

Yolo County Housing  
Yolo County, California

February 23, 2012

MINUTES

Yolo County Housing met on the 23rd day of February, 2012 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 Thomson, Aguiar-Curry, Swanson, Chaney, Eisenstat and Pimentel. Absent were the West Sacramento representative and the at-large representative. Interim Chair Thomson presided. Lisa A. Baker, Executive Director and Daniel Cederborg, Agency Counsel, were present.

Agenda Item No. 2.01  
Pledge of Allegiance

This meeting of the Board of Commissioners commenced with the Pledge of Allegiance.

Agenda Item No. 2.02  
Approval of the Agenda

Minute Order No. 12-04: Approved the agenda for this meeting as submitted.

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

Agenda Item No. 2.03  
Members' Terms and Rotation

Minute Order No. 12-05: Took the following actions:

- A. Rotation established as follows: Davis (alternate), Winters, Woodland and West Sacramento
- B. Terms established as follows: Winters – initial two year term, Woodland and West Sacramento – four year terms. Thereafter each appointment is for four years.

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

Agenda Item No. 2.03  
At-large Member terms

Minute Order No. 12-06: Approved at-large member Helen Thomson to a four year term and unfilled at-large member to a two year term.

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

Agenda Item No. 2.04  
Chair

Minute Order No. 12-07: At-large member Helen Thomson was elected as Chair.

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

Agenda Item No. 2.04  
Vice-Chair

Minute Order No. 12-08: City of Winters representative Cecilia Aguiar-Curry was elected as Vice-Chair.

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

Agenda Item No. 2.05  
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was no public comment.

Agenda Item No. 3.01  
Presentations

3.01 Resource Administrator Janis Holt presented HUD Certificate of Recognition for 2011 Low Rent Public Housing Program Consistently High Occupancy Performance – YCH Real Estate Services Division to Brenda Lomeli.

3.02 Resource Administrator Janis Holt presented HUD Certificate of Recognition for 2011 Housing Choice Voucher Program High Performer to the YCH Housing Assistance Division

3.03 Resource Administrator Janis Holt presented YCH Certificate of Appreciation to the

California Highway Patrol

- 3.04 Resource Administrator Janis Holt presented YCH Certificate of Appreciation to the Women's Ecumenical Ministries
- 3.05 Resource Administrator Janis Holt presented YCH Certificate of Appreciation to R.I.S.E.
- 3.06 Resource Administrator Janis Holt presented YCH Certificate of Appreciation to the West Sacramento Holiday Basket Project

Agenda Item No. 5.01

Consent Agenda

Minute Order No. 12-09: Acted on the Consent Agenda as follows:

- 5.01 Approved minutes from the meeting of January 23, 2012.
- 5.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming YCH as Public Housing High Performer for 2011
- 5.03 Authorized YCH to write off bad debts of \$17,970 for the Low income Public Housing Program and Cottonwood Meadows for the nine months ended December 31, 2011.

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

City of Woodland member Artemio Pimentel arrived at 2:28 p.m.

Agenda Item No. 4.01

Orientation

Executive Director Lisa Baker provided an overview of the Yolo County Housing History, Operations and Policies.

Agenda Item No. 1.01

Swearing in of New Commissioner

New member Artemio Pimentel, City of Woodland, was sworn in by Kristine Mann of the Elections Department.

Agenda Item No. 6.01

Next meeting

Minute Order No. 12-10: Approved the proposed calendar of meetings for the YCH for Calendar Year 2012.

MOTION: Aguiar-Curry. SECOND: Eisenstat. AYES: Aguiar-Curry, Swanson, Thomson, Chaney, Eisenstat, Pimentel. ABSENT: 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 the City of West Sacramento appointment will be taken care of at the Board of Supervisors meeting on February 28, 2012, and that they are still working on getting a representative for the other at-large position.

Agenda Item No. 6.03

Executive Director Comments

Executive Director Lisa Baker indicated they needed to choose a ribbon cutting date in March for the Yolano-Donnelly new playgrounds. After discussion, it was decided to set the ribbon cutting date for Thursday, March 15, 2012 at 1:00 p.m., right before the regular board meeting.

Agenda Item No. 6.06

Board of Commissioners Comments

Commissioner Pimentel noted that he appreciates being on this Commission. Commissioner Aguiar-Curry commented about the school district's concern over absenteeism at the schools for those students who reside at one of the housing units. Lisa Baker determined that it was agreeable to welcome the partnership if schools want to contact her if children are chronically absent. Commissioner Swanson thanked Lisa Baker for her efforts in turning the agency around.

