

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

Tuesday, December 15, 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, December 15, 2015, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:03 p.m. by Board Chair, Commissioner Scharton of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: CRAIG SCHARTON, Chair
 ADRIAN JONES, Vice Chair
 RUEBEN SCOTT
 STEVEN BEDROSIAN
 KARL JOHNSON

COMMISSIONERS ABSENT: JORGE AGUILAR

The meeting was called to order at 5:03 p.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

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

COMMISSIONERS ABSENT: VENILDE MILLER

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director; Jim Barker, Chief Finance Officer; Ken Price, Baker Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Preston Prince, CEO/Executive Director, recommended for the Boards to amend the agenda and add Item 8(h), Consideration of the Drought Housing Relocation Assistance Program – County of Fresno.

No public comment.

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

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

3. PUBLIC COMMENT

There was 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 at this time.

5. ELECTION OF 2016-2017 OFFICERS – CITY BOARD OF COMMISSIONERS

Ken Price, General Counsel, opened the room for the City Board Chair and Vice Chair Nominations. Mr. Price announced from October's Board Meeting, Commissioner Jones was nominated for Chair and Commissioner Scott was nominated as Vice Chair.

There was no public comment.

Commissioner Bedrosian motioned for the City Board's approval to elect Commissioner Jones as City Board Chair. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, Commissioner Jones was elected as the City Board's Chair.

Commissioner Bedrosian motioned for the City Board's approval to elect Commissioner Scott as City Board Vice Chair. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, Commissioner Scott was elected as the City Board's Vice Chair.

6. CONSENT AGENDA

- a. Consideration of the minutes of November 17, 2015

- b. Consideration of the Internal Revenue Code Section 42 Utility Allowance Schedule – Mixed Finance
- c. Consideration of the Internal Revenue Code Section 42 Utility Allowance Schedule - Low-Income Public Housing
- d. Consideration of the Internal Revenue Code Section 42 Utility Allowance Schedule - Housing Choice Voucher
- e. Consideration of Contract Extension – IT Services
- f. Consideration of the OMS Operations Contract – Parlier Migrant

No public comment.

Commissioner Scott motioned for the City Board's approval of the consent agenda. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the consent agenda was approved.

Commissioner Anthony motioned for the County Board's approval of the consent agenda. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the consent agenda was approved.

7. INFORMATIONAL

- a. Update on Leasing Activities

Tracewell Hanrahan, Deputy Executive Director, presented an update on the current leasing activity. Ms. Hanrahan's overview included the November 2015 voucher utilization, November 2015 HAP utilization, HAP Reserves, and ending balance for 2015 HAP Projections. Ms. Hanrahan provided a refresher of terms to the Boards. Tracewell Hanrahan announced that the City voucher utilization was where it needed to be for 2015. Ms. Hanrahan addresses that the County voucher utilization was slightly over leased. Ms. Hanrahan further explained that HUD does not allow HAP funding to pay for the vouchers that are over leased; therefore, the funding will have to come from the unrestricted reserves in the amount of \$12,000 to \$20,000. Ms. Hanrahan further discussed the actions that staff has been taking in order to rectify the issue and ensure it does not happen in the future. Ms. Hanrahan continued her presentation by informing the Boards that the Agency is working on changing and developing processes to better monitor voucher utilization.

Ms. Hanrahan also ensured Commissioner Johnson that no one was going to lose their voucher because the agency is over leased.

- b. Leveraging the HCV Program to Improve Quality Housing: Abatement Analysis

Tracewell Hanrahan began the presentation by thanking Aurora Ibarra, Quality Assurance Manager, and the staff for their efforts. Tracewell provided the Boards with a brief update on the overall abatement analysis conducted this year and a few case studies to demonstrate the analysis.

Preston Prince, CEO/Executive Director, asked for clarification on the families that need to find homes when there is abatement. Tracewell Hanrahan described that Angie Nguyen, Director of Strategic Initiatives and Housing Programs, and her team are working with ensure that the families are housed.

Tracewell Hanrahan continued her presentation with case studies Ms. Hanrahan presented the Boards with photos of the types of properties staff was working with in 2015. Ms. Hanrahan also provided a brief overview on the reinstatement process for Landlords after abatement.

