

Yolo County Housing
Yolo County, California

April 14, 2011

MINUTES

Yolo County Housing met on the 14th day of April, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:20 p.m. Present were Commissioners Provenza, Chamberlain, Toney and Garnes. Commissioners McGowan, Saylor and Rexroad were absent. Chair Provenza 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. 11-16: Approved the agenda for this meeting as submitted, noting an amendment to the Capital Fund Program on Agenda Item No. 4.02.

MOTION: Toney. SECOND: Chamberlain. AYES: Provenza, Chamberlain, Garnes, Toney.
ABSENT: McGowan, Saylor, 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
March 10, 2011 Minutes

Minute Order No. 11-17: Approved the minutes from the meeting of March 10, 2011.

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

Agenda Item No. 2.02
JJM Engineering Constructors

Minute Order No. 11-18: Approved and authorized the Executive Director to execute a contract with JM Engineering Constructors, who have been determined to the lowest responsive-responsible bidder for the Davis Migrant Center Water System Improvements.

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

Agenda Item No. 2.01
Presentations

Resource Administrator Janis Holt presented new staff member, Roberto Guevara, as the Madison Migrant Coordinator.

Agenda Item No. 4.01
Voucher Administrative Plan

Minute Order No. 11-19: Took the following actions:

- A. Held a public hearing.
- B. Approved the proposed amendments regarding purging and reopening the wait list and adding language regarding "Involuntarily Displaced" to the Administrative Plan of the Housing Choice Voucher Program.
- C. Authorized the Executive Director to implement these amendments.

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

Agenda Item No. 4.02
FY 2011 Annual Plan Update

Minute Order No. 11-20: Took the following actions:

- A. Held a public hearing.
- B. Adopted the 2011 Annual Plan update to the Five Year Agency Plan; approved and authorized the Chair to sign the U.S. Department of Housing and Urban Development (HUD) **Resolution No. 11-05**, and authorized the Executive Director to submit to HUD.
- C. Approved the modification to the proposed 2011 Capital Fund 5-Year Work Plan within the 2011 Agency Plan that would include additional playground equipment at Yolano Drive and included in the Agency Plan and Capital Fund submission.

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

Agenda Item No. 5.01
FY 2009-2010 Audit

Minute Order No. 11-21: Reviewed, approved and accepted the FY 2009-10 Yolo County Housing audit and directed staff to return to the Board of Commissioners the last meeting before the changeover with a proposed calendar of timeframes and deadlines.

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

Agenda Item No. 5.02
Federal and State Budget Issues

Received verbal report on Federal and State budget issues from the Executive Director.

Agenda Item No. 5.03
Executive Director Comments

Received the following comments from the Executive Director, Lisa Baker:

ACCOMPLISHMENTS – April 2011

Operations

- The annual **Landlord workshop has been planned and finalized. We have over 102 landlords and staff members scheduled to attend.** This year, we will not only have presentations on fair housing issues, but PGE will discuss Smart AC and we will be rolling out the web portal for on-line account management for landlords.
- As of April 2011, we have **1,324 families under contract** (maximum supported by ACC is 1,487. Maximum supported by budget is currently 1,320). 21 applicants are still searching for a unit (down from 52 last month).
- There are 0 late reexams and and 0 late inspections
- **Winters is over 98% occupied, all other properties continue at 100%** leased. Staff is in the process of turning over units and contacting waiting families.
- We have had a great response from **social agencies, cities and others who are prepared to serve as application centers** and who will have computers available for families to apply to the HCV program in May.
- We closed **Project Based Voucher (PBV) Request for Proposals and we received 3 responses** – 2 from existing complexes (Cesar-Chavez, Davis and Terracina, Woodland)

and one from a new construction project (New Harmony – Davis). YCH will be issuing 30 PBV vouchers.

- Agricultural division staff turned over all units for Opening Day.
- **Davis Migrant Center currently has 59 units occupied and only 3 vacancies. Madison was full occupied on April 13**, with some families referred to the Davis site when we reached maximum capacity at Madison.
- The Agricultural Services Supervisor is attending USDA management certification training this week in Monterey.
- Maintenance staff, along with staff from management and from Facilities, completed the **Neighborhood clean-up event at Pacifico and the clean-up of the empty A and B buildings in preparation for unit turn over in C and D and rehabilitation of A and B.**

Facilities

- The **well project for the Davis Center** is moving forward for engineering award at the April meeting. Staff received USDA-RD concurrence.
- We have completed the **draft Sewer Plan** as required by the State. It went out for public notice and we have calendared the public hearing for review and proposed approval for the May meeting. YCH is a mandated sewer reported due to the amount of sewer lines it owns.
- We put out the **RFP for refrigerators with the remaining ARRA funds. We expect to sign the documentation to purchase** next week.
- We have assisted the City with the final close-out on the TANA project and are moving forward with the agreement for playgrounds for Yolano-Donelly.
- We are **nearing project completion for Rochdale-Grange** and working through remaining labor compliance requirements with the prime contractor.
- We worked with the contractor for PGE for motion-sensor light installations in our main building. Unfortunately, none of the rooms qualify. Staff is now researching use of the building's reserves (AMP 4) for installation and whether or not to fold into the upcoming Energy Performance Contract.

