

Yolo County Housing  
Yolo County, California

January 13, 2011

MINUTES

Yolo County Housing met on the 13th day of January, 2011 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Provenza, Chamberlain, Toney and Garnes. Absent were Commissioners McGowan and Rexroad. Commissioner Provenza presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.00  
Swearing in New Commissioner

Kristina Mann from the Elections Office swore in new Commissioner Don Saylor.

Agenda Item No. 1.01  
Pledge of Allegiance

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

Agenda Item No. 1.02  
Approval of the Agenda

Minute Order No. 11-01: Approved the agenda for this meeting as submitted.

MOTION: Toney. SECOND: Chamberlain. AYES: Provenza, Chamberlain, Saylor, Garnes, Toney.  
ABSENT: McGowan, Rexroad.

Agenda Item No. 1.03  
Public Comment

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

Agenda Item No. 2.01  
Chair and Vice Chair Elections

Minute Order No. 11-02: Elected Commissioner Provenza as Chair and Commissioner Chamberlain as Vice-Chair.

MOTION: Saylor. SECOND: Garnes. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza.  
ABSENT: McGowan, Rexroad.

Agenda Item No. 3.01  
Presentations

- 3.01 Executive Director Lisa Baker presented Certificate of Achievement for Family Self Sufficiency Graduate to Ms. Suzanne Garcia
- 3.02 Resource Administrator Janis Holt presented Certificate of Recognition to José Alvarez, Work Experience Participant, for his contributions to YCH
- 3.03 Resource Administrator Janis Holt presented Emilio Gomez, Temporary Migrant Center Coordinator
- 3.04 Executive Director Lisa Baker presented Certificate of Achievement to Janis R. Holt, Resource Administrator, from the Housing Authority Insurance Group (HAIG) for Risk Management Training
- 3.05 Executive Director Lisa Baker presented Certificate of Recognition to Yolo County Housing for support of staff professional development
- 3.06 Yolo County Emergency Services Manager Bill Martin presented Certificate of Participation to Janis R. Holt and to Lisa A. Baker for contributions during Operation Dark Horizon

Agenda Item No. 5.01  
Consent Agenda

Minute Order No. 11-03: Acted on the Consent Agenda as follows:

- 5.01 Approved the minutes from the meeting of December 9, 2010.
- 5.02 Approved the position description and salary range for the Resident Manager.
- 5.03 Took the following actions:
  - A. Approved and authorized the Chair to sign **Resolution No. 11-01** to increase Employer Contributions under Public Employees' Medical and Hospital Care Act (PEMCHA).
  - B. Authorized the Executive Director to notify CalPERS

MOTION: Saylor. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza. ABSENT: McGowan, Rexroad.

The Housing Commissioners recessed to Closed Session at 2:32 p.m. on the following matter:

Conference with Real Property Negotiator

Property: 1752 Drew Circle, Davis, California

Agency Negotiator: Lisa A. Baker

Negotiating parties: City of Davis, Davis Campus Cooperatives, Inc./North American Students of Cooperation

Under negotiation:                     Price                     Terms of Payment

The Housing Commissioners reconvened at 3:04 p.m. All members were present except for Commissioners McGowan, Rexroad and Chamberlain. There were no reports from Closed Session. Chairman Provenza presided.

Agenda Item No. 6.01

HUD's Verification Hierarchy

Minute Order No. 11-04: Approved updated language to the "VERIFICATION HIERARCHY" for both the Housing Choice Voucher and Public Housing Programs and authorized the Executive Director to implement.

MOTION: Saylor. SECOND: Garnes. AYES: Saylor, Garnes, Toney, Provenza. ABSENT: McGowan, Rexroad, Chamberlain.

Commissioner Chamberlain returned to the dais at 3:08 p.m.

Agenda Item No. 6.02

Housing Choice Voucher Program - FSS

Minute Order No. 11-05: Approved updated language to Housing Choice Voucher Program Administrative Plan to include exceptions for "interim re-examinations for Family Self Sufficiency (FSS) participants" in the Housing Voucher Administrative Plan and authorized the Executive Director to implement.

MOTION: Saylor. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza. ABSENT: McGowan, Rexroad.

Agenda Item No. 6.03

Housing Choice Voucher Program - Unemployed

Minute Order No. 11-06: Approved "Working Preference language" for the Housing Choice Voucher Program to include the unemployed and authorized the Executive Director to implement.

MOTION: Toney. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza.

ABSENT: McGowan, Rexroad.

Agenda Item No. 6.04  
Housing Choice Voucher Program – Moving Out

Minute Order No. 11-07: Approved the change to the Housing Choice Voucher Administrative Plan Policy for Housing assistance Payments when a family moves out of a unit with continued assistance and authorized the Executive Director to implement.

MOTION: Chamberlain. SECOND: Toney. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza. ABSENT: McGowan, Rexroad.

Agenda Item No. 6.05  
Executive Director Comments

Received comments from the Executive Director, Lisa Baker, who addressed the Board of Commissioners and provided an update on the following issues:

**ACCOMPLISHMENTS – January 2011**

Operations

- YCH is currently up to date on deliverable products for HUD's office of Fair Housing and Employment Opportunities (FHEO).
- **60 new Voucher contracts** were executed from 10/1/2010 through 12/31/2010.
- **54 additional families with Vouchers are currently seeking units** in the private marketplace and there are three additional briefings scheduled for January for additional families.
- As of the end of December, 2010, we have **1,299 families under contract**.
- Our PIC scores for voucher reporting in December was 99.23%. PIC scores for Real Estate Services was 97.17% (threshold is 95%)
- In West Sacramento, we have a new Volunteer Resident Liaison.
- **West Sacramento AMP is 99% occupied; Woodland AMP is 100% occupied and Winters AMP is 100% occupied.**
- We now have a new full time temporary Maintenance II at Dixon – Emilio Gonzalez

- Agricultural division staff are working on turn-around for all units to prepare for Opening Day.
- And in **2010, all three Migrant Centers were 100% occupied** during the season.

#### Facilities

- The **ARRA project is now complete!** We have spent all but about the final retention and \$18,000 of the \$1.2 million, which was set aside for dry rot repair that proved unnecessary. We are still trying to work with HUD to see if we can reprogram those funds for additional work. We are expecting delivery of 233 Energy Star refrigerators the week of January 24, 2011.
- We have selected an architect for the **design on the 2 playgrounds** for the Yolano-Donnelly community. They will be meeting with residents who signed up for the design committee on January 27, 2011. The project will also include ADA site improvements to ensure that the playgrounds are accessible.
- The **well project for the Davis Center** has gone out to bid. Staff held the pre-bid on January 11, 2011. YCH's well project was featured in the Davis Enterprise and in the Woodland Press Democrat. 12 contractors attended the pre-bid meeting.

