Services staff are to be commended for their hard work and dedication to achieving this success.
- Staff has called 800 applicants from the Housing Choice Voucher (HCV) wait list and has held weekly briefings. HCV has issued 36 vouchers and signed 18 Housing Assistance Payment (HAP). YCH currently has 1264 families participating in the program. The goal is to lease up 100 additional families by November 30, 2010.
- Real Estate Services staff has transitioned under the rotation schedule to their new locations effective October 1, 2010.
- YCH is in the process of purging their wait lists which consists of consolidating the approximately 10,000 names eliminating duplicative listings prior to mailing letters and updated requests for information. This labor intensive process will be completed over the next 60 days.
- Two extensions have been granted in the Agricultural Services Division. The new Migrant Center closing dates will be November 1st for Madison, November 8th for Davis, and November 15th for Dixon. The Migrant Centers still maintain over 80% occupancy during the extensions.

Facilities

- Window replacement with ARRA funds at ten of the twelve complexes in the YCH portfolio is 100% complete.
- The West Sacramento Riverbend Manor I and II rehabilitation project is 95% complete.
- Staff is finalizing the draft project manual for the water well improvements at the Davis Migrant Center and will be forwarded to USDA, OMS, and legal counsel for concurrent review.
- YCH architect Moynighan Designs will be conducting the 504/ADA accessibility survey and review this month throughout the YCH portfolio.

Administration

- IT Manager Alberto Castillo and E.D. Lisa Baker were featured speakers at the Climate Change Compact Conference at UC Davis on Friday, October 8th. They spoke on YCH technology initiatives and the adopted Energy Plan.

- Finance staff is gathering preliminary documentation for the new auditors, Reznick Group PA. The audit opinion, financial statements, and compliance report will be submitted by December 31, 2010.
- The West Sacramento Senior Center is in the process of moving from the 664 Cummins to their new location at 1075 West Capitol Avenue. YCH has successfully worked with staff from the City West Sacramento Parks and Recreation and the Elderly Nutrition Program to maintain continuance of services at the West Sacramento complex. Those services include the lunch meals for seniors, scheduled bus and van trips, and ceramics classes. We will continue to partner for additional programming in the future.
- Staff will participate in the “Great California Shakeout” table top exercise with the Operational Area at the Office of Emergency Services (OES) on Thursday, October 21st.
- Staff has completed the draft of the Emergency Action Plan and is in the process of vetting the document through partners in the emergency services field to assure coordination of various County Plans. The final product is being prepared for Board approval in December.

Staffing

- Temporary Client Services Coordinator Alicia Ruiz has joined the YCH team to help assure continuity of resident services and the FSS program.
- The Housing Specialist I position is part of the career ladder in the Housing Department. YCH recruited internally to fill this position and is currently in the interview stage of filling the opening.
- YCH is recruiting for a Senior Migrant Center Coordinator for the Madison Migrant Center and Temporary Migrant Center Coordinator for the Dixon Migrant Center.
- Staff with the Housing Assistance Division, Steven Flores and Jamie Choi, passed the certification examination in HCV Housing Quality Standards.
- Staff with the Real Estate Services Division, Brenda Lomeli, Cindy Brambila, and Angelica Orozco, passed the certification examination in Project-Based Maintenance Management.
- Director of Operations Marianne Krager and Interim Housing Program Supervisor Irma Jimenez-Perez passed their certification examination in HCV Executive Management.
- YCH staff training on “Understanding Your Personal Work Style” is scheduled on Monday, October 25th and “Ladder Safety Training” is scheduled on October 27th.

- All YCH staff is undergoing ergonomics evaluations during the month of October with Dave Beal, Bickmore Risk Services Safety Consultant. This service is provided at no additional cost to YCH through California Housing Workers Compensation Authority (CHWCA).

Services

- Residents and tenants will be celebrating our 60th Anniversary with cake and punch at the next resident meetings to be held October 20th in West Sacramento, October 21st, in Winters, and October 28th in Woodland. In addition to the celebration, each local fire department will be providing safety tips, demonstrations, and bringing their fire trucks as part of Fire Prevention Month.
- In partnership with Women Ecumenical Ministries (WEM), YCH will be receiving 50 turkeys and other food items for resident families in Woodland, Knights Landing, and Yolo. Staff is in the process of identifying families in need with delivery scheduled on December 17, 2010.
- In partnership with the Rotary Club, YCH will be identifying families in need at the West Sacramento complex to receive food baskets between Thanksgiving and Christmas.
- In partnership with RISE YCH will be identifying families in need in Esparto and Winters for holiday baskets and toys.
- The California Highway Patrol and Salvation Army have been contacted and staff will be working with them during early November in identifying families to receive "Toys for Tots".

Agenda Item No. 5.04

Board of Commissioners Comments

Commissioner Toney thanked Janis Holt for stepping in for Lisa Baker, Executive Director, and for doing a great job.

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:03 p.m.

Matt Rexroad, Chair
Yolo County Housing

Julie Dachtler, Clerk of the Board

