

Yolo County Housing Yolo County, California

March 14, 2018

MINUTES

The Yolo County Housing met on the 14th day of March, 2018, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 3:00 p.m.

Present: Will Arnold; Angel Barajas; Pierre Neu; Helen Thomson; Karen Vanderford; Jennifer Wienecke-Friedman

Absent: Mark Johannessen

Staff Present: Lisa Baker, CEO
Hope Welton, Agency Counsel
Janis Holt, General Director
Julie Dachtler, Clerk

The Clerk swore in Commissioners Helen Thomson and Pierre Neu.

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 18-06: Approved agenda as submitted.

MOTION: Wienecke-Friedman. SECOND: Thomson. AYES: Arnold, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Barajas, Johannessen.

3. 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.

There was no public comment.

PRESENTATIONS

4. Recognition of Family Self Sufficiency Graduate, Michelle Bowers

General Manager Janis Holt recognized Family Self Sufficiency Graduate, Michelle Bowers, who could not be in attendance.

5. Presentation: Public Housing National High Performer, U.S. Department of Housing and Urban Development

CEO Lisa Baker presented the Public Housing National High Performer, U.S. Department of Housing and Urban Development award.

6. Presentation: Housing Choice Voucher National High Performer, U.S. Department of Housing and Urban Development

CEO Lisa Baker presented the Housing Choice Voucher National High Performer, U.S. Department of Housing and Urban Development award.

7. Presentation of Certificates of Appreciation to Woodland Tree Foundation and to Woodland Sunrise Rotary for the donation of trees and labor for Phase I of urban reforestation at Yolano Village and Donnelly Circle

Financial Officer Jim Gillette presented Certificates of Appreciation to Woodland Tree Foundation (Ken Trott) and to Woodland Sunrise Rotary (Jim Gillette) for the donation of trees and labor for Phase I of urban re-forestaton at Yolano Village and Donnelly Circle.

8. Presentation of Certificate of Appreciation to Janet Vaughn, Realtor Associate, for her work on the IGT House purchase

CEO Lisa Baker presented a Certificate of Appreciation to Janet Vaughn, Realtor Associate, for her work on the IGT House purchase.

9. Presentation of Certificates to Lisa A. Baker for work with the National Association of Housing and Redevelopment Officials for Legislative Network and the Community Revitalization and Development Committee

Certificates were presented to Lisa A. Baker for work with the National Association of Housing and Redevelopment Officials for Legislative Network and the Community Revitalization and Development Committee.

10. Presentation: Short presentation on notable happenings at YCH between January and March 2018

CEO Lisa Baker presented a short presentation on notable happenings at YCH between January and March 2018.

CONSENT AGENDA

Minute Order No. 18-07: Approved Consent Agenda Item Nos. 11-13, with the clarification that the amount of \$517,673 for Agenda Item No. 13 is the correct amount.

MOTION: Thomson. SECOND: Neu. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.

11. Review and Approve Minutes of the Meeting of January 24, 2018

Approved the minutes of the meeting of January 24, 2018 on Consent.

12. Review, Approve and Adopt Resolution to Amend YCH's Payment Standards in accordance with the Small Area Fair Market Rents (SAFMR) (Holt, Jimenez-Perez)

Approved **Resolution No. 18-01** on Consent.

13. Ratify Award with SW Allen for the Madison Migrant Center Americans with Disabilities Act (ADA) site and building improvements (Ichtertz)

Approved recommended action with the clarification that the amount of \$517,673 is the correct amount.

REGULAR AGENDA

14. Review, Approve and Authorize the Opening of the Special Needs Project Based Voucher Wait List at West Beamer by direct referral only (Holt, Jimenez-Perez)

Minute Order No. 18-08: Approved recommended action.

MOTION: Thomson. SECOND: Wienecke-Friedman. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.

15. Review and Approve adding a position to the YCH Organization Chart and approve the position description and salary range for the proposed Lease and Rental Coordinator (Baker, Holt)

Minute Order No. 18-09: Approved recommended action.

MOTION: Barajas. SECOND: Wienecke-Friedman. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.

16. Receive verbal report from CEO on changes in the seasonal migrant farmworker program by the state Office of Migrant Services.

Minute Order No. 18-10: Received verbal report from CEO on changes in the seasonal migrant farmworker program by the state Office of Migrant Services, directed staff to submit a formal letter of support on behalf of the Yolo County Housing Commission for Assembly Bill 2887 and authorized the CEO to work with Assembly Member Aguiar-Curry to get this bill passed.

MOTION: Thomson. SECOND: Barajas. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.

17. Receive Comments from CEO Baker

No comments from CEO Baker.

18. Receive Comments from Commissioners

Commissioner Thomson commended CEO Lisa Baker and her staff for their continued hard work and Commissioner Barajas recognized Commissioner Arnold as the new Chair for this meeting.

ADJOURNMENT

Next meeting is April 11, 2018

Will Arnold, Chair
Yolo County Housing

Julie Dachtler, Clerk
Yolo County Housing

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

March 14, 2018

PLEASE NOTE TIME CHANGE TO 3:00 P.M.



YOLO COUNTY HOUSING
HOUSING COMMISSION

WILL ARNOLD
ANGEL BARAJAS
MARK JOHANNESSEN
PIERRE NEU
HELEN MACLEOD THOMSON
KAREN VANDERFORD
JENNIFER WIENECKE-FRIEDMAN

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

LISA A. BAKER
CHIEF EXECUTIVE OFFICER

HOPE WELTON
AGENCY COUNSEL

Reminder: Please turn off cell phones.

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.
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PRESENTATIONS

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5. Presentation: Public Housing National High Performer, U.S. Department of Housing and Urban Development
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15. Review and Approve adding a position to the YCH Organization Chart and approve the position description and salary range for the proposed Lease and Rental Coordinator (Baker, Holt)
16. Receive verbal report from CEO on changes in the seasonal migrant farmworker program by the state Office of Migrant Services.
17. Receive Comments from CEO Baker
18. Receive Comments from Commissioners

ADJOURNMENT

Next meeting is April 11, 2018

I declare under penalty of perjury that the foregoing agenda was posted by Friday, March 9, 2018 by 3:00 p.m. at the following places:

- On the bulletin board at the east entrance of the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board outside the Board of Supervisors Chambers, Room 206 in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.
- On the Yolo County website: 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 72 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Yolo County Housing
c/o 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: March 14, 2018

To: County Counsel ✓
Yolo County Housing ✓

The Clerk swore in Commissioners Helen Thomson and Pierre Neu.

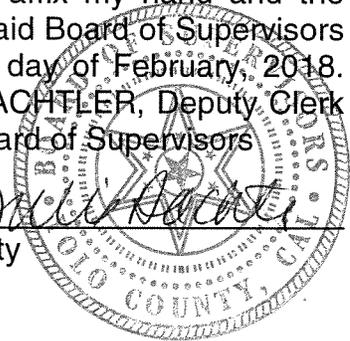
CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE

STATE OF CALIFORNIA
COUNTY OF YOLO

I, JULIE DACHTLER, Deputy Clerk to the Board of Supervisors of said County of Yolo, hereby certify that at a regular meeting of said Board of Supervisors, held in the Erwin Meier Administration Center, in said County on the 6th day of February, 2018, Helen Thomson, was re-appointed to serve on the Yolo County Housing Board of Commissioners, as it appears in the records of said Board of Supervisors now in my custody.

