

Yolo County Housing  
Yolo County, California

January 13, 2011

MINUTES

Yolo County Housing met on the 13th day of January, 2011 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, Toney and Garnes. Absent were Commissioners McGowan and Rexroad. Commissioner Provenza presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.00  
Swearing in New Commissioner

Kristina Mann from the Elections Office swore in new Commissioner Don Saylor.

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. 11-01: Approved the agenda for this meeting as submitted.

MOTION: Toney. SECOND: Chamberlain. AYES: Provenza, Chamberlain, Saylor, Garnes, Toney.  
ABSENT: McGowan, 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. 2.01  
Chair and Vice Chair Elections

Minute Order No. 11-02: Elected Commissioner Provenza as Chair and Commissioner Chamberlain as Vice-Chair.

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

Agenda Item No. 3.01  
Presentations

- 3.01 Executive Director Lisa Baker presented Certificate of Achievement for Family Self Sufficiency Graduate to Ms. Suzanne Garcia
- 3.02 Resource Administrator Janis Holt presented Certificate of Recognition to José Alvarez, Work Experience Participant, for his contributions to YCH
- 3.03 Resource Administrator Janis Holt presented Emilio Gomez, Temporary Migrant Center Coordinator
- 3.04 Executive Director Lisa Baker presented Certificate of Achievement to Janis R. Holt, Resource Administrator, from the Housing Authority Insurance Group (HAIG) for Risk Management Training
- 3.05 Executive Director Lisa Baker presented Certificate of Recognition to Yolo County Housing for support of staff professional development
- 3.06 Yolo County Emergency Services Manager Bill Martin presented Certificate of Participation to Janis R. Holt and to Lisa A. Baker for contributions during Operation Dark Horizon

Agenda Item No. 5.01  
Consent Agenda

Minute Order No. 11-03: Acted on the Consent Agenda as follows:

- 5.01 Approved the minutes from the meeting of December 9, 2010.
- 5.02 Approved the position description and salary range for the Resident Manager.
- 5.03 Took the following actions:
  - A. Approved and authorized the Chair to sign **Resolution No. 11-01** to increase Employer Contributions under Public Employees' Medical and Hospital Care Act (PEMCHA).
  - B. Authorized the Executive Director to notify CalPERS

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

The Housing Commissioners recessed to Closed Session at 2:32 p.m. on the following matter:

Conference with Real Property Negotiator

Property: 1752 Drew Circle, Davis, California

Agency Negotiator: Lisa A. Baker

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

Under negotiation:                     Price                     Terms of Payment

The Housing Commissioners reconvened at 3:04 p.m. All members were present except for Commissioners McGowan, Rexroad and Chamberlain. There were no reports from Closed Session. Chairman Provenza presided.

Agenda Item No. 6.01

HUD's Verification Hierarchy

Minute Order No. 11-04: Approved updated language to the "VERIFICATION HIERARCHY" for both the Housing Choice Voucher and Public Housing Programs and authorized the Executive Director to implement.

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

Commissioner Chamberlain returned to the dais at 3:08 p.m.

Agenda Item No. 6.02

Housing Choice Voucher Program - FSS

Minute Order No. 11-05: Approved updated language to Housing Choice Voucher Program Administrative Plan to include exceptions for "interim re-examinations for Family Self Sufficiency (FSS) participants" in the Housing Voucher Administrative Plan and authorized the Executive Director to implement.

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

Agenda Item No. 6.03

Housing Choice Voucher Program - Unemployed

Minute Order No. 11-06: Approved "Working Preference language" for the Housing Choice Voucher Program to include the unemployed and authorized the Executive Director to implement.

MOTION: Toney. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza.

ABSENT: McGowan, Rexroad.

Agenda Item No. 6.04  
Housing Choice Voucher Program – Moving Out

Minute Order No. 11-07: Approved the change to the Housing Choice Voucher Administrative Plan Policy for Housing assistance Payments when a family moves out of a unit with continued assistance and authorized the Executive Director to implement.

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

Agenda Item No. 6.05  
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 – January 2011**

Operations

- YCH is currently up to date on deliverable products for HUD's office of Fair Housing and Employment Opportunities (FHEO).
- **60 new Voucher contracts** were executed from 10/1/2010 through 12/31/2010.
- **54 additional families with Vouchers are currently seeking units** in the private marketplace and there are three additional briefings scheduled for January for additional families.
- As of the end of December, 2010, we have **1,299 families under contract**.
- Our PIC scores for voucher reporting in December was 99.23%. PIC scores for Real Estate Services was 97.17% (threshold is 95%)
- In West Sacramento, we have a new Volunteer Resident Liaison.
- **West Sacramento AMP is 99% occupied; Woodland AMP is 100% occupied and Winters AMP is 100% occupied.**
- We now have a new full time temporary Maintenance II at Dixon – Emilio Gonzalez

- Agricultural division staff are working on turn-around for all units to prepare for Opening Day.
- And in **2010, all three Migrant Centers were 100% occupied** during the season.

