YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

August 26, 2020

3:00 p.m.

YOLO COUNTY HOUSING
HOUSING COMMISSION

WILL ARNOLD, CITY OF DAVIS
RICHARD LANSBURGH, CITY OF WOODLAND
PIERRE NEU, CITY OF WINTERS
BEVERLY SANDEEN, CITY OF WEST SACRAMENTO
GARY SANDY, COUNTY OF YOLO
KAREN VANDERFORD, YCH
JOE WALTERS, YCH

NOTE: This meeting is being agendized to allow Board Members, staff and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following link.

Teleconference Options to join Zoom meeting:
By PC: https://yolocounty.zoom.us/j/98323929030

Meeting ID: 983 2392 9030
or
By Phone: (408) 638-0968
Meeting ID: 983 2392 9030

Executive Order N-29-20 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this agenda.

SANDRA SIGRIST
INTERIM CHIEF EXECUTIVE OFFICER

MEGAN STEDTFELD
AGENCY COUNSEL

CALL TO ORDER

1. Pledge of Allegiance.

2. Roll Call

3. Consider approval of the agenda.

4. 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.

CONSENT AGENDA

5. Approve Minutes from the June 17, 2020 Yolo County Housing meeting and from the Special Meeting of July 9, 2020

6. Correspondence

7. Review and Approve COVID-19 Supplemental Policy to Yolo County Housing (YCH) Illness Injury and Prevention Program (IIPP)

8. Review and approve filing of the CohnReznick Auditor letter of engagement for their audit of year-end June 30, 2020 financial statements

9. Receive Generator Project Update; and Review, Approve and Adopt a New Designation of Applicants Agent Resolution; and Approve an increase of YCH match funds by $7,000, not to exceed a total of $52,500

REGULAR AGENDA

10. Receive presentation from YCH Interim Chief Executive Officer (CEO) - Housing Choice Voucher Program Overview

11. Action items and reports from the Interim CEO. (Sigrist)

12. Receive Comments from Comissioners

13. Long Range Planning Calendar

CLOSED SESSION

14. Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
Name of case: DOUGHERTY vs. YOLO COUNTY HOUSING, et all, (Yolo County Superior Court Case No. PO-19-1904)

15. Conference with Labor Negotiator; Sandra Sigrist, CEO; Janis Holt, General Director; Lead Negotiator Janis Holt; Legal Counsel Ron Martinez
Pursuant to Government Code Section 54957.6
Bargaining Units: Local 856/General

16. Public Report of action taken in Closed Session.

ADJOURNMENT

Next meeting is September 16, 2020 at 3:00 p.m.

I declare under penalty of perjury that the foregoing agenda was posted by August 21, 2020 by 5:00 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

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID-19 virus, please do the following:

1. You are encouraged to participate in the Yolo County Housing meeting by going to https://yolocounty.zoom.us/j/98323929030, Meeting ID: 983 2392 9030 or phone in via 1-408-638-0968 Meeting ID: 983 2392 9030.

2. If you are joining the meeting via zoom and which to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.

Yolo County Housing **5.**

Meeting Date: 08/26/2020

Information

SUBJECT

Approve Minutes from the June 17, 2020 Yolo County Housing meeting and from the Special Meeting of July 9, 2020

Attachments

Att. A. June 17, 2020 Minutes

Att. B. July 9, 2020 Minutes

Form Review

Form Started By: Julie Dachtler Started On: 08/21/2020 03:14 PM

Final Approval Date: 08/21/2020

Yolo County Housing
Yolo County, California

June 17, 2020

MINUTES

The Yolo County Housing met on the 17th day of June, 2020, via teleconference at 3:00 p.m. pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following link.

Present: Will Arnold; Richard Lansburgh; Pierre Neu; Babs Sandeen; Gary Sandy; Karen Vanderford; Joe Walters

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

CALL TO ORDER

1. Pledge of Allegiance.

2. Consider approval of the agenda.

> Minute Order No. 20-17: Approved agenda as submitted noting the July 29, 2020 Yolo County Housing meeting has been canceled.
>
> MOTION: Neu. SECOND: Walters. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

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.

> Janis Holt, General Manager, presented a resolution from the Housing Authority of the County of Butte in recognition of the disaster assistance provided by Yolo County Housing during the Camp Fire.

CONSENT AGENDA

Minute Order No. 20-18: Approved Consent Agenda Item No. 4.

MOTION: Lansburgh. SECOND: Neu. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

4. Review and Approve the Minutes of May 13, 2020

Approved the minutes of May 13, 2020 on Consent.

REGULAR AGENDA

5. Review, Approve and Adopt Resolution Adopting the Proposed FY 2020-2021 Annual Operating Budget and Receive Third Quarter Financial Report for FY 2019-2020 (Gillette)

Minute Order No. 20-19: Approved recommended action by **Resolution No. 20-03**.

MOTION: Lansburgh. SECOND: Vanderford. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

6. Receive Verbal Report on Status of Land Donation for Esparto Property from New Seasons CDC (Baker)

Received Verbal Report on Status of Land Donation for Esparto Property from New Seasons CDC.

7. Receive Comments from CEO

Received the following comments from CEO Lisa Baker:

- Update on the HEROES Program - hoping to get housing into the bill for more funding for the voucher program to help more families from the 1460 they currently serve up to 1800 families.
- Pine Tree Gardens update: working on the MOU and are on track to close by the end of this week.
- CARES Act: City of Davis recently approved funding for temporary housing and additional funds for health care services for the homeless and they are working on next steps for Operation Roomkey.

- Construction for West Sacramento's first permanent supportive housing project for homeless residents has begun. The 85-unit project at 1801 W. Capitol Ave. is led by Mercy Housing, a nonprofit affordable housing developer that has built similar complexes in the Sacramento region.
- Blue Mountain Terrace will provide 63 apartment homes and a senior community center on a key infill site between Grant Avenue and Baker Street in downtown Winters.

8. Receive Comments from Commissioners

Commissioner Lansburgh reported the City of Woodland approved the construction to begin on the emergency homeless shelter project at Beamer Street and CR 102 and noted the shelter should be up by November 2020.

CLOSED SESSION

9. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957
Position title: Chief Executive Officer

LONG RANGE PLANNING CALENDAR

10.