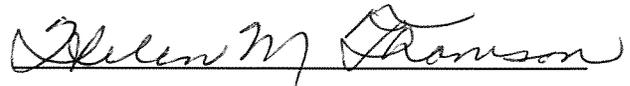
IN WITNESS WHEREOF, I hereunto affix my hand and the Seal of said Board of Supervisors this 16th day of February, 2018. JULIE DACHTLER, Deputy Clerk of the Board of Supervisors

By: 
Deputy



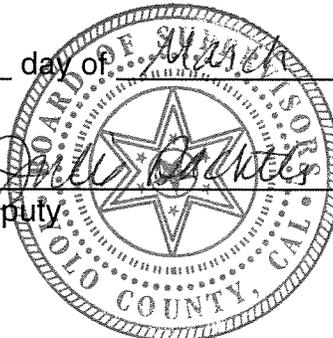
STATE OF CALIFORNIA
COUNTY OF YOLO

I, Helen Thomson, solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.



Subscribed and sworn to before me, this 14th day of March 2018.

By: 
Deputy



CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE

STATE OF CALIFORNIA
COUNTY OF YOLO

I, JULIE DACHTLER, Deputy Clerk to the Board of Supervisors of said County of Yolo, hereby certify that at a regular meeting of said Board of Supervisors, held in the Erwin Meier Administration Center, in said County on the 6th day of February, 2018, **Pierre Neu**, was re-appointed to serve as a City of Winters Representative on the **Yolo County Housing Board of Commissioners**, as it appears in the records of said Board of Supervisors now in my custody.

IN WITNESS WHEREOF, I hereunto affix my hand and the Seal of said Board of Supervisors this 16th day of February, 2018. JULIE DACHTLER, Deputy Clerk of the Board of Supervisors

By: Julie Dachtler
Deputy



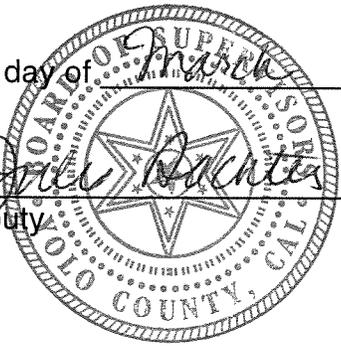
STATE OF CALIFORNIA
COUNTY OF YOLO

I, **Pierre Neu**, solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Pierre Neu

Subscribed and sworn to before me, this 14th day of March 2018.

By: Julie Dachtler
Deputy



Yolo County Housing
Yolo County, California

Meeting Date: March 14, 2018

To: County Counsel ✓
Yolo County Housing ✓

10.

Presentation: Short presentation on notable happenings at YCH between January and March 2018

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Incidents and Improvements

Challenges and Opportunities

— January - March 2018 —

HOUSING ASSISTANCE

Challenges:

Rental Market Low Vacancy Rate

Rental Market Increased Cost

Mandated Implementation of Small Area Fair Market Rents



FIRE

Riverbend Manor - February 13, 2018 - *Attempted Break In, Attempted Arson and Two Fires* by non-resident.



VANDALISM

Yolano Village - February 12, February 14 and March 12, **Graffiti Tag** associated with NorCal Varrrio Bosque Norteno police operation - No YCH residents involved in either graffiti incident or arrested in operation.



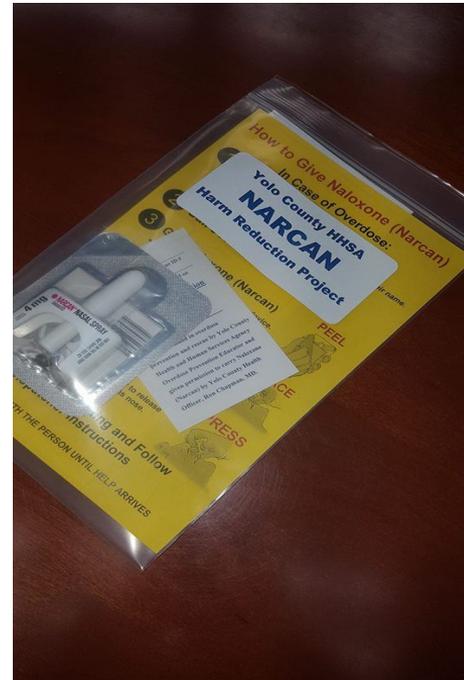
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Pacifico, January 28 - ***Tampering with Sprinkler Head.*** Ongoing issue on one floor. Under investigation.



Combating the Opioid Crisis

Staff Received Training and Supplies. Medication to save a life. We hope we never need them, but we are prepared:



It's All About the Weather: STORM WATCH 2018

El Rio Villas - March 1, *Tree Limb Damage and Driving Hazards*



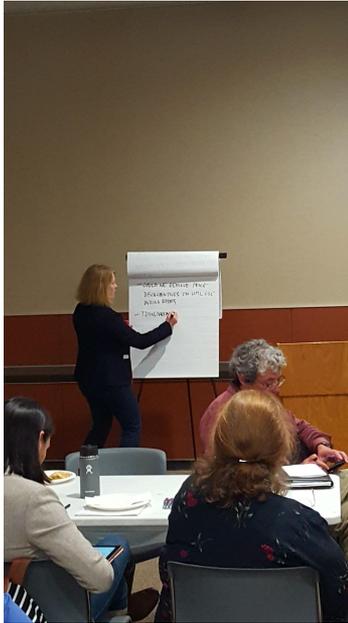
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Yolano Village & Donnelly Circle, February 24th - **Partnership with Woodland Tree Foundation, Woodland Sunrise Rotary and Volunteers**, including residents and YCH staff! Planted 56 trees as Phase I of our urban forest project.



HEAT RESILIENCE SUMMIT

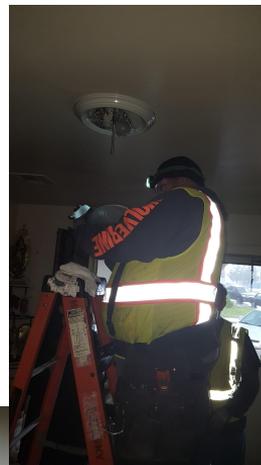
Yolo Heat Resilience and Readiness Planning, February 23, Planning Group:
UCD, City of Davis, YCH. *Hosted by YCH*



ELECTRICAL UPGRADES BEGIN AND NEW TRUCKS ARRIVE!

Siemens begins electrical upgrades at Yolano Village/Donnelly Circle - March 5

Enterprise Fleet Lease and Maintenance Program Implemented - Jan-March



WEST BEAMER PLACE - *Opening Soon!*

Housing applications taken at the YCH Administrative Office beginning mid-March.



PARTNERING WITH EDUCATION

El Rio Villas, *UC Davis Hermanos Macheul*, January 20 and *Winters Unified School District*, February 5



*Venga a Comer y a Reunirse con los
Líderes de su Distrito Escolar*

5 de Febrero, 2018

5:30pm - 6:30pm

En la Oficina de El Rio Villas



Este evento es para que **USTED** tenga la oportunidad de conocer a **SUS** líderes escolares, incluido **SU** Superintendente.

Aprenda cómo interactuar mejor con las escuelas para aumentar el éxito académico de su hijo.

SE PROPORCIONARÁ CUIDADO DE NIÑOS



Preguntas? Contacte a Ricardo Lopez at 530-669-2264 or rlopez@yhc.ca.gov



IGT HOUSE - *Before and After*



DAVIS MIGRANT CENTER- ADA Improvements & Upgrades



FACELIFT - *Computer Learning Center*

Old



New



SECURITY SYSTEM INSTALLATION AT PACIFICO!

New infrared wireless mobile system in place



Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 18-07 Item No. 11, of the Yolo County Housing meeting of March 14, 2018.

MOTION: Thomson. SECOND: Neu. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.

11.

Review and Approve Minutes of the Meeting of January 24, 2018

Approved the minutes of the meeting of January 24, 2018 on Consent.

Yolo County Housing Yolo County, California

January 24, 2018

MINUTES

The Yolo County Housing met on the 24th day of January, 2018, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 4:00 p.m.