#### Administration

- YCH has **another article on its Energy initiatives in the November/December issue of the national Journal of Housing and Community Development.** This article is the companion to the one that appeared in the September/October 2009 Journal. We haven't seen the final yet, but we are already getting requests for PDF's of it from agencies and companies on the East Coast.
- The **YCH Executive Director is currently serving as the statewide Chair for Legislative Affairs** for the statewide California Association of Housing Authorities (CAHA). CAHA is currently working on its 2011 Legislative Agenda and is looking at the possible impacts of the proposed State budget, including the potential impacts on Redevelopment Agencies and their affordable housing monies.
- YCH hosted the **USDA and Yolo Ag Alliance Rural Development Forum** on Jobs, Economic Development and Sustainability on January 12, 2011. Over 30 members of the public participated.
- YCH, Butte and Sutter are **finalizing evaluation of the Energy Performance Contract Consultant** proposals and staff should make a selection in the next week.

- **YCH staff raised over 400 pounds of canned food drive for the Yolo Food Bank** as part of its “Spirit of Giving” campaign this holiday season. The winner of our friendly competition was the Agricultural Services Division, whose 8 members raised 137 pounds of food. Congratulations!
- In December and January, we rolled out the new Domain and email. The transition is going smoothly at this time. We are now [www.ych.ca.gov](http://www.ych.ca.gov)!
- YCH purchased its **Tenmast Interactive Voice Response** system that will allow applicants to check their status on the wait list and residents to check their account status. Staff rebuilt an old existing server, which saved the Agency \$5,000 for a rack server and was able to save an additional \$1,000 on purchase of the system through negotiations. Implementation will begin at the end of the first quarter of 2011.
- We purchased the **TenDocs System**, which will allow us to **move to paperless storage**. We are repurposing the former Tenmast Server, which will save us \$6,000 in server purchase costs. We are doing a hardware review and there will be the need for hardware enhancements before implementation can begin, as well as new protocols designed for document handling. Staff will be putting together an *ad-hoc* implementation committee of end users to assist. Staff was able to negotiate a 25% discount over the asking price for the system.
- The **Housing Intelligence Portal (HIP) that allows real time data analysis of performance** measures is now installed and is going through testing by management prior to roll out. The system has already shown us where we need to improve data collection.
- YCH has purchased **Tenmast Landlord Access** which will allow landlords to view and manage accounts online through a web portal. Implementation will not begin until completion of the other improvements (domain migration, Google doc/cloud transfer, IVR, Tendocs and HIP).
- Staff has completed installation of **upgraded alarm systems in Winters, Woodland (Yolano-Donnelly) and West Sacramento**. The new system gives staff the enhanced ability to update codes and add/delete users on site by security staff. Staff also installed wireless “panic” buttons for a total cost of just under \$1,000.
- YCH continues with its **wireless hot spots**. They are working very well and many youth are using them with their laptops. We currently have spots at Main Administration, Winters, West Sacramento and Yolano-Donnelly.

- Jeff Briggs, Risk Consultant with the Housing Authority Insurance Group (HAIG), performed **certified playground inspections throughout YCH properties** on December 8. No findings have been provided to date (good news!) and staff is waiting for the final report.
- Staff completed the **HAIG Risk Dividend Report**, which results in a percentage of the Agency's annual liability premiums being returned to the agency. This is the first year YCH is participating and we hope to get about a 5% return this spring.

### Resident Services

- The Quarterly Family Self-Sufficiency (FSS) Report to HUD shows a positive increase in enrollment. **3 new applicants are being provided one-to-one orientation to the FSS program** this month. Staff continues to promote the program through the Housing Choice Voucher briefings and annual reexamination processes.
- In partnership with the Woodland Salvation Army, Woman Ecumenical Ministries, RISE, Inc and the Holiday Basket Project, **YCH delivered a total of 207 meals and 180 toys** to resident families in Woodland, Yolo, Knights Landing, Esparto, Winters and West Sacramento.
- The **City of Woodland Fire Department provided three \$50 gift certificates to Food-4-Less** to two families in Yolano-Donnelly and one Voucher family on December 22, 2010. The families were very appreciative of the holiday gifts, which were presented in person by fire department representatives.
- Surveys are currently being conducted door-to-door for Yolano-Donnelly residents to determine interest in on-site programming that could be made possible through partnerships as part of the proposed CFCF grant. **So far, Client Services has surveyed 50% of the head of households in the two developments. To date, 72 residents are interested in Adult Education classes (GED/HS Diploma and computer literacy) and 75 residents have indicated interest in ESL classes provided on-site.**
- Quarterly Resident meetings have been scheduled for the year. For January 2011, the schedule is:
  - **West Sacramento – January 20, 2011**
  - **Winters – January 26, 2011**
  - **Woodland – January 27, 2011**

Agenda Item No. 6.06

### Board of Commissioners Comments

Chairman Provenza welcomed Commissioner Saylor.

Yolo County Housing  
January 13, 2011



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Jim Provenza, Chair  
Yolo County Housing



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Julie Dachtler, Clerk of the Board

# **YOLO COUNTY HOUSING**

## **AGENDA**

### **REGULAR MEETING**

**JANUARY 13, 2011**

#### **YOLO COUNTY HOUSING**

MICHAEL H. MCGOWAN, DISTRICT 1  
MATT REXROAD, DISTRICT 3  
JIM PROVENZA, DISTRICT 4  
DUANE CHAMBERLAIN, DISTRICT 5  
MARLENE GARNES, TENANT COMMISSIONER  
BERNITA TONEY, TENANT COMMISSIONER

#### **BOARD OF SUPERVISORS CHAMBERS**

625 COURT STREET, ROOM 206  
WOODLAND, CALIFORNIA 95695

LISA A. BAKER  
EXECUTIVE DIRECTOR

SONIA CORTES  
AGENCY COUNSEL

**Reminder: Please turn off cell phones.****2:00 P.M. CALL TO ORDER (ITEMS 1.01 - 1.03)**

- 1.01 Pledge of Allegiance
- 1.02 Consider approval of agenda
- 1.03 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.

**REGULAR AGENDA (ITEM 2.01)**

- 2.01 Consider Election of Chair and Vice Chair of the Board of Commissioners for 2011 (Baker)

**PRESENTATIONS (ITEMS 3.01 - 3.06)**

- 3.01 Presentation of Certificate of Achievement for Family Self Sufficiency Graduate, Ms. Suzanne Garcia
- 3.02 Presentation of Certificate of Recognition to José Alvarez, Work Experience Participant, for his contributions to YCH
- 3.03 Presentation of Emilio Gomez, Temporary Migrant Center Coordinator
- 3.04 Presentation of Certificate of Achievement to Janis R. Holt, Resource Administrator, from the Housing Authority Insurance Group (HAIG) for Risk Management Training
- 3.05 Presentation of Certificate of Recognition to Yolo County Housing for support of staff professional development
- 3.06 Presentation of Certificate of Participation to Janis R. Holt and to Lisa A. Baker for contributions during Operation Dark Horizon

