

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

Tuesday, September 27, 2016

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, September 27, 2016 at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:10 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken by Monique Narciso, Administrative Assistant, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: ADRIAN JONES, Chair
 CRAIG SCHARTON
 STEVEN BEDROSIAN
 KARL JOHNSON
 STACY VAILLANCOURT
 CAINE CHRISTENSEN

COMMISSIONERS ABSENT: RUEBEN SCOTT, Vice Chair

The meeting was called to order at 5:10 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, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: STACY SABLAN, Chair
 RENEETA ANTHONY, Vice Chair
 JIM PETTY
 NANCY NELSON
 VENILDE MILLER
 JOEY FUENTES

COMMISSIONERS ABSENT: LEE ANN EAGER

Also, in attendance were the following: Tracewell Hanrahan, Deputy Executive Director; Jim Barker, Chief Financial Officer, Angie Nguyen, Chief of Staff; 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)

The Boards Chairs recommended amending the posted agenda to remove item 10.

No public comment.

Commissioner Bedrosian 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 Petty 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 at this time.

4. CONSENT AGENDA

- a. Consideration of the Minutes of August 23, 2016
- b. City: Charge-off Uncollectible Accounts to Collection Losses for the 3rd Quarter 2016
- c. County: Charge-off Uncollectible Accounts to Collection Losses for the 3rd Quarter 2016

There was no public comment.

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

5. PUBLIC HEARING

2017 Public Housing Agency Annual/Five Year Plan

The Board Chairs opened the floor for public comment. There was no public comment.

6. INFORMATIONAL

- a. 2017 Federal Budget Process Overview and Update

Emily De La Guerra, Director of Finance and Administration, presented an update on the 2017 Federal Budget and a brief overview of the Agency budget timeline.

b. Housing Management Department Overview

Tracewell Hanrahan, Deputy Executive Director, presented the housing management department overview and analysis. Ms. Hanrahan's overview reflected on the Agency goals for 2016 and the project goals. The presentation included a review of the process for the analysis project, identified some key themes within the analysis, and discussed operational structure goals. Ms. Hanrahan discussed the differences of before and after the restructure and how it affected staff. Ms. Hanrahan concluded her presentation with the budget implications.

There was further conversation on the before and after comparison of the restructure. Commissioner Petty requested an update on the budget implications for the Boards this December.

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

a. County: Consideration to Receive and File the 2015 Annual Audited Basic Financial Statements

Emily De La Guerra presented the Boards with outcomes of the 2015 basic financial statements for the City and County. Ms. De La Guerra introduced Marc Davis, Auditor from Davis Farr, and Dean Votava, Senior Manager of Davis Farr, to give a brief overview of the results of the Financial Statements. Marc Davis presented an overview of the Agency's financial statements. Ms. De La Guerra recommended the Boards' approval for the Agency to receive and file the audited Basic Financial Statements for the year ending December 31, 2015.

Commissioner Anthony requested a list of all the corporations, instrumentalities and/or subsidiaries of the Housing Authority bodies, the 2014/15 audits and the 2016 financials. The list included but is not limited to:

- Kerman Acres, LP
- Better Opportunities Builder, Inc. (BOB)
- Housing Relinquished Fund Corp
- Silvercrest, Inc.
- Housing Self-Insurance Corp.
- Housing Connection and Compliance, Inc.
- Mendota RAD
- Mendota RAD AGP, LLC
- Southeast Fresno RAD

- Orange Cove RAD
- Orange Cove RAD, AGP, LLC
- Viking Village Fresno RAD, LLP
- Kingsburg Marion Villas RAD, LP
- 802 Van Ness Ave, LP
- Reedley Kings River Commons, LP
- Reedley Kings River Commons, AGP, LLC
- R4 FR Acquisition, LLC
- Bridges at Florence, LP
- Park Grove Commons Northwest, LP
- VEC Limited
- Parc Grove Commons II, LP
- Fresno Renaissance at Trinity, LP
- Fresno Renaissance at Alta Monte, LP
- Fresno Pacific Gardens LP
- Fresno Pacific Gardens AGP, LLC
- 1555 Santa Clara Street, LP
- Bridges at Florence, LP

Commissioner Anthony handed the requested list to staff for the record.

Staff noted Commissioner Anthony's request, and will respond accordingly.

No public comment.