Present: Will Arnold; Mark Johannessen; Pierre Neu; Helen Thomson; Karen Vanderford

Absent: Angel Barajas; Jennifer Wienecke-Friedman

Staff Present: Lisa Baker, CEO
Hope Welton, Agency Counsel
Janis Holt, General Director
Julie Dachtler, Clerk

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 18-01: Approved agenda as submitted.

MOTION: Arnold. SECOND: Neu. AYES: Arnold, Johannessen, Neu, Vanderford. ABSENT: Barajas, Thomson, Wienecke-Friedman.

3. 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.

There was no public comment.

PRESENTATIONS

4. Presentation of Certificate of Completion to FSS Graduate and Former Housing Commissioner, Steven Tupolo

The Certificate of Completion to FSS Graduate and Former Housing Commissioner, Steven Tupolo, was presented.

5. Presentation to Cristina Brambila of California Housing Workers Compensation Authority (CHWCA) for Most Outstanding Employee Safety Award

Janis Holt, General Director, presented the California Housing Workers Compensation Authority (CHWCA) for Most Outstanding Employee Safety Award to Cristina Brambila.

6. Presentation of 2017 Year in Review

CEO Lisa Baker presented the 2017 Year in Review.

CONSENT AGENDA

Minute Order No. 18-02: Approved Consent Agenda Item Nos. 7-10.

MOTION: Arnold. SECOND: Thomson. AYES: Arnold, Johannessen, Neu, Thomson, Vanderford. ABSENT: Barajas, Wienecke-Frieman.

7. Review and Approve Minutes of the Meeting of December 6, 2017

Approved the Minutes of the Meeting of December 6, 2017 on Consent.

8. Review and Approve Updated YCH Organizational Chart to Include Unfilled Positions (Holt and Baker)

Approved recommended action on Consent.

9. Receive and File the Financial Report for the Quarter ended September 30, 2017 (Gillette)

Approved recommended action on Consent.

10. Receive and File Staff Report on HUD Mandated Small Area Fair Market Rent Implementation (Holt and Jimenez-Perez)

Approved recommended action on Consent.

REGULAR AGENDA

11. Selection of Officers

Minute Order No. 18-03: Elected Will Arnold as Chair for 2018.

MOTION: Neu. SECOND: Thomson. AYES: Arnold, Johannessen, Neu, Thomson, Vanderford. ABSENT: Barajas, Wienecke-Friedman.

Minute Order No. 18-04: Elected Pierre Neu as Vice-Chair for 2018.

MOTION: Thomson. SECOND: Arnold. AYES: Arnold, Johannessen, Neu, Thomson, Vanderford. ABSENT: Barajas, Wienecke-Friedman.

12. Set Meeting Calendar for 2018

Minute Order No. 18-04: Approved the following Meeting Schedule for 2018, the second Wednesday of the month at 3:00 p.m.:

March 14, 2018
April 11, 2018
May 9, 2018
June 13, 2018
July 11, 2018
August 8, 2018
September 12, 2018
October 10, 2018
November - No Meeting
December 12, 2018

MOTION: Neu. SECOND: Arnold. AYES: Arnold, Johannessen, Neu, Thomson, Vanderford. ABSENT: Barajas, Wienecke-Friedman.

13. Review, Approve and Accept the FY 2016-2017 Audit Reports for Yolo County Housing (Gillette and Baker)

Minute Order No. 18-05: Approved recommended action.

MOTION: Thomson. SECOND: Arnold. AYES: Arnold, Johannessen, Neu, Thomson, Vanderford. ABSENT: Barajas, Wienecke-Friedman.

14. Receive Verbal Report from CEO Baker Regarding IGT House

The background on the IGT House is that Yolo County and the Housing Authority entered into an agreement to purchase an IGT House (Inter-Governmental Transfer) for those individuals coming out of incarceration. The IGT program is called 'Step Down' or 'To Rent Readiness,' and helps folks become 'rent ready.' If successful, they graduate from this group home setting and can provide a certificate to landlords. This program will be run by the Housing Authority. In her verbal report, CEO Lisa Baker noted they have a house and are making assessments on repairs and rehabilitation to make it ready. Notices to the surrounding neighbors will be going out next week inviting them to a neighborhood meeting at their Admin Building to learn more about the

program. The funding for the rehabilitation is coming from the Public Defender's Office and IGT Grant. She went over the steps on how this will be set up and the criteria of who will be able to go into this home. Unique features of this program is that it is a 'step up rent program,' not a halfway house or re-entry but a step up. Better chance for folks to be successful. Biggest population lacks skills to be totally independent but services are provided. The YCH will act as the 'Landlord' but a Landlord who understands these populations and will provide joint services to this population so they not only get the benefit of structure of the DRC program, but they also have this re-integration program. This program is aimed at reducing homelessness for this population.

15. Receive Comments from CEO Baker

There were no comments.

16. Receive Comments from Commissioners

There were no comments.

CLOSED SESSION

17. Public Employment, Employee Evaluation
Pursuant to Government Code Section 54954.5
Position Title: CEO

ADJOURNMENT

Next meeting is: TBD

Mark Johannessen, Chair
Yolo County Housing

Julie Dachtler, Clerk
Yolo County Housing

Yolo County Housing
Yolo County, California

Meeting Date: March 14, 2018

To: County Counsel ✓
Yolo County Housing ✓

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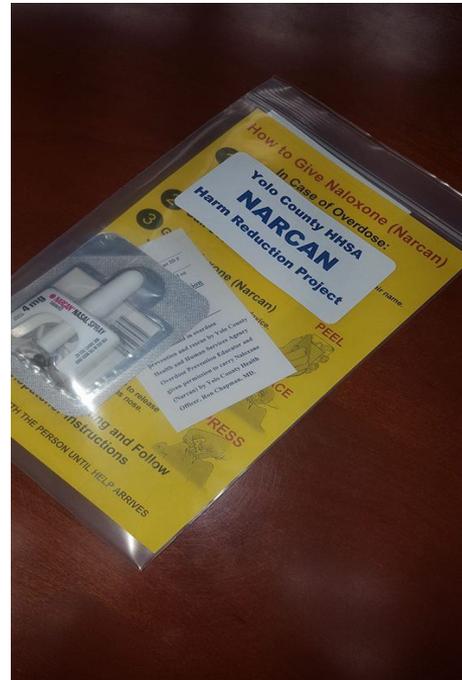
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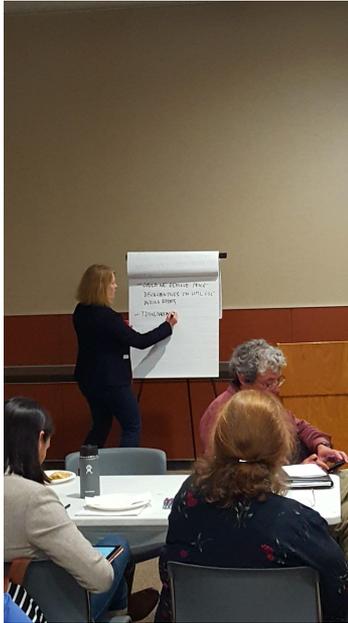
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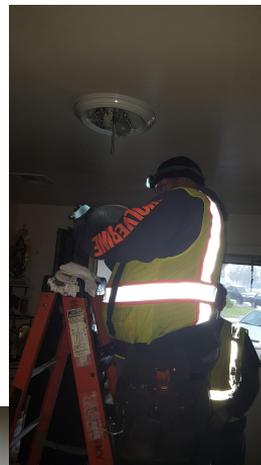
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Old



New



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Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 18-07 Item No. 12, of the Yolo County Housing meeting of March 14, 2018.

MOTION: Thomson. SECOND: Neu. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.

12.