July 2020 - CANCELLED	
~~RAD Status Update and Approval of Plan (tentative)~~	~~Regular~~
~~4th Quarter Write Offs~~	~~Consent~~
~~Sewer System Maintenance Plan (SSMP) El Rio Villas~~	~~Public Hearing~~

August 2020	
None at this time	

September 2020	
None at this time	
October 2020	
Review and File Unaudited Year End Financials 2019-2020	Consent
Review, Approve and Adopt Amending Housing Choice Voucher Payment Standards in Accordance with Federal Requirements	Regular
Review, Approve and Adopt Resolution Setting Flat Rent Schedule in Conventional Rental Housing (this may be dependent on RAD)	Regular
November 2020	none
No meeting	
December 2020	

Review, Approve, & Accept FY 2019-2020 Audit Reports for YCH	Regular
Review & File New Hope CDC 990 Information Report (Tentative	Consent, NHCDC
Review and Approve Proposed Meeting Calendar for 2021	Regular

ADJOURNMENT

Next meeting is August 26, 2020 at 3:00 p.m.

Yolo County Housing
Yolo County, California

July 9, 2020

MINUTES

The Yolo County Housing met on the 9th day of July, 2020 via teleconference at 3:00 p.m. pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following link.

Present: Will Arnold; Pierre Neu; Babs Sandeen; Gary Sandy; Karen Vanderford; Joe Walters

Absent: Richard Lansburgh

Staff Present: Janis Holt, General Director
Megan Stedtfeld, Agency Counsel
Julie Dachtler, Clerk

CALL TO ORDER

1. Pledge of Allegiance.

2. Consider approval of the agenda.

Minute Order No. 20-20: Approved agenda as submitted.

MOTION: Neu. SECOND: Arnold. AYES: Arnold, Neu, Sandeen, Sandy, Vanderford, Walters. ABSENT: Lansburgh.

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.

CLOSED SESSION

4. Public Employee Appointment
   Pursuant to Government Code Section 54957(b)(1)
   Position title: Interim Chief Executive Officer

5. Public Report of action taken in Closed Session.

> It was reported out from closed session that on a motion by Commissioner Arnold, seconded by Commissioner Lansburgh, the Yolo County Housing Commission (YCH) unanimously voted to appoint Sandra Sigrist the YCH Interim Chief Executive Officer for a period up to one-year or until the vacancy is permanently filled, whichever occurs first. The terms and conditions of her appointment will be made publicly available in the near future.

ADJOURNMENT

Next meeting is August 26, 2020 at 3:00 p.m.

Yolo County Housing **7.**

Meeting Date: 08/26/2020

Information

SUBJECT

Review and Approve COVID-19 Supplemental Policy to Yolo County Housing (YCH) Illness Injury and Prevention Program (IIPP)

Attachments

Staff Report

Att. A. YCH Injury and Illness Prevention Program with COVID-19 Supplement

Form Review

Form Started By: Julie Dachtler Started On: 08/21/2020 04:10 PM

Final Approval Date: 08/21/2020

Yolo County Housing Commission

Meeting Date: August 26, 2020
Brief Title: Injury and Illness Prevention Program Update
From: Sandra Sigrist, Interim CEO
Staff Contact: Janis Holt, General Director

Subject

COVID-19 Supplemental Policy to Yolo County Housing (YCH) Illness Injury and Prevention Program (IIPP)

(No Financial Impact) (Sigrist)

Recommended Action

Review and approve IIPP as revised to include a newly required Policy addressing COVID-19

Strategic Plan Goal(s)

Strategic Priority 3: Investing in our People

Reason for Recommended Action/Background

As a result of COVID-19, Cal-OSHA requires all employers to have a COVID-19 IIPP Supplement in place to guide employees through the pandemic in relation to worker safety. Included in the supplement is an outline of responsibilities, communication, hazard assessment and control measures, hazard correction, investigations, training, and record keeping.

YCH staff is utilizing templates and following guidance through their workers compensation carrier risk control program. Included in the guidance are COVID-19 training resources that are accessible by staff to prepare both management and line staff for the various stages of the pandemic and to keep employees safe as they provide essential services to the communities they serve.

YCH Commission is taking action to approve this revision to the IIPP effective July 1, 2020 in line with Cal-OSHA requirements. This action is occurring at the first regular Commission meeting of the fiscal year.

History

YCH is a member of the California Housing Workers Compensation Authority (CHWCA), a Joint Powers Authority that provides workers compensation coverage and risk control services to the agency. Among the value-added services provided by the risk control program are the provision of professional and risk control consulting services designed to assess risk exposures, identify internal processes to control risks, and create and maintain a safety culture within member agencies.
The Housing Commission approved updates and revisions to the YCH Injury and Illness Prevention Program (IIPP) most recently in August 2016. Annually, the Risk and Safety Committee reviews the IIPP and makes minor adjustments as needed to appendices. Staff updated the IIPP with the Cal-OSHA COVID-19 Supplement in consultation with CHWCA risk control services.

Fiscal Information

No Fiscal Impact

Attachments

YCH Injury and Illness Prevention Program with COVID-19 Supplement

Yolo County Housing

Injury and Illness Prevention Program

Approved: August 10, 2016
Revised: July 1, 2020

Table of Contents

Policy 1
Responsibility and Authority 1
Compliance 2
Communication 2
Hazard Assessment 3
Hazard Correction 4
Accident/Incident Investigation 4
Training and Instruction 4
Record Keeping 5
COVID-19 Supplemental Policy 6

Appendices

A. Hazardous/Unsafe Condition Report
B. Supervisor's Report of Employee Injury
C. Safety Inspection Report
D. Employee Safety Training Matrix

Policy

Yolo County Housing (YCH) has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders.

To be successful our program must include proper attitudes toward injury and illness prevention on the part of managers, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between co- workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Responsibility and Authority

The Chief Executive Officer is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

The Safety Coordinator will assist the Chief Executive Officer, managers, supervisors and employees in promoting accident prevention and carrying out the details of the IIPP.

A copy of our IIPP is available for review in the administrative office and located on the shared drive for employee access.

Compliance

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language;
- Training all employees on general safety policies, rules, and work practices;
- Positively recognizing employees who perform safe and healthful work practices;
- Providing additional training to employees whose safety performance is deficient; and
- Listing the following "essential function" on all YCH Position Descriptions as approved in April 2009: "Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team, and reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee." Staff will be evaluated on this essential function as part of the performance evaluation process.

Communication

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report workplace hazards directly, or anonymously, to their immediate supervisor, General Director, or any member of the safety committee.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- The YCH Safety Committee that includes employee participation from a cross section of departments.

Hazard Assessment

Hazard Assessment

The YCH Safety Committee will identify safety hazards relevant to its operations in a hazard assessment. Specific hazards unique to operations, tasks, or facilities will be identified. The hazard assessment is an ongoing process and will be revised periodically by each department.

