

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

**Tuesday, April 25, 2017**

**5:00 P.M.**

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a special joint session on Tuesday, April 25, 2017 at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:05 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 and the Commissioners present and absent were as follows:

PRESENT:     Adrian Jones, Chair  
                  Steven Bedrosian  
                  Karl Johnson  
                  Virna Santos

ABSENT:       Stacy Vaillancourt  
                  Rueben Scott, Vice Chair  
                  Caine Christenson

The meeting was called to order at 5:05 p.m. by Board Chair, Commissioner Petty of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT:     Jim Petty, Chair  
                  Stacy Sablan  
                  Nancy Nelson  
                  Venilde Miller  
                  Joey Fuentes  
                  Mary G. Castro

ABSENT:       Reneeta Anthony, Vice Chair

Also, in attendance were the following: Angie Nguyen, Chief of Staff; and Ken Price, Baker Manock and Jensen - General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Commissioner Jim Petty stated item 3 “Acknowledgement of Lee Ann Eager” on the agenda was removed.

*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 amended.*

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

3. ACKNOWLEDGEMENT OF Lee Ann Eager

Item was removed from the agenda.

4. PUBLIC COMMENTS

There were no public comments.

5. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest.

6. CONSENT AGENDA

- a. City: Charge-off Uncollectible Accounts to Collection Losses for the 1<sup>st</sup> Quarter 2017
- b. County: Charge-off Uncollectible Accounts to Collection Losses for the 1<sup>st</sup> Quarter 2017
- c. Consideration of the Recruitment and Selection Policy
- d. Consideration of the Revised Conflict of Interest Code
- e. Consideration of the Contract Renewal – California Employment Development Department
- f. Consideration of Services Agreement – CalWORKS – Fresno County Department of Social Services

No public comments.

*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 Sablan 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.*

7. INFORMATIONAL

- a. Resident Services Presentation – Helm Home

Ms. Angie Nguyen introduce Ms. Deanna Mathies and Ms. Maria Ceballos Tapia guests from the Helm Home Play and Learn Center. Ms. Nguyen stated Fresno Unified School District and the Fresno Housing Authority partnered with the support of The David and Lucile Packard Foundation to open the Helm Home Play and Learn Center in November of 2016. The partnership was developed with the intent of it being a 10 year investment.

Ms. Nguyen informed that Boards that the focus is to provide services to inform care providers such as the aunt, grandparents, and stay at home parents, enhancing the development of the children. The center provides resources such as Play and Learn, Lending Toy Library, and Parent workshop. These resources and services are provided to parents and care providers that care for a child under the age of three.

The Fresno Housing Authority will cover the operations costs of the Helm Home Play and Learn Center, as well as some of the outreach costs.

The guest presenters, Ms. Deanna Mathies and Ms. Maria Ceballos Tapia, spoke on behalf of the center, identifying the mission to enhance the skills of parents, extended family, and other informal caregivers. Their efforts are gathered around the idea of improving the quality of adult-child interactions in all settings, to ensure children grow to be healthy, ready for kindergarten, and able to reach their fullest potential.

Ms. Tapia further explained the background of the site staff as being former educators, including experience in working with the migrant family population. The staff takes responsibility for connecting families to appropriate resources as well as providing educational supports.

Fresno Housing staff assured the Boards that the tracking process for housing authority participants is being reviewed to ensure we are able to track participants without compromising their privacy on matters such as housing assistance.

#### b. HAP Pacing Report – 1<sup>st</sup> Quarter 2017

Ms. Aurora Ibarra Senior Manager from the Assisted Housing Division, presented the Housing Assistance payment (HAP) utilization Quarter 1, Voucher Utilization Quarter 1, and Leasing update.

Commissioner Jim Petty asked if the 343 VASH vouchers are being utilized. Ms. Ibarra responded the reports given to the Board members show the VASH information separate from the HCV City voucher utilization. She added VA is a hard population to house, HUD's SEMAP does not grade on VASH. In addition, Commissioner Petty asked if the 343 VASH voucher are all city vouchers. Ms. Nguyen confirmed that all VASH are in the City's housing program.

In addition, Ms. Doreen Eley stated they are requesting the VA to increase their number of referrals. Ms. Eley stated they have asked the VA for twelve or more referrals each month. Ms. Angie Nguyen added they are encouraging the VA to follow the Fresno Housing Authority criteria.

Furthermore, Ms. Ibarra said the benchmark of 98% of voucher utilization has been set for SEMAP. She added that internally, the staff strived for 99% utilization to capture maximum Administrative Fees. Also, in 2016, the City housing program ended the year at 102.4%, with a year-end utilization rate of 99.11%. On the other hand, the County ended December at 97% with a year-end utilization rate of 98.7%.