Review, Approve and Adopt Resolution to Amend YCH's Payment Standards in accordance with the Small Area Fair Market Rents (SAFMR) (Holt, Jimenez-Perez)

Approved **Resolution No. 18-01** on Consent.

designated part of the FMR area. YCH created two separate payment standards in October 2007, with approval from the Board of Commissioners: one payment standard was created for the area covered by the City of Davis, and one for the rest of cities in Yolo County.

On December 14, 2016, staff provided a detailed report regarding HUD's final rule for Small Area Fair Market Rent (SAFMR) in the Sacramento-Roseville-Arden-Arcade metropolitan area which would now include the County of Yolo.

On August 11, 2017, two months prior to the October 1st implementation date, HUD suspended the obligation to implement the rule for housing agencies in the metropolitan areas from mandatory to voluntary. Due to the complexity of the implementation and many unknowns of the impacts, staff continued their analysis to determine the impacts of voluntary implementation.

On December 23, 2017, the United States District Court for the District of Columbia ordered HUD to implement the mandatory components of the SAFMR rule on January 1, 2018. The decision stated that HUD failed to adhere to the requirements of the informal rulemaking process. HUD declined to file an appeal and moved to implement the SAFMR, which are voluntary for most of the country excepting only some areas, which are mandatory. Yolo and the Sacramento-Roseville-Arden-Arcade SAFMR is one of the mandatory areas.

The SAFMR provides, in lieu of determining rents based on an entire metropolitan area, that rents will be determined on the basis of ZIP codes within those selected metropolitan areas. There are **twenty-three** identified ZIP codes in YCY's jurisdiction in Yolo County. In reviewing current renters under housing assistance contracts, there are **nine** zip codes with families that could be affected by SAFMR. Most of the current payment standards are within 90-110% range; however some areas will have to be updated and will result in increases or decreases as follows (* in Table provided):

- \$22 decrease in subsidy for 3-bedroom units in West Sacramento zip code 95605, Knights Landing, Arbuckle and Dunnigan,
- \$6 decrease for efficiency units in eight zip codes,
- \$7 increase for 1-bedroom units in Davis 95617 and 95618 zip codes,
- \$15 increase for 4-bedroom units in Davis 95618 zip code, and
- \$18 increase for 5-bedroom units in Davis 95618 zip code.

Due to YCH's proactive policy of its two-tier payment standard, the SAFMR's will have very little impact on families. Only 22 families in 3-bedroom units in West Sacramento would be threatened with reductions in subsidy and potential loss of their unit. However, it is YCH's policy and practice to protect its vulnerable population from subsidy loss. With that in mind, on January 17, 2018 HUD published Notice PIH 2018-01(HA): Guidance on Recent Changes in FMR, Payment Standard, and Rent Reasonableness in the Housing Choice Voucher Program. The Final Rule of the SAFMR provides YCH with three options for applying a decrease in payment standard to current voucher holders. Staff performed an analysis of the allowed payment standards range based on SAFMR and the actual rents charged for current households on the Housing Choice Voucher program in Yolo county.

Based on this analysis, staff recommends the option that will have the least impact on families currently on the program which is supported by 24 CFR 982.505(c)(3). PIH Notice 2018-01(HA) states:

- *Hold Harmless - no reduction in subsidy.* YCH may continue to use the existing higher payment standard for the family's subsidy calculation as long as the family continues to receive the voucher assistance in that unit.

Payment Standards Implemented March 1, 2016

Bedroom Size:	0	1	2	3	4	5	6
City of Davis:	950	957	1280	1839	2235	2570	2906
All Other County Areas:	864	870	1164	1672	2032	2337	2642

Proposed Payment Standards Effective April 1, 2018

ZIP Code	Efficiency - 0 Bd	1 Bd	2 BD	3 Bd	4 Bd	5 Bd
95605 WEST SAC	*858	870	1164	*1650	2032	2337
95606 BROOKS	864	870	1164	1672	2032	2337
95607 CAPAY	864	870	1164	1672	2032	2337
95612 CLARKSBURG	*858	870	1164	1672	2032	2337
95615 COURTLAND	*858	870	1164	1672	2032	2337
95616 DAVIS	950	*957	1280	1839	2235	2570
95617 DAVIS POSTAL CODE	950 WAIVED	*957	1280	1839	2235	2570
95618 DAVIS	950	963	1280	1839	*2250	*2588
95620 DIXON	*858	870	1164	1672	2032	2337
95627 ESPARTO	864	870	1164	1672	2032	2337
95637 GUINDA	864	870	1164	1672	2032	2337
95645 KNIGHTS LANDING	*858	870	1164	*1650	2032	2337
95653 MADISON	864	870	1164	1672	2032	2337
95679 RUMSEY	864	870	1164	1672	2032	2337
95691 WEST SAC	864	870	1164	1672	2032	2337
95694 WINTERS	864	870	1164	1672	2032	2337
95695 WOODLAND	*858	870	1164	1672	2032	2337
95697 YOLO	864	870	1164	1672	2032	2337
95698 ZAMORA	864	870	1164	1672	2032	2337
95776 WOODLAND	864	870	1164	1672	2032	2337
95798 WEST SAC	864	870	1164	1672	2032	2337
95912 ARBUCKLE	*858	870	1164	*1650	2032	2337
95937 DUNNIGAN	*858	870	1164	*1650	2032	2337

YCH is required to perform a rent reasonable test to ensure HCV participants are not charged a higher rent than other tenants who are not participating in the HCV program. YCH engages in negotiation of the rent amount with the landlord to request it to be lowered to a reasonable amount when the rent is determined too high.

FISCAL IMPACT:

YCH has an Annual Contribution Contract with HUD to lease up to 1,727 vouchers; the current funding supports assistance for approximately 1,500 housing assistance payment contracts.

CONCLUSION:

Staff recommends that the Housing Commission approve the recommended action. In order to assist families and landlords with understanding the new SAFMR's, staff will be grouping zip codes by their standards so that households will not have to read through 23 zip codes to determine payment standards.

Attachment: Resolution

FILED

MAR 22 2018

BY *Julie Dacetti*
DEPUTY CLERK OF THE BOARD

**YOLO COUNTY HOUSING
RESOLUTION NO. 18-01**

(Resolution regarding Updates to the Payment Standard for the Housing Choice Voucher Program in Accordance with Federal Regulations for Small Area Fair Market Rents as Mandated by the U.S. Department of Housing and Urban Development)

WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") requires public housing authorities to adopt a payment standard for each Fair Market Rent (FMR) area in the agency's jurisdiction for each unit size; and

WHEREAS, the new payment standards must be applied at the first annual re-examination following the change of the payment standard amount, unless the use of decreased payment standard results in a decrease of the Housing Assistance Payment made on behalf of the family. In this case, existing housing assistance payment contracts executed before the implementation date of the new payment standards will be held harmless until participants move to a new unit; and

WHEREAS, the Housing Commission of the Housing Authority of the County of Yolo (informally known as Yolo County Housing) has determined that the adjustment of payment standards by zip codes within the County of Yolo based on Small Area Fair Market Rents mandated by HUD will be effective April 1, 2018; and

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the Housing Commission of the Housing Authority of the County of Yolo that the adopted the payment standard adjustments will be effective April 1, 2018 as outlined in the payment standard staff report of March 14, 2018.

PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 14th day of March , 2018 by the following vote:

AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman.

NOES: None.

ABSTAIN: None.

ABSENT: Johannessen.



Will Arnold, Chair
Housing Commission of the
Housing Authority of the County of Yolo

Approved as to Form:

By Hope P. Welton

Hope Welton, Agency Counsel

Attest:

Julie Dachtler, Clerk
Board of Commissioners of the
Housing Authority of the County of Yolo

By Julie Dachtler
Deputy (Seal)



Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 18-07 Item No. 13, of the Yolo County Housing meeting of March 14, 2018.