Commissioner Sablan asked about the status of Summerset Village Apartments.

Angie Nguyen provided an update on the status of Summerset Village Apartments. Ms. Nguyen described the progress and what steps the maintenance professionals were taking to fix the properties. Ms. Nguyen stated that there are 23 families who reside in Summerset who were on Section 8 and no one has opted to move out.

Commissioner Scharton asked about the recent deadly fire that took place in a vacant home in Fresno. Angie Nguyen ensured that the individuals who have died from the fire were not on the Homeless registry.

The presentation and discussion concluded with the Boards recommending educating the landlords and residents on procedures to take in situations such as what happened at the Summerset Village Apartments. It was also recommended to provide property managers, with Section 8 residents, resource binders filled with important contact numbers and emergency information.

c. Real Estate Development Update

Michael Duarte, Director of Planning and Community Development presented an update on the current development projects that include Firebaugh Gateway, Trailside Terrace, and Edison Plaza Phase II. Mr. Duarte announced that the projects closed on December 4, 2015. The Agency held the Edison ground breaking in the afternoon before the Boards Meeting and on December 16, 2015 there will be the Firebaugh Gateway ground breaking.

8. ACTION

a. Consideration of the Contract Award – Grounds Maintenance Services

Tracy Navarro, Assistant District Manager, presented the recommendation for their consideration of the grounds maintenance services contract. Ms. Navarro recommended the Boards approve the attached resolution authorizing the execution of contracts with Central Valley Lawscapes, J & H Landscapes, and Fresno EOC.

No public comment.

Commissioner Scott motioned for the City Board's approval to award the grounds maintenance services contracts to Central Valley Lawnsapes, J & H Landscapes, and Fresno EOC. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the award of the grounds maintenance services contracts to Central Valley Lawnsapes, J & H Landscapes, and Fresno EOC was approved.

Commissioner Eager motioned for the County Board's approval to award the grounds maintenance services contracts to Central Valley Lawnsapes, J & H Landscapes, and Fresno EOC. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the award of the grounds maintenance services contracts to Central Valley Lawnsapes, J & H Landscapes, and Fresno EOC was approved.

b. Consideration of Legal Services Contract – General Counsel

Tracewell Hanrahan presented the Boards with a legal expense analysis. Ms. Hanrahan announced amount changes to the amended resolutions. There was some discussion for clarification on the legal services resolutions.

Commissioner Eager left the meeting.

No public comment.

Commissioner Scott motioned for the City Board's approval to award the general counsel legal services contract to Baker, Manock, and Jensen PC and Ballard Spahr LLP. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the award of the general counsel legal services contract to Baker, Manock, and Jensen PC and Ballard Spahr LLP was approved.

Commissioner Petty motioned for the County Board's approval to award the general counsel legal services contract to Baker, Manock, and Jensen PC and Ballard Spahr LLP. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the award of the general counsel legal services contract to Baker, Manock, and Jensen PC and Ballard Spahr LLP was approved.

c. Consideration of Legal Services Contract – Human Resources

No public comment.

Commissioner Scott motioned for the City Board's approval to award the human resources legal services contract to Atkinson, Andelson, Loya, Ruud & Romo. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the award of the human resources legal services contract to Atkinson, Andelson, Loya, Ruud & Romo was approved.

Commissioner Petty motioned for the County Board's approval to award the human resources legal services contract to Atkinson, Andelson, Loya, Ruud & Romo. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the award of the human resources legal services contract to Atkinson, Andelson, Loya, Ruud & Romo was approved.

d. Consideration of Legal Services Contract – HUD Matters

No public comment.

Commissioner Scott motioned for the City Board's approval to award the Legal Services Contract relating to HUD matters to Ballard Spahr LLP. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the Legal Services Contract relating to HUD matters with Ballard Spahr LLP was approved.

Commissioner Petty motioned for the County Board's approval to award the Legal Services Contract relating to HUD matters to Ballard Spahr LLP. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the Legal Services Contract relating to HUD matters with Ballard Spahr LLP was approved.

e. Consideration of Legal Services Contract – Affordable Housing

No public comment.

Commissioner Scott motioned for the City Board's approval to award the development of affordable housing legal services contract to Ballard Spahr LLP. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the award of the development of affordable housing legal services contract to Ballard Spahr LLP was approved.

