

Yolo County Housing
Yolo County, California

January 23, 2012

MINUTES

Yolo County Housing met on the 23rd day of January 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, Toney and Garnes. Absent was Commissioner McGowan. Chair Provenza presided. Lisa A. Baker, Executive Director and Daniel Cederborg, 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. 12-01: Approved the agenda for this meeting as submitted.

MOTION: Rexroad. SECOND: Chamberlain. AYES: Chamberlain, Rexroad, Provenza, Toney. ABSENT: McGowan, Saylor, 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. Charlotte Dorsey and Jim Brewer addressed the Board of Commissioners during public comment.

Commissioners Saylor and Garnes arrived at 2:09 p.m.

The Housing Commissioners recessed into Closed Session at 2:10 p.m. on the following matter:

Public Employment: Employee Appointment or Evaluation

Position title: Executive Director

The Housing Commissioners reconvened at 2:19 p.m. All members except for Commissioner McGowan were present. Chair Provenza presided.

Agenda Item No. 3.01
Consent Agenda

Minute Order No. 12-02: Acted on the Consent Agenda as follows:

- 3.01 Approved minutes from the meeting of December 8, 2011.
- 3.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) regarding Public Law 112-55 for fiscal year 2012, Section 234 of Title II of Division C of the Act pertaining to salary of the Chief Executive Officer.
- 3.03 Received and filed correspondence from Pacific Southwest Regional Council of the National Association of Housing and Redevelopment Officials.
- 3.04 Approved and authorized the Chair to sign **Resolution No. 12-01** recognizing Bernita Toney for her service to the Yolo County Housing Board of Commissioners.
- 3.05 Approved and authorized the Chair to sign **Resolution No. 12-02** recognizing Marlene Garnes for her service to the Yolo County Housing Board of Commissioners.

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

Agenda Item No. 4.01
Presentations

- 4.01 Mariann Krager presented Certificate of Appreciation to Melissa Miller for her services as Volunteer Liaison at Cottonwood Meadows
- 4.02 Bill Martin, Yolo County Office of Emergency Services Director, presented Certificate of Completion of the California Emergency Management Agency Homeland Security Exercise and Evaluation Program Course to Ms. Janis R. Holt and Ms. Lisa A. Baker
- 4.03 Executive Director Lisa Baker introduced New Employee: Mr. James Muller, first recipient of the Haig Shamsorian Internship. Mr. Muller serves as Special Assistant to the Executive Director
- 4.04 Chair Provenza presented a Resolution to Ms. Bernita Toney in recognition for her years of service to YCH.
- 4.05 Chair Provenza presented a Resolution to Ms. Marlene Garnes in recognition for her years of service to YCH.

Agenda Item No. 5.01
Swearing in of New Commissioners

Current board members provided background of the Housing Authority and the transition to the new board representation and the importance of the cities to serve on this board. They also commended Executive Lisa Baker for the way she turned the agency around during a difficult period.

New members Cecilia Aguiar-Curry, City of Winters, Rochelle Swanson, City of Davis, (Alternate), Helen Thomson, Member at Large, Evonne Chaney, Tenant Commissioner and Rita Eisenstat, Tenant Commissioner (+62) were sworn in by Kristine Mann of the Elections Department.

Agenda Item No. 6.01
Next meeting

Minute Order No. 12-03: Approved Thursday, February 23, 2012 for the next meeting.

MOTION: Eisenstat. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Swanson, Thomson, Chaney, Eisenstat. ABSENT: Woodland representative, West Sacramento representative, at large representative.

Agenda Item No. 6.02
Changeover in Governance Status

Executive Director Lisa Baker provided an oral status report on the Change in Governance, indicating they are still working on getting representatives from the City of Woodland, City of West Sacramento and the County at-large.

Agenda Item No. 6.03
Updates on Playgrounds, ADA
Improvements, Davis Water Well

Fred Ichertz provided an oral update report on playgrounds, ADA Improvements and the Davis Water Well.

Agenda Item No. 6.04
Voucher Utilization, Budget and Redevelopment

Executive Director Lisa Baker provided an oral report update about the voucher utilization, budget and redevelopment, noting that a mid-year budget will be brought to the Board at the February 23, 2012 meeting.

Agenda Item No. 6.05
Executive Director Comments

Executive Director Lisa Baker presented remarks on Agency accomplishments as follows:

ACCOMPLISHMENTS - January 2012

Operations

- Agricultural Housing - All centers are in the process of turning units around for the new 2012 season, including ensuring that all electrical, plumbing, heating and ventilation systems are working correctly and are in top shape to receive our residents.
 - **Madison Migrant Center** - Staff made improvements to the laundromat (texture, repaint, floor repair, and inside lighting lamps replacement). Staff is also scheduled to improve Center office floors and will texture and repaint the interior walls.
 - **Dixon Migrant Center** - Staff replaced water damaged sections in the ceiling at the community center, textured and repainted. Staff also removed all mattresses from storage containers and disposed of old paint properly.
 - **Davis Solar** - All Davis Solar units are occupied.
 - Staff attended the OMS contractor's meeting where we were informed that the budget will remain the same as last year for our program, no budget cuts are anticipated at this time.
- Real Estate Services - The **PIC score for the month of December, 2011 was 98.8%**. The occupancy score for **Woodland was 99%**; **West Sacramento was 100%**; and **Winters was 97%**. The quarterly resident meetings are complete.
 - A training for residents at **Cottonwood** on how to use the **new wireless hot spot** will take place on January 30.
 - Cottonwood is currently leasing up and we expect be almost completely leased up by March.
 - **Pacifico** - Completed Pre-Inspections to prepare for City of Davis Site Monitoring visit. 1/17/12. Current Marketing is working; have been receiving several responses for potential move-ins. Set up meeting for Safeside to test the fire alarm systems.