MOTION: Thomson. SECOND: Neu. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.

13.

Ratify Award with SW Allen for the Madison Migrant Center Americans with Disabilities Act (ADA) site and building improvements (Ichtertz)

Approved recommended action with the clarification that the amount of \$517,673 is the correct amount.



Yolo County Housing

147 West Main Street
 (530) 662-5428
 Woodland, CA, 95695
 (916) 444-8982

Woodland:
 Sacramento:

TTY: (800) 545-1833, ext.626

DATE: March 14, 2018

TO: YCH Housing Commission

FROM: Lisa A. Baker, Chief Executive Officer

PREPARED BY: Fred Ichtertz, Facilities Director

SUBJECT: Ratify contract award with S. W. Allen Construction, Inc. as lowest responsive - responsible bidder for the Madison Migrant Center Americans with Disabilities Act (ADA) Site and Building Improvements.

RECOMMENDED ACTIONS:

That the Board of Commissioners:

Ratify contract award to S.W. Allen Construction, Inc., lowest responsive - responsible bidder for the Madison Migrant Center ADA Site and Building Improvements.

BACKGROUND / DISCUSSION:

In August of 2016, YCH received from Office of Migrant Services (OMS) Rehabilitation Funding in the amount of \$671,928 for the Madison Migrant Center. Of this amount only \$651,770 is earmarked for ADA Site and Building design and upgrades at the center. Because of the excessive deferred maintenance at the center, bidding documents were broken down into three components in hopes of doing additional improvements;

1. "Base Bid" that covers all ADA Site and Building Improvements
2. "Add Alternate #1" that included interior asphalt roadway crack and slurry sealing, parking lot striping and numbering, and repair of "speed bumps"
3. "Add Alternate #2" that includes replacement of 92 water cooler, ducting, and cooler stands.

On Tuesday, January 30, 2018, YCH received three "Bid Proposals" for Madison. Based on the bid results and funding amount, it was determined that the "Base Bid" Scope of Work would be awarded at this time, with both "Add Alternate" being included in future funding requests to OMS.

Base Bid;

Scope of Work	CNW Construction	Monley-Hamlin Inc.	SW Allen Construction
	\$544,000	\$666,017	\$517,673

1. SITE ACCESSIBILITY UPGRADES INCLUDING ACCESSIBLE PARKING, SIGNAGE & PATH OF TRAVEL TO (E) OFFICE BLDG., (E) LAUNDRY BLDG., (E) TRASH BIN AREA, (E) PLAYGROUND & 5 ACCESSIBLE UNITS.
2. ACCESSIBILITY UPGRADES AT (E) OFFICE INCLUDE PATH OF TRAVEL FROM OFFICE TO RESTROOM & INSTALL (N) ACCESSIBLE LAVATORY SINK & FAUCET, & REMOUNT (E) ACCESSORIES W/IN REACH RANGES.
3. ACCESSIBILITY UPGRADES AT (E) LAUNDRY INCLUDE MODIFYING (E) EXTERIOR ENTRY PORCH, RAMP & STAIRS AS NECESSARY TO MEET ACCESSIBILITY REQUIREMENTS, REPLACE ONE (E) WASHER W/ ACCESSIBLE UNIT, INSTALL THRESHOLD RAMP AT (E) ENTRANCE DOOR, INSTALL (N) ACCESSIBLE UTILITY SINK & FAUCET & REINSTALL (E) COUNTER AT CORRECT HEIGHT TO MEET ACCESSIBILITY REQUIREMENTS.
4. ACCESSIBILITY UPGRADES AT 5 (E) UNITS TO BE MADE INTO ACCESSIBLE UNITS INCLUDE:
 - a. MODIFY, REPAIR OR REPLACE (E) EXTERIOR ENTRY PORCHES, RAMPS & STAIRS PER PLAN & AS NECESSARY TO MEET ACCESSIBILITY REQUIREMENTS
 - b. INTERIOR MODIFICATIONS NECESSARY TO PROVIDE FULL ACCESSIBILITY THROUGHOUT UNIT TO COMPLY WITH MANEUVERING & KNEE/TOE SPACE CLEARANCES & REACH RANGES AT DOORS, FIXTURES, APPLIANCES, CONTROLS & STORAGE. MODIFICATIONS INCLUDE RELOCATING WALLS, DOORS, CONTROLS OR REPLACING FIXTURES, COUNTERS & CABINETRY PER PLAN, & REPAIRING FINISHES AS REQUIRED FOR (N) CONFIGURATIONS.
5. TREE REMOVAL & TREE STUMP GRINDING
6. SIDEWALK REPAIR & REPLACEMENT

Upon review of all submitted bid packets for completeness, it was determined that S.W. Allen Construction, Inc. submitted the most complete bid package and was deemed to be the lowest most responsive – responsible bidder.

A recommendation was made by staff to OMS based on “Bid Results” that an Award be made to S.W. Allen for the ADA Site and Building Improvements (Base Bid) in the amount of **\$517,617.00**. OMS concurred with YCH recommendation of award.

FISCAL IMPACT

None

CONCLUSION:

Staff recommends that the Commission ratify the contract award to S.W. Allen Construction, Inc., lowest responsive - responsible bidder for the Madison Migrant Center ADA Site and Building Improvements.

Yolo County Housing
Yolo County, California

Meeting Date: March 14, 2018

To: County Counsel ✓
Yolo County Housing ✓

14.

Review, Approve and Authorize the Opening of the Special Needs Project Based Voucher Wait List at West Beamer by direct referral only (Holt, Jimenez-Perez)

Minute Order No. 18-08: Approved recommended action.

MOTION: Thomson. SECOND: Wienecke-Friedman. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.



Yolo County Housing

147 W. Main Street Woodland: (530) 662-5428
WOODLAND, CA 95695 Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: March 14, 2018
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
PREPARED BY: Janis Holt, General Director,
Irma Jiménez-Pérez, Housing Assistance Supervisor
SUBJECT: **REVIEW, APPROVE AND AUTHORIZE OPENING OF THE SPECIAL NEEDS PROJECT BASED VOUCHER WAIT LIST FOR WEST BEAMER PLACE BY DIRECT REFERRAL ONLY**

RECOMMENDED ACTIONS:

That the Housing Commission:

1. Review the proposed methodology for opening the Housing Choice Voucher wait list by direct referral only for West Beamer Place, and
2. Approve Wait List opening; and
3. Authorize the CEO to open the List by direct referral only.

BACKGROUND / DISCUSSION

Overview

YCH must have policies regarding various aspects of organizing and managing the wait list for applicant families. This includes:

- Opening the list to new applicants,
- Closing the list to new applicants,
- Notifying the public of wait list openings and closings,
- Conducting outreach to ensure that a sufficient number of applicants are received.

In addition, HUD imposes additional statutory and regulatory requirements on how YCH may structure its wait list and how families must be treated if they apply for assistance from YCH in more than one assisted housing program. Both the federal and YCH adopted specific requirements are included in the YCH Administrative Plan.

Under the law, if the wait list has been closed, it cannot be reopened until YCH publishes a notice in local media, including newspapers of general circulation. As part of

Fair Housing requirements, YCH must also use other media, including minority media, to reach populations that are underserved or difficult to reach.

Background/Discussion

On June 10, 2013, the U.S. Department of Housing and Urban Development (HUD) published guidance on housing individuals and families experiencing homelessness through the Public Housing and/or Housing Choice Voucher (HCV) programs in notice PIH 2013-15 (HA). The purpose of the notice is to provide strategies that Public Housing Agencies can pursue to expand housing opportunities for those individuals and families. This guidance is provided focusing on the goals of the U.S. Interagency Council of Homelessness (USICH) to end chronic homelessness; prevent and end homelessness among Veterans; prevent and end homelessness for families, youth and children by 2020; and, set a path to ending all types of homelessness.

