

Yolo County Housing  
Yolo County, California

October 13, 2011

MINUTES

Yolo County Housing met on the 13th day of October, 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, Saylor, and Toney. Absent were Commissioners McGowan, Rexroad and Garnes. 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. 1.03  
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. 4.01  
Status of Budget

Received oral report on status of the budget for 2012.

Commissioner Saylor arrived at the dais at 2:07 p.m.

Agenda Item No. 1.02  
Approval of the Agenda

Minute Order No. 11-36: Approved the agenda for this meeting as submitted.

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

Agenda Item No. 2.01  
Consent Agenda

Minute Order No. 11-37: Acted on the Consent Agenda as follows:

- 3.01 Approved minutes from the meeting of August 11, 2011.
- 3.02 Received and filed the unaudited financial report for year ending June 30, 2011.
- 3.03 Ratified contract with Sierra Valley Construction as the lowest responsive ~ responsible bidder for the City of Woodland CDBG Playground Project at Yolano Village, 2009 Capital Fund Playground Project at Donnelly Circle and ADA Site Improvements at Yolano Village and Donnelly Circle housing complexes, Woodland, California.

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

#### Agenda Item No. 2.01

##### Presentations

- 2.01 The Commissioners presented Certificates of Appreciation to those providing donations to the YCH Soccer League: Coinmatch, Kay O’Laughlin, District Manager; Deportes Celaya, Raul Perez, Owner; Yolo Interfaith Immigration Network, Alison Pease, Board Member; California Health Education Council, Oscar Velasco and Edith Gomez, Program Assistants. Commissioner Provenza thanked everyone for their funding and support.
- 2.02 Alicia Ruiz, Client Services Coordinator, presented Certificates of Appreciation to volunteer coaches of the YCH Soccer League: Alex Contreras, Woodland; Fernando Cervantes, Jenna Thal, Catherine O’Neil and Omar Tinaco of Winters; Tina Lopez, Davis Migrant Center, Uriel Cisneros, Dixon Migrant Center; Angel Montoya and Roberto Guevara, Madison Migrant Center.
- 2.03 Executive Director Lisa Baker made a presentation to Janis Holt, Resource Administrator, from California State University of Sacramento for her work with the High School Equivalency Program.
- 2.04 Executive Director Lisa Baker presented a “Thank You” to YCH staff from the City of Davis Community Services Department.
- 2.05 Resource Administrator Janis Holt made a presentation to YCH from the Housing Insurance Group (HAIG) as Honorable Mention in the Housing Authority Risk Retention Innovation Award program for Policy Year 2010-2011.
- 2.06 Executive Director Lisa Baker made a presentation to YCH from the California Association of Housing Authorities (CAHA) for its work with New Hope CDC and Neighborhood Partners on Rochdale Grange in recognition of Housing America Month 2011.
- 2.07 Resource Administrator Janis Holt presented new hires, promotions and transfers: Cristina Bramble, promoted to permanent full time Office Assistant I in Reception; Lauren Losada, Part-time Resident Manager for Cottonwood Meadows; José Alvarez, Part-time Resident Manager, Pacifica; Elizabeth Montoya, Promotion from Office Assistant I in Reception to Housing Specialist I in Eligibility; Celia Marquez, Transfer from Eligibility to Housing Specialist I in the Housing Assistance Division, and Alicia Ruiz, client services

coordinator.  
Agenda Item No. 4.02  
Changeover in Governance Status

Received oral report update on Status of Changeover in Governance, in which Executive Director Lisa Baker indicated they will begin appointing members between December and January.

Agenda Item No. 5.03  
Executive Director Comments

Received comments from the Executive Director, Lisa Baker, who addressed the Board of Commissioners and provided an update on the following accomplishments:

Operations

- PIC scores for HCV are 99.46, 0 late recertifications and HQS inspections. PIC scores for LIPH are 99%. Occupancy is at 97%.
- YCH confirmed as Voucher High Performer, 2<sup>nd</sup> year in a row.
- 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.
- The new part time property managers have started at both Cottonwood Meadows and at Pacifico.
- Agricultural housing staff received free training from Lowe's on re-keying and mater-keying locks. The next training will be on plumbing.
- The maintenance on Davis Solar units has transitioned to Agricultural Housing, who are also managing the units. They are 100% occupied.
- There are currently 8 vacancies at Davis, 5 in Dixon and 6 in Madison. The centers have had one season extension and our second extension request was approved. The new closing dates are: Davis: 10/31/11, Dixon: 11/14/11, Madison: 11/7/11.

Facilities

- Emergency Back-up generator for Davis Migrant Water Well project delivered 10/11/11. We are waiting on a new hydro-pneumatic tank and well pump to be delivered. Irrigation sprinklers are 95% complete – electrician has to make final power connections to the timers.

