

Yolo County Housing
Yolo County, California

December 9, 2010

MINUTES

Yolo County Housing met on the 9th day of December, 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, and Toney. Absent were Commissioners Provenza 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. 10-46: Approved the agenda for this meeting as submitted, with the exception of Agenda Item Nos. 2.01, which was removed to a later date and 4.07, which was moved to the Regular Agenda.

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

2.01 Removed to a later date.

2.02 Lisa Baker, Executive Director, presented YCH staff appointments to new positions: Irma Jimenez-Perez, Housing Supervisor; Angel Montoya, Senior Migrant Coordinator; Celia Marquez, Housing Specialist I; and Alicia Ruiz, Provisional appointment to Client Services Coordinator.

2.03 Alberto Castillo, IT Manager, presented the YCH Transition to Cloud Computing.

The Housing Commissioners recessed to Closed Session at 2:24 p.m. on the following matters:

Public Employee Performance Evaluation
Position Title: Executive Director

Conference with Labor Negotiator: Matt Rexroad
Unrepresented Employee: Executive Director

Conference with Real Property Negotiator:
Property: 1752 Drew Circle, Davis, California
Agency negotiator: Lisa A. Baker
Negotiation parties: City of Davis, Davis Campus Cooperatives, Inc./North American
Students of Cooperation
Under negotiation: Price Terms of Payment

The Housing Commissioners reconvened at 2:39 p.m. All members were present, except for Commissioners Provenza and Garnes. There were no reports from Closed Session. Chair Rexroad presided.

Agenda Item No. 4.01
Consent Agenda

Minute Order No. 10-47: Acted on the Consent Agenda as follows:

- 4.01 Approved minutes for the meeting of October 14, 2010.
- 4.02 Approved the additional language to be added to YCH job descriptions and authorized the Executive Director to implement.
- 4.03 Received and filed the financial report for quarter ending September 30, 2010.
- 4.04 Authorized staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of approximately \$17,800 for the six months ended 9/30/2010.
- 4.05 Approved and authorized the Chair to sign **Resolution No. 10-13** authorizing adoption of Standard Agreement No. 10-OMS-932 (RD) for the Madison Migrant Center located in the Township of Madison, Yolo County.
- 4.06 Approved and authorized the Chair to sign **Resolution No. 10-14** authorizing adoption of Standard Agreement No. 10-OMS-931 (RD) for the Davis Migrant Center.
- 4.07 Moved to Regular.
- 4.08 Approved and authorized the Chair to sign **Agreement No. 10-06**, employment agreement with the Executive Director.

MOTION: McGowan. SECOND: Thomson. AYES: Chamberlain, McGowan, Thomson, Rexroad,

Toney. ABSENT: Provenza, Garnes
Agenda Item No. 4.07
Meeting Calendar 2011

Minute Order No. 10-48: Approved the proposed calendar of meetings for the YCH for calendar year 2011, noting that the February meeting date should be the 17th and not the 18th.

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

Agenda Item No. 5.01
Capital Fund Education and
Training Community Facilities Program

Minute Order No. 10-49: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 10-15** authorizing Yolo County Housing to submit an application to HUD for funding through the Capital Fund Education and Training Community Facilities (CFCF) Program.
- B. Authorized the Executive Director to execute any and all appropriate agreements required by the CFCF Program.
- C. Authorized the Executive Director to administer the funding if the application is approved by HUD.

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

Agenda Item No. 5.02
Tenant Commissioners

Minute Order No. 10-50: Took the following actions:

- A. Approved the Tenant Commissioner recruitment
- B. Appointed Commissioners Provenza and Chamberlain to the Tenant Commissioner Selection Ad Hoc Subcommittee
- C. Extended the appointments of Commissioners Marlene Garnes and Bernita Toney until successor tenant commissioners are appointed.

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

Agenda Item No. 5.03
Shared Services

Minute Order No. 10-51: Took the following actions:

- A. Reviewed the draft Yolo Shared Services Program.
- B. Approved and authorized the Chair to sign the Shared Services **Resolution No. 10-16**.
- C. Authorized the Executive Director to move forward with discussions and implementation, consistent with the YCH business model, the Shared Services program where mutually beneficial.