Commissioner Petty motioned for the County Board's approval to receive and file the 2015 Annual Audited Basic Financial Statements. This action was seconded by Commissioner Anthony, and by unanimous vote of the Board of Commissioners for the County, the consideration to receive and file the 2015 Annual Audited Basic Financial Statements was approved.

- b. City: Consideration to Receive and File the 2015 Annual Audited Basic Financial Statements

Emily De La Guerra recommended the Board approval for the Agency to receive and file the audited Basic Financial Statements for the year ending December 31, 2015.

No public comment.

Commissioner Scharton motioned for the City Board's approval to receive and file the 2015 Annual Audited Basic Financial Statements. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration to receive and file the 2015 Annual Audited Basic Financial Statements was approved.

c. Consideration to Approve the Submission of the 2017 Agency Annual/Five Year Plans

Angie Nguyen, Chief of Staff, presented the recommendation for the Boards to adopt the amendments to the 2017 PHA Annual Plans and authorize the submission of the Plans and all required documents to HUD. Ms. Nguyen's presentation included the information on the public comment period, feedback from the Resident Advisory Boards, and the comments and revisions made for the amendment.

There was no public comment.

Commissioner Petty motioned for the County Board's approval to submit the 2017 Agency Annual/Five Year Plans to HUD. This action was seconded by Commissioner Anthony, and by unanimous vote of the Board of Commissioners for the County, the consideration to submit the 2017 Agency Annual/Five Year Plans to HUD was approved.

Commissioner Bedrosian motioned for the City Board's to submit the 2017 Agency Annual/Five Year Plans to HUD. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the consideration to submit the 2017 Agency Annual/Five Year Plans to HUD was approved.

d. Consideration of the Conflict of Interest Code

Scott Fetterhoff, Director of Human Resources & Organizational Development, presented the Boards with the recommendation to adopt the amended Conflict of Interest Code.

Commissioner Anthony asked how often staff receives Conflict of Interest Training. Scott Fetterhoff responded acknowledging the last time the training was conducted to staff.

Ken Price, General Counsel, responded stating that the required training is for commissioned and senior staff every two years. Mr. Price acknowledged that the code is different from the training and that the Boards have the option to make it an additional requirement for all staff.

Tracewell Hanrahan commented to the discussion giving a brief overview of the Agency's policy and process for conflicts of interest.

No public comment.

Commissioner Petty motioned for the County Board's approval to adopt the amended Conflict of Interest Code. This action was seconded by Commissioner Nelson, and by

unanimous vote of the Board of Commissioners for the County, the amended Conflict of Interest Code was approved.

Commissioner Scharton motioned for the City Board's approval to adopt the amended Conflict of Interest Code. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the amended Conflict of Interest Code was approved.

8. COMMISSIONER'S REPORT

Commissioner Sablan attended the State of the County Breakfast held on September 21, 2016.

Commissioner Anthony attended the State of Education and the Mayoral Forum on held on September 26, 2016.

Commissioner Anthony announced that she is interested in becoming the next Chairman of the County Board of Commissioners.

Commissioner Scharton announced that he will be submitting his resignation from the Board to the Mayor, but will remain on the Board until a new appointment is made.

9. EXECUTIVE DIRECTOR'S REPORT

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

- The Board Retreat will be on December 2, 2016, at Cedar Courts. The time is to be determined.
- Two vendor outreach events were held. One event was held on September 15, 2016, in Mendota, and the second event was held at Parc Grove Commons on September 20, 2016.
- The Agency received a grant of \$25,000 annually for three years from the Robert Wood Johnson Foundation. The grant is a research grant which will enable the Agency to evaluate the new parent training program.
- The Mayoral Forum was held 6:00 p.m. on September 26, 2016, at Gaston Middle School.
- Staff Appreciation day at Playland will be on September 30, 2016 at 5:00 p.m.
- Announced the following employee promotions and new employees:
 - Summer Nunes – Human Resources Manager
 - Michael Conley - Office Assistant for Quality Assurance
 - Laura Martinez – Promoted to Enforcement Specialist

- Amber Lujano - Promoted to Human Resources Coordinator
- Quincy Boren - Promoted to Senior Analyst in Project and Community Development
- Stephanie Varela - Promoted to the Supervisor of Leasing and Intake
- DawnMarie Applegate - Promoted to the Supervisor of Leasing and Intake
- Angie Nguyen - Promoted to Chief of Staff

10. CLOSED SESSION

The agenda was amended to remove this item.

11. 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 6:45 p.m.



Preston Prince, Secretary to the Boards of Commissioners