Facilities

- Davis Water Well
 - Air board reviewed final installation and operation of new generator. **Operating permit has been issued** and should be received shortly.
 - Agricultural staff received generator operation training from the manufacture on January 18th.
 - **Project is 99% complete**, waiting on final sign off from county of Yolo Building Department.
 - New well and backup generator will be put on line once the air board permit and building department final has been received.

- City of Woodland CDBG and Capital Fund 2009 **Playgrounds and ADA Improvements**
 - Project is **99% complete**.
 - Both playgrounds have been installed and have passed the testing requirements for fall zones areas for safety.
 - **ADA improvements are completed** and awaiting sign off by city of Woodland on ADA signage at handicap parking areas.
 - Area fencing around playgrounds will be removed this week. Staff is planning a **ribbon-cutting** for the playgrounds and newly renovated computer learning center in **February**.

- ARRA Capital Fund Grant Reporting
 - Fourth quarter reporting for year end 2011 has been submitted to HUD first of this month.
 - HUD just approved budget revisions to the grant and once those revisions have been entered in LOCC's, ARRA will be closed out. **All funds have been expended**
 - **Improvements included: new energy efficient windows at 10 of our 12 housing developments (1,780 new windows and 140 new sliding glass doors for a total of 1,920), installation of 20 high efficient HVAC units. 194 Energy Star water heaters and 256 Energy Star refrigerators.**

Administration

Resource Administration and Client Services

Services

- YCH partnered on several **holiday service projects** as follows:
 - Women Ecumenical Ministries (WEM) for the distribution of holiday gift baskets in Woodland, Yolo, and Knights Landing.
 - Holiday Basket Project in West Sacramento which distributes gift baskets to 100% of the senior residents and gift baskets and toys to Las Casitas families who sign up.
 - CHIPS for KIDS toy project for all families throughout Yolo County who signed up.
 - RISE holiday gift baskets and toys for Esparto residents.

- The YCH “Welcome Home – **Housing Makes A Difference**” **poster contest winners**

will be announced during the YCH Quarterly Resident Meetings on January 19th in West Sacramento, January 25th in Woodland, and January 26th in Winters. Thanks to receiving generous donations, the winners will take home prizes of Wii’s, iPods, iPod Shuffles, and Target Gift Certificates. The winners will be featured throughout the YCH 2012 Annual Report and Calendar.

No YCH funds were used for the prizes. Donations were received from Lowe’s in the amount of \$200, YCH Executive Director Lisa Baker in the amount of \$800 and Resource Administrator Janis Holt in the amount of \$50.

- **Bryte & Broderick Community Action Network (BBCAN) and West Sacramento** Historical Society have moved into their new office located at Riverbend Manor, 664 Cummins in West Sacramento. In conjunction with the Elderly Nutrition Program (ENP) and Yolo County Housing, an Open House was held on Wednesday January 18th from 11:30 to 1:00pm. The Open House included lunch provided by ENP, desserts provided by the partners, and entertainment provided by Galina and Iryna on piano and violin with over 30 people in attendance.
- Staff provided two **Family Self-Sufficiency (FSS) Orientations** during November which resulted in two new FSS program enrollments.
- Client Services staff participated in the following events and training:
 - Staff attended the “**Cash for College**” **workshop training at Woodland Community College** on January 18th.
 - Staff attended the **Family Self-Sufficiency Bay Area Coordinators group** meeting this month.
 - Staff continues to work in coordination with representatives from the **EITC/VITA program** including distribution of information to residents and coordinating referrals.

Resource Administration

- YCH **staff collected 459 pounds of food which was donated to the Food Bank of Yolo County** on December 21st. The competition was fierce this year with the Agricultural Housing Division winning again with a total of 161 pounds. This year is the single highest total that YCH staff have donated. Congratulations to all the YCH staff!
- The “Yolo Yakkers” **Toastmasters Club has moved to Yolo County Housing**. The meetings will be held on the first and third Tuesday of the month from 5:30pm – 6:30pm in the YCH Conference Room.

- Staff held their quarterly staff meeting on Wednesday, December 14th. YCH welcomed guests Noemi Castro with UC Davis TANA, Gary Engle, Yolo County Human Resources, and Danielle Foster, City of Davis who shared part of the afternoon with us.
- Lisa Baker and Janis Holt completed the certification course Homeland Security Exercise and Evaluation Program (HSEEP) through Cal-EMA in January.
- YCH is **currently recruiting to establish hiring lists in the positions of Housing Specialist I/II, Senior Migrant Center Coordinator, Migrant Center Coordinator, and Part-Time Office Assistant I.** There are currently openings in these positions within the organization that will be filled over the next 30-60 days.

IT/IS

- PC roll-out is going well, with 3 of 14 installed using the new Google business suite of word processing, spreadsheet and presentation software along with cloud data storage.
- Installation of occupancy load devices to control peripheral energy use is two-thirds complete.
- **All 4 computer learning centers are complete with 29 new computers, all new furniture, occupancy load sensors and the rehabilitation and painting of the Woodland Computer Learning Center.**

Finance

- Completed the HUD required review and update of all Voucher Management System (VMS) data for 2011.

Agenda Item No. 6.06

Board of Commissioners Comments

Commissioner Thomson inquired about an orientation for new members to which Executive Director Lisa Baker responded that it is forthcoming.

Adjourned this meeting at 3:14 p.m.

Jim Provenza, Chair
Yolo County Housing

Julie Dachtler, Clerk of the Board