The Housing Commissioners adjourned into Closed Session at 3:07 p.m. on the following matter:

Conference with Labor Negotiator: Lisa A. Baker, Executive Director, Janis Holt, Resource Administrator, Dan Cederborg and Sonia Cortés, Agency Counsel.

Bargaining Units: General Unit

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:45 p.m.



Helen Thomson, Chair  
Yolo County Housing



Julie Dachtler, Clerk of the Board

# YOLO COUNTY HOUSING

## AGENDA

### REGULAR MEETING

**FEBRUARY 23, 2012**

YOLO COUNTY HOUSING  
HOUSING COMMISSION

**BOARD OF SUPERVISORS CHAMBERS**  
625 COURT STREET, ROOM 206  
WOODLAND, CALIFORNIA 95695

LISA A. BAKER  
EXECUTIVE DIRECTOR

SONIA CORTES  
AGENCY COUNSEL

**Reminder: Please turn off cell phones.**

**ANNOUNCEMENTS (ITEMS 1.01)**

- 1.01 Oath of Office for New Commissioner Artemio Pimentel

**2:00 P.M. CALL TO ORDER (ITEMS 2.01 - 2.05)**

- 2.01 Pledge of Allegiance
- 2.02 Consider approval of agenda
- 2.03 Choose Initial Two Year Terms for Rotating and At-Large Members and Establish Order of Rotation for Rotating Members
- 2.04 Elect Chairperson and Vice Chairperson of the Housing Commission for Calendar Year 2012
- 2.05 Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

**PRESENTATIONS (ITEMS 3.01– 3.06)**

- 3.01 Presentation of HUD Certificate of Recognition for 2011 Low Rent Public Housing Program Consistently High Occupancy Performance - YCH Real Estate Services Division
- 3.02 Presentation of HUD Certificate of Recognition for 2011 Housing Choice Voucher Program High Performer to the YCH Housing Assistance Division
- 3.03 Presentation of YCH Certificate of Appreciation to the California Highway Patrol
- 3.04 Presentation of YCH Certificate of Appreciation to the Women's Ecumenical Ministries
- 3.05 Presentation of YCH Certificate of Appreciation to R.I.S.E.
- 3.06 Presentation of YCH Certificate of Appreciation to the West Sacramento Holiday Basket Project

**ORIENTATION (ITEM 4.01)**

- 4.01 Overview of Yolo County Housing: History, Operations and Policies

**CONSENT AGENDA (ITEMS 5.01 – 5.03)**

- 5.01 Approval of Minutes from the meeting of January 23, 2012 (Baker)
- 5.02 Receive and File Correspondence from the U. S. Department of Housing and Urban Development (HUD) Confirming YCH as Public Housing High Performer for 2011 (Kramer)
- 5.03 Authorize YCH to Write Off Bad Debts of \$17,970 for the Low Income Public Housing Program and Cottonwood Meadows for the Nine Months Ended December 31, 2011 (Stern)

**REGULAR AGENDA (ITEMS 6.01 – 6.04)**

- 6.01 Review and Approve Housing Commission Meeting Schedule for 2012 (Baker)
- 6.02 Receive Oral Report Update on Status of Changeover in Governance (Baker)
- 6.03 Receive Comments from Executive Director
- 6.04 Receive Comments from Commissioners

**CLOSED SESSION (ITEM 7.01)**

- 7.01 Conference with Labor Negotiator: Lisa A. Baker, Executive Director; Janis Holt, Resource Administrator; Dan Cederborg and Sonia Cortés, Agency Counsel
- Bargaining Units: General Unit

**ADJOURNMENT**

Next meeting is TBD

I declare under penalty of perjury that the foregoing agenda was posted February 17, 2012 by 5:00 p.m. at the following places:

1. On the bulletin board at the east entrance of the Erwin Meier Administration Center, 625 Court Street, Woodland, California; and
2. On the bulletin board on the kiosk outside the Board of Supervisors Chambers, Room 206, in the Erwin Meier Administration Center, 625 Court Street, Woodland, California.
3. On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.

