

Yolo County Housing  
Yolo County, California

June 9, 2011

MINUTES

Yolo County Housing met on the 9th day of June, 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 Saylor, Provenza, Chamberlain, Toney and Garnes. Commissioners McGowan, and Rexroad were absent. Vice-Chair Chamberlain presided. Lisa A. Baker, Executive Director and Dan Cederborg, substituting for 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. 11-26: Approved the agenda for this meeting as submitted.

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

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 none.

Agenda Item No. 2.01  
Consent Agenda

Minute Order No. 11-27: Acted on the Consent Agenda as follows:

2.01 Approved the minutes from the meeting of May 19, 2011.

2.02 Moved to Regular.

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

Agenda Item No. 3.01  
Presentations

3.01 Resource Administrator Janis Holt introduced new employee, Temporary Dixon Migrant Center Coordinator, Miguel Ramos.

3.02 Resource Administrator Janis Holt presented Housing Choice Voucher Specialist Certification to Celia Marquez and to Beatrice Lopez.

3.03 Resource Administrator Janis Holt presented Certificate of Completion of FEMA ICS 300 and 400 to Fred Ichtertz, Brenda Lomeli, Marianne Krager, Jorge Almeida and Certificate of Completion of FEMA ICS 300 to Mark Stern.

Agenda Item No. 4.02  
2011/12 Annual Budget

Minute Order No. 11-28: Took the following actions:

- A. Approved and authorized the Chair sign **Resolution No. 11-07**, the fiscal year 2011/12 budget for Yolo County Housing (YCH).
- B. Authorized adding and hiring an HS I Position in the HCV department
- C. Authorized adding and hiring a part-time Resident Manager at Cottonwood Meadows.

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

Agenda Item No. 4.03  
Executive Director Comments

Executive Director Lisa Baker presented the following remarks on Agency accomplishments:

ACCOMPLISHMENTS – June 2011

Operations

- We received the award letter from HUD to administer housing assistance for the Anderson Place opt out in Davis. We submitted the application for 240 enhanced vouchers to continue to provide affordable housing to existing tenants of the complex. Staff will be continuing to work on weekends on this project. The final date for conversion is not final at this time, but it is anticipated that the project may convert as early as August 1, 2011. Final date of conversion will be determined by when the owner pays off the loan and prepays the FHA Mortgage Insurance.

- The Wait Lists were opened from May 16 through May 26, including all 3 Housing Voucher lists. We received applications from 4,850 families. We had a total of 29 application centers, 26 of them run by our sister agencies and non-profit organizations - it ran extremely well and we are extremely grateful to all who helped out.
- We are currently preparing for SEMAP and PHAS certification. Those certifications are expected to come before the Board in August 2011.
- There is an inaugural quarterly resident meeting scheduled for June 29, 2011 for Cottonwood Meadows.
- AMPS: Winters is 97% occupied, Woodland is 98% and West Sacramento is 99%.
- Real Estate Services staff attended Unit Turnaround Training to continue to improve staff skills in unit turnaround.
- LIPH PIC scores are at 98.5%

#### Facilities

- Held the pre-construction conference on June 8, 2011 for the Davis Water System Improvements. The contractor is slated to start the project on or before June 22, 2011.
- We are preparing a CalEMA grant application for funding for the back-up generator for the Emergency Ops Center at the main administration building. The application is due Monday, June 13, 2011.
- We are finalizing the design for the Yolano-Donnelly playgrounds and ADA upgrades with the architect. The design should go back to the resident design committee in June.
- We are completing the labor compliance for Rochdale Grange.
- We completed the roof replacement at the 3 manager's units at Dixon.
- We have completed the initial stabilization of the Pacifico property. The City is schedule to take the draft Exclusive Negotiating Agreement and Management Agreement to the Davis City Council on June 21, 2011.

#### Administration

- We toured West Village on May 26<sup>th</sup> to look at its energy and water features. City Councilman Harold Anderson from Winters and the Executive Director from Oakland, along

with its executive development team, joined us. It was an interesting experience and we provided lunch for all.