Administration

- The selected Energy Consultant, Enlightened Energy Consultants was on site at the 3 housing authorities (YCH, Butte and Sutter) March 21 through March 24 and are currently

preparing the Request for Proposals for the project and for Energy Services companies (ESCO's). **There has been a great deal of interest from ESCO's with our proposal.**

- **We installed 26 new printers, along with new fax and copiers in the last month** from our new print management contract. Our first automatic toner replacement cartridges arrived this week.
- **YCH completed installation of a gigabit network infrastructure project.** The project was completely done in-house with no outside consultant assistance. It is up and running smoothly.
- Our very own **YCH IT Manager, Alberto Castillo, has been asked to participate in a working group on technology initiatives with HUD** and the Organization for the Advancement of Technology for Housing Authorities (OATHA).
- The Landlord Access module is up and running and will be rolled out for public use on April 21, 2011.
- We have sent the final audit on to the County. We have uploaded the audit into the Federal Data System (FDS) on time by the deadline and brought the audit forward for Board approval at the April meeting.
- As a result of the audit, staff have identified an ongoing issue with interfund balances. Staff believes they are related to the initial system set up by prior management. Staff has begun investigating ways in which to clear this problem from the system.
- **YCH received CHARMA distribution of \$272,224** in the last month. The total received from dissolution to date is \$629,679.

Human Resources and Resident Services

- We are happy to report that the Interim Client Services Coordinator, Alicia Ruiz, passed her **Family Self-Sufficiency Certification** Exam last month.
- **The first of three (3) poster and essay contests with YCH resident youth is taking place through April 21, 2011.** Three age groups: 6-8, 9-11, 12-14 will compete for prizes at the local level with first place winners being elevated to the Housing Authority Insurance Group (HAIG) National Contest. Winners of the National contest will receive \$100 for 1st place. Representatives from TANA, Yolo County Arts Council and YCH will judge the local winners the week of April 25, 2011.

- **California Rural Legal Assistance Foundation will be offering free informational Immigration Law Workshops** to residents at Winters on May 12 and at Woodland on May 14 at 5:00 p.m. Interested families are encouraged to contact Alicia Ruiz, Client Services Coordinator, for more information.
- Connie Gomez, our long term Client Services Coordinator, will not be returning to employment with YCH. Staff will be moving forward with a recruitment shortly. We wish Ms. Gomez success in her future endeavors.
- **Quarterly resident meetings** will be held in West Sacramento on April 20, Winters on April 26 and Woodland on April 27.
- **YCH staff made a presentation at the City of Davis Council meeting on March 29th.** They presented the YCH Corporate Resume for Development and Management Services and provided Council members with an overview of YCH programs, services and portfolio. Earlier, staff presented each councilmember with a YCH 2011 Calendar and Annual Report.
- **Housing Authority Insurance Group (HAIG) will be providing YCH with a 6.46% dividend refund** on our liability insurance. This is the result of staff commitment to risk mitigation and safety.
- **Janis Holt, our very own Resource Administrator, has been appointed Chair of the Yolo Youth Opportunities Council**
- **Staff promoted the Housing Authority Insurance Group scholarship program** application to resident families and FSS participants. The outreach has resulted in **one application to date from a Woodland resident.**
- **YCH Family Self-Sufficiency Program has reported 6 new enrollments last quarter,** meeting the required threshold of 60% of mandatory enrolled slots. This was the result of teamwork by FSS staff and everyone in the Housing Assistance Division. Good Work!

Agenda Item No. 5.04
Board of Commissioners Comments

Commissioners thanked Executive Director, Lisa Baker, for her efforts.

The Housing Commissioners adjourned to Closed Session at 2:58 p.m. on the following matter:

Conference with Legal Counsel - Anticipated Litigation
 Significant exposure to litigation pursuant to Government Code
 Section 54956.9(b) 1 case

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:30 p.m.

Jim Provenza, Chair
Yolo County Housing

Julie Dachtler, Clerk of the Board