I declare under penalty of perjury that the foregoing agenda will be posted no later than February 17, 2012 by 5:00 p.m. as follows:

4. On the Yolo County website: [www.yolocounty.org](http://www.yolocounty.org).

Julie Dachtler, Clerk of the Board

By: \_\_\_\_\_  
Clerk

**NOTICE**

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 24 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Clerk of the Board of Supervisors  
County of Yolo  
625 Court Street, Room 204 Woodland, CA 95695

Yolo County Housing  
Yolo County, California

Meeting Date: February 23, 2012

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 2.03  
Members' Terms and Rotation

Minute Order No. 12-05: Took the following actions:

- A. Rotation established as follows: Davis (alternate), Winters, Woodland and West Sacramento
- B. Terms established as follows: Winters – initial two year term, Woodland and West Sacramento – four year terms. Thereafter each appointment is for four years.

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

Agenda Item No. 2.03  
At-large Member terms

Minute Order No. 12-06: Approved at-large member Helen Thomson to a four year term and unfilled at-large member to a two year term.

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



# Yolo County Housing

**Lisa A. Baker, Executive Director**

147 W. Main Street  
Woodland, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** February 23, 2012  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, Executive Director   
**SUBJECT:** **Choose Initial Two-Year Terms for Rotating and At-Large Members and Establish Order of Rotation for Rotating Members**

## RECOMMENDED ACTIONS

Staff recommends that the Housing Commission:

1. Choose by lot one (1) rotating member and one (1) at-large member to serve initial two-year terms; and
2. Establish the order of rotation for the rotating members of the Housing Commission.

## BACKGROUND / DISCUSSION

On March 15, 2011, the Yolo County Board of Supervisors adopted Ordinance No. 1406 establishing a Housing Commission, effective April 14, 2011. Section 2-2.3704 of this ordinance provides that the "term of office for each rotating member of the Housing Commission is four (4) years or until his or her successor is appointed, except that at the first meeting of the Housing Commission following adoption of the ordinance..., the Housing Commission shall by lot choose one (1) rotating member to serve an initial two-year term, with all rotating members thereafter serving a four-year term..." Section 2-2.3704 similarly provides that the "term of office for each at-large member of the Housing Commission is four (4) years or until his or her successor is appointed, except that at the first meeting of the Housing Commission..., the Housing Commission shall by lot choose one (1) at-large member to serve an initial two-year term, with all at-large members thereafter serving a four-year term..." Since this is the first meeting of the newly created Housing Commission, the initial terms of rotating members and at-large members must be chosen by lot as mentioned above.

Section 2-2.3702 states that the "initial rotating members shall be appointed from the cities of Winters, Woodland, and West Sacramento with an alternate from the city of Davis, and shall rotate thereafter as provided for in Section 2-2.3704." Section 2-3.3704 provides that at its first meeting, the Housing Commission "shall determine the order of rotation for the rotating members of the Housing Commission." As such, the Housing Commission needs to determine in what order the representatives from the cities of Winters, Woodland, West Sacramento and Davis will serve.

**FISCAL IMPACT**

None.

**CONCLUSION**

Staff proposes that Commission members choose by lot one rotating member and one at-large member to serve initial two-year terms and establish the order of rotation for the rotating members of the Housing Commission.

Yolo County Housing  
Yolo County, California

Meeting Date: February 23, 2012

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 2.04  
Chair

Minute Order No. 12-07: At-large member Helen Thomson was elected as Chair.

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

Agenda Item No. 2.04  
Vice-Chair

Minute Order No. 12-08: City of Winters representative Cecilia Aguiar-Curry was elected as Vice-Chair.

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



## ***Yolo County Housing***

**Lisa A. Baker, Executive Director**

147 W. Main Street  
Woodland, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** February 23, 2012  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, Executive Director *LB*  
**SUBJECT:** **Elect Chairperson and Vice Chairperson of the Housing Commission for Calendar Year 2012**

### **RECOMMENDED ACTIONS**

Staff recommends that the Housing Commission:

1. Elect Chairperson and Vice Chairperson of the Housing Commission for Calendar year 2012.

### **BACKGROUND / DISCUSSION**

Article II, Section 7 of the Yolo County Housing (YCH) bylaws provide for elections of the officer positions of Chair and Vice Chair. The bylaws provide that the officers be elected annually from among the Commissioners and serve for one year or until their successors are elected and qualified.

### **FISCAL IMPACT**

None.

### **CONCLUSION**

It is recommended the Commissioners elect the officer positions of Chair and Vice Chair for calendar year 2012.