- The County of Tuolumne visited YCH this week to talk about Voucher programs as they consider the transition of the program from the State Housing Authority.
- We met with staff from Sacramento Housing and Redevelopment Agency here at YCH main administrative building to discuss the preliminary outline of the housing study component of SACOG's HUD Sustainable Communities grant. The grant covers housing and transportation in a 6 county collaboration, including the housing authorities from the 6 counties. This was one of only 2 grants funded in California by HUD.
- The housing authorities of the County of Butte and the Consolidated Authority of Sutter County met with staff at YCH in May 2011 to discuss the status of the Energy Performance Contract process. We are close to having a final document in hand to review and send on to HUD for approval.

#### Human Resources and Resident Services

- The West Sacramento Riverbend Manor flag pole has been painted and a new flag was donated by Yolo County Veterans' Services. Three Riverbend Manor residents, who are also veterans, have volunteered to take responsibility to raise and lower the flag according to required law. YCH in coordination with Veterans Services, BBCAN, and YCH West Sac residents will be hosting a Flag Raising Ceremony on Thursday, June 30<sup>th</sup> at 8:30am.
- Managed Health Network (MHN) provided free in house training on "Work-Life Balance" to staff on May 26<sup>th</sup>.
- Marianne Krager and Janis Holt attended free Fair Housing Training at the San Joaquin County Housing Authority presented by the HUD Fair Housing and Equal Opportunity Office.
- In addition to the many services already provided to residents through partnership agreements, three new partners will be providing informational presentations or workshops to YCH residents:
  - UC Davis Cal Agribility Program will be presenting workshops on arthritis, heat stress and injury prevention to the Migrant Center residents.
  - Communicare will be promoting health and wellness care services and participating in health fairs and events.
  - Opening Doors Inc. will be presenting information on human trafficking.
  - In addition, extended partnership agreements were executed with UC Regents-Yolo County 4-H Program, Narcotics Anonymous, and Yolo Family Resource Center.

- Legal Services of Northern California (LSNC) will be providing Social Cognition Training to all YCH staff on June 15<sup>th</sup> to help give staff additional tools to work with our diverse residents and staff.
- YCH Youth Soccer League Sign-Ups took place the first two weeks of June. Practices will be starting June 14<sup>th</sup>.
- Client Services Coordinator, Alicia Ruiz assisted several families with connecting to services throughout the County and enrolled two new FSS clients.
- YCH Annual Retreat is scheduled on June 22 at the Bryte Park in West Sacramento. Plans are underway for the meeting agenda including team building exercises, review of the YCH Emergency Operations Plan, and discussion and planning for 2011-2012 agency goals.
- YCH is working with UC Davis in expanding internship opportunities for individuals.

Agenda Item No. 4.04  
Board of Commissioners Comments

There were no comments from the Board of Commissioners.

The Housing Commissioners recessed to Closed Session at 2:29 p.m. on the following matter:

Conference with Labor Negotiator: Lisa A. Baker, Executive Director; Janis Holt, Resource Administrator  
 Dan Cederborg substituting for Sonia Cortés, Agency Counsel  
 Bargaining Units: General Unit

The Housing Commissioners reconvened at 2:52 p.m. All members, including Commissioner Provenza, were present except for Commissioners McGowan and Rexroad. There were no reports from Closed Session. Chairman Provenza presided.

Agenda Item No. 2.02  
Correspondence

Minute Order No. 11-29: Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) regarding Independent Audit Report for 2010.

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

Agenda Item No. 4.01  
Audit

Minute Order No. 11-30: Took the following actions:

- A. Received and reviewed audit follow up.
- B. Appointed Commissioners Provenza and Chamberlain to the ad-hoc audit subcommittee and Commissioner Toney as the public member, to oversee development of a plan of action to address outstanding audit findings.
- C. Directed staff to add the delegation of authority issue and time table as an information item to the Consent calendar on a future Board of Supervisors agenda.

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

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:24 p.m.

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Jim Provenza, Chair  
Yolo County Housing

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Julie Dachtler, Clerk of the Board