

Minutes of the Joint Meeting
Of the Boards of Commissioners of the
HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

Tuesday, March 24, 2015

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, March 24, 2015, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:02 P.M. by Board Chair, Commissioner Scharton of the Board of Commissioners of the Housing Authority of the City of Fresno. Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: CRAIG SCHARTON, Chair
 ADRIAN JONES, Vice Chair
 RUEBEN SCOTT
 KARL JOHNSON
 JORGE AGUILAR

COMMISSIONERS ABSENT: STEVEN BEDROSIAN
 TIM LOWE

The meeting was called to order by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County at 5:02 P.M. Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: STACY SABLAN, Chair
 RENEETA ANTHONY, Vice Chair
 JIM PETTY
 OSVALDO VERA
 NANCY NELSON
 LEE ANN EAGER

COMMISSIONERS ABSENT: None.

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Director; Rebecca Craigo, Chief Operations Officer, and Ken Price, Baker Manock and Jensen - General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Commissioner Jones motioned for the City Board's approval of the agenda as posted. This action was seconded by Commissioner Aguilar, and by unanimous vote of the Board of Commissioners for the City, the agenda was approved as posted.

Commissioner Petty motioned for the County Board's approval of the agenda as posted. This action was seconded by Commissioner Vera, and by unanimous vote of the Board of Commissioners for the County, the agenda was approved as posted.

3. PUBLIC COMMENT

Preston Prince, CEO/Executive Director announced that Rebecca Craigo, Chief Operations Officer, is retiring and this is her last board meeting with the Agency.

Commissioners acknowledged Ms. Craigo's work with the Housing Authority and thanked her for her dedication.

No public comment.

4. POTENTIAL CONFLICTS OF INTEREST

This was the time for any Commissioner who had a potential conflict of interest to identify the item and recuse themselves from discussing and voting on the matter per Government Code section 87105.

There were no conflicts of interest.

5. CONSENT AGENDA

- a. Consideration of the Minutes of February 24, 2015
- b. City: Authorization to Charge-Off Uncollectible Accounts 1st Quarter 2015
- c. County: Authorization to Charge-Off Uncollectible Accounts 1st Quarter 2015
- d. Consideration of the Conflict of Interest Code
- e. Consideration of the Payroll Taxes and Deductions Policy
- f. Consideration of the Pay Period Policy
- g. Consideration of Mixed Finance and Internal Revenue Code Section 42 Utility Allowance Schedules
- h. Ratification of Application Submission – Veterans Affairs Supportive Housing (VASH)

Commissioner Anthony announced she wanted to discuss item 5(d) and Commissioner Petty announced he had questions on item 5(c) and 5(e).

Commissioner Petty motioned for the County Board's approval of the consent agenda items 5(a), 5(b) and 5(f) through 5(h). This action was seconded by Commissioner Anthony, and by unanimous vote of the Board of Commissioners for the County, the consent agenda items 5(a), 5(b), and 5(f) through 5(h) were approved.

Commissioner Jones motioned for the City Board's approval of the consent agenda items 5(a), 5(b) and 5(f) through 5(h). This action was seconded by Commissioner Scott, and by unanimous vote of the Board of Commissioners for the City, consent agenda items 5(a), 5(b), and 5(f) through 5(h) were approved.

Commissioner Petty asked a question regarding the migrant program and the charge off procedures. Richard Bradley, Director of Housing Management responded that the procedures are the same as other programs.

Commissioner Petty motioned for the County Board's approval of consent agenda item 5(c). This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the consent agenda item 5(c) was approved.

Commissioner Jones motioned for the City Board's approval of consent agenda item 5(c). This action was seconded by Commissioner Scott, and by unanimous vote of the Board of Commissioners for the City, the consent agenda item 5(c) was approved.

Commissioner Anthony requested clarification from the General Counsel on appendix B, Designated Positions, and the last paragraph on page 34 for item 5(d). Commissioner Anthony wanted to clarify the information ensuring that the language was legally appropriate on the Conflict of Interest Code.

Ken Price, General Counsel, ensured that the language on the Conflict of Interest Code is legal and recommended. He provided further detail on the appendix B language.

Commissioner Anthony motioned for the County Board's approval of consent agenda item 5(d). This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the consent agenda item 5(d) was approved.

Commissioner Aguilar announced he had a question on item 5(d). Commissioner Aguilar asked if the Conflict of Interest Code was an equivalent of a Form 700 that should be reported annually.

Ken Price answered that the Conflict of Interest Code is to let the public understand who should be submitting a Form 700 and when. He acknowledged that the Conflict of Interest Code is periodically adopted and the statement is a small amendment to the current Conflict of Interest Code.

Additionally, Tracewell Hanrahan, Deputy Director, acknowledged that the Form 700 were due by April 1st. Tiffany Mangum, Special Assistant to the CEO/Executive Director clarified the time frame on the Form 700's for the Board Members.

Commissioner Jones motioned for the City Board's approval of consent agenda item 5(d). This action was seconded by Commissioner Aguilar, and by unanimous vote of the Board of Commissioners for the City, the consent agenda item 5(d) was approved.

Commissioner Petty asked a question concerning CALPERS deductions and the hire dates. Clayton Lucas, Director of Administration, responded to his question acknowledging that employees hired before January 1st, 2013 have a smaller deduction than employees hired after that date. No further discussion.

Commissioner Petty motioned for the County Board's approval of consent agenda item 5(e). This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the consent agenda item 5(e) was approved.