Periodic Inspection Procedures

Periodic facility inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The inspections may be performed by employees or management personnel. Results will be submitted to the Safety Coordinator.

YCH has developed the following inspection schedule:

Building/Location	Frequency
Administrative Office	Annual
Field Offices	Annual
Shops	Bi-annual

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigation

Yolo County Housing will conduct accident investigations for all workplace injuries and illnesses, regardless of their severity. These investigations will be performed by the Chief Executive Officer, General Director and/or assigned management personnel. Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

Department-specific investigation and reporting procedures are located in the department IIPP supplements.

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

General and job specific training requirements are identified in the Employee Safety Training Matrices (Attachment D).

Record Keeping

The following IIPP documentation is located in the Human Resources Department and will be maintained a minimum of three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers;
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up;
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken;
- Safety committee meeting agendas and minutes;
- Hazard/Unsafe Condition reports; and
- Annual program reviews.

IIPP - COVID-19 Supplement - July 1, 2020

POLICY

This COVID-19 IIPP Supplement has been established in accordance with the Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 and the Injury & Illness Prevention Program (Title 8 Section 3203) requirements.

Under the IIPP hazard assessment requirements, it has been determined exposure to the COVID-19 virus is a potential hazard in our workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

RESPONSIBILITIES

The YCH CEO or his/her designee has the authority and responsibility for:

- Activating the Continuity of Operations Plan (COOP).
- Activating the Emergency Operations Plan (EOP).
- Implementing the infection control measures as outlined in this supplement.
- Ensuring the outlined sanitation and disinfection efforts are conducted
- Conducting regular inventories to ensure all needed supplies and personal protective equipment (PPE) are available
- Making certain COVID-19 training (as outlined in the training section) is conducted and documented for all employees
- Ensuring our entity is aware of, and complying with, the COVID-19 employee requirements in the Families First Coronavirus Response Act

Emergency Operations Team
Comprised of representative staff from each division and department, the emergency operations team is responsible for response to the pandemic event, sustaining operations, and transitioning to a planned phased recovery. The critical component to the emergency operations team function is the ability to maintain essential functions and continuity of operations during the pandemic. Emergency Operations Team sections include: Management, Operations, Planning & Intelligency, Logistics, and Finance/Administration. *(Additional Information can be found in the YCH Emergency Operations Plan and the EOC Annex).*

Managers & Supervisors
Managers and supervisors are responsible for implementing and maintaining the infection control measures in their work areas. They are responsible for answering employee questions and setting a good example by following the guidance in this supplement.

Safety/Risk Committee
Evaluating and monitoring safety risks and maintaining accurate records in accordance with the IIPP. May be tasked with accident/incident investigations.

Employees
All employees are responsible for understanding and following the infection control measures and for asking questions when direction is unclear. Employees are expected to report any unsafe conditions to their supervisor.

COMPLIANCE

Our primary goal is to prevent the spread of COVID-19 and protect our employees. All managers, supervisors, and employees are required to strictly adhere to all the outlined infection control measures in this supplement. Our compliance measures include, but are not limited to, the following:

- Informing employees of these requirements in a readily understandable language
- Training all employees on the infection control measures
- Disciplining employees for failure to comply with the requirements in this supplement

COMMUNICATION

All employees will be trained on the infection control measures in a form readily understandable by all. Our communication system encourages all employees to inform their managers and supervisors of any unsafe working conditions without fear of reprisal. Employees can report COVID-19 specific or any workplace hazards anonymously by completing the **YCH Hazardous/Unsafe Condition Report** and submitting it to any Safety/Risk Committee member or to the General Director.

HAZARD ASSESSMENT & INFECTION CONTROL MEASURES

The IIPP regulation requires us to conduct a hazard assessment to identify, evaluate, and implement control measures whenever we are made aware of a new or previously unrecognized hazard. It has been determined that exposure to the COVID-19 virus is a potential hazard in our workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

Infection Control Measures

Administrative Controls

- Prior to coming to work, employees are encouraged to perform a self-health check which includes evaluating any symptoms such as cough, body aches, respiratory symptoms and taking your temperature to identify if you are running a fever.
- Self-identifying if you have had any contact with or exposure to anyone with COVID-19. If you have been notified that you have been exposed to someone with COVID-19, you will be asked to complete COVID-19 testing, monitor any symptoms, and may be required to be self-quarantined for up to 14 days from the date/time of exposure.

- YCH may provide a self-health questionnaire for employees.
- All sick employees will be actively encouraged to stay home.
- Employees will be immediately sent home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- Employees who are out ill with fever or acute respiratory symptoms are not allowed to return to work until both of the following occur:
    - At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
    - At least 10 days pass since the symptoms first appeared; and
    - Will be required to provide a doctor's note releasing you to return to work.
- Employees who return to work following an illness are required to report any recurrence of symptoms.
- Teleworking options will be supported where feasible in accordance with the Temporary Telecommunication Work Agreement Policy approved by YCH and Teamsters Local 856.
- Employees will be advised of any non-essential travel requirements. Dependent on state and local health orders, non-essential business travel outside the jurisdiction will not be authorized during a pandemic (COVID-19).
- Employees planning and scheduling non-essential personal travel outside the jurisdiction are encouraged to continuously review travel information provided on the CDC website at: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
- International travel may require a 14-day quarantine upon return depending on the CDC guidelines. Employees are encouraged to consider testing to rule out any exposure during the quarantine period.

Physical Distancing

- Physical distancing will be practiced by cancelling in-person meetings and using video or telephonic meetings when possible. I
- A distance of at least 6 feet between persons will be maintained at the workplace when possible.
- Staff are encouraged to stay in their work areas/private offices as much as possible.
- No more than **one employee at a time** shall travel in a company vehicle (or personal vehicle) during report to duty hours.
- Shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools and equipment) will be avoided when possible. If workspaces and work items must be shared, they will be cleaned and disinfected before and after use.

Face Covering

- Employees will be provided with cloth face covers or encouraged to use their own face covers whenever they may be in workplaces with other persons. Cloth face coverings are not PPE, but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.
- Employees will be required to wear a cloth face covering while working in or walking through common areas of the office or public areas where social distancing is difficult.
- Facilities and inspection staff will follow PPE guidelines and wear face masks when entering a resident unit.

Cleaning & Disinfection

Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces such as elevator buttons, handrails, copy machines, faucets, and doorknobs. Surfaces are cleaned with soap and water prior to disinfection. These procedures should include:

- Using disinfectants that are EPA-Approved for use against the virus that causes COVID-19.
- Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices.
- Staff will be allowed time to conduct cleaning and disinfecting of their work areas during their work day.