- Unfortunately, our CalEMA grant application for funding for the back-up generator was not selected.
- Woodland, Yolano and Donnelly playgrounds, the contractor is on-site and has laid out the locations for the new playgrounds and preparing for the concrete contractor to set forms for curbing around them. Contractor is also laying out new ADA approaches in preparation for demolition of existing concrete.
- 2009 ARRA grant – the 3<sup>rd</sup> quarter ARRA status report to HUD has been completed. Additional Energy Star refrigerators have been purchased and delivered. One year warranty inspections of all ARRA replacement windows will be in the next 2 weeks.

### Finance and Administration

- Article was published in the Journal of Housing and Community Development on our technology initiatives.
- The draft white paper on Sustainability has been completed and will be finalized next week in time for the NAHRO National Conference. Director Baker is chair of the national Working Group on Sustainable Legislation and Policy.
- Furniture and new computers were purchased for the computer learning centers and have been received. The learning centers are undergoing a cleanup and makeover before the new equipment is installed.
- We received 60 plug load sensors for use agency-wide (for free!). They have a sensor that turns off peripherals when the person leaves their desk and turns them back on when someone is at the station. We are installing them throughout our system and in our computer learning centers.
- We are in the process of establishing our first computer center for seniors at our West Sacramento River Bend Manor complex. This is accomplished through a generous donation of funding and computers from the City of West Sacramento.
- We will also be the site of the Broderick-Bryte neighborhood group and historic society at our West Sacramento offices. We are preparing office space for them and it is anticipated that they will move in around November 1<sup>st</sup>.

### Human Resources and Resident Services

#### *Services*

- As part of the “Welcome Home Initiative”, the poster, essay, photography and poem contest kicked off September 29 and is currently being offered at the different Computer

learning Centers. Children and Youth ages 7-18 years from the Public Housing sites, Migrant Centers and the Voucher program have been invited to participate. A series of workshops on the basics of art, essay and poem writing will be offered to assist participants with this project at each location beginning October 10<sup>th</sup>.

- The 2011 YCH Youth Soccer League Tournament was held August 28, 2011 at Playfields Park in Davis. Over 150 people attended including players, family members and staff from the partner agencies. Madison Migrant Center won the championship and the Woodland team took 2<sup>nd</sup> place. Thanks to generous donations and sponsorships, over \$1,000 was raised to support the soccer league this year.
- Three resident families received emergency food and donated furniture items; two resident families were referred to the RISE Safety Net Program for assistance with different family needs. The Rise Safety Net program serves families who have children ages 1-5 yrs. living in rural communities and their services include stipends, home visits and transportation.
- FSS participation increased with six one-on-one orientations resulting in three new enrollments. Staff continues to participate in the quarterly Bay Area Family Self-Sufficiency Coordinator's meetings.
- Staff participated in the Yolo County Earned Income Tax Credit (EITC) Convening meeting held on September 23, 2011. YCH will be working with VITA in volunteer recruitment and the provision of their services to residents and tenants.
- YCH participated in the Multi-Cultural Fair in West Sacramento on October 1<sup>st</sup> with a booth and information about our available services. YCH staff, Alicia Ruiz and Jose Alvarez, was available to answer participant questions.
- Resident meetings are scheduled at West Sacramento on October 20<sup>th</sup> at 5:00pm, Winters on October 26<sup>th</sup> and Woodland on October 27<sup>th</sup> at 5:30pm.

#### *Resources*

- Yolo Fliers Club was the location of the "no host" YCH Staff Recognition Dinner on August 19<sup>th</sup>. Over 40 attendees enjoyed the event, including the entertainment provided by Executive Director, Lisa Baker. Staff was recognized for their years of service in 5 year increments with Fred Ichtertz and Enrique Avila being recognized for over 30 years of service to the agency.
- Staff attended the California State University, Sacramento High School Equivalency Program (HEP) graduation in Sacramento on August 19<sup>th</sup>. Yolo County Housing was recognized for their contributions to the program during the ceremony where 74 graduates received their diplomas.
- Rochdale Grange held their Grand Opening on October 5<sup>th</sup>. YCH co-sponsored the event with Neighborhood Partners, LLC. Speakers included YCH Chair, Jim Provenza and Commissioner Matt Rexroad along with former Commissioner and current California Assembly Member, Mariko Yamada. Bill Fagan, Executive Director of Stanislaus

Housing Authority and representative of Housing America presented Lisa Baker a plaque recognizing Yolo County Housing. Over 75 people attended this event with perfect weather and great food.

- September 14<sup>th</sup> was the YCH All Hands Meeting where staff was informed of current projects and updates from each of the agency's departments, received safety training, and information on future budget concerns and issues.
- Staff participated in a regional risk management meeting with Northern California Housing Authorities in Sacramento on September 15<sup>th</sup>. The meeting was sponsored by Housing Authority Insurance Group (HAIG), our insurer.
- YCH has filled the open positions of Client Services Coordinator, Housing Specialist I, Office Assistant I and Resident Manager (2). We are currently recruiting to fill the internship position of Special Assistant to the Executive Director through UC Davis.

Agenda Item No. 5.04

Board of Commissioners Comments

There were no comments from the Board of Commissioners.

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:50 p.m.

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Jim Provenza, Chair  
Yolo County Housing

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Julie Dachtler, Clerk of the Board