Commissioner Jones motioned for the City Board's approval of consent agenda item 5(e). This action was seconded by Commissioner Scott, and by unanimous vote of the Board of Commissioners for the City, the consent agenda item 5(e) was approved.

6. INFORMATIONAL

a. Performance Management Overview

Clayton Lucas presented an overview explaining the Fresno Housing Authority's performance management system. He further explained that the system is based on competency and goal achievement during a 12-month evaluation cycle in which there are four scheduled meetings. Mr. Lucas added that over the course of the year, the employee's performance will be evaluated against the requirements of the position description, Agency competencies, the established goals, and other factors. Mr. Lucas concluded by stating that the successful implementation and administration of the Agency's performance management system is vital to the success of its mission and strategic initiatives.

There was further discussion between Mr. Lucas and Board Members concerning the system for represented versus unrepresented staff. Mr. Lucas reported that a system for each class of employees is continuing to be developed and evaluated. We will report to the Boards upon determining our findings.

b. Resident Services Strategy

Tracewell Hanrahan introduced the Resident Services Strategy presentation as an update on where the Agency is on the strategic development and implementation on

the programs. She explained how Staff has been working to evaluate the current programming and capacity of the department. Ms. Hanrahan also acknowledged that Staff has been developing a strategic direction and implementation plan that will further the Boards' specific commitment to this work and align with the goals and strategic plan for the agency. Ms. Hanrahan shared additional results and facts about the education, health, and the demographics of residents.

Angie Nguyen, Senior Manager of Resident Services, continued the presentation with a snapshot of the goals and metrics. Ms. Nguyen described the strategic planning goals of Resident Services and the roadmap for the Agency to achieve those goals. She further explained that it is important to develop focus areas based upon the research and data collected.

There was further questions and discussion between the Board Members and staff regarding the details of some of the metrics that Fresno Housing will be using.

Commissioner Eager left the meeting at 5:57 p.m.

Due to time limitations, Preston Prince recommended to consider items 7(a) and 7(b) before finishing the informational items. The Board Members and staff agreed.

7. ACTION ITEMS-COMMISSIONERS MAY CONSIDER, APPROVE, DENY, AND/OR CONTINUE

a. Consideration of the 2015 Capital Fund Budget

Richard Bradley presented a comprehensive list of the capital improvements needed for the Low Income Public Housing and Specialty Housing programs. Mr. Bradley also explained the proposed projects at each property. He recommended that the Board of Commissioners of the Fresno Housing Authority adopt the proposed FY 2015 Capital Budget.

Commissioner Scott motioned for the City Board's approval of the 2015 Capital Fund Budget. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the motion to approve the 2015 Capital Fund Budget was approved.

Commissioner Anthony motioned for the County Board's approval of the 2015 Capital Fund Budget. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the motion to approve the 2015 Capital Fund Budget was approved.

b. Consideration of Acceptance of the Operating and HAP Results for 2014

Emily Williams, Finance Manager, presented the 2014 Financial Results for the Agency's Operations and Housing Assistance Payments (HAP) budgets. Ms.

Williams explained that the attached documents represented the revenues and expenses for the Housing Authority by program, department, and division. She recommended that the Boards of Commissioners accept the 2014 financial results for the Agency Operations and HAP budgets.

Commissioner Scott motioned for the City Board's approval of the Operating and HAP Results for 2014. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the motion to approve the Operating and HAP Results for 2014 was approved.

Commissioner Petty motioned for the County Board's approval of the Operating and HAP Results for 2014. This action was seconded by Commissioner Anthony, and by unanimous vote of the Board of Commissioners for the County, the motion to approve the Operating and HAP Results for 2014 was approved.

8. INFORMATIONAL (CONTINUED)

a. Leveraging the HCV Program to Improve Quality Housing

Aurora Ibarra, Assisted Housing Manager, announced that the March Board Update provided a recap on the HCV Program presentation and discussion for the past two months.

Juan Lopez, Senior Analyst-Quality Assurance presented a brief overview on the average age of the units in the HCV program's most populous zip codes. Juan shared some of the general housing trends and information.

There was further discussion and questions between the Board Members and staff concerning the trends and information on the HQS data based on the zip codes.

b. Fresno Housing 75th Celebration Overview

Brandi Johnson, Communications Manager, presented an overview of the Fresno Housing Authority's 75th Celebration. Ms. Johnson announced some of the items the Agency has implemented in regards to the 75th Celebration.

9. EXECUTIVE DIRECTOR'S REPORT

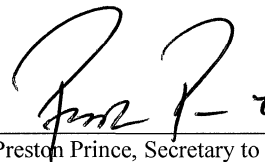
In addition to the written Director's report, the following items were announced:

- Channel 47 will be airing a story about the B3 Partnership.
- The Agency will be presenting to City Hall on Thursday at 8:30 a.m., and will consist of a proclamation followed by a workshop.
- The EDC Real Estate Forecast will be on April 9th, at 5:30 p.m.

- The State of Downtown event will be on Thursday at 5:30 p.m.
- Brief overview about the first Site Planning Committee Meeting that was held on March 9th. The architect is currently doing research for further planning.
- Commissioners Aguilar and Scott represented the Fresno Housing Authority at the opening of the Safe Place Partnership Event at Parc Grove Commons' Community Center.
- Juanita Jackson, a resident at Yosemite Village, is a recipient of the Volunteer of the Year Award from Hand's On Central California, which will be awarded on April 16th.
- Brief overview about the NAHRO Legislative Conference in Washington D.C.

10. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 7:34 P.M.



Preston Prince, Secretary to the Boards of Commissioners