

Yolo County Housing
Yolo County, California

February 17, 2011

MINUTES

Yolo County Housing met on the 17th day of February, 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 Chamberlain, McGowan, Saylor, Rexroad, Toney and Garnes. Commissioner Provenza was absent. Vice-Chair Chamberlain 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. 11-08: Approved the agenda for this meeting as submitted, noting minor changes were made to the resolution on Agenda Item No. 2.02.

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

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. Commissioner Toney addressed the Board of Commissioners with a comment about the Section 8 Housing.

Commissioner Saylor arrived at the dais at 2:03 P.M.

Agenda Item No. 2.01
Consent Agenda

Minute Order No. 11-09: Acted on the Consent Agenda as follows:

2.01 Approved the minutes of form the meeting of January 13, 2011.

2.02 Took the following actions:

A. Approved and authorized the Chair to sign **Resolution No. 11-02** authorizing Yolo County

Housing to submit an application to HUD for funding through the HUD fiscal year 2010 Resident Opportunity and Self Sufficiency (ROSS) Service Coordinator Program grant.

B. Authorized the Executive Director to execute appropriate agreements to apply under the ROSS Program and administer the funding if the application is approved by HUD.

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

2.04 Approved "Working Preference" language in the Admission and Continued Occupancy Plan for the Low Income Public Housing Program to include the unemployed and authorized the Executive Director to implement.

2.05 Approved a Resolution naming the Alcohol, Drug and Mental Health funded transitional housing units the "Helen Thomson Homes," in honor of her contributions to Yolo County Housing.

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

Commissioner McGowan arrived at the dais at 2:09 P.M.

Agenda Item No. 3.01
Presentations

3.01 Executive Director Lisa Baker presented a Resolution to Helen M Thomson in honor of the "Helen M. Thomson Homes"

3.02 Executive Director Lisa Baker presented Certificate of Appreciation to the City of Woodland Fire Department

3.03 Executive Director Lisa Baker presented Certificate of Appreciation to California Highway Patrol

3.04 Executive Director Lisa Baker presented Certificate of Appreciation to the West Sacramento Holiday Basket Project

3.05 Executive Director Lisa Baker presented Certificate of Appreciation to Women's Ecumenical Ministries

3.06 Executive Director Lisa Baker presented Certificate of Appreciation to the Salvation Army

3.07 Resource Administrator Janis Holt presented Continuity of Operations Planning to Alberto Castillo, Fred Ichtertz, Brenda Lomelí, Marianne Krager and Jorge Almeida

3.08 Resource Administrator Janis Holt presented Certificate of Appreciation to Lisa Baker from the National Association of Housing and Redevelopment Officials

3.09 Executive Director Lisa Baker presented Certificate of Achievement to Yolo County Housing as a 2010 Voucher High Performer from U.S. Department of Housing and Urban Development (HUD)

3.10 Executive Director Lisa Baker presented Certificate of Achievement to Yolo County Housing as 2010 PHA of the Year (Voucher program, smaller division) from San Francisco Regional Office of the U.S. Department of Housing and Urban Development (HUD)

Agenda Item No. 4.01

Housing Choice Voucher Wait Lists

Minute Order No. 11-10: Took the following actions:

- A. Reviewed the proposed methodology for opening the wait lists for tenant and project-based vouchers.
- B. Approved the opening and closing of the Wait List for the Housing Voucher Programs.
- C. Authorized the Executive Director to open and close the List in accordance with the methodology laid out in this staff report.

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

Agenda Item No. 4.02

Mid-Year Budget Reallocation

Minute Order No. 11-11: Took the following actions:

- A. Appropriated additional identified revenue and approved the budgeting and expenditure of the additional funds as identified in the mid-year budget reallocation.
- B. Approved the expenditure of funds for line item expenses that were not included in the original budget.
- C. Authorized the use of approximately \$30,000 of HCV Unrestricted Net Assets to purchase a new vehicle for the HCV Inspector's use.
- D. Authorized the transfer of approximately \$12,000 of unrestricted COCC funds to New Hope to cover their projected deficit cash flow.
- E. Authorized an increase in hours for the Information Technology Manager from 20 hours per week to 30 hours per week.
- F. Authorized modification of the organization chart to include an Office Assistant II position in the Housing Choice Voucher program.

G. Authorized creation of an intern position to assist the Executive Director on a part time basis.

H. Authorized the Executive Director to implement the revised budget and recommendations.

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

Agenda Item No. 4.03
Change in Governance

Received verbal report on Change in Governance from Executive Director.

Agenda Item No. 5.03
Executive Director Comments

Executive Director Lisa Baker presented remarks on Agency accomplishments.

Agenda Item No. 5.04
Board of Commissioners Comments

Commissioner Toney thanked the Executive Director for the Yolo County Housing 2011 calendars.

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:52 P.M.

Jim Provenza, Chair
Yolo County Housing

Julie Dachtler, Clerk of the Board