Ms. Aurora Ibarra presented on the HCV waiting list and standing of the program. It is expected the waiting list will open sometime in May 2017. The Board Room will be open with laptops during the week of the HCV waiting list opening, giving residents the opportunity to use a computer to apply. Ms. Aurora stated

that a public notice will announce dates, times, detailed information regarding the process. Special assistance will be available for reasonable accommodation requests. Ipads will be available in the lobby. Computer access will also be available at our site-based community rooms. In addition, a partner packet will be created and distribute to our partners with Internet shortcuts and training materials. Lastly, there will be a YouTube channel with “How-To” videos on how to apply.

Commissioner Karl Johnson asked when will the ipads be available for residents. Mr. Bobby Coulter, stated that ipads will be available on May 5, 2017, and will remain in the lobby permanently.

## 8. ACTION

Michael Duarte gave a brief explanation on the Rental Assistance Demonstration (RAD) program and a short presentation on the action items. RAD is a financial tool administered by HUD for Housing Authorities, allowing them to leverage public and private debt and equity in order to reinvest in their public housing stock. Additionally, after HUD reviews a public housing agency’s (PGAs) RAD application, HUD issues a Commitment to enter into a Housing Assistance Payment (CHAP), allowing PHAs to begin their RAD conversion process.

RAD’s first implementation notice was in July 2012, with submissions due in October 2012. The first phase of RAD allowed for unit conversions of up to 60,000 units nationwide, of which Fresno submitted for 500 units – 25% of the agency’s portfolio.

In 2015, the RAD unit conversion cap increased to 185,000 units, modifying their strategy to allow for maximum flexibility in site selection for future conversions. Fresno received an award for the City’s portfolio for 426 units, and the County’s portfolio for 748 units. Subsequently, Fresno Housing submitted for an extension to apply for conversion of additional properties. That extension was granted through May 2017. Thus, with no binding commitment to proceed with the proposed conversions, and no penalties for not converting, Mr. Duarte is requesting the Boards’ approval for the conversion of additional units, as noted in the following action items.

There was no public comment.

### a. Consideration of Submission of Rental Assistance Demonstration Application to HUD – Firebaugh LIPH

*Commissioner Fuentes motioned for the County Board’s approval of the Submission of Rental Assistance Demonstration application to HUD for the Firebaugh LIPH. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the item was approved.*

*Commissioner Johnson motioned for the City Board’s approval of the Submission of Rental Assistance Demonstration Application to HUD – Firebaugh LIPH. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the item was approved.*

### b. Consideration of Submission of Rental Assistance Demonstration Application to HUD – Huron LIPH

*Commissioner Sablan motioned for the County Board’s approval of the Submission of Rental Assistance Demonstration Application to HUD – Huron LIPH. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the item was approved.*

*Commissioner Bedrosian motioned for the City Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Huron LIPH. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the item was approved.*

- c. Consideration of Submission of Rental Assistance Demonstration Application to HUD – Highway City LIPH

*Commissioner Nelson motioned for the County Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Highway City LIPH. This action was seconded by Commissioner Miller, and by unanimous vote of the Board of Commissioners for the County, the item was approved.*

*Commissioner Santos motioned for the City Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Highway City LIPH. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the item was approved.*

- d. Consideration of Submission of Rental Assistance Demonstration Application to HUD – Wedgewood Commons LIPH

*Commissioner Sablan motioned for the County Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Wedgewood Commons LIPH. This action was seconded by Commissioner Miller, and by unanimous vote of the Board of Commissioners for the County, the item was approved.*

*Commissioner Bedrosian motioned for the City Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Wedgewood Commons LIPH. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the item was approved.*

- e. Consideration of Submission of Rental Assistance Demonstration Application to HUD – Pinedale LIPH

*Commissioner Fuentes motioned for the County Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Pinedale LIPH. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the item was approved.*

*Commissioner Bedrosian motioned for the City Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Pinedale LIPH. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the item was approved.*

- f. Consideration of Submission of Rental Assistance Demonstration Application to HUD – Southwest Fresno (Fairview) LIPH

*Commissioner Fuentes motioned for the County Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Southwest Fresno (Fairview) LIPH. This action was seconded by Commissioner Miller, and by unanimous vote of the Board of Commissioners for the County, the item was approved.*

*Commissioner Bedrosian motioned for the City Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Southwest Fresno (Fairview) LIPH. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the item was approved.*

- g. Consideration of Submission of Rental Assistance Demonstration Application to HUD – Desoto Gardens

*Commissioner Nelson motioned for the County Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Desoto Gardens LIPH. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the item was approved.*

*Commissioner Bedrosian motioned for the City Board's approval of the Submission of Rental Assistance Demonstration Application to HUD – Desoto Gardens LIPH. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the item was approved.*

#### h. Consideration of Out of State Travel – CEO and Commissioners

Ms. Mangum handed out an Amendment to the Out of State Travel for the CEO and Commissioners.