Confirmed Cases of Employee Exposure to COVID-19

If an employee is confirmed to have COVID-19 infection, the following measures will take place:

- Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the California Department of Fair Employment and Housing.
- Temporarily close the general area where the infected employee worked until cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. Ideally, the deep cleaning should be performed by a professional cleaning service.
    - Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

Engineering Controls for Customer Service Areas
For employees who have frequent contact with the public, the following measures will be implemented that take into account the possibility that the public is a possible contamination source, including:

- Conducting even more frequent cleaning and disinfection of surfaces touched by the public such as credit card machines, touch screens, doorknobs, etc.
- Where feasible, employees who have frequent interaction with the public will be protected with engineering controls such as Plexiglas screens, tables or other physical barriers, or spatial barriers of at least six feet.
- If exposures to the general public cannot be eliminated with engineering controls, customers will be required or encouraged to wear face coverings and physical distancing.
- Hand sanitizer stations will be provided, and employees will be encouraged to frequently wash their hands with soap and water for 20 seconds.
- Physical distancing will be enforced by limiting the number of customers in the space, where feasible.
- Disposable gloves will be provided to employees who handle items touched by the public.

HAZARD CORRECTION

Any reported COVID-19 related unsafe or unhealthy work conditions, practices, or procedures will be investigated and, if warranted, corrected in a timely manner.

ACCIDENT/INCIDENT INVESTIGATIONS

Accident/incident investigations, for potentially work-related COVID 19 illnesses, will be conducted as required by Cal/OSHA.

Cal/OSHA's reporting requirements are outlined at https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html.
Cal/OSHA's Q&A on Executive Order N-62-20 is available at https://www.dir.ca.gov/dwc/Covid-19/FAQs.html

TRAINING

All employees will receive training in a language that is readily understandable to them. Training will include a review of this IIPP - COVID-19 Supplement and the following topics:

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
    - CDC guidelines that everyone should use cloth face covers when around other persons.
    - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
    - Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
    - Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
    - The hazards of the cleaners and disinfectants used at the worksite.
    - Wearing PPE (such as gloves).
    - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

RECORD KEEPING

All COVID-19 related training records, inspections, and investigations will be maintained as outlined in our IIPP Recordkeeping section.

Attachment A - Hazardous/Unsafe Condition Report

Person conducting inspection: _____ Date:

Area(s) inspected:

Were any unsafe conditions or work practices identified? Yes No

If yes, please describe:

What action(s) have been taken to correct the unsafe conditions or work practices identified?

Attachment B - SUPERVISOR'S REPORT OF EMPLOYEE INJURY

This form is **not** to be used for reporting workers ' compensation claims. It is intended as a guide to aid management in identifying unsafe acts and/or conditions that caused an injury.

1. GENERAL INFORMATION PLEASE PRINT - COMPLETE THIS FORM AS SOON AS POSSIBLE			
EMPLOYEE NAME		DATE AND TIME OF INJURY	AM PM
PHA NAME	DEPARTMENT	JOB TITLE	
EXACT LOCATION WHERE INJURY OCCURRED		WITNESSES	
2. DESCRIPTION OF INJURY			
TYPE OF INJURY (SPRAIN, CUT, BURN, ETC.)		PART(S) OF BODY INJURED	
3. DESCRIPTION OF INCIDENT			
WHAT HAPPENED?			
WHY DID IT HAPPEN?			
4. CAUSE OF INJURY FIND OUT WHAT FACTORS CAUSED THE INJURY			
WHAT UNSAFE ACT(S) CAUSED THE INJURY?			
DID AN UNSAFE PHYSICAL CONDITION CONTRIBUTE TO THE INJURY?			
WHAT, IF ANY, SAFETY PROCEDURES WERE NOT FOLLOWED?			
5. PREVENTATIVE / CORRECTIVE ACTION NO INVESTIGATION IS COMPLETE UNLESS CORRECTIVE ACTION IS TAKEN			
WHAT ACTION CAN BE TAKED TO PREVENT A SIMILAR INJURY?			
HAS ANYTING BEEN DONE SO FAR TO PREVENT A RECURRENCE?			
IS IT POSSIBLE THIS INJURY OCCURRED OFF THE JOB? GIVE DETAILS			
PERSON CONDUCTING INVESTIGATION	DATE	CONTACT PHONE #	

Place completed form in OSHA File with Employer's First Report of Injury

Attachment C - SAFETY INSPECTION REPORT

CONFIDENTIAL - INTENDED FOR INTERNAL DISTRIBUTION ONLY

Housing Authority Name	Department/Location	Date of Inspection

Person(s) Performing Safety Inspection	
Name	Department
Name	Department
Name	Department

The objective of the safety inspection is to (1) Identify and correct unsafe work practices performed by employees, and (2) eliminate hazardous physical conditions for employees and residents. Management is responsible to correct deficiencies in a timely manner.

GENERAL CONDITIONS	GENERAL CONDITIONS			COMMENTS
Employee work areas clean and orderly.	☐ Yes	☐ No	☐ N/A	
Mats placed in areas where slip/falls may occur (entrances, sinks, refrigerators).	☐ Yes	☐ No	☐ N/A	
Floors free from trip/fall hazards, such as cords, boxes, debris, missing tiles, or material defects.	☐ Yes	☐ No	☐ N/A	
Wet or slippery floor conditions cleaned up quickly.	☐ Yes	☐ No	☐ N/A	
Large and heavy items and materials stored on middle shelves to help reduce lifting injuries.	☐ Yes	☐ No	☐ N/A	
Employees lifting boxes and materials properly.	☐ Yes	☐ No	☐ N/A	
Desk and file draws closed when not in use.	☐ Yes	☐ No	☐ N/A	
Tool and equipment safety devices and machinery guards operational.	☐ Yes	☐ No	☐ N/A	
Proper ladders or step stools being used and in good working condition.	☐ Yes	☐ No	☐ N/A	
Storage cabinets and shelving over 5' tall secured to wall to prevent them from tipping.	☐ Yes	☐ No	☐ N/A	

CHEMICALS	CHEMICALS			COMMENTS
Chemical containers capped or sealed, except when in use.	☐ Yes	☐ No	☐ N/A	
Chemical containers properly labeled.	☐ Yes	☐ No	☐ N/A	
Employees using appropriate PPE as required when using chemicals.	☐ Yes	☐ No	☐ N/A	
MSDSs current and readily accessible in the workplace for review by employees.	☐ Yes	☐ No	☐ N/A	