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-09, Item No. 5.01, of the Yolo County Housing meeting of February 23, 2012.

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

5.01 Approved minutes from the meeting of January 23, 2012.

5.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming YCH as Public Housing High Performer for 2011

5.03 Authorized YCH to write off bad debts of \$17,970 for the Low income Public Housing Program and Cottonwood Meadows for the nine months ended December 31, 2011.

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.

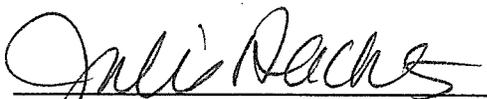
Agenda Item No. 6.06

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

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-09, Item No. 5.02, of the Yolo County Housing meeting of February 23, 2012.

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

5.01 Approved minutes from the meeting of January 23, 2012.

5.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) confirming YCH as Public Housing High Performer for 2011

03 Authorized YCH to write off bad debts of \$17,970 for the Low income Public Housing Program and Cottonwood Meadows for the nine months ended December 31, 2011.



# Yolo County Housing

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE: February 23, 2012  
TO: YCH Board of Commissioners  
FROM: Lisa A. Baker, Executive Director   
PREPARED BY: Marianne Krager, Director of Operations  
SUBJECT: **RECEIVE AND FILE CORRESPONDENCE FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) CONFIRMING YCH AS A PUBLIC HOUSING HIGH PERFORMER FOR 2011.**

## RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Receive and file the correspondence

## BACKGROUND / DISCUSSION

On February 22, 2011 HUD issued Notice PIH 2011-13(HA) to all agencies with the purpose of implementing a new measuring component for Low Income Public Housing. The basis for the change is the move of Public Housing to an Asset Management model whereby providing project level performance. This change completely consolidated the manner in which agencies are graded. Many indicators were combined and some were eliminated. The current model took into consideration the following factors;

- 1 Physical Condition (40 points)
- 2 Financial Condition (25 points)
- 3 Management Operation (25 points)
- 4 Capital Fund (10 points)

Since Yolo County Housing had aligned itself with the Asset Management model our developments were able to transition into this new model fairly easily. YCH has now received correspondence from HUD that, for the fiscal year ending June 30, 2011, YCH's Public Housing is a High Performer with a total score of 90%.

This rating is a milestone and significant accomplishment for our Public Housing Developments and for the Agency as a whole and marks the final step in YCH's transformation from being declared a Troubled and Non-Viable Agency by HUD's Recovery and Protection Corps in April 2007. As of June 30, 2011, both of YCH's core programs, Vouchers and Public Housing, are designated High Performing programs.

**FISCAL IMPACT**

May potentially lead to additional grant funding opportunities for our Public Housing Developments

**CONCLUSION**

Receive and file the correspondence

**Attachment:** HUD Correspondence



**U. S. Department of Housing and Urban Development**  
OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

Report Date: 1/17/2012

**Public Housing Assessment System (PHAS) Score Report for Interim Rule**

PHA Code:	CA044
PHA Name:	Housing Authority of the County of Yolo
Fiscal Year End:	6/30/2011

PHAS Indicators	Score	Maximum Score
Physical	31	40
Financial	25	25
Management	24	25
Capital Fund	10	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>90</b>	<b>100</b>
<b>PHAS Designation</b>	<b>High Performer</b>	

Initial PHAS score issued date: 2/17/2012

Financial Score Details	Score	Maximum Score
<b>Submission Type: Unaudited/A-133</b>		
1. FASS Score before deductions	25.00	25.00
2. Audit Penalties		
<b>Total Financial Score Unrounded (FASS Score - Audit Penalties)</b>	<b>25.00</b>	<b>25.00</b>

Capital Fund Score Details	Score	Maximum Score
<b>Timeliness of Fund Obligation:</b>		
1. Timeliness of Fund Obligation %	90	
2. Timeliness of Fund Obligation Points	5	5
<b>Occupancy Rate:</b>		
3. Occupancy Rate %	99	
4. Occupancy Rate Points	5	5
<b>Total Capital Fund Score (Fund Obligation + Occupancy Rate):</b>	<b>10</b>	<b>10</b>

**Notes:**

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See §§ 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund Scoring Notice.
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-09, Item No. 5.03, of the Yolo County Housing meeting of February 23, 2012.