Commissioner Petty motioned for the County Board's approval to award the development of affordable housing legal services contract to Ballard Spahr LLP. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the award of the development of affordable housing legal services contract to Ballard Spahr LLP was approved.

Commissioner Scott left the meeting.

f. Consideration of the 2016 Operating and Housing Assistance Payments Budgets

Tracewell Hanrahan started the presentation by thanking Michael Van Putten, Budget Analyst, for his work on the 2016 Operating and Housing Assistance Payments Budgets. Ms. Hanrahan announced that the annual budget could increase due to HUD and Congress matters and projects.

Michael Van Putten announced the amended Budget spreadsheets. Mr. Van Putten provided an update on the federal budget status, the 2016 HAP budget, the 2016 operating budget, and the budget draft comparisons.

No public comment.

Commissioner Bedrosian motioned for the City Board's approval of the 2016 operating and housing assistance payments budgets. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the 2016 operating and housing assistance payments budgets were approved.

Commissioner Anthony motioned for the County Board's approval of the 2016 operating and housing assistance payments budgets. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the 2016 operating and housing assistance payments budgets were approved.

- g. Consideration of a Written Statement on the HUD Proposed Rule on Smoke Free Public Housing

Preston Prince gave the Boards an overview of the past conversations on smoking in public housing. Mr. Prince announced that HUD has sent out a notice regarding the subject. Mr. Prince further expressed concerns with this subject and shared with the Boards that Commissioner Anthony had written a letter expressing her concerns. Preston Prince has drafted a letter to send to HUD regarding the Agency's position on the matter, and is asking the Boards to approve submitting the letter to NAHRO.

No public comment.

Commissioner Jones motioned for the City Board's approval to approve the written statement on the HUD proposed rule on smoke free public housing. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the written statement on the HUD proposed rule on smoke free public housing was approved.

Commissioner Anthony motioned for the County Board's approval to approve the written statement on the HUD proposed rule on smoke free public housing. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the written statement on the HUD proposed rule on smoke free public housing was approved.

- h. Consideration of the Drought Housing Relocation Assistance Program – County of Fresno

Angie Nguyen gave the Boards a brief overview of the previous resolution presented in November and the amended resolution being considered, which included changes

in the allocated amount of funding and the signatory for the agreement. Ms. Nguyen recommended the Boards approve the revised resolution.

No public comment.

Commissioner Sablan recused herself from this action.

Commissioner Scharton motioned for the City Board's approval to adopt the resolution authorizing the partnership with DSS in administering the DHRA Program. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the resolution authorizing the partnership with DSS in administering the DHRA Program was approved.

Commissioner Nelson motioned for the County Board's approval to adopt the resolution authorizing the partnership with DSS in administering the DHRA Program. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the resolution authorizing the partnership with DSS in administering the DHRA Program was approved.

9. EXECUTIVE DIRECTOR'S REPORT

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

- California Housing Workers' Compensation Authority (CHWCA) launched the Cash for Safety Award Program and received 35 safety recommendations. Twenty-two of them were submitted by Agency Staff.
- There has been a lot of work on ending the digital divide with Connect Home, the local Unified School Districts, and other partners. Mr. Prince announced that during a meeting, there were many gaps in providing connectivity for Fresno residents, including receiving tablets but having no connectivity. Staff and partners are continuing the work to bridge the digital divide for residents.
- Mr. Prince announced that he will not be out of office for more than 3 days for the next two weeks and Holidays.
- Commissioner Scharton addressed a subject or item on the future agendas in regards to Board Members reporting when they will be out of town or vacations.

10. CLOSED SESSION

PUBLIC EMPLOYMENT

Title: CEO/Executive Director

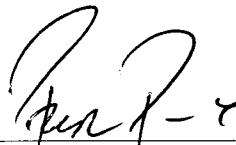
The Boards went into closed session at approximately 6:58 p.m.

11. REPORT ON CLOSED SESSION ITEMS

The Boards went into open session at approximately 7:16p.m., with no action to report.

12. 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 7:18 p.m.

A handwritten signature in black ink, appearing to read "Preston Prince", written over a horizontal line.

Preston Prince, Secretary to the Boards of Commissioners