OFFICE ERGONOMICS	OFFICE ERGONOMICS			COMMENTS
Computer keyboards aligned with computer monitors.	☐ Yes	☐ No	☐ N/A	
Employees holding the phone to their ear or using headsets (not cradling phone on neck).	☐ Yes	☐ No	☐ N/A	
Employees' chairs adjusted properly.	☐ Yes	☐ No	☐ N/A	
Employee's desks kept free of clutter with adequate room under the desk for legs and feet.	☐ Yes	☐ No	☐ N/A	
Computer monitors adjusted to the proper height.	☐ Yes	☐ No	☐ N/A	

FIRST AID & PERSONAL PROTECTION EQUIPMENT (PPE)	FIRST AID & PERSONAL PROTECTION EQUIPMENT (PPE)			COMMENTS
First-aid kits mounted, accessible, and adequately stocked.	☐ Yes	☐ No	☐ N/A	
Emergency eyewash stations accessible and operational.	☐ Yes	☐ No	☐ N/A	
Employee's wearing appropriate PPE in the correct manner when it is required.	☐ Yes	☐ No	☐ N/A	
PPE is in good working condition.	☐ Yes	☐ No	☐ N/A	

FIRE AND ELECTRICAL SAFETY	FIRE AND ELECTRICAL SAFETY			COMMENTS
Power cords secured underneath desks or alongside baseboards to prevent tripping hazards.	☐ Yes	☐ No	☐ N/A	
Portable electric heaters equipped with a tip-over switch and located 18" from combustibles.	☐ Yes	☐ No	☐ N/A	
Electrical cords and plugs in good condition with proper grounding.	☐ Yes	☐ No	☐ N/A	
Electrical cords, outlets, and junction boxes free of exposed wiring.	☐ Yes	☐ No	☐ N/A	
Extension cords only being used to power temporary equipment.	☐ Yes	☐ No	☐ N/A	
Emergency exits, aisles and walkways clear of storage, obstacles, and obstructions.	☐ Yes	☐ No	☐ N/A	
Flammable and combustible liquids stored in an approved storage cabinet.	☐ Yes	☐ No	☐ N/A	
36" clearance maintained in front of all electrical panels.	☐ Yes	☐ No	☐ N/A	
Fire extinguishers mounted, accessible, and fully charged.	☐ Yes	☐ No	☐ N/A	
Monthly inspections being performed and documented on fire extinguishers.	☐ Yes	☐ No	☐ N/A	

OTHER UNSAFE WORK PRACTICES OR CONDITIONS OBSERVED:

YOLO COUNTY HOUSING **EMPLOYEE SAFETY TRAINING MATRIX**	Training Frequency	Cal/OSHA Section Reference	Office/Administration	Maintenance	Resident Manager	Inspectors		
Injury & Illness Prevention Program	I/U	3203	X	X	X	X	X	X
Emergency Response & Fire Safety	I/U	3220, 3221	X	X	X	X	X	X
Workplace Violence Prevention	I	3203	X	X	X	X	X	X
Aerial Devices	I/(3yr)	3646, 3648		X				
Aerosol Transmissible Diseases	I/A	5199		X				
Aerosol Transmissible Diseases - Zoonotics		5199.1						
Asbestos Awareness	I/A	1529, 5208		X		X		
Battery Handling & Maintenance	I	5185		X				
Bloodborne Pathogens	I/A	5193		X	X	X		
Compressed Gas Safety	I	3301, 3304		X				
Confined Space Awareness	I/U	5157, 5158		X				
Confined Space Entry	I/U	5157, 5158						
Defensive Driving (designated staff)	I	3203	X	X	X	X		
Electrical Safety (General Awareness)	I/U	3203	X	X	X	X		
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974		X				
Emergency Eye Wash	I	5162		X				
Equipment Operation Safety (dept. specific)	I/U	Title 8 Index		X				
Ergonomics - Office	I	5110	X	X	X	X		
Ergonomics – Back Safety	I	5110	X	X	X	X		
Excavation/Trenching/Shoring	I	1540		X				
Fall Protection	I	1670		X				
First Aid/CPR (designated staff)	I/C (2yr)	3400	X	X	X	X		
Forklift	I/C (3yr)	Article 24						
Hazard Communication (General)	I/U	5194	X	X	X	X		
Haz Waste/HAZWOPER (designated staff)	A	5192						

YOLO COUNTY HOUSING **EMPLOYEE SAFETY TRAINING MATRIX**	Training Frequency	Cal/OSHA Section Reference	Office/Administration	Maintenance	Resident Manager	Inspectors		
Hearing Conservation	I/A	5095		X				
Heat Illness Prevention	A-Spring	3395		X		X		
Heavy Equipment Operations	I/U	1590 - 1596		X				
Ladder Safety	I	3276	X	X	X	X		
Lead Awareness	I/A	5216		X				
Lockout/Tag Out	I/U	3314		X				
Machine Shop Safety	I	3940		X				
New Employee Safety Orientation	I	3203	X	X	X	X		
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X	X	X		
Office Safety and General Housekeeping	I/U	3203	X	X	X	X		
Personal Protective Equipment Requirements	I/U	3380, 3385		X				
Pesticide Use Safety	I/U	5194		X				
Respiratory Protection	I/A	5144		X				
Rigging/Hoisting	I	5006		X				
Scaffold Safety	I/U	1637						
Standard Operating Procedures (dept. specific)	A	N/A		X				
Storm Water Pollution	I	N/A						
Supervisor Safety Training (designated staff)	I/U	3203	X	X	X			
Tools – Hand & Power (dept. specific)	I/U	Article 20		X	X	X		
Traffic Control & Flagger Training	I	1599						
Tree Work	I	3421		X				
Welding & Cutting/Fire Watch/Hot Work	I	4799, 4848		X				

Yolo County Housing **8.**

Meeting Date: 08/26/2020

Information

SUBJECT

Review and approve filing of the CohnReznick Auditor letter of engagement for their audit of year-end June 30, 2020 financial statements

Attachments

Staff Report

Att. A. Notice from CohnReznick Auditors

Form Review

Form Started By: Julie Dachtler Started On: 08/21/2020 04:12 PM

Final Approval Date: 08/21/2020

Yolo County Housing Commission

Meeting Date: August 26, 2020
Brief Title: Review and File Auditor Notice regarding FY19/20 Financial Audit
From: Sandra Sigrist, Interim CEO
Staff Contact: James D. Gillette, Finance Director

Subject

CohnReznick Auditor Letter of Engagement

(No Financial Impact) (Sigrist)

Recommended Action

Review and approve filing of the attached notice from CohnReznick Auditors regarding their audit of year-end June 30, 2020 financial statements.