#### 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 still trying to work with HUD to see if we can reprogram those funds for additional work. We are expecting delivery of 233 Energy Star refrigerators the week of January 24, 2011.
- We have selected an architect for the **design on the 2 playgrounds** for the Yolano-Donnelly community. They will be meeting with residents who signed up for the design committee on January 27, 2011. The project will also include ADA site improvements to ensure that the playgrounds are accessible.
- The **well project for the Davis Center** has gone out to bid. Staff held the pre-bid on January 11, 2011. YCH's well project was featured in the Davis Enterprise and in the Woodland Press Democrat. 12 contractors attended the pre-bid meeting.

#### Administration

- YCH has **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. We haven't seen the final yet, but we are already getting requests for PDF's of it from agencies and companies on the East Coast.
- The **YCH Executive Director is currently serving as the statewide Chair for Legislative Affairs** for the statewide California Association of Housing Authorities (CAHA). CAHA is currently working on its 2011 Legislative Agenda and is looking at the possible impacts of the proposed State budget, including the potential impacts on Redevelopment Agencies and their affordable housing monies.
- YCH hosted the **USDA and Yolo Ag Alliance Rural Development Forum** on Jobs, Economic Development and Sustainability on January 12, 2011. Over 30 members of the public participated.
- YCH, Butte and Sutter are **finalizing evaluation of the Energy Performance Contract Consultant** proposals and staff should make a selection in the next week.

- **YCH staff raised over 400 pounds of canned food drive for the Yolo Food Bank** as part of its “Spirit of Giving” campaign this holiday season. The winner of our friendly competition was the Agricultural Services Division, whose 8 members raised 137 pounds of food. Congratulations!
- In December and January, we rolled out the new Domain and email. The transition is going smoothly at this time. We are now [www.ych.ca.gov](http://www.ych.ca.gov)!
- YCH purchased its **Tenmast Interactive Voice Response** system that will allow applicants to check their status on the wait list and residents to check their account status. Staff rebuilt an old existing server, which saved the Agency \$5,000 for a rack server and was able to save an additional \$1,000 on purchase of the system through negotiations. Implementation will begin at the end of the first quarter of 2011.
- We purchased the **TenDocs System**, which will allow us to **move to paperless storage**. We are repurposing the former Tenmast Server, which will save us \$6,000 in server purchase costs. We are doing a hardware review and there will be the need for hardware enhancements before implementation can begin, as well as new protocols designed for document handling. Staff will be putting together an *ad-hoc* implementation committee of end users to assist. Staff was able to negotiate a 25% discount over the asking price for the system.
- The **Housing Intelligence Portal (HIP) that allows real time data analysis of performance** measures is now installed and is going through testing by management prior to roll out. The system has already shown us where we need to improve data collection.
- YCH has purchased **Tenmast Landlord Access** which will allow landlords to view and manage accounts online through a web portal. Implementation will not begin until completion of the other improvements (domain migration, Google doc/cloud transfer, IVR, Tendocs and HIP).
- Staff has completed installation of **upgraded alarm systems in Winters, Woodland (Yolano-Donnelly) and West Sacramento**. The new system gives staff the enhanced ability to update codes and add/delete users on site by security staff. Staff also installed wireless “panic” buttons for a total cost of just under \$1,000.
- YCH continues with its **wireless hot spots**. They are working very well and many youth are using them with their laptops. We currently have spots at Main Administration, Winters, West Sacramento and Yolano-Donnelly.

- Jeff Briggs, Risk Consultant with the Housing Authority Insurance Group (HAIG), performed **certified playground inspections throughout YCH properties** on December 8. No findings have been provided to date (good news!) and staff is waiting for the final report.
- Staff completed the **HAIG Risk Dividend Report**, which results in a percentage of the Agency's annual liability premiums being returned to the agency. This is the first year YCH is participating and we hope to get about a 5% return this spring.

### Resident Services

- The Quarterly Family Self-Sufficiency (FSS) Report to HUD shows a positive increase in enrollment. **3 new applicants are being provided one-to-one orientation to the FSS program** this month. Staff continues to promote the program through the Housing Choice Voucher briefings and annual reexamination processes.
- In partnership with the Woodland Salvation Army, Woman Ecumenical Ministries, RISE, Inc and the Holiday Basket Project, **YCH delivered a total of 207 meals and 180 toys** to resident families in Woodland, Yolo, Knights Landing, Esparto, Winters and West Sacramento.
- The **City of Woodland Fire Department provided three \$50 gift certificates to Food-4-Less** to two families in Yolano-Donnelly and one Voucher family on December 22, 2010. The families were very appreciative of the holiday gifts, which were presented in person by fire department representatives.
- Surveys are currently being conducted door-to-door for Yolano-Donnelly residents to determine interest in on-site programming that could be made possible through partnerships as part of the proposed CFCF grant. **So far, Client Services has surveyed 50% of the head of households in the two developments. To date, 72 residents are interested in Adult Education classes (GED/HS Diploma and computer literacy) and 75 residents have indicated interest in ESL classes provided on-site.**
- Quarterly Resident meetings have been scheduled for the year. For January 2011, the schedule is:
  - **West Sacramento – January 20, 2011**
  - **Winters – January 26, 2011**
  - **Woodland – January 27, 2011**

Agenda Item No. 6.06

### Board of Commissioners Comments

Chairman Provenza welcomed Commissioner Saylor.

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Adjournment

Adjourned this meeting of the Yolo County Housing at 3:27 p.m.

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Jim Provenza, Chair  
Yolo County Housing

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Julie Dachtler, Clerk of the Board