On April 14, 2011, the YCH Board of Commissioners approved the opening of the HCV wait list and adopted a change to the Administrative Plan adding the language of “involuntarily displaced” to the list of preferences. Currently there are four preferences: Residency, Working/Elderly/Disabled, U.S. Veteran Discharged with Honors, and Involuntarily Displaced.

On October 23, 2014, the Housing Commission approved the opening of the HCV wait list by direct referral by local governments in support of Bridge to Housing. Approving the direct referral method for the project based vouchers at West Beamer Place will build upon YCH’s already existing practice.

Opening the list for West Beamer Place requires the publication of notices as outlined above.

The notices must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received. Upon approval from the Commission for the opening of this wait list, the notice will be published prior to the date applications will first be accepted.

Project Based Vouchers Awarded to West Beamer Place

In accordance with YCH’s adopted Five Year Agency Plan and Annual Plan Update, staff has awarded Project Based Vouchers through the required policy outlined in the Administrative Plan as follows:

- Request For Proposals (RFP) process including public notice and outreach in accordance with equal opportunity requirements.
- Selection based on competition and rating process.
 - Owned units (no matter the controlling interest) by YCH or its’ subsidiary (New Hope CDC) must be approved through the HUD Field Office. HUD approval was received on July 1, 2015.

- Site selection, subsidy layering, environmental review, and an Agreement to enter into a Housing Assistance Payment Contract have been completed.

Next steps include establishing a wait list for these PBV units, acceptance of the units and entering into a Housing Assistance Payment Contract with the owners. YCH establishes “separate wait lists” for each PBV campus and may open all wait lists or specific wait lists depending on the number of applicants currently on each wait list.

West Beamer Place (formerly known as 180 W. Beamer) was approved for 20 units of special needs project based voucher assistance for individuals or families who are chronically homeless and require mental health support services to remain successfully housed (Full Service Clients). Yolo County Health and Human Services will be providing direct referrals of eligible families to the West Beamer Place waitlist for the PBV program.

This is in conformance with the agreements made with the County of Yolo’s Health and Human Services Agency (HHSA) and the State of California for the use of the Mental Health Services Act Funding as well as the agreement by the partners (Mercy - New Hope) with the Tax Credit Allocation Committee and the state Department of Housing and Community Development for its funding of the development.

Opening the Wait List

Staff recommends that the Housing Commission authorize the Chief Executive Officer to open the Housing Voucher waitlist, by direct referral only, for special needs persons who meet the established criteria and are directly referred by Yolo County Department of Health and Human Services Agency (HHSA).

FISCAL IMPACT

There are costs that are unknown at this time for media outreach and publication, as well as staff time that will be accrued to this project. Funds are currently budgeted to meet these needs.

CONCLUSION

Staff recommends opening its Project Based Voucher (HCV) wait list by direct referral only for West Beamer Place in conformance with program requirements and in fulfillment of its agreements with County HHSA, the Mental Health Services Act funds and the Tax Credit Allocation Committee requirements.

Yolo County Housing
Yolo County, California

Meeting Date: March 14, 2018

To: County Counsel ✓
Yolo County Housing ✓

15.

Review and Approve adding a position to the YCH Organization Chart and approve the position description and salary range for the proposed Lease and Rental Coordinator (Baker, Holt)

Minute Order No. 18-09: Approved recommended action.

MOTION: Barajas. SECOND: Wienecke-Friedman. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

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

DATE: March 14, 2018
TO: YCH Housing Commission
FROM: Lisa A. Baker, CEO
PREPARED BY: Janis Holt, General Director
SUBJECT: **REVIEW AND APPROVE ADDING A POSITION TO THE YCH ORGANIZATIONAL CHART AND APPROVE THE POSITION AND SALARY RANGE FOR THE PROPOSED LEASE AND RENTAL COORDINATOR**

RECOMMENDED ACTION

That the Housing Commission:

1. Review and approve the addition of a position to the YCH organizational chart; and
2. Approve the position and salary range for the proposed Lease and Rental Coordinator.

BACKGROUND/DISCUSSION

Both Real Estate Services and Housing Assistance are long term national high performers in their federally-funded portfolios - Housing Choice Voucher (HCV) program and the Public Housing program. In addition to maintaining their high performer status, the HCV Division has been closely involved with new initiatives over the last few years including Bridge to Housing, Drought Relocation, Inclusionary Housing, expansion of Project-Based-Vouchers, Getting-to-Zero (GTZ) Vouchers and support to Grant Management programs. The HCV Division has maintained their success through effective streamlined efficiencies and staff commitment to the mission, even through HUD funding challenges and reduced administrative fees. The same can be said of Real Estate Services, which has seen its portfolio become more diverse including non-traditional properties like Pacifico, the Helen Thomson homes, the IGT house, THP+ master leased units for termed out foster youth and additional initiatives that are in the planning phase.

Over the last three years, staff have identified contributing factors to voucher holders experiencing higher difficulty in finding and successfully leasing units. Some of those factors include: rapidly increasing rents above fair market rent (FMR); challenges with

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units passing HQS; long-term participating landlords opting to rent to non-voucher holders at higher rental rates; extremely low vacancy rates; and landlords' lack of understanding or misunderstanding regarding participation in the voucher program.

Successful lease up for voucher holders is critical to the continued success of the HCV and GTZ programs and our partnership with landlords is a key component. The HCV Division currently lack staffing and capacity to conduct robust landlord outreach, education and engagement program and maintain customer service at an optimal level. Staff have identified areas where expansion of lease and rental coordination will provide value-added services to landlords and owners while enhancing voucher lease up success.

Currently, the HCV Division lacks the staff capacity to conduct intense outreach and marketing to landlords and seeks approval of an additional position to expand rental opportunities and provide continuous improvement to our service delivery.

For Real Estate Services, there is a need to consolidate master leased properties, employ a Rent Ready curriculum for families entering our programs who are still learning to live independently and to position the division for continued diversification. Success in these programs also rests on landlord negotiation, master leasing skills, working with tenants and preventing premature housing loss.

Lease and Rental Coordinator Position

The Lease and Rental Coordinator position will provide landlord specific services including, but not limited to; marketing of vacant units, program outreach and education, mediation, rental assistance, administration of damage fund (when applicable), serve as program and tenant liaison, and expand rental opportunities for voucher tenants. This position will also provide lease and rental coordination services to the Getting-to-Zero program funded by the Davis-Sutter Pathways Pilot Project, THP-Foster Youth Program, and provide oversight to master leases including, but not limited to, Buckeye, Helen M. Thomson Homes A & B.

This position is unique to Yolo County Housing needs which presents challenges to find similar positions and wage ranges. Portions of this position are currently a part of the housing specialist, housing inspector and housing supervisor duties, as well as including more private market skill-sets. In order to arrive at an appropriate salary level, YCH has included two internal salaries as part of the consideration for this comparison, along with outside salaries that are partially comparable:

- Housing Locator, Sacramento Housing and Redevelopment Agency, \$46,736 - \$59,648/annually
- Senior Lease Negotiator/Inspector, Marin Housing Authority, \$57,543 - \$77,113/annually
- Housing Inspector, Yolo County Housing, \$44,206 - \$53,733/annually.
- Housing Specialist II, Yolo County Housing, \$40,166 - \$48,822/annually.
- Outreach Specialist, County of Yolo, \$45,500 - 55,319/annually

Average **entry** level salary based on the salary survey is \$46,830/annually ; the median **entry** level salary is \$45,500/annually . Staff recommends the median entry level salary of \$45,500 with the five step scale as presented below. This is also competitive with salaries in the Yolo - Sacramento area.