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

5.01 Approved minutes from the meeting of January 23, 2012.

5.02 Received and filed correspondence from the U.S. Department of Housing and  
Urban Development (HUD) confirming YCH as Public Housing High Performer for  
2011

5.03 Authorized YCH to write off bad debts of \$17,970 for the Low income Public  
Housing Program and Cottonwood Meadows for the nine months ended  
December 31, 2011.



# Yolo County Housing

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

DATE: February 23, 2012  
TO: YCH Board of Commissioners  
FROM: Lisa A. Baker, Executive Director *LAB*  
By: Mark Stern, Finance Director  
SUBJECT: **Authorize the YCH to write off Bad Debts of \$17,970 for the Low Income Public Housing Program and Cottonwood Meadows for the Nine Months Ended 12/31/2011**

## RECOMMENDED ACTIONS

That the Board of Commissioners:

1. Authorize staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of \$17,970 for the nine months ended 12/31/2011.

## BACKGROUND / DISCUSSION

Staff requests that the Board authorize the write off of debts that have not been collected throughout the agency over the last nine months.

YCH bad debts are primarily caused by tenants who have moved out without rendering payment of their final closing bills, or by Voucher tenants who terminate assistance without closing their repayment agreements. Staff efforts to locate tenants and collect payment on these accounts have been exhausted. In accordance with policy, Housing Services staff has provided a list of tenant balances that they request be written off due to uncollectibility. Although \$17,970 appears to be a large amount, the percentage of rents billed that it represents is slightly less than the historical average.

After approval by the Board, Housing Services submits write-off documentation to Finance for entry into the Tenant Accounts Receivable system. Uncollectible and written off debts are then forwarded to our Collection Agency for an additional attempt to recover.

## FISCAL IMPACT

Periodic bad debt write off improves the quality of YCH financial reporting.

For the nine (9) month period, the bad debts requested to be written off total approximately \$18,000. This amount is 1.20% of total rents charged by the programs during this period.

Write-offs approved by year have been:

	<u>Amount</u>	<u>% of Rent</u>
• 2007-2008	\$29,000	1.29%
• 2008-2009	\$25,500	1.16%
• 2009-2010	\$19,200	1.23%
• 2010-2011 (9 mos)*	\$22,300	1.49%
• YTD 2011-2012(9 mos)**	\$17,970	1.20%

\*The 2010-2011 amount includes the final three months of the 2009-2010 fiscal year.

\*\* The YTD 2011-2012 amount includes the final 3 months of the 2010-2011 fiscal year.

The list of delinquent accounts is available for review at the YCH Finance Department.

## **CONCLUSION**

The periodic write off of uncollectable accounts receivable helps in keeping the ledgers of the agency a true representation of debts that have a good chance of being successfully collected. Staff recommends that the Board approve the requested authorization.

Yolo County Housing  
Yolo County, California

Meeting Date: February 23, 2012

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 6.01  
Next meeting

Minute Order No. 12-10: Approved the proposed calendar of meetings for the YCH for Calendar Year 2012.

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



# **Yolo County Housing**

**Lisa A. Baker, Executive Director**

147 W. Main Street  
Woodland, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982  
TTY: (800) 545-1833, ext. 626

**DATE:** February 23, 2012

**TO:** YCH Housing Commission

**FROM:** Lisa A. Baker, Executive Director 

**SUBJECT:** Review and Approve Housing Commission Meeting Schedule for Calendar Year 2012

## **RECOMMENDED ACTIONS**

Staff recommends that the Housing Commission:

1. Review and Approve the Proposed Calendar of Meetings for the YCH for Calendar Year 2012.

## **BACKGROUND / DISCUSSION**

Article III, Section 1 of the YCH by-laws state that the Housing Commission will meet at such regular times in a schedule to be determined by the Housing Commission. Below is a proposed schedule of meetings for the Housing Commission, taking into due consideration YCH reporting requirements and deadlines. All meetings to be held at 2:00 p.m. in the Board of Supervisors Chambers:

- Thursday, March 15, 2012
- Thursday, April 19, 2012
- Thursday, May 17, 2012
- Thursday, June 21, 2012
- Thursday, July 19, 2012.
- Thursday, August 9, 2012
- Thursday, September 20, 2012
- Thursday, October 18, 2012
- November - no meeting
- Thursday, December 13, 2012

## **FISCAL IMPACT**

None.

## **CONCLUSION**

In accordance with YCH bylaws, current practices and the needs of YCH, it is recommended that the Commissioners review the proposed calendar, make changes as appropriate and approve the calendar for the balance of 2012.