

Yolo County Housing  
Yolo County, California

September 20, 2012

MINUTES

The Yolo County Housing met on the 20th day of September, 2012, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 2:00 p.m.

Present: Cecilia Aguiar-Curry; Skip Davies; Mark Johannessen; Rita Eisenstat; Evonne Chaney; Helen Thomson

Staff Present: Lisa Baker, Executive Director  
Sonia Cortés, Agency Counsel

**2:00 P.M. CALL TO ORDER**

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

Minute Order No. 12-33: Approved agenda as submitted.

MOTION: Johannessen. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Chaney, Davies, Eisenstat, Johannessen, Thomson.

3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker. There was no public comment.

**PRESENTATIONS**

4. Video Presentation: YCH Youth Soccer League Tournament (Holt and Rick Gonzales Jr.)

Resource Manager Janis Holt and Rick Gonzales, Jr. presented the video: YCH Youth Soccer League Tournament.

5. Presentation of Certificate of Appreciation to La Superior Market for its participation in the YCH Youth Soccer League

Presented Certificate of Appreciation to La Superior Market for its participation in the YCH Youth Soccer League.

6. Presentation of Certificate of Appreciation to the Health Education Council for its participation in the YCH Youth Soccer League

Presented Certificate of Appreciation to the Health Education Council for its participation in the YCH Youth Soccer League.

7. Presentation of Certificate of Appreciation to Yolo Interfaith Immigration Network for its participation in the YCH Youth Soccer Program

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8. Presentation of Certificate of Appreciation to CommuniCare Health Centers for their participation in the YCH Youth Soccer League

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9. Presentation of Certificates of Appreciation to the Winters, Dixon, Madison and Woodland Soccer Coaches

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10. Presentation of Certificate of Appreciation to Mary Hammes for her volunteer service to YCH

Presented Certificate of Appreciation to Mary Hammes for her

volunteer service to YCH.

11. Presentation of New Housing Supervisor for Real Estate Services, Mr. Masud Chaudry

Resource Manager Janis Holt presented New Housing Supervisor for Real Estate Services, Mr. Masud Chaudry.

12. Presentation of New Housing Specialist II, Ms. Jamie Choi

Resource Manager Janis Holt presented New Housing Specialist II, Ms. Jamie Choi.

## **CONSENT AGENDA**

Minute Order No. 12-34: Approved Consent Agenda Item Nos. 13-16.

MOTION: Davies. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Chaney, Davies, Eisenstat, Johannessen, Thomson.

13. Review and Approve Minutes for the Meeting of August 9, 2012

Approved the August 9, 2012 minutes on Consent.

14. Receive and File Unaudited Financial Report for the Year Ending June 30, 2012 (Stern and Baker)

Approved recommended action on Consent.

15. Review and Approve Revised IT Policy (Castillo and Holt)

Approved recommended action on Consent.

16. Review and Approve Update to the Yolo County Housing Injury and Illness Prevention Program (Holt)

Approved recommended action on Consent.

## REGULAR AGENDA

17. Review, Discuss and Approve Proposed Changes to the Paperless Board Meeting Transition Plan (Baker)

Minute Order No. 12-35: Approved recommended action.

MOTION: Johannessen. SECOND: Eisenstat. AYES: Aguiar-Curry, Chaney, Davies, Eisenstat, Johannessen, Thomson.

18. Receive Oral Report from Executive Director Regarding HUD 2013 Budget (Baker)

Received oral report from Executive Director regarding HUD 2013 Budget.

19. Receive comments from Executive Director.

### ACCOMPLISHMENTS - September 2012

#### Operations

- Agricultural Housing –
  - Dixon – Repaired drainage system in the laundry room and installed cleanout. Repaired sewer pump room and sewer pump. Fixed water leak in restrooms. 79 units occupied. 3 vacant. Held last resident meeting of the season on 9/13.
  - Davis – Irrigation system repairs. Tree trimming, cleaning corporate yard shop, replaced 75% of pads on swamp coolers, poured new concrete slab at mail boxes. Sent vehicles and mowers for repairs. Passed Davis FD inspection. Concluded 3 month inspections. 56 units rented, 6 vacant. Held last resident meeting of the season on 9/10
  - Madison – Continuing with recycling program. Residents would like to use funds to upgrade security cameras. Working on unit painting and tree trimming.

