

Yolo County Housing  
Yolo County, California

August 11, 2011

MINUTES

Yolo County Housing met on the 11th day of August, 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. Commissioners McGowan, Saylor, and Rexroad were absent. Chair Provenza presided. Janis Holt, Resource Manager, sat in for 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. 1.03  
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 Chair Provenza presented Achievement to Janis Holt and Lisa Baker in recognition of outstanding service as training instructors for the Yolo Training Academy for the 2010-2011 Training Year.

2.02 Resource Manager Janis Holt presented Certificate of Achievement to Elizabeth Robles as a recipient of Scholarship Award from Housing Authority Insurance Group (HAIG) for the 2011-2012 Academic year.

Agenda Item No. 4.02  
Executive Director Comments

Resource Manager Janice Holt presented the following remarks on Agency accomplishments:

ACCOMPLISHMENTS – August 2011

Operations

- Housing Assistance – has a current PIC reporting score of 98.20 with zero late re-exams and zero late HQS inspections. Staff continues to work diligently on processing the Enhanced Vouchers for Anderson Place, which will continue to be an ongoing process through September as tenants move-in and out within the complex.
- Agricultural Housing – All migrant centers are at full occupancy. Multiple service partners provide on-site education, health, youth, and other support services to residents. This included the “Christmas in July” event which took place on July 16<sup>th</sup>. The annual soccer tournament sponsored by the British League Association which takes place at the Davis Migrant Center has been requested in September.
- Real Estate Services – The PIC reporting score was 99.29 as of 7/31/2011. In preparation for the Real Estate Assessment Center (REAC) inspections scheduled at the end of August, staff is conducting pre-inspections over the next week. There are a total of 5 vacancies throughout the YCH low-income public housing portfolio and 8 vacancies at Cottonwood Meadows that staff are in the process of either turning over or leasing.

### Facilities

- The Plans and the Project Manual for the Playground Project at Yolano Village and Donnelly Circle are complete with the “Notice of Contractors” being printed in this weekend’s newspapers. The bid opening is scheduled for September 1, 2011.
- The Davis Migrant Center Well has been drilled with the well casing and gravel pack installed. The complete installation of the irrigation system is near completion.

### Human Resources and Resident Services

#### *Services*

- Nine award certificates and prizes were presented to the children who participated in the YCH 2011 Poster/Essay Contest at the three resident meetings held in Woodland, Winters and West Sacramento. YCH recognized 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners in different age categories.
- The Soccer League has received donations as follows:
  - One full set of uniforms from the local Woodland business Deportes Celaya.
  - Cash donation in the amount of \$300 from Yolo Interfaith Immigration Network which helped to cover the costs of equipment such as soccer nets and balls.

The Final Tournament of the YCH Youth Soccer League is scheduled for August 28, 2011. Preparations are being made with a planning meeting on Monday, August 15.

- Client Services staff made 15 home visits to residents throughout the month of July 2011 providing referrals and support services to residents in need.
- The FSS program has provided 5 orientations in the months of June and July and has grown by two new enrollments. The FSS Coordinator has been enhancing her skills through attendance at the FSS Bay Area Coordinators Group meetings.

### Resources

- Twenty-three YCH staff attended a two- hour training in-house on Bed Bugs on Wednesday, August 10. The training was offered through our insurance company and provided through the Housing Tele-Video Network (HTVN). The four section series provided staff with management tools to deal with an infestation if one occurred within our portfolio. YCH also prepared written guidelines and checklists to assist staff and residents.
- The recruitment process for all open positions has continued through the last two weeks, including the written exam and oral exam. Final interviews and reference checking is being scheduled over the next two weeks with the goal of having all positions filled on or around September 1, 2011.
- Staff participated on a “regional” Workforce Investment Board (WIB) group that included nine counties within the Sacramento region. The meeting provided ideas for increasing youth participation in programs (including YCH youth) and opportunities for collaborative self-sufficiency programs. The group has agreed to work together on assuring unemployed and underemployed residents have access to the wide range of One-Stop services and that employers have access to a wide range of skilled employees.

### Agenda Item No. 4.04

#### Board of Commissioners Comments

There were no reports from the Board of Commissioners.

The Board of Commissioners recessed at 2:22 p.m. to await the arrival of Commissioner Garnes. They reconvened at 2:45 p.m. All members were present except for Commissioners McGowan, Saylor and Rexroad. Chair Provenza presided.

### Agenda Item No. 1.02

#### Approval of the Agenda

Minute Order No. 11-32: Approved the agenda for this meeting as submitted.

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

Agenda Item No. 3.01  
Consent Agenda

Minute Order No. 11-33: Acted on the Consent Agenda as follows:

- 3.01 Approved the minutes from the meeting of July 14, 2011.
- 3.02 Received and filed correspondence from the U.S. Department of Homeland Security, Federal Emergency Management Agency.
- 3.03 Received and filed correspondence from the Housing Authority Insurance Group as Honorable Mention for the 2011 Best Practices and Housing Authority Risk Retention Innovation (HARRI) Awards.
- 3.04 Reviewed and approved the proposed Memorandum of Understanding for Yolo Emergency Services, a Shared Services Agreement.
- 3.05 Approved destruction of YCH records in accordance with the Records and Retention Policy and Schedules.

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

Agenda Item No. 4.01  
SEMAP Certification

Minute Order No. 11-34: Approved and authorized the Chair to sign **Resolution No. 11-08** approving the Yolo County Housing Self-Certification score for Section 8 Management Assessment Program (SEMAP) Certification and Analysis for fiscal year 2010-11.

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

Agenda Item No. 4.02  
Public Housing Assessment System

Minute Order No. 11-35: Received and filed report on the changes to the HUD Public Housing Assessment system (PHAS).

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

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:51 p.m.

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Jim Provenza, Chair  
Yolo County Housing

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Julie Dachtler, Clerk of the Board