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

Agenda Item No. 5.04
"Welcome Home" Customer Service Initiative

Minute Order No. 10-52: Approved the "Welcome Home" concept and authorized the Executive Director to implement task items.

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

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 – December 2010

Operations

- YCH is now a successfully rated national High Performer for 2009-2010 and has been confirmed as such by HUD.
- Staff has completed its first customer care surveys and staff is pleased with initial ratings by residents, participants and landlords (see staff report on "welcome home" initiative).
- YCH has hired Irma Jimenez-Pérez as its Housing Supervisor for Housing Assistance (voucher programs). She was previously Interim Supervisor. She was selected after an outside open recruitment process.
- All computer lab assistants have been hired and all three (3) computer labs in Real Estate Services are currently in operation. This is the first time there has been an open computer

lab in Winters since at least 2006.

- YCH is currently up to date on deliverable products for HUD's office of Fair Housing and Employment Opportunities (FHEO).
- Staff is currently conducting a purge of its wait lists in Real Estate Services and Housing Assistance. This involves getting responses from over 10,000 families on our lists to ensure that they are still interested in YCH services. Once this is complete, we will begin looking at a date for recommending opening of the wait list to the Board for Voucher programs.
- We have completed an updated and more user-friendly pre-application form. The form is currently in use and is compliant with FHEO requirements.
- The Migrant Centers have completed their season and residents have now vacated. Staff is busy planning for next season. The State budget process will also have an impact on next season and we are tracking those issues.
- Also in Agricultural Housing, we are completing the transition of the Davis Solar homes from Real Estate Services to Agricultural Housing. The Davis units are permanent year round housing for agricultural workers and we are shifting their oversight to staff whose primary mission is to serve farmworkers. This will be the first year-round housing stock in the Agricultural Services Division, but hopefully not the last.
- YCH has hired Angel Montoya as its Senior Migrant Coordinator currently serving at the Madison site. He was previously acting in that capacity after the untimely death of Tanys Arredondo. He was selected after an outside open recruitment process.
- While serving as the Acting Senior Coordinator, Angel Montoya mounted an educational process for families at the Migrant Center – they began a recycling project that involved collecting plastic and cans and turning them in for cash. Angel's project earned approximately \$297 in recycling fees in one season. Residents will be using the funds earned to put in security cameras at the childrens' school bus stop. YCH is providing the purchase and installation of the cameras.

Facilities

- The ARRA project is now complete! We have spent all but about the final retention and \$18,000 of the \$1.2 million, which was set aside for dry rot repair that proved unnecessary. We are currently working with HUD to see if we can reprogram those funds for additional work.
- The Riverbend Manor I and II project is also complete! This includes the drainage redesign, the new bio-swale for water run-off, the façade improvements and new utility enclosures. We are currently planning a ribbon-cutting for January.
- We are now moving into design on the 2 playgrounds for the Yolano-Donnelly community.
- Staff is looking to re-deploy the \$43,000 it received for Cottonwood Meadows from the City

of Woodland and the one time use of reserves to address more pressing work items – dry rot repair and leaking walkways. Cottonwood Meadows continues to be hampered by the over-size debt service on the property that is the legacy of prior administration and the Kentucky property purchase.

- Staff is now moving forward with a new well project for the Davis Center and has completed the project manual and received approvals from the funder.
- YCH continues to provide labor compliance monitoring for the City of Woodland and is currently working with the contractor on compliance issues.