**CLOSED SESSION (4.01)**

- 4.01 Conference with Real Property Negotiator  
 Property: 1752 Drew Circle, Davis, California  
 Agency negotiator: Lisa A. Baker  
 Negotiating parties: City of Davis, Davis Campus Cooperatives, Inc./North American Students of Cooperation  
 Under negotiation:     Price            Terms of Payment

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

- 5.01 Review and Approve Minutes from the Meeting of December 9, 2010 (Baker)
- 5.02 Review and Approve Resident Manager Position Description and Salary Range (Holt and Baker)
- 5.03 Review and Approve Revised PEMCHA Resolution to Increase Employer Paid Contributions to Health Benefits (Holt and Baker)

**REGULAR AGENDA (ITEMS 6.01 – 6.06)**

- 6.01 Review and Approve Change to the Administrative Plan and Admissions and Occupancy Plan Changing the Definition of Third Party Verification to Conform to New Guidance from the U.S. Department of Housing and Urban Development (HUD) (Krager and Baker)
- 6.02 Review and Approve a Change to the Administrative Plan for the HCV Program Clarifying the Interim Reexamination Process for Family Self-Sufficiency Participants (FSS) (Krager and Baker)
- 6.03 Review and Approve a Change to the Administrative Plan for the HCV Program Clarifying the definition of employment for the wait list preference (Krager and Baker)
- 6.04 Review and Approve Proposed Change to the Housing Choice Voucher Administrative Plan to Conform to Federal Regulations Regarding Housing Assistance Payments (Jimenez-Perez and Baker)
- 6.05 Receive Comments from Executive Director
- 6.06 Receive Comments from Commissioners

**ADJOURNMENT**

Next meeting scheduled for February 17, 2011.

I declare under penalty of perjury that the foregoing agenda was posted January 7, 2011 by 5:00 p.m. at the following places:

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

I declare under penalty of perjury that the foregoing agenda will be posted no later than January 10, 2011 by 2:00 p.m. as follows:

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

Julie Dachtler, Clerk of the Board

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

**NOTICE**

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

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

Yolo County Housing  
Yolo County, California

Meeting Date: January 13, 2011

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 2.01  
Chair and Vice Chair Elections

Minute Order No. 11-02: Elected Commissioner Provenza as Chair and Commissioner Chamberlain as Vice-Chair.

MOTION: Saylor. SECOND: Garnes . AYES: Chamberlain, Saylor, Garnes, Toney, Provenza.  
ABSENT: McGowan, Rexroad.



# ***Yolo County Housing***

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Garnes  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Bernita Toney

DATE: January 13, 2011

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

SUBJECT: **ELECT CHAIRPERSON AND VICE-CHAIRPERSON OF THE BOARD OF COMMISSIONERS FOR CALENDAR YEAR 2011**

**RECOMMENDED ACTION:**

That the Commissioners:

1. Elect a Chairperson and Vice-Chairperson of the Board of Commissioners for calendar year 2011.

**BACKGROUND/DISCUSSION:**

Article II, Sections 1 through 3 of the Yolo County Housing (YCH) bylaws provide for the officer positions of Chairperson and Vice-Chairperson. The Board may choose to either mirror the selection process of the Yolo County Board of Supervisors, or it may select another method for choosing the Chair and Vice Chair of the Board for 2011. In the past, the Board has elected to choose the Yolo County Board of Supervisors' incoming Vice Chair as the Chairperson of the Board for YCH.

**FISCAL IMPACT:**

No fiscal impact.

**CONCLUSION:**

It is recommended that the Board of Commissioners elect the officer positions of Chairperson and Vice-Chairperson for calendar year 2011.

Yolo County Housing  
Yolo County, California

December 9, 2010

MINUTES

Yolo County Housing met on the 9th day of December, 2010 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Chamberlain, McGowan, Thomson, Rexroad, and Toney. Absent were Commissioners Provenza and Garnes. Chair Rexroad presided. Lisa A. Baker, Executive Director and Sonia Cortés, Agency Counsel, were present.

Agenda Item No. 1.01  
Pledge of Allegiance

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

Agenda Item No. 1.02  
Approval of the Agenda

Minute Order No. 10-46: Approved the agenda for this meeting as submitted, with the exception of Agenda Item Nos. 2.01, which was removed to a later date and 4.07, which was moved to the Regular Agenda.

MOTION: Thomson. SECOND: McGowan. AYES: Chamberlain, McGowan, Thomson, Rexroad, Toney. ABSENT: Provenza, Garnes

Agenda Item No. 1.03  
Public Comment

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

Agenda Item No. 2.01  
Presentations

2.01 Removed to a later date.

2.02 Lisa Baker, Executive Director, presented YCH staff appointments to new positions: Irma Jimenez-Perez, Housing Supervisor; Angel Montoya, Senior Migrant Coordinator; Celia Marquez, Housing Specialist I; and Alicia Ruiz, Provisional appointment to Client Services Coordinator.

2.03 Alberto Castillo, IT Manager, presented the YCH Transition to Cloud Computing.

The Housing Commissioners recessed to Closed Session at 2:24 p.m. on the following matters:

Public Employee Performance Evaluation  
Position Title: Executive Director

Conference with Labor Negotiator: Matt Rexroad  
Unrepresented Employee: Executive Director

Conference with Real Property Negotiator:  
Property: 1752 Drew Circle, Davis, California  
Agency negotiator: Lisa A. Baker  
Negotiation parties: City of Davis, Davis Campus Cooperatives, Inc./North American  
Students of Cooperation  
Under negotiation:             Price             Terms of Payment

The Housing Commissioners reconvened at 2:39 p.m. All members were present, except for Commissioners Provenza and Garnes. There were no reports from Closed Session. Chair Rexroad presided.

Agenda Item No. 4.01  
Consent Agenda

Minute Order No. 10-47: Acted on the Consent Agenda as follows:

- 4.01 Approved minutes for the meeting of October 14, 2010.
- 4.02 Approved the additional language to be added to YCH job descriptions and authorized the Executive Director to implement.
- 4.03 Received and filed the financial report for quarter ending September 30, 2010.
- 4.04 Authorized staff to write off bad debts of the Yolo County Housing Low Income Public Housing Program and Cottonwood Meadows of approximately \$17,800 for the six months ended 9/30/2010.
- 4.05 Approved and authorized the Chair to sign **Resolution No. 10-13** authorizing adoption of Standard Agreement No. 10-OMS-932 (RD) for the Madison Migrant Center located in the Township of Madison, Yolo County.
- 4.06 Approved and authorized the Chair to sign **Resolution No. 10-14** authorizing adoption of Standard Agreement No. 10-OMS-931 (RD) for the Davis Migrant Center.
- 4.07 Moved to Regular.
- 4.08 Approved and authorized the Chair to sign **Agreement No. 10-06**, employment agreement with the Executive Director.