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Lease and Rental Coordinator	\$45,500	\$47,775	\$50,163	\$52,672	\$55,305

FISCAL IMPACT

The position will be funded through existing HCV administrative fees, funding from current agreements with our partners through Real Estate Services and through future expansion of our programs.

CONCLUSION

Staff recommends that the Housing Commission approve the position description and salary range for Lease and Rental Coordinator.

Attachment: Lease and Rental Coordinator Position Description and Updated Organizational Chart

**YOLO COUNTY HOUSING
LEASE AND RENTAL COORDINATOR
Non-Exempt**

LEASE AND RENTAL COORDINATOR

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, the Lease and Rental Coordinator is responsible for leading agency-wide efforts to effectively market housing assistance programs to new and existing landlords and property managers with the goal of expanding units available to families receiving rental assistance whether through housing vouchers, getting to zero vouchers, master leased units and other venues. The Coordinator will identify permanent housing units available in the rental market throughout the County of Yolo, develop partnerships with landlords, serve as the liaison between the landlord and housing program staff and participants in housing assistance programs to assist landlords with navigating program options, overcome barriers associated with participant households and work closely with support personnel to ensure successful access and sustained housing.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Housing Program Supervisor and/or the General Director.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Outreach and Marketing

1. Research rental market to identify prospective landlords for housing programs and generate leads for outreach and recruitment.
2. Network with landlords, renter's associations, property management businesses, and other local housing groups.
3. Proactively market housing programs to current and prospective landlords and explain all program facets of various housing programs, coordinating with local partners when applicable.

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4. Develop landlord newsletter, use social media, website and/or other marketing materials to promote the benefits of participation in YCH programs.
5. Create and implement landlord appreciation and recognition opportunities (events, publications, etc.).
6. Develop and maintain inventory of appropriate units for potential participants.
7. Oversee master leased and specialty units
8. Maintain in-depth knowledge of various forms of grants and subsidies provided through housing policy.
9. Provide monthly, quarterly and annual reports as required or requested.

Customer Service/Liaison

1. Serve as the primary point of contact for landlords/owners acting as liaison and mediator on tenant and/or housing issues.
2. Coordinate with client/social services staff in the provision of wrap around services.
3. Assist housing seekers with housing search processes including the development and presentation of rent ready curriculum in a group or one-on-one setting.
4. Conduct landlord satisfaction surveys, compile data, provide report and develop solutions to issues.
5. Maintain awareness of changes in market conditions and community processes that may impact vacancy rates and program services.
6. May assist with implementation of streamlined electronic access (i.e. tenant or landlord portals).
7. Conduct thorough investigations of complaints, activities and other issues that may arise related to landlord/tenant relations. Provide objective, comprehensive investigative reports to staff and/or management as appropriate. Assist with mediation as needed.

Master Lease Oversight

1. Responsible for providing oversight to YCH and/or New Hope CDC master leases for rental properties (ex. THP for Foster Youth, Buckeye, etc.)
2. Oversee, initiate and review inspection reports to YCH protocols and standards.

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3. Mediate tenant issues with owner, manager and/or community.
4. Procurement and contract oversight as assigned.

Common Essential Functions

1. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing CEO, Yolo County OES and/or the State of California DHS.
2. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to their supervisor or member of the management team; reporting any safety concerns to their supervisor, member of the management team, or member of the YCH safety committee.
3. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to their supervisor, a member of the management team, or member of the YCH risk control committee.
4. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of strategic marketing and landlord engagement.
- County of Yolo housing market and geography.
- Marketing programs to community members; experience with vouchers and/or landlords preferred.
- Understand Housing Quality Standards (HQS); Certification in HQS preferred.
- Principles and practices of program compliance and administration.
- Basic interview techniques.
- Purposes, functions and organization of local governmental agencies and the functioning of their governing boards.

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- Pertinent Federal, State, and local codes, laws, and regulations.

Ability to:

- Prepare, review, and present clear and concise correspondence, marketing materials and reports.
- Devise and implement innovative approaches to maximize efficiencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various applications and related programs, including standard, as well as proprietary software.
- Deal diplomatically and sensitively with landlords, tenants, other agency representatives, and the general public.
- Work independently in the absence of close supervision meeting agreed upon goals.
- Respond to requests and inquiries from the public.
- Maintain confidentiality.
- Interpret and apply agency policies, rules and regulations.
- Interpret and apply Federal, State, and local policies, laws and regulations.
- Drive from site to site.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

- Two (2) years experience in the assisted housing industry, property management, Real Estate, project management or closely related field. Ideal candidate will have five (5) or more years experience.
- Demonstrated proficiency in preparation of spreadsheets and narrative reports.

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Education:

- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California (i.e. G.E.D.) is required. AA Degree and/or Bachelor's Degree preferred.

Physical Demands:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external housing environment. Have the hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Field environment requires travel from site to site; exposure to noise, weather conditions; moving objects and vehicles. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodations can be made to the General Director or designee.

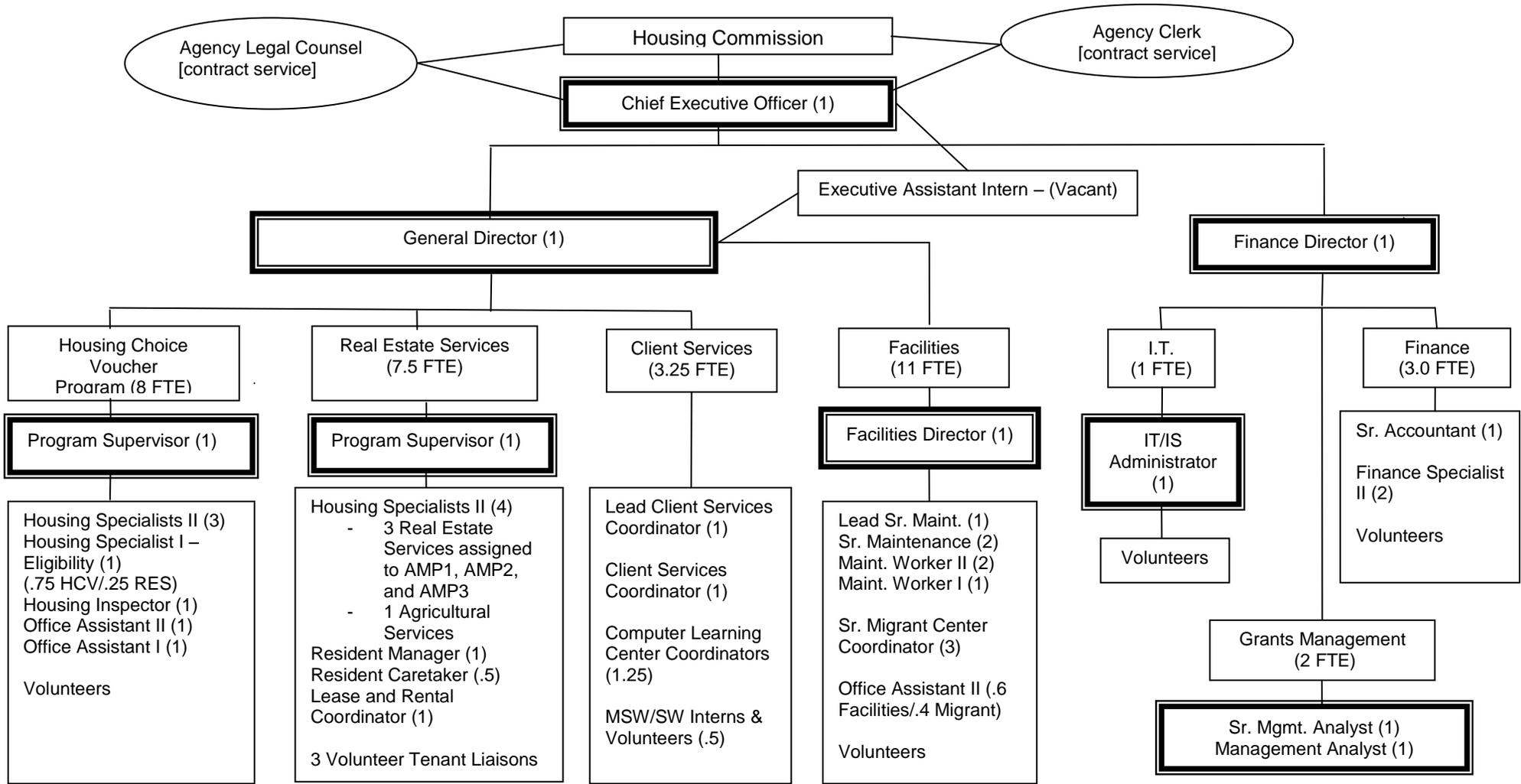
Special Requirements:

- Must have access to an automobile or other means of transportation, when and if required to travel on YCH business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Be available for emergency call-back to assigned facilities as a disaster service worker.
- Employees in this classification will be required to pay monthly union dues.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

Yolo County Housing is an equal opportunity employer.

Working together to provide quality affordable housing and community development services for all

Proposed YCH Organizational Chart – March 2018



Departments – 2: Paid Staff = 39.25 FTE (46 Staff)
 Housing Services = 18.75FTE (21 staff)
 Facilities = 11FTE
 Finance = 6FTE
 Department Directors = 2FTE
 Executive = 1 Chief Executive Officer, Contract Legal Counsel & Agency Clerk
Total vacant unfunded existing positions: 1 Maintenance Worker I, 3 Migrant Center Coordinators, 1 Executive Assistant Intern

Yolo County Housing
Yolo County, California

Meeting Date: March 14, 2018

To: County Counsel ✓
Yolo County Housing ✓

16.

Receive verbal report from CEO on changes in the seasonal migrant farmworker program by the state Office of Migrant Services.

Minute Order No. 18-10: Received verbal report from CEO on changes in the seasonal migrant farmworker program by the state Office of Migrant Services, directed staff to submit a formal letter of support on behalf of the Yolo County Housing Commission for Assembly Bill 2887 and authorized the CEO to work with Assembly Member Aguiar-Curry to get this bill passed.

MOTION: Thomson. SECOND: Barajas. AYES: Arnold, Barajas, Neu, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.



AB-2887 Migrant farm labor centers. (2017-2018)

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Date Published: 02/16/2018 09:00 PM

CALIFORNIA LEGISLATURE— 2017–2018 REGULAR SESSION

ASSEMBLY BILL

No. 2887

**Introduced by Assembly Member Aguiar-Curry
(Principal coauthor: Assembly Member Caballero)**

February 16, 2018

An act to add Sections 50710.2, 50710.3, 50710.4, 50710.6, 50710.7, and 50717 to the Health and Safety Code, relating to housing.

LEGISLATIVE COUNSEL'S DIGEST

AB 2887, as introduced, Aguiar-Curry. Migrant farm labor centers.

Existing law requires the Department of Housing and Community Development, through its Office of Migrant Services, to assist in the development, construction, reconstruction, rehabilitation, or operation of migrant farm labor centers, as provided. Existing law authorizes the Director of Housing and Community Development to contract with specified local public and private entities, including school districts and housing authorities, for the procurement or construction of housing or shelter and to obtain specified services for migratory agricultural workers.

This bill would require the department to allow in an annual operating contract the entity operating the contract to have flexibility in its opening date if needed to adjust for variable seasonal or climate changes. The bill would allow the department to enter into operating contracts with entities that would be effective until terminated by the department if the department determines such contracts would be more efficient to administer, and provide funding annually by making an amendment to that contract. The bill would require the department to consider, and allow the department to approve, any proposal or plan submitted by an entity operating a migrant farm labor center that proposes to allow a specified number of units at the center to be reserved for occupancy by lower income households, as specified. The bill would require the department to allow an entity to provide housing at a migrant farm labor center to single migratory agricultural workers if there are any vacant units after the housing needs for multimembered migratory agricultural worker households have been accommodated within an occupancy period.

This bill, on or before January 1, 2020, and on or before January 1 of each year thereafter, would require an entity operating a migrant farm labor center to provide a report to the Office of Migrant Services containing specified data about the migratory agricultural workers that resided at the center during the most recent contract

period that ended, organized by household. The bill would allow the director to use the data contained in the reports to determine the needs of the residents served at the migrant farm labor centers and how to better serve those needs.

This bill would state the intent of the Legislature to enact legislation to provide funds to entities operating a migrant farm labor center for the purpose of making capital improvements to real property at those centers, based on physical needs assessments and operational performance of the center.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 50710.2 is added to the Health and Safety Code, to read:

50710.2. The department shall allow in an annual operating contract the entity operating the contract to have flexibility in its opening date if needed to adjust for variable seasonal or climate changes.

SEC. 2. Section 50710.3 is added to the Health and Safety Code, to read:

50710.3. (a) The department may enter into operating contracts with entities that would be effective until terminated by the department if the department determines such contracts would be more efficient to administer, and provide funding annually by making an amendment to that contract.

(b) This section shall not be interpreted to allow an operating period to exceed a term that is otherwise authorized by this chapter.

SEC. 3. Section 50710.4 is added to the Health and Safety Code, to read:

50710.4. (a) The department shall consider and may approve any proposal or plan submitted by an entity operating a migrant farm labor center that proposes to allow a specified number of units at the center to be reserved for occupancy by lower income households.

(b) Any proposal or plan approved by the department shall not allow more than 30 percent of available units in a migrant farm labor center to be reserved for occupancy by lower income households.

(c) An entity shall allow for and consider public input on any proposal or plan prior to submission of that proposal or plan to the department. Public input shall include input from the migratory agricultural workers and their families, agricultural employers, and the general public.

(d) The department shall consider the thoroughness of the plan, the incorporation of any public input, and demonstrated need in that jurisdiction for the proposal or plan, when determining whether to approve a proposal or plan.

(e) Any proposal or plan approved by the department shall be incorporated into the operating contract for that migrant farm labor center.

(f) For purposes of this section, "lower income households" means migratory agricultural worker households with incomes that are below ____ percent of median income.

SEC. 4. Section 50710.6 is added to the Health and Safety Code, to read:

50710.6. It is the intent of the Legislature to enact legislation to provide funds to entities operating a migrant farm labor center for the purpose of making capital improvements to real property at those centers, based on physical needs assessments and operational performance of the center.

SEC. 5. Section 50710.7 is added to the Health and Safety Code, to read:

50710.7. The department shall allow an entity to provide housing at a migrant farm labor center to single migratory agricultural workers if there are any vacant units after the housing needs for multimembered migratory agricultural worker households have been accommodated within an occupancy period.

SEC. 6. Section 50717 is added to the Health and Safety Code, to read:

50717. (a) On or before January 1, 2020, and on or before January 1 of each year thereafter, an entity operating a migrant farm labor center shall provide a report to the Office of Migrant Services that contains the data specified in subdivision (b) about the migratory agricultural workers that resided at the center during the most recent contract period that ended, organized by household.

(b) The report shall include, but is not limited to, the following information:

(1) Where the migratory agricultural workers are migrating from.

(2) Household income.

(3) Race or ethnicity of members of the household.

(4) Genders of the members of the household.

(5) Number of schoolaged children.

(6) Identifying if members are homeowners or renters.

(7) Identifying if there are disabled members.

(c) The director may use the data contained in the reports to determine the needs of the residents served at the migrant farm labor centers and how to better serve those needs, and may require any other data to be included in the report that he or she deems appropriate to aid in the administration of the migrant housing program.