Strategic Plan Goal(s)

Strategic Priority #4: Expanding Our Capacity and Building Our Systems

Reason for Recommended Action/Background

A disclosure notice from CohnReznick Auditors, delineating the roles and responsibilities of the auditors, and of Yolo County Housing management, is brought forward annually for approval by the Commission. These delineated responsibilities will subsequently be included in the final annual audit report.

History

CohnReznick annually requests this review and approval of the notice regarding their audit activities, specifically to clarify the limited scope of their audit (fiscal) and to place responsibility for identifying fraud or other liabilities within the organization on the organization's management team. CohnReznick does acknowledge a role and responsibility to include fraud or other liabilities in their report if those are identified as a matter of course in their financial audit.

For example, in the compliance report for the fiscal year 2018-2019 audit, the auditor noted that the financial statements were fairly stated, but found a material weakness in the internal controls related to some erroneous calculations by one employee associated with Public Housing interim and annual recertifications of tenant income status. The guidance from the Auditor was that YCH provide additional oversight to ensure rent/utility calculations are properly adjusted, which YCH was already in the process of implementing, having identified the issue during the same time period.

Fiscal Information

No Fiscal Impact

Attachments

Notice from CohnReznick Auditors

CohnReznick LLP
cohnreznick.com

June 22, 2020

Housing Commission

Yolo County Housing
147 W. Main St.
Woodland, CA 95695

We are engaged to audit the financial statements of the business-type activities and the aggregate discretely presented component units of Yolo County Housing as of and for the year ended June 30, 2020. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit.

Our Responsibilities

As stated in our engagement letter dated June 22, 2020, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America and in accordance with *Government Auditing Standards* for the purpose of forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the Management Discussion and Analysis, the Cost-sharing Defined Benefit Pension Plan Schedule of the Authority's Proportionate share of the Net Pension Liability, the Cost-sharing Defined Benefit Pension Plan Schedule of Contributions and the Schedule of Changes in Net Other post-employment Benefits (OPEB) Liability and Related Ratios, and the Schedule of OPEB Plan Contributions, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have also been engaged to report on the Combining Schedules of net position, revenue, expenses and changes in net position and cash flows, the Schedule of Public Housing Capital Fund Grant, and the Financial Data Schedule, which accompany the financial statements but are not RSI. Our responsibility as it relates to this supplementary information, is to evaluate its presentation for the purpose of forming and expressing an opinion as to whether the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures. However, we will communicate to you at the conclusion of our audit, significant matters that are relevant to your responsibilities in overseeing the financial reporting process, including any material weaknesses, significant deficiencies, and violations of laws or regulations that come to our attention.

We expect to begin our audit on approximately June 22, 2020 and issue our report on approximately November 30, 2020. Ahamadou Alainchar Bocar is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Housing Commission and management of Yolo County Housing and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Ahamadou Alainchar Bocar

Ahamadou Alainchar Bocar, CPA
Partner, CohnReznick LLP

Yolo County Housing **9.**

Meeting Date: 08/26/2020

Information

SUBJECT

Receive Generator Project Update; and Review, Approve and Adopt a New Designation of Applicants Agent Resolution; and Approve an increase of YCH match funds by $7,000, not to exceed a total of $52,500

Attachments

Staff Report

Att. A. Resolution

Form Review

Form Started By: Julie Dachtler Started On: 08/21/2020 04:14 PM

Final Approval Date: 08/21/2020

Yolo County Housing Commission

Meeting Date: August 26, 2020
Brief Title: Generator Project Update & Approvals
From: Sandra Sigrist, Interim CEO
Staff Contact: Colleen Brock, Senior Management Analyst

Subject

Administration Building Emergency Back Up Generator Project

(Financial Impact) (Sigrist)

Recommended Action

1) Receive progress update on Administration Building Emergency Back Up Generator Project
2) Review, Approve and Adopt a New Designation of Applicants Agent Resolution
3) Approve increase of YCH contributed match funds by $7,000, not to exceed a total of $52,500

Strategic Plan Goal(s)

Strategic Priority #3: Investing in our People

History/Progress Update

Yolo County Housing (YCH) was awarded a FEMA/Cal OES Hazard Mitigation Grant Program grant in November 2018 for an Industrial Power Diesel Generator which will function as backup power for YCH's Administration Building. This will allow for continuity of on-site and off-site facility and operations functions, as it relates to the Agency's Emergency Operations Center. In addition, it allows for ancillary space, when needed for emergency operations for Yolo County OES and/or other allied jurisdictions. The generator is included in Yolo County OES Mitigation Plans.

McCandless and Associates Architects have been working under contract to complete all required drawings/plans. In September of 2019, a 12-month project extension was granted through October 30, 2020. Factors included assessment of new regulations in California impacting diesel vs natural gas generators, the size of the generator was

reassessed by an Engineer and downsized from 350KW to 100KW, and due to high demand for generators, as a result of PG&E's emergency blackouts, etc., time between order and delivery was estimated to be 14 to 16 weeks.

Quotes for the updated project given the new timeline became necessary, to address increasing cost of generators and local requirements for additional demolition and bollards to protect the generator and provide upgrades to the electrical system. FEMA/Cal OES approved a 40% increase in the overall project cost to **$325,000.** This increased the YCH share (25%) from $33,250 to $81,250. Since the original YCH match commitment of Administration Building Reserve funds was set at $45,000, an additional $36,250 in match commitment was needed. Discontinuing the project was no longer feasible given the funds already committed to the Architect ($30,991 as of August 2020).

In January 2020, Yolo County OES then secured funds through a 2019 PSPS Resiliency funds grant to support $35,744 of the YCH match, resulting in only a small increased obligation of $506 from YCH Administration Building Reserves. The project was approved for a budget increase and scope of work changes by FEMA/Cal OES in May 2020.

The current status of the project is as follows: Environmental Review completed; design completed with modifications needed based on initial City plan check review; bid packet development in process; YSAQMD permit in process; Invitation for bids projected to be issued in October 2020. Once the new Authorizing Agent is approved, YCH will request a final 12-month extension to October 31, 2021. It is anticipated that the project will be completed well before the next 12-month period.

Assuming the additional extension is granted by FEMA, the project will be bid out. YCH anticipates that the current budget of $325,000, which includes a match from YCH Administration Building Reserves of $45,506 will be sufficient. However, given the changing environment and likelihood of cost increases, YCH Administration Building Reserves are being encumbered for an additional $7,000 for a total of $52,500 towards assuring full completion of the project.