MOTION: McGowan. SECOND: Thomson. AYES: Chamberlain, McGowan, Thomson, Rexroad,

Toney. ABSENT: Provenza, Garnes  
Agenda Item No. 4.07  
Meeting Calendar 2011

Minute Order No. 10-48: Approved the proposed calendar of meetings for the YCH for calendar year 2011, noting that the February meeting date should be the 17th and not the 18th.

MOTION: McGowan. SECOND: Thomson. AYES: Chamberlain, McGowan, Thomson, Rexroad, Toney. ABSENT: Provenza, Garnes

Agenda Item No. 5.01  
Capital Fund Education and  
Training Community Facilities Program

Minute Order No. 10-49: Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 10-15** authorizing Yolo County Housing to submit an application to HUD for funding through the Capital Fund Education and Training Community Facilities (CFCF) Program.
- B. Authorized the Executive Director to execute any and all appropriate agreements required by the CFCF Program.
- C. Authorized the Executive Director to administer the funding if the application is approved by HUD.

MOTION: McGowan. SECOND: Toney. AYES: Chamberlain, McGowan, Thomson, Rexroad, Toney. ABSENT: Provenza, Garnes

Agenda Item No. 5.02  
Tenant Commissioners

Minute Order No. 10-50: Took the following actions:

- A. Approved the Tenant Commissioner recruitment
- B. Appointed Commissioners Provenza and Chamberlain to the Tenant Commissioner Selection Ad Hoc Subcommittee
- C. Extended the appointments of Commissioners Marlene Garnes and Bernita Toney until successor tenant commissioners are appointed.

MOTION: Thomson. SECOND: McGowan. AYES: Chamberlain, McGowan, Thomson, Rexroad, Toney. ABSENT: Provenza, Garnes

Agenda Item No. 5.03  
Shared Services

Minute Order No. 10-51: Took the following actions:

- A. Reviewed the draft Yolo Shared Services Program.
- B. Approved and authorized the Chair to sign the Shared Services **Resolution No. 10-16**.
- C. Authorized the Executive Director to move forward with discussions and implementation, consistent with the YCH business model, the Shared Services program where mutually beneficial.

MOTION: Thomson. SECOND: Toney. AYES: Chamberlain, McGowan, Thomson, Rexroad, Toney. ABSENT: Provenza, Garnes

Agenda Item No. 5.04  
"Welcome Home" Customer Service Initiative

Minute Order No. 10-52: Approved the "Welcome Home" concept and authorized the Executive Director to implement task items.

MOTION: Thomson. SECOND: Toney. AYES: Chamberlain, McGowan, Thomson, Rexroad, Toney. ABSENT: Provenza, Garnes

Agenda Item No. 5.03  
Executive Director Comments

Received comments from the Executive Director, Lisa Baker, who addressed the Board of Commissioners and provided an update on the following issues:

ACCOMPLISHMENTS – December 2010

Operations

- YCH is now a successfully rated national High Performer for 2009-2010 and has been confirmed as such by HUD.
- Staff has completed its first customer care surveys and staff is pleased with initial ratings by residents, participants and landlords (see staff report on "welcome home" initiative).
- YCH has hired Irma Jimenez-Pérez as its Housing Supervisor for Housing Assistance (voucher programs). She was previously Interim Supervisor. She was selected after an outside open recruitment process.
- All computer lab assistants have been hired and all three (3) computer labs in Real Estate Services are currently in operation. This is the first time there has been an open computer

lab in Winters since at least 2006.

- YCH is currently up to date on deliverable products for HUD's office of Fair Housing and Employment Opportunities (FHEO).
- Staff is currently conducting a purge of its wait lists in Real Estate Services and Housing Assistance. This involves getting responses from over 10,000 families on our lists to ensure that they are still interested in YCH services. Once this is complete, we will begin looking at a date for recommending opening of the wait list to the Board for Voucher programs.
- We have completed an updated and more user-friendly pre-application form. The form is currently in use and is compliant with FHEO requirements.
- The Migrant Centers have completed their season and residents have now vacated. Staff is busy planning for next season. The State budget process will also have an impact on next season and we are tracking those issues.
- Also in Agricultural Housing, we are completing the transition of the Davis Solar homes from Real Estate Services to Agricultural Housing. The Davis units are permanent year round housing for agricultural workers and we are shifting their oversight to staff whose primary mission is to serve farmworkers. This will be the first year-round housing stock in the Agricultural Services Division, but hopefully not the last.
- YCH has hired Angel Montoya as its Senior Migrant Coordinator currently serving at the Madison site. He was previously acting in that capacity after the untimely death of Tanys Arredondo. He was selected after an outside open recruitment process.
- While serving as the Acting Senior Coordinator, Angel Montoya mounted an educational process for families at the Migrant Center – they began a recycling project that involved collecting plastic and cans and turning them in for cash. Angel's project earned approximately \$297 in recycling fees in one season. Residents will be using the funds earned to put in security cameras at the childrens' school bus stop. YCH is providing the purchase and installation of the cameras.

#### Facilities

- The ARRA project is now complete! We have spent all but about the final retention and \$18,000 of the \$1.2 million, which was set aside for dry rot repair that proved unnecessary. We are currently working with HUD to see if we can reprogram those funds for additional work.
- The Riverbend Manor I and II project is also complete! This includes the drainage redesign, the new bio-swale for water run-off, the façade improvements and new utility enclosures. We are currently planning a ribbon-cutting for January.
- We are now moving into design on the 2 playgrounds for the Yolano-Donnelly community.
- Staff is looking to re-deploy the \$43,000 it received for Cottonwood Meadows from the City

of Woodland and the one time use of reserves to address more pressing work items – dry rot repair and leaking walkways. Cottonwood Meadows continues to be hampered by the over-size debt service on the property that is the legacy of prior administration and the Kentucky property purchase.

- Staff is now moving forward with a new well project for the Davis Center and has completed the project manual and received approvals from the funder.
- YCH continues to provide labor compliance monitoring for the City of Woodland and is currently working with the contractor on compliance issues.

#### Administration

- The new auditors are on board and staff has been working with them in preliminary assessment and set up for the end of the fiscal year.
- YCH has successfully made the conversion from a bi-monthly to a bi-weekly payroll process and from one where time cards are submitted before the close of the pay period to one where they are submitted after the close of the pay period. This will eliminate a lot of staff effort to ensure that hours worked and time off are accurate and improve overall accuracy. Staff has also updated the cost center codes for additional improved tracking and billing.
- YCH will have another article on its Energy initiatives in the November/December issue of the national Journal of Housing and Community Development. This article is the companion to the one that appeared in the September/October 2009 Journal.
- The National NAHRO Conference was a big success and YCH was featured in two sessions: 1) Sustainability Planning; and 2) Water, Waste and Opportunity on Water, Waste and Opportunity.
- The YCH Executive Director is currently serving as the statewide Chair for Legislative Affairs for the statewide California Association of Housing Authorities (CAHA) and has been nominated to serve again for another year. Ms. Baker has served four years as either statewide co-chair or chair for CAHA and for its predecessor organization, NCNEDA. CAHA is currently working on its 2011 Legislative Agenda.
- YCH received a card from the Marquez family as a thank you for the funds it raised to benefit the Pioneer High School Baseball team (attached). This was in-lieu of flowers as a memorial for the wife of our former Deputy Director, Mr. Ed Marquez, whose wife recently passed away.
- On December 6, 2010, YCH management staff from Operations, Facilities, Resources and IT attended a meeting with representatives from the Yolo Energy Watch and the UC Davis Energy Efficiency Center, including the Center for Lighting Technology, the Center for Urban Horticulture, the Center for Water Efficiency and the Western Cooling Efficiency Center to discuss potential areas of collaboration and opportunities for partnership (see attached agenda).
- YCH is moving forward on its 3 County Energy Performance Contract partnership. The

partnership recently went out for Energy Consulting services as part of the EPC process. The partnership received three (3) proposals for services, which are currently being evaluated.

