

Yolo County Housing
Yolo County, California

July 14, 2011

MINUTES

Yolo County Housing met on the 14th day of July, 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, Rexroad, Provenza, Chamberlain, and Toney. Commissioners McGowan and Garnes 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. 11-29: Approved the agenda for this meeting as submitted.

MOTION: Provenza. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Provenza, Toney. ABSENT: McGowan, Rexroad, 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 none.

Agenda Item No. 2.01
Presentations

2,01 Executive Director Lisa Baker presented Certificates of Appreciation to Agencies that sponsored YCH 2011 Wait List Application Centers.

The Board of Commissioners recessed at 2:17 p.m. for cake to welcome the Board of Governors and reconvened at 2:32 p.m. All members were present except for Commissioners McGowan, Rexroad and Garnes. Chair Provenza presided.

2.02 Received presentation from Monighan Design, AIA, regarding the playground equipment designs for Woodland complexes.

Agenda Item No. 3.01
Consent Agenda

Minute Order No. 11-30: Acted on the Consent Agenda as follows:

- 3.01 Approved the minutes from the meeting of June 9, 2011.
- 3.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming that YCH is a Public Housing Assessment System (PHAS) Standard Performer for its Public Housing and Finance Programs.
- 3.03 Received and filed correspondence from the Housing Authority of the City of Oakland on its tour of West Village and YCH properties.
- 3.04 Reviewed and approved updated policies pertaining to the Housing Code Voucher Re-inspection and to the Housing Assistance payment policies; and authorized the Executive Director to implement.
- 3.05 Approved increased authorized limits to \$1,000,000 for the Executive Director and Finance Director to authorize ACH payments to landlords.

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

Commissioner Rexroad arrived at the dais at 2:47 p.m.

Agenda Item No. 4.01
Audit Corrective Action Plan

Minute Order No. 11-31: Reviewed and accepted the Audit Corrective Action Plan (CAP), which represents the YCH work plan for audit improvements.

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

Agenda Item No. 4.02
Executive Director Comments

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

ACCOMPLISHMENTS – July 2011

Operations

- We have been working Fridays and Saturdays to qualify families at Anderson Place. We will begin briefing families and issuing Vouchers tomorrow, July 15, 2011
- We are currently preparing for SEMAP and PHAS certification. Those certifications are expected to come before the Board in August 2011.
- We held our inaugural quarterly resident meeting scheduled for June 29, 2011 for Cottonwood Meadows. The meeting was well received and we were able to present information.
- PIC scores for LIPH are 99.29%. PIC scores for Vouchers is 98.58%
- LIPH occupancy is 97.5%
- We are preparing to assume management duties for Pacifico. We will begin managing Pacifico at COB on Monday, July 18, 2011. We have been awarded \$200,000 in predevelopment funds from the City of Davis for the rehabilitation – to be paid in two (2) phases based on funding availability from the City.

Facilities

- Started construction of the Davis Well Project.
- Submitted a CalEMA grant application for funding for the back-up generator for the Emergency Ops Center at the main administration building.
- Finalized the design for the Yolano-Donnelly playgrounds and ADA upgrades with the architect. Held two additional resident meetings on the final proposed design.

Finance and Administration

- Had the consultant from Tenmast on-site to work through initial set up problems with Tenmast system and to fine tune the Corrective Action Plan for audit issues.
- Started the 2011 audit in July – earliest audit start in approximately 6 years.
- Completed a draft article for the National Association of Housing and Redevelopment Officials (NAHRO) nation Journal of Housing and Community Development. Articles are at printers now.

- Executive Director Baker was recently named to Chair NAHRO's national Working Group on Sustainable Legislation and Policy. The group is developing a White Paper on sustainability for PHS's for October 2011.

Human Resources and Resident Services

Services

- The West Sacramento Riverbend Manor flag raising event on June 30th was very successful. Along with approximately 30 residents, City of West Sacramento Council Member Mark Johannessen, Yolo County Veterans Service Officer Billy Wagster, Bryte and Broderick Community Action Network (BBCAN) Member Charlotte Dorsey and YCH staff enjoyed the sunny morning as the resident volunteers raised the flag. Refreshments were donated by staff. BBCN posted an article and pictures on their website.
- The theatrical event "Salud O Adios" will take place at the Dixon Migrant Center on Saturday, July 30th at 7 p.m. Partners in the presentation include Campeones del Cambio, UC Davis TANA, California Health Education Council theatrical performance on stage along with healthy refreshments and nutritional cooking information. UC Davis TANA created posters to commemorate the event.
- Christmas in July will take place on the 16th at all three Migrant Centers. Included in this year's event will be soccer balls donated to the YCH soccer league.
- Speaking of soccer, the YCH Soccer League will hold their first games in Winters and Madison on Sunday, July 24th. Donations from throughout the community have enabled the league to enhance the project and staff have established Soccer Coaches Handbooks to help formalize the rules and regulations. YFRC provides the leagues referees through their programming.

Resources

- YCH Annual Retreat was on June 22 at the Bryte Park in West Sacramento. In addition to formal meeting topics such as status of the agency, safety, and emergency services; each division established their annual goals for the coming year.
- Recruitment for four open positions is underway including Housing Specialist I for the Housing Assistance Division, Client Services Coordinator and two part-time Resident Managers for the Real Estate Services Division.
- The UC Davis Agriculture and Natural Resources department held their UC Small Farm Program at YCH on June 29th with 38 attendees. The YCH Conference Room is becoming a "go-to" Venue for partners throughout the County

Agenda Item No. 4.04
Board of Commissioners Comments

Commissioner Provenza expressed his appreciation to staff and auditors for audit.

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:03 p.m.

Jim Provenza, Chair
Yolo County Housing

Julie Dachtler, Clerk of the Board