Reason for Recommended Action/Background

A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval and/or the authorized Agent leaves the agency. An Authorized Agent is the individual that is authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Service regarding grants applied for by the subrecipient (YCH).

Per FEMA/CalOES, there are two ways of approving and adopting the resolution:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents should be listed, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any

authorized person within the agency (ie, City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new resolution form is required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

The existing resolution governing this project is project specific and designates the Authorized Agent by both name and title. This means that authority for this project currently remains with YCH's prior CEO. Also, because this is currently a project-specific resolution, the OES Grants Processing Unit (GPU) is unable to apply an existing universal resolution to this project.

Cal OES and YCH staff recommend that the new resolution be universal to name the Authorized Agents by titles only, enabling the project authority to remain with a position rather than a specific individual, and OES GPU to apply the same resolution to future Hazard Mitigation projects.

Fiscal Information

Fiscal impact to the agency is budgeted at $325,000, of which the federal grant share is obligated at 75% or $243,750 and the YCH share is obligated at 25% or $81,250. YCH share of $81,250 is split between two funding sources- YCH $45,506 + Yolo County PSPS $35,744. YCH portion will derive from the Capital Reserve fund for the Administration Building. Yolo County's portion will derive from PSPS funds as described above. The project must be completed by October 31, 2021 (pending Cal OES approval).

Fiscal Impact

As the project extends and the construction climate changes over the next year, in addition to added costs for the Architect to update designs to accommodate City of Woodland plan approvals, a request for approval of an additional $7,000 is proposed. This would be included with the previously approved YCH portion of the matching funds of $45,506 and would allow expenditure authority flexibility up to $52,500, should YCH costs increase prior to project completion.

Ongoing maintenance costs for the generator are expected to be nominal and will be included in the annual Administration Building budget.

Attachments

Resolution

STATE OF CALIFORNIA
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CAL OES 130

Cal OES ID No: FEMA-4308-DR-CA

DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program

BE IT RESOLVED BY THE Board of Commissioners (Governing Body) OF THE Housing Authority of the County of Yolo (Name of Applicant)

THAT CEO (Title of Authorized Agent), OR

Finance Director (Title of Authorized Agent), OR

_____ (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Housing Authority of the County of Yolo (Name of Subrecipient), a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service. for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Housing Authority of the County of Yolo (Name of Subrecipient), a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.

☐ This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) _____

Passed and approved this 26th day of August, 2020

signature
(Name and Title of Governing Body Representative)

Gary Sandy, Board Chairperson
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Julie Dachtler (Name), duly appointed and Clerk of the Board (Title) of Housing Authority of the County of Yolo (Name of Applicant), do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the Board of Commissioners (Governing Body) of the Housing Authority-County of Yolo (Name of Applicant) on the 26th day of August, 2020.

_____ (Signature)

Clerk of the Board (Title)

Yolo County Housing **10.**

Meeting Date: 08/26/2020

Information

SUBJECT

Receive presentation from YCH Interim Chief Executive Officer (CEO) - Housing Choice Voucher Program Overview

Attachments

Staff Report

Att. A. Presentation

Form Review

Form Started By: Julie Dachtler Started On: 08/21/2020 04:19 PM

Final Approval Date: 08/21/2020

Yolo County Housing Commission

Meeting Date: August 26, 2020
Brief Title: Housing Choice Voucher Program Overview
From: Sandra Sigrist, Interim CEO
Staff Contact: Irma Jimenez-Perez, Housing Assistance Supervisor
Sandra Sigrist, Interim CEO

Subject

Receive presentation from Yolo County Housing (YCH) Interim Chief Executive Officer (CEO) on YCH Housing Choice Voucher Program.

(No Financial Impact) (Sigrist)

Recommended Action

Receive an overview of the Housing Choice Voucher Program in Yolo County, including current status, and pending expansion to align with available vouchers, while mitigating fiscal risk.

Strategic Plan Goal(s)

Strategic Priority 1: Building Up our Communities
Strategic Priority 4: Expanding our Capacity and Building our Systems

Reason for Recommended Action/Background

Today's presentation is intended to provide Commissioners with an overview of this core program of YCH, including:

- Percentage of voucher utilization as compared to approved vouchers;
- Strategizing to increase issued number of vouchers to assist additional number of families while staying within available funding; and
- Trends with wait times from notice of eligibility to receiving a voucher, and from receiving a voucher to securing a lease for new voucher recipients.

History

As a core program of YCH, the Housing Choice Voucher Program serves approximately 1,450 – 1,480 families each month, and processes $14m annually in payments to property landlords. Families are assisted with one of six types of voucher: Tenant Based, Project Based, Mainstream, Family Unification, Veterans Administration Supportive Housing and Enhanced. There are over 1,300 additional families, comprising 4,178 individuals, who have placed their names on a waitlist for this assistance.
The program is funded and overseen by the Federal Department of Housing and Urban Development (HUD). HUD allocates a set number of total vouchers to each locality, and then relies on the localities to manage the program. In doing so, each locality must assess a variety of factors on an ongoing basis, including the fair market rent standards and income of the voucher recipients, all of which influence the associated monthly financial outlay for YCH. In any given fiscal year, HUD funds the program for the following year based on a three-month average of the number of vouchers issued, and financial outlay in the current year. The looking forward nature of this process requires any Housing Authority to expand number of vouchers in a manner that allows a steady cash flow in the current year, towards an increase in cash received in the subsequent year. For example, YCH is currently approved to issue 1,814 Vouchers, but to do so would overspend existing available cash.

At the same time, any unspent funds accrue over time in a HUD-held reserve and can be used to mitigate current year cash flow needs, as warranted. HUD also keeps track of projected short fall for any locality, and works with them as necessary, to stay balanced in the current year. It is considered negative by HUD for any locality to be in short fall status, and communication increases if short fall status is pending.

YCH successfully manages the Housing Choice Voucher Program, avoiding shortfall on a consistent basis, and has accrued $700,000 in HUD-held reserve through this effort. In order to spend down these funds, help an increased number of families, and increase utilization of the approved number of vouchers, YCH is increasing the number of Tenant Based Vouchers issued by 50 in the current fiscal year, and is targeted to increase the Project Based Vouchers in FY2122 (Adding 102 total: 22 at Winters Senior Housing, 60 at West Sacramento W. Capital development, 5 at Davis Walnut Terrace, and 15 at Woodland 102/Beamer development).