- YCH staff is currently conducting a canned food drive for the Yolo Food Bank as part of its “Spirit of Giving” campaign this holiday season.
- Our own Ms. Janis Holt presented training, “Getting in Touch with Your Internal Customer” to the County of Yolo through its Training Academy on November 3, 2010.
- YCH will be participating in a new Northern California Risk Management Consortium that is now being formed. The first meeting was November 18, 2010 with representatives from PHA’s from Sacramento, Santa Clara, Contra Costa and Yolo.
- Senior Management staff attended FEMA Management 333, “Emergency Planning for Special Needs Communities” and received certification from West Virginia University for their participation, December 7 through December 9, 2010.
- All YCH staff was provided with training on Hazard Communication by Dave Beal from Bickmore Risk Services on November 17, 2010.
- On December 8, YCH received playground certification inspections from Jeff Briggs at the Housing Authority Insurance Group (HAIG) for Davis Migrant Center, Las Casitas, Yolito, Ridgcut Homes and El Rio Villas.
- Aside from recruitments mentioned above, YCH recruited and filled the following positions: Housing Specialist I; Temporary Migrant Coordinator, Dixon; Temporary Housing Specialist II, Winters. YCH is currently recruiting to fill the following open positions as a result of promotion: Full time Office Assistant I and Full time Migrant Center Coordinator.

#### Services

- Resident meetings were held in Woodland, West Sacramento and Winters. Local fire departments presented safety tips and hands-on safety demonstrations on how to use fire extinguishers during the month of October 2010. These last quarterly meetings were YCH’s last “birthday parties” for its 60th anniversary. We had raffles for T-shirts and posters, as well as birthday cake and punch for everyone.
- It’s that time of year again! In partnership with the Woodland Salvation Army, Yolo County California Highway Patrol, Women Ecumenical Ministries, RISE, Inc and the Holiday Basket Project, we will once again be delivering hundreds of holiday meals and toys to our resident families from the Woodland, Knights Landing, Yolo, Esparto, Winters and West Sacramento areas.
- As always, providing services and referrals to residents is a cornerstone of our success. In order to better quantify exactly what we do, we have implemented a service referral work order system. Over the last 2 months, resident services were provided to 20 families referred by Real Estate Services housing management staff.

- YCH attended the Winters Youth Health Collaborative meetings in Winters and Esparto. As a result, there is a proposed plan to offer a health/education fair in January at the YCH Winters complex. In addition, the Collaborative is in the process of developing a new partnership meeting where the focus will be on "safety with children at risk" that will be held in February 2011.

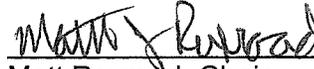
Agenda Item No. 5.04

Board of Commissioners Comments

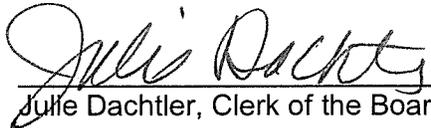
There were no comments from the Board of Commissioners.

Adjournment

Adjourned this meeting of the Yolo County Housing at 3:08 p.m.



\_\_\_\_\_  
Matt Rexroad, Chair  
Yolo County Housing



\_\_\_\_\_  
Julie Dachtler, Clerk of the Board

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-03, Item No. 5.02, of the Yolo County Housing meeting of January 13, 2011.

MOTION: Saylor. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza. ABSENT: McGowan, Rexroad.

5.01 Approved the minutes from the meeting of December 9, 2010.

5.02 Approved the position description and salary range for the Resident Manager.

5.03 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-01** to increase Employer Contributions under Public Employees' Medical and Hospital Care Act (PEMCHA).
- B. Authorized the Executive Director to notify CalPERS



# Yolo County Housing

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

## BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Ganes  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Bernita Toney

**DATE:** January 13, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Janis Holt, Resource Administrator  
**SUBJECT:** **REVIEW AND APPROVE RESIDENT MANAGER POSITION DESCRIPTION AND SALARY RANGE**

### RECOMMENDED ACTION:

That the Board of Commissioners approve the position description and salary range for the Resident Manager.

### BACKGROUND / DISCUSSION:

The YCH Board of Commissioners approved the restructuring of the housing department and position descriptions during the June 4, 2009 meeting and subsequently approved the five step salary ranges on August 6, 2009. In Article II of the General Unit Collective Bargaining Agreement, the position of Resident Manager is a listed job classification. In preparation of recruiting for this position in the future, YCH has written a revised position description.

Last year staff conducted a salary survey in order to determine appropriate and competitive salary ranges for the revised position descriptions within the General Bargaining Unit. Staff surveyed comparable positions in various housing authorities in Northern and Central California, as well as local government within the County of Yolo, published resources, and internet databases. Entry level salaries varied among all positions and locations. As a result, staff proposes to set the five salary steps for the Resident Manager at the comparable rate of the Housing Specialist I. This wage rate will not include a rental subsidy or credit.

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Resident Manager	14.80	15.54	16.32	17.14	18.00

This position classification will be used within non-public housing complexes owned and managed by Yolo County Housing or its non-profit New Hope Community Development. The position may be either part time or full time, depending on need and discretion of the Executive Director. Management has met and conferred with the Union on this issue.

**FISCAL IMPACT**

None. There will be impact to the budget in the future once a position is filled. Staffing time will be allocated in either future budgets or at mid-year reallocation where necessary if staff time has not already been budgeted.

**CONCLUSION**

Staff recommends that the Board review and approve revised position description for the Resident Manager.

**Attachment:** Resident Manager Position Description

## Resident Manager

*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**

The Resident Manager (RM) facilitates the efficient operation of the assigned property, communicates with the Real Estate Services Department to ensure proper maintenance of the units and encourages involvement in, and enjoyment of, the community by the residents. The RM performs a variety of tasks and duties for the assigned property as outlined in the essential function statements. It is required that the RM lives on-site at their assigned property. Duties include conducting interviews and processing rental applications, leases, contracts, and terminations, performing resident management functions, processing a variety of correspondence and documents; and perform a variety of duties in assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the assigned Program Supervisor and/or Director of Operations.