Ms. Mangum presented on the Out-of-State Travel request for the CEO and/or Commissioners. She requested ratification for the CLPHA Strategic Planning Meeting on April 23, 2017 and April 24, 2017, as Mr. Prince recently returned from this trip.

Furthermore, Ms. Mangum reiterated the other noted travel and conference items required the Boards' approval.

*Commissioner Sablan motioned for the County Board's approval of the Out of State Travel – CEO and Commissioners. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the item was approved.*

*Commissioner Johnson motioned for the City Board's approval of the Out of State Travel – CEO and Commissioners. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the item was approved.*

### 9. COMMISSIONERS' REPORT

Commissioner Jones stated the call for proposals ended on May 12, 2017 for the NAHRO National Conference: "Building Bridges to the Future" in Pittsburg, PA in October 2017. Ms. Jones shared that NAHRO is working to better equip the Commissioners to become better Commissioners.

Commissioner Sablan thanked and congratulated the Fresno Housing staff for their work on completing, organizing, and executing the grand opening of Rio Villas in Firebaugh, which was a success. She stated she is looking forward to the future development work in her community.

Additionally, Commissioner Sablan stated that she and Commissioner Scott enjoyed being on the interview panel for the Deputy Executive Director candidates. She stated she enjoyed hearing that the candidates visited the properties to observe the developments and visit with the residents of Fresno Housing.

### 10. EXECUTIVE DIRECTOR'S REPORT

In addition to the written report, the following was announced:

Ms. Nguyen stated that the Fresno Housing Authority Executive Director has conducted the interviews for the Deputy Executive Director position, stating that the top three candidates for the Deputy Executive Director position will be scheduled to meet with the Fresno Housing Authority Directors. The meeting is for the Directors to provide feedback and share with the candidates their role in the agency.

A Fresno Housing Authority staff member, Veronica Renteria, from the Resident Services Program, has a son who wanted to make a difference and help the homeless in our community. The staff call him Bean. Bean wanted to start a drive and collect pillows to give to the homeless, wanting the homeless to have something to rest their heads. This project was named the Bean Project, which collected 120 pillows. Another staff member, Adam Smith prepared an award for Bean, highlighting his great contribution to the community. The pillows were donated to a local nonprofit agency Wings of Fresno. Wings of Fresno collects household goods and partners with local service providers to assist clients with moving into a move-in-ready home. These providers will ensure the pillows are distributed to those in need.

Digibus visited our Oak Grove site, where a training was conducted, having the largest turnout with 45 residents present. Ms. Nguyen congratulated Ms. Irma Garcia, Resident Services Coordinator, and Mr. Bobby Coulter for making this training possible. The turnout contributed to us reaching our goal of 5 participants for the year. Additionally, Ms. Nguyen stated the Fresno County Library also contributed to such a great response from residents and we are looking forward to their support with the opening of the HCV waiting list.

Ms. Nguyen reviewed the HUD Compliance Review letter. HUD contacted the Fresno Housing Authority sometime in March, requesting the items listed in the letter. HUD is requesting the documents by April 2017, and will be conducting the audit in May. However, the onsite audit will be conducted in August.

Ms. Nguyen said HUD is requesting an interview with the Board of Commissioners. She said this the first time HUD is conducting interviews. She said from her past experience at the NAHRO Conference and Housing Committee, HUD is taking a special interest in conducting the interview to review the Commissioners' are engaged, review the information shared are understood, and to review the relationship with the CEO Executive Director. She stated the interest from HUD is to ensure the roles of the Board of Commissioners and the agency is cohesive.

Please save the following dates:

- May 10, 2017 the Renaissance of Parc Grove groundbreaking. Secretary Vito Imbasciani from the Department of Veterans Affairs and Congressman Jim Costa are expected to attend. The Policy conversation for the Homeless will take place at Parc Grove.
- May 15, 2017; the grand opening of Legacy Commons and the ground breaking Phase II of Legacy Commons.
- Local Board Retreat is on May 17, 2017 from 9:00am to 2pm.
- May 25, 2014 TCAP will be hosting a workshop at Cueva de Oso in Selma.

Also, Ms. Nguyen presented the new hires or promotion.

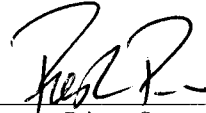
- New hires: Maricela Diaz, Office Assistance II for the Quality Assurance, and Rizza Pedrigal, Accountant.
- Promotions: Aurora Ibarra, Senior Manager-HCV, Cassie Morgan, Senior Data Analyst, Hilda Reeves, Senior Manager-Housing Management.

Public Comments:

Eric Payne resident from West Fresno formerly welcome the newest Commissioner Mary G. Castro from Fresno State. He sated he enjoyed hearing from her and that he is looking forward great work from her.

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 6:41 pm.



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Preston Prince, Secretary to the Boards of Commissioners