Administration

- The new auditors are on board and staff has been working with them in preliminary assessment and set up for the end of the fiscal year.
- YCH has successfully made the conversion from a bi-monthly to a bi-weekly payroll process and from one where time cards are submitted before the close of the pay period to one where they are submitted after the close of the pay period. This will eliminate a lot of staff effort to ensure that hours worked and time off are accurate and improve overall accuracy. Staff has also updated the cost center codes for additional improved tracking and billing.
- YCH will have another article on its Energy initiatives in the November/December issue of the national Journal of Housing and Community Development. This article is the companion to the one that appeared in the September/October 2009 Journal.
- The National NAHRO Conference was a big success and YCH was featured in two sessions: 1) Sustainability Planning; and 2) Water, Waste and Opportunity on Water, Waste and Opportunity.
- The YCH Executive Director is currently serving as the statewide Chair for Legislative Affairs for the statewide California Association of Housing Authorities (CAHA) and has been nominated to serve again for another year. Ms. Baker has served four years as either statewide co-chair or chair for CAHA and for its predecessor organization, NCNEDA. CAHA is currently working on its 2011 Legislative Agenda.
- YCH received a card from the Marquez family as a thank you for the funds it raised to benefit the Pioneer High School Baseball team (attached). This was in-lieu of flowers as a memorial for the wife of our former Deputy Director, Mr. Ed Marquez, whose wife recently passed away.
- On December 6, 2010, YCH management staff from Operations, Facilities, Resources and IT attended a meeting with representatives from the Yolo Energy Watch and the UC Davis Energy Efficiency Center, including the Center for Lighting Technology, the Center for Urban Horticulture, the Center for Water Efficiency and the Western Cooling Efficiency Center to discuss potential areas of collaboration and opportunities for partnership (see attached agenda).
- YCH is moving forward on its 3 County Energy Performance Contract partnership. The

partnership recently went out for Energy Consulting services as part of the EPC process. The partnership received three (3) proposals for services, which are currently being evaluated.

- YCH staff is currently conducting a canned food drive for the Yolo Food Bank as part of its “Spirit of Giving” campaign this holiday season.
- Our own Ms. Janis Holt presented training, “Getting in Touch with Your Internal Customer” to the County of Yolo through its Training Academy on November 3, 2010.
- YCH will be participating in a new Northern California Risk Management Consortium that is now being formed. The first meeting was November 18, 2010 with representatives from PHA’s from Sacramento, Santa Clara, Contra Costa and Yolo.
- Senior Management staff attended FEMA Management 333, “Emergency Planning for Special Needs Communities” and received certification from West Virginia University for their participation, December 7 through December 9, 2010.
- All YCH staff was provided with training on Hazard Communication by Dave Beal from Bickmore Risk Services on November 17, 2010.
- On December 8, YCH received playground certification inspections from Jeff Briggs at the Housing Authority Insurance Group (HAIG) for Davis Migrant Center, Las Casitas, Yolito, Ridgcut Homes and El Rio Villas.
- Aside from recruitments mentioned above, YCH recruited and filled the following positions: Housing Specialist I; Temporary Migrant Coordinator, Dixon; Temporary Housing Specialist II, Winters. YCH is currently recruiting to fill the following open positions as a result of promotion: Full time Office Assistant I and Full time Migrant Center Coordinator.

Services

- Resident meetings were held in Woodland, West Sacramento and Winters. Local fire departments presented safety tips and hands-on safety demonstrations on how to use fire extinguishers during the month of October 2010. These last quarterly meetings were YCH’s last “birthday parties” for its 60th anniversary. We had raffles for T-shirts and posters, as well as birthday cake and punch for everyone.
- It’s that time of year again! In partnership with the Woodland Salvation Army, Yolo County California Highway Patrol, Women Ecumenical Ministries, RISE, Inc and the Holiday Basket Project, we will once again be delivering hundreds of holiday meals and toys to our resident families from the Woodland, Knights Landing, Yolo, Esparto, Winters and West Sacramento areas.
- As always, providing services and referrals to residents is a cornerstone of our success. In order to better quantify exactly what we do, we have implemented a service referral work order system. Over the last 2 months, resident services were provided to 20 families referred by Real Estate Services housing management staff.

- In addition to services for residents, we have the Family Self-Sufficiency Program (FSS) for voucher families. In the past 2 months, we have enrolled 3 new voucher tenants in the FSS program and have 4 more who are exploring their options prior to enrollment.
- YCH attended the Winters Youth Health Collaborative meetings in Winters and Esparto. As a result, there is a proposed plan to offer a health/education fair in January at the YCH Winters complex. In addition, the Collaborative is in the process of developing a new partnership meeting where the focus will be on “safety with children at risk” that will be held in February 2011.

Agenda Item No. 5.04
Board of Commissioners Comments

There were no comments from the Board of Commissioners.

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:08 p.m.

Matt Rexroad, Chair
Yolo County Housing

Julie Dachtler, Clerk of the Board