### **ESSENTIAL FUNCTION STATEMENTS**

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

1. Receive, review and process applications for rental housing; conduct credit, criminal and reference checks as required.
2. Establish and maintain wait lists for rental units; notify applicants of rental availability.
3. Coordinate and conduct unit walk through; explain program rules, regulations and requirements to tenants and prepare leases.
4. Respond to any and all emergencies and emergency calls; notify your Supervisor or designee and appropriate agencies. Contact 911 in the event of an emergency such as fire, threat to life, or criminal activity. Follow emergency action plan protocols.

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5. Regularly walk through the complex and inform management and/or maintenance of any problems with exterior lighting, sprinklers, enclosures, or other dangerous situations (such as standing water, oil, open holes, uneven pavement, etc.).
6. Maintain the interior and exterior of the complex in clean condition, including, without limitation, assuring that all trash, debris, and other materials are picked up and that the common areas of the complex are kept clean and neat. Spot check and clean areas as needed.
7. Maintain a log of incidents and resolution and assure documentation is elevated up the chain of command. Promptly inform your supervisor of any vacancies, abandoned units, vandalism, and other criminal activity, fires, destruction of property or lease violations.
8. Collect tenant rent, issue receipts, reconcile and deposit funds in bank.
9. Check common areas and maintain cleanliness on a weekly basis including laundry rooms, community rooms, stairways, elevators, etc.
10. Provide direction to assigned maintenance personnel; approve purchased items; and process all work orders in computerized system for rental properties.
11. Submit all purchase orders, invoices, and other required documents to accounts payable in a timely manner.
12. 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 Executive Director, Yolo County OES and/or the State of California DHS.
13. 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; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
14. Perform related duties and responsibilities as required and/or assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of business letter writing and basic report presentations. Proper grammar, spelling, punctuation, and composition of client and agency letters.

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- Office procedures, business mathematics application, computer office equipment and procedures, and statistical recordkeeping methods.
- Basic interview techniques.
- Common administrative terminology and standard YCH correspondence and report format.
- Application of filing, indexing and cross-referencing methods.
- Operation of standard office equipment.
- Basic organization rules and regulations, including housing operations principals, policies, and procedures.
- Pertinent Federal, State, and local codes, laws, and regulations.
- Principles and procedures of record keeping, reporting, and filing systems.
- Principles, practices and regulations of California property management.
- Operations, services, and activities of a building and grounds maintenance program.
- Team management and leadership principles.

**Ability to:**

- Interpret regulations, interact with and provide services to the general public.
- 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 clients, other agency representatives, and the general public.
- Respond to requests and inquiries from tenants and the public.
- Maintain confidentiality.
- Follow policy and adhere to procedures.

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- Explain Federal, State, and local codes, 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:**

- High School Diploma or GED **and**;
- Associates Degree plus one year clerical experience in a governmental or public agency setting **or**;
- Bachelor's Degree is desirable; **or**;
- Three (3) years of full-time, increasingly responsible experience in a position involved in the provision of community or housing services or work in a property management environment; **and**;
- Methods and techniques of conducting interviews, application processes, reviewing and interpreting rules and regulations, presenting information verbally and/or in writing, and performing mathematical calculations.

#### **Training:**

Individuals in this position should have 1-3 years of clerical experience preferably in a property management environment. An Associate's Degree can be substituted for experience.

#### **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. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodations can be made to your supervisor or the Resource Administrator.

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**Special Requirements:**

- Must reside at the property they are assigned to manage. Compensation may include the fair market rent of the employee's unit.
- 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.
- Provide required proof of legal right to work in the United States.
- Employees in this classification will be required to pay monthly union dues.
- 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*

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.11-03, Item No. 5.03, of the Yolo County Housing meeting of January 13, 2011.

MOTION: Saylor. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza. ABSENT: McGowan, Rexroad.

5.01 Approved the minutes from the meeting of December 9, 2010.

5.02 Approved the position description and salary range for the Resident Manager.

5.03 Took the following actions:

- A. Approved and authorized the Chair to sign **Resolution No. 11-01** to increase Employer Contributions under Public Employees' Medical and Hospital Care Act (PEMCHA).
- B. Authorized the Executive Director to notify CalPERS



## ***Yolo County Housing***

**Lisa A. Baker, Executive Director**

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### BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Barnes  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Bernita Toney

**DATE:** January 13, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Janis Holt, Resource Administrator  
**SUBJECT:** **REVIEW AND APPROVE REVISED PEMCHA RESOLUTION TO INCREASE EMPLOYER PAID CONTRIBUTIONS TO HEALTH BENEFITS**

### RECOMMENDED ACTIONS:

1. That the Board of Commissioners review, approve and adopt the revised Resolution to increase Employer Contributions under PEMCHA; and
2. Authorize the Executive Director to notify CalPERS.

### BACKGROUND / DISCUSSION

In 2007, YCH instituted a cafeteria benefit plan for active employees. Under the cafeteria benefit plan, employees receive a monthly amount to put towards the cost of medical, dental and vision insurance as follows:

- a. Employee only: \$590.00
- b. Employee plus one dependent: \$1,000.00
- c. Employee plus family: \$1,305.00

On October 14, 2010, the Board approved the Collective Bargaining Agreements (CBA's) for the General Unit and Management Unit which included the following provision:

Stop loss. If during the term of this agreement, the cost of the least expensive medical insurance for a family offered shall exceed the cafeteria plan amount set forth herein by more than \$10.00 per month, the Agency shall increase the cafeteria amount by an amount not to exceed \$100.00 per month to meet the increased cost of the cafeteria plan and limit the employees share of any increase to \$10.00 per month unless and until the amount paid by the Agency to meet such increased cost shall reach \$100.00 per month per employee.

Effective January 1, 2011, the least expensive medical insurance cost increased the cafeteria amount in each category of coverage as follows:

- a. Employee only: \$590.00
- b. Employee plus one dependent: \$1,100.00
- c. Employee plus family: \$1,405.00

Because a change occurred in the calculation of the employer's contributions, Yolo County Housing is required to submit a revised resolution to CalPERS. YCH staff contacted the CalPERS Contracts and Resolutions Department for guidance on the appropriate template to change the specified amounts of the employer contributions and advised YCH of the appropriate resolution language.

YCH needs to notify CalPERS of the change to the employer contributions in accordance with our health benefits contract to assure that the accurate amounts are applied to our account.

#### **FISCAL IMPACT**

The increase in employer contributions was already budgeted. There will be no further fiscal impact at this time.

#### **CONCLUSION**

Staff recommends that the Board approve the revised Resolution for Employer Contributions under the Public Employees' Medical and Hospital Care Act (PEMCHA) to assure accurate employer contributions are applied to medical benefits.