Fiscal Information
No Fiscal Impact

Attachments
Presentation – 9 slides

Yolo County Housing Commission

Housing Choice Voucher Programs
An Overview
Sandra Sigrist, Interim CEO

AUGUST 26, 2020

Housing Choice Voucher Programs
The Big Picture

- As a core program of YCH, the Housing Choice Voucher Program serves approximately 1,450 – 1,480 families each month, and processes $14m annually in payments to property landlords.
- Currently, there are over 1,300 families on a waitlist for the Housing Choice Voucher Programs in Yolo County (comprising 4,178 individuals).
- The program is funded and overseen by the Federal Department of Housing and Urban Development (HUD).
  - HUD allocates a set number of vouchers and an authorized budget; HUD expects the Housing Agencies to assist as many families as possible without exceeding the number of vouchers allocated <u>or</u> the budget authority.
  - HUD funds the program for the following year based on a three-month average of the number of vouchers issued, and financial outlay for the locality in the current year.

Housing Choice Voucher Programs
Types of Vouchers

There are currently six types of vouchers issued in Yolo County:

- Tenant Based – frequently referred to as “Section 8”, and are portable nationally
- Project Based – also known as “Site based”, are not portable and are assigned to a specific location or development
- Mainstream – a subset of the Tenant Based, and provided to families who meet specific criteria: disabled, age 18 – 61 yo, homeless or at risk of becoming homeless, exiting an institution or at risk of institutionalization
- Family Unification – families involved with Child Welfare for whom the voucher can secure a stable residence to keep the family together
- Veterans Administration Supportive Housing (VASH) – for homeless veterans
- Enhanced – vouchers issued to eligible families due to a conversion action of an affordable housing property owner which would negatively impact the family’s ability to remain housed

Housing Choice Voucher Programs
Payment Standards, Number Issued, Number Authorized

- Payment Standard
  - Set at 90% – 110% of Fair Market Rent
  - As of December 2019 = $1,015 for a one-bedroom; in Davis = $1,116 for a one-bedroom
- Number of Vouchers issued varies monthly based on multiple factors such as ports into County, attrition rate, etc.
- YCH currently has **1,454 vouchers leased**; with pending, there will be **1697 vouchers leased**
  - Pending include:
    - 91 issued/looking for an available unit
    - 50 pulled from the waitlist in early August
    - 102 pending new PBV in FY21/22 (adding to existing 138, for a new total of 240 PBV)
- Number of Vouchers authorized by HUD
  - **1,814**

Housing Choice Voucher Programs
Managing within the Budget Authority

- Yolo County Housing is consistently a High Performing Public Housing Authority due to the dedicated work of the HCV staff.
  - In addition to successful budget oversight, High Performance status includes multiple timeliness and quality measures.
- While adhering to these standards, HCV staff must balance the effort to maximize number of vouchers issued with the program's budget authority
- Example month – May 2020
  - Housing Assistance Funds received = $1,122,170
  - Housing Assistance Payments distributed = $1,129,818
  - Use of accrued reserves funded the difference
  - Consistent overage (known as shortfall) requires follow-up with HUD, while expenditures below budget authority add to accrued HUD-held reserves

Housing Choice Voucher Programs
Percentage of Vouchers Authorized vs Leased

May 2020 HUD data, a comparison

- **Yolo County: 1,814 approved/1,447 leased = 79.77%**
- Butte County: 2,206 approved/1,940 leased = 87.94%
- San Joaquin County: 5,188 approved/4,327 leased = 83.40%
- Regional Housing Authority: 1,736 approved/1,664 leased = 95.85%
- Sacramento County: 12,644 approved/11,131 leased = 88.03%

- **Yolo County at pending 1697 leased = 93.55%**

Housing Choice Voucher Programs
Strategizing to balance expenditure and revenue

- How to increase number of vouchers issued while remaining balanced with budget authority?
  - Stage the increased expenditures to allow for the delay in increased base revenue/budget authority
  - Utilize HUD-held reserves of $700k interim

- Why is this so important?
  - Houses additional families in need
  - Increases YCH revenue, for the staff to do the work, as well as the agency's overall administrative expenses

Housing Choice Voucher Programs
Additional Information: Wait time trends

	FY17/18	FY18/19	FY19/20
Average number of days from eligibility letter to issuance	51	81	100
Average number of days from issuance to housed	60	84	78
Number of families pulled from Waitlist			
▪ July to December	149	78	559
▪ January to June	148	164	50
Number of Vouchers Issued			
▪ July to December	35	17	156
▪ January to June	30	45	23
Number of Leased Vouchers (HAP Contracts)			
▪ July to December	22	12	100
▪ January to June	22	30	7

Housing Choice Voucher Programs

Questions?

Yolo County Housing **13.**

Meeting Date: 08/26/2020

Information

SUBJECT

Long Range Planning Calendar

Attachments

Att. A. LRPC

Form Review

Form Started By: Julie Dachtler Started On: 08/21/2020 04:20 PM

Final Approval Date: 08/21/2020

Yolo County Housing

147 W. Main Street
Woodland, CA 95695

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

FY 20/21 Long Range Planning Calendar		
September 2020	***Presenter***	
Review and Approve Updated Procurement Policy	Sandra/Jim	Consent
Receive Presentation - Quarterly COVID-19 Operations Update	Janis	Regular
Review and Approve Opening the HCV - Project Based Voucher Waitlist	Janis/Sandra	Regular
Receive Presentation – Public Housing Overview	Sandra	Regular
October 2020		
Review and Approve the Unaudited FY19/20 Financial Statement	Jim	Regular
Review and Approve Amending the Housing Choice Voucher Payment Standards in Accordance with Federal Requirements	Irma/Janis	Regular
Review and Approve Resolution to Set a Flat Rent Schedule in Conventional Rental Housing	Tom/Janis	Regular
Review and Approve Winters SSMP Five Year Plan Update	Fred	Public Hearing
November 2020		
No Commission Meeting		

December 2020		
Receive Presentation - YCH Financials Framework	Jim	Regular
Receive Presentation - Finalized FY 19/20 Audit Report	Jim/Sandra	Regular
Receive Presentation - Quarterly COVID-19 Operations Update	Janis	Regular

January 2021		
Public Study Session – YCH Role in the Community	Sandra/Janis/Jim	Regular
February 2021		
March 2021		
Review and Approve the Mid-year Financial Report	Jim	Regular
Receive Presentation - Quarterly COVID-19 Operations Update	Janis	Regular
April 2021		
May 2021		
Review and Approve the FY 21/22 Budget	Jim/Sandra	Regular
June 2021		
Receive Presentation - Quarterly COVID-19 Operations Update	Janis	Regular