**Attachment:** Resolution

**YOLO COUNTY HOUSING  
RESOLUTION NO. 11-01**

**Resolution Revising Employer's Contribution Under the Public Employees'  
Medical and Hospital Care Act (PEMCHA)**

**WHEREAS**, Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act (PEMCHA) shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

**WHEREAS**, Government Code 22892(c) provides that a contracting agency may fix the amount of the employer's contribution for employees and the employer's contribution for annuitants at different amounts, provided that the monthly contribution for annuitants is annually increased to equal an amount not less than the number of years the contracting agency has been subject to this subdivision multiplied by 5 percent of the current monthly contribution for employees, until such time as the amounts are equal; and

**WHEREAS**, **Yolo County Housing** hereinafter referred to as Public Agency is the local agency contracting under the Act.

**NOW, THEREFORE, BE IT RESOLVED:**

- I. That the employer's contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of:

CODE	BARGAINING UNIT	CONTRIBUTION PER MONTH		
		1-Party	2-Party	Family
001	GENERAL	\$590	\$1,100	\$1,405
002	MANAGEMENT	\$590	\$1,100	\$1,405

Plus administrative fees and contingency Fund Assessments; and

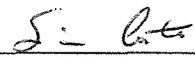
- II. That **Yolo County Housing** has fully complied with any and all applicable provisions of Government code Section 7507 in electing the benefits set forth above.

**PASSED AND ADOPTED**, by the Board of Commissioners of the Housing Authority of the County of Yolo, State of California, this 13<sup>th</sup> day of January, 2011 by the following vote:

AYES: Chamberlain, Saylor, Garnes, Toney, Provenza.  
NOES: None.  
ABSENT: McGowan, Rexroad.  
ABSTAIN: None.

  
\_\_\_\_\_  
Chair, Jim Provenza  
Board of Commissioners of the  
Housing Authority of the County of Yolo

Approved as to Form:

  
\_\_\_\_\_  
Sonia Cortés, Agency Counsel

Attest:

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

By   
\_\_\_\_\_  
Deputy



Yolo County Housing  
Yolo County, California

Meeting Date: January 13, 2011

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 6.01  
HUD's Verification Hierarchy

Minute Order No. 11-04: Approved updated language to the "VERIFICATION HIERARCHY" for both the Housing Choice Voucher and Public Housing Programs and authorized the Executive Director to implement.

MOTION: Saylor. SECOND: Garnes. AYES: Saylor, Garnes, Toney, Provenza. ABSENT: McGowan, Rexroad, Chamberlain.



## ***Yolo County Housing***

**Lisa A. Baker, Executive Director**

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### BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Garnes  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Bernita Toney

**DATE:** January 13, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Marianne Krager, Director of Operations  
**SUBJECT:** **REVIEW AND APPROVE UPDATE TO HUD'S VERIFICATION HIERARCHY FOR BOTH HCV (ADMINISTRATIVE PLAN) AND LIPH (ADMISSIONS AND CONTINUED OCCUPANCY PLAN)**

### RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Review and approve updated language to the "VERIFICATION HEIRARCHY" for both the Housing Choice Voucher and Public Housing Programs; and
2. Authorize the Executive Director to implement.

### BACKGROUND / DISCUSSION

HUD requires PHA'S to verify all information that is used to establish the family's eligibility and level of assistance and is required to obtain the family's consent to collect the information. Applicants and tenants must cooperate with the verification process as a condition of receiving assistance. In addition, HUD regulations create a VERIFICATION HEIRARCHY that list, in order, what constitutes appropriate verification of that information. The PHA must not pass on the cost of verification to the family. HUD recently issued an updated notice (PIH 2010-19) that provided updated guidance on how to verify family information. The notice was required for both HCV & LIPH programs.

Currently YCH policy requires all forms of verification to be "third party". HUD's prior definition of "third party" documentation meant that the document had to be issued by the third party directly to the YCH. If third party documentation was brought in by the tenant, it was considered "second party" documentation and generally not acceptable unless third party was unattainable. This often meant long waits and staff follow up time before this type of documentation could be used by the YCH. HUD's PIH notice now changes the definition of "third party" documentation to allow tenant provided third party documentation to count as true "third party" documentation.

Updating the policy to reflect the changes in PIH notice 2010-19 allows the YCH to also accept tenant provided documents as sufficient “third party documentation”.

The use of acceptable tenant-provided documents, which originate from a third party source, will continue to protect the integrity of information used to determine a family’s income and rent and ultimately reduce improper subsidy payments. But, this updated process will also streamline the income verification process and additionally reduce administrative burden.

### YCH PROPOSED POLICY

YCH will review its plans every two years and more often if needed, to reflect changes in regulations, YCH operations, or when needed to ensure staff consistency in operation. If changes are needed, staff will bring those forward to the Board of Commissioners for consideration.

HUD requires YCH to use the most reliable form of verification that is available and to document the reasons when it uses a lesser form of verification. The YCH verification hierarchy will allow acceptable and original, not photocopied, third party documentation provided by the tenant (participant) to be considered as true third party verification. Examples of documents in the possession of the tenant that are derived from third party sources include: employers verification, federal or state notices, notices from local agencies, bank statements and verifications, pension and stock/bond statements. This verification hierarchy applies to income determinations for applicants and participants.

### FISCAL IMPACT

Unknown at this time. There will be time and staff time savings, as well as potential savings in time costs for applicants and participants, as well as improved customer service for applicants and participants.

### CONCLUSION

In order to streamline verification processes and improve customer service, staff is recommending that the Board adopt the proposed Administrative Plan and Admissions and Occupancy Plan change. The proposed language change is a clarification of policy and not a substantial amendment to the Administrative Plan. As such no public hearing is required for adoption.

Yolo County Housing  
Yolo County, California

Meeting Date: January 13, 2011

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 6.02  
Housing Choice Voucher Program - FSS

Minute Order No. 11-05: Approved updated language to Housing Choice Voucher Program Administrative Plan to include exceptions for "interim re-examinations for Family Self Sufficiency (FSS) participants" in the Housing Voucher Administrative Plan and authorized the Executive Director to implement.

MOTION: Saylor. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza. ABSENT: McGowan, Rexroad.



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### BOARD OF COMMISSIONERS

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Bernita Toney

**DATE:** January 13, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Marianne Krager, Director of Operations  
**SUBJECT:** **REVIEW AND APPROVE CHANGE TO HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN CLARIFYING THE INTERIM RE-EXAMINATION PROCESS FOR FAMILY SELF-SUFFICIENCY PARTICIPANTS**

### RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Review and approve updated language to Housing Choice Voucher Program Administrative Plan to include exceptions for "interim re-examinations for FSS participants" in the Housing Voucher Administrative Plan; and
2. Authorize the Executive Director to implement.

### BACKGROUND / DISCUSSION

Currently, program participants in the Housing Choice Voucher (HCV) Program must report all changes in assets, income and/or household composition to Yolo County Housing between annual reexaminations.

Program participants with new Vouchers must also report all changes in assets, income and/or household composition to Yolo County Housing that occur during their housing search and/or before their first annual recertification.

Generally, YCH will not conduct interim reexaminations when families have an increase in income. However in order to ensure calculations are correct with respect to families enrolled in the Family Self Sufficiency (FSS) Program, YCH proposes to add the following exception language to the current interim policy:

"YCH will conduct interim reexaminations for families enrolled in the FSS (Family Self Sufficiency) program for the purpose of establishing baselines and "Escrow" account amounts as required by the program."

The proposed change of conducting a reexamination when a FSS participant reports a higher income would not increase the amount of rent that a FSS participant pays, but would affect the amount deposited to an escrow account.

### **FISCAL IMPACT**

None at this time. Housing Assistance Payments (HAP) are a direct pass through. Establishing escrow accounts is related to HAP and will have no effect on the Voucher operations budget. Failure to implement will not allow the YCH to correctly calculate funds to be deposited into escrow accounts.

### **CONCLUSION**

In order to ensure escrow and income baselines are calculated correctly and that procedures for the Family Self Sufficiency (FSS) program are followed, staff recommends that the Board adopt the proposed Administrative Plan change. The proposed language change is a clarification of policy and not a substantial amendment to the Administrative Plan. As such no public hearing is required for adoption.

Yolo County Housing  
Yolo County, California

Meeting Date: January 13, 2011

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 6.03  
Housing Choice Voucher Program - Unemployed

Minute Order No. 11-06: Approved "Working Preference language" for the Housing Choice Voucher Program to include the unemployed and authorized the Executive Director to implement.

MOTION: Toney. SECOND: Chamberlain. AYES: Chamberlain, Saylor, Garnes, Toney, Provenza.  
ABSENT: McGowan, Rexroad.



## **Yolo County Housing**

**Lisa A. Baker, Executive Director**

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**DATE:** January 13, 2011  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Marianne Krager, Director of Operations  
**SUBJECT:** **REVIEW AND APPROVE A CHANGE TO THE ADMINISTRATIVE PLAN FOR THE HCV PROGRAM CLARIFYING THE DEFINITION OF EMPLOYMENT PREFERENCE FOR APPLICANTS**

### RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Review and approve "Working Preference language" for the Housing Choice Voucher Program to include the unemployed; and
2. Authorize the Executive Director to implement.

### BACKGROUND / DISCUSSION

HUD regulations contain a list of what must be included in a PHA's administrative plan. YCH's administrative plan must cover policies on selection and admission of applicants from the YCH waiting list.

The purpose of preferences is to ensure that YCH has established a fair and equitable system for selection of families admitted to the program. Currently the YCH Administrative Plan has a "Working Preference." The YCH is committed to affirming the value of work, but staff realizes that the preference is not necessarily reflective of current economic conditions within the region. Eligibility staff currently find that families on the wait list who originally claimed the working preference are now being returned to the wait list with lower preference status without receiving a voucher since they are now receiving unemployment benefits.

In order to both honor work and to recognize the difficult circumstances of those who, until recently, were employed but have suffered during the current economic downturn, staff proposes to clarify the language of its working preference. Staff proposes to clarify that those currently receiving unemployment benefits will be counted as eligible for the working preference.

The proposed clarification is as follows:

- 1) Working preference: families with at least one adult who is employed and has been employed for six months; this definition includes families where at least one adult was employed and is currently receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability.

### **FISCAL IMPACT**

None. Clarifying the working preference language will have no effect on Voucher Operations budget. Failure to implement will cause many families who are currently receiving unemployment benefits to wait longer for housing assistance and continue to exacerbate their financial difficulties.

### **CONCLUSION**

In order for preferences to be consistent with local housing needs and priorities, staff is recommending that the Board adopt the proposed Administrative Plan change. The proposed language change is a clarification of policy and not a substantial amendment to the Administrative Plan. As such, no public hearing is required for adoption.

Yolo County Housing  
Yolo County, California

Meeting Date: January 13, 2011

To: County Counsel ✓  
Yolo County Housing ✓

Agenda Item No. 6.04  
Housing Choice Voucher Program – Moving Out

Minute Order No. 11-07: Approved the change to the Housing Choice Voucher Administrative Plan Policy for Housing assistance Payments when a family moves out of a unit with continued assistance and authorized the Executive Director to implement.

MOTION: Chamberlain. SECOND: Toney. AYES: Chamberlain, Saylor, Games, Toney, Provenza.  
ABSENT: McGowan, Rexroad.



## **Yolo County Housing**

**Lisa A. Baker, Executive Director**

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### BOARD OF COMMISSIONERS

Duane Chamberlain  
Marlene Ganes  
Michael H. McGowan  
Jim Provenza  
Matt Rexroad  
Bernita Toney

**DATE:** January 13, 2011

**TO:** YCH Board of Commissioners

**FROM:** Lisa Baker, Executive Director

**PREPARED BY:** Irma Jimenez-Perez, Housing Supervisor

**SUBJECT:** **REVIEW AND APPROVE PROPOSED CHANGES TO THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN TO CONFORM TO FEDERAL REGULATIONS REGARDING HOUSING ASSISTANCE PAYMENTS**

### RECOMMENDED ACTIONS:

That the Board of Commissioners:

1. Approve the proposed change to the HCV Administrative Plan policy for Housing Assistance Payments when a family moves out of a unit with continued assistance; and
2. Authorize the Executive Director to implement.

### BACKGROUND / DISCUSSION:

Title 24 of the Code of Federal Regulations, part 982.311 (d) states the following:

*(1) If the family moves out of the unit, the PHA may not make any housing assistance payment to the owner for any month after the month when the family moves out. The owner may keep the housing assistance payment for the month when the family moves out of the unit.*

*(2) If a participant family moves from an assisted unit with continued tenant-based assistance, the term of the assisted lease for the new assisted unit may begin during the month the family moves out of the first assisted unit. Overlap of the last housing assistance payment (for the month when the family moves out of the old unit) and the first assistance payment for the new unit is not considered to constitute a duplicative housing subsidy.*

The current YCH Administrative Plan policy states that *YCH will not pay more than three days of overlap of housing assistance payments without special documented approval for*

*extenuating circumstances, such as reasonable accommodation for the disabled, non-voluntary displacement of tenants due to landlord or City action.*

**PROPOSED CHANGE:**

In order to minimize the burden that families who are transferring to a new unit with continued assistance experience when they are not able to move on the originally planned date, and who do not meet the YCH currently required criteria, staff is proposing to amend the Agency's HCV Administrative Plan to be consistent with regulations stipulated in 24 CFR 982.311(d) which allow the previous landlord to keep the housing assistance payment for the month when the family moves out of one unit, and to begin the assistance at the new unit during the same month.

**FISCAL IMPACT:**

There is sufficient funding to provide the housing assistance payment for the previous unit and for the new unit during the same month. Additionally, the proposed change will save staff time involved in arbitration with landlords and tenants, and in making corrections to housing assistance payments.

**CONCLUSION:**

The proposed change is not considered a substantial amendment and therefore does not require a public comment period or public hearing. The Board of Commissioners should approve the recommended action.