September 4 was last resident meeting of the season. Have been holding community movie nights every Friday and Saturday. 88 units occupied, 0 vacancies.

- Davis Solar – Currently have 4 units rented and 3 vacant due to recent moves and program terminations (households must have at least one adult member in agricultural occupation). Currently doing unit turnover and leasing.
  - For all migrant centers – residents at all 3 centers have asked for extension of time.
- Real Estate Services – **PIC 99.53%** (95% is satisfactory)

Occupancy Rate

AMP 1, Woodland: 100% occupied

AMP 2, Winters: 1 vacancy

AMP 3, West Sacramento: 1 vacancy

NHCDC, Cottonwood: 100% occupied

Pacifico: 60+% occupied.

- Housing Assistance – **PIC score is 99.54** (95% is satisfactory), 1 late reexam and HQS inspection due to voucher holder vacating without giving proper notice and who was reinstated after administrative review. The voucher holder has since ported out to Los Angeles. 1,551 families have leased up (ACC maximum is 1,727, but budget authority is much short of that). Currently used net restricted assets (NRA) to make HAP payments in conformance with HUD requirements. 99 families have vouchers and are searching. No additional families will be called from the list in view of Continuing Resolution and possible Sequestration.

**Facilities**

- Working on plans for Americans with Disabilities Act (**ADA**) **improvements** at Davis Migrant (part of our USDA Rural Development Grant, which included the water well and screen doors)
- City of Woodland CDBG grant for Cottonwood has been executed. Plans for rebuild of flying bridge are being completed.

- Currently working with our **engineering services for road replacement project** at Winters (Capital Fund)

## Administration

### Resource Administration and Client Services

#### *Services*

- Customer Care and Services Assessment Surveys - YCH completed door-to-door surveys in Yolano Village and Donnelly Circle and is currently gathering data from Yolo, Knights Landing, Esparto and West Sacramento.
- Resident Youth Access School Bus Transportation-- Approximately twelve 6 to 10 year olds boarded the Yolobus at the Yolano/Donnelly transit stop with two grandmothers who accompanied them—exactly what Plumas Transit, WJUSD and YCH were hoping to see! The grandmothers offered to spread the word.
- In collaboration with YIIN (Yolo Interfaith Immigration Network) and Yolo County Backpacks for Kids, YCH staff distributed approximately 200 backpacks throughout the different public housing and migrant housing sites.
- The YCH Youth Soccer Tournament held at Woodland complex was a huge success on August 26th with Winters taking the championship trophy. La Superior Market, CommuniCare and Health Education Council provided a tasty, healthy lunch which was partially funded through a YIIN donation.
- On September 5, 2012 YCH, YIN and YFRC held a meeting to discuss collaboration and strategies to continue to assist families with the different services and resources throughout the year. Service ideas included holiday food baskets, backpacks for kids, and expanding youth programs.
- YCH received a generous book donation from Luke Watkins of Neighborhood Partners LLC. The donated books will be distributed to the three Computer Learning Centers in Woodland, Winters and West Sacramento.
- The California Health Collaborative Cancer Detection Programs offered a series of Breast and Cervical Cancer Prevention forums at the Winters, Woodland and West Sacramento community rooms.
- CommuniCare is offering a 4-part educational series on Diabetes Awareness and Prevention in Spanish at the El Rio Villas Community Room in Winters.
- 30 home visits were conducted to provide Client Services to our public housing residents.

- YCH staff donated over \$500 to a voucher family in Woodland who lost all of their belongings when their rental caught fire and was destroyed.
- Eight Family Self Sufficiency (FSS) orientations were provided resulting in one enrollment

### *Resources*

- Human Resources
  - Masud Chaudry - Hired as Real Estate Services Program Supervisor
  - Jamie Choi - Hired as Housing Specialist II, Real Estate Services Division
  - Staff served on the SHRA oral exam panel for Housing Assistant.
- Training
  - HUD Fair Housing and Employment Office provided fair housing training at the YCH Administrative Office in Woodland on August 23. YCH co-hosted. Staff from surrounding housing authorities including Sacramento, Yuba/Sutter, Butte, San Joaquin, and Vacaville and YCH staff were in attendance. Cynthia Abbott, HUD Sacramento Office coordinated the training with three guest speakers from the HUD FHEO San Francisco office.
  - Defensive Driver Training was provided to all YCH staff on August 28 by Dave Beal with Bickmore Risk Services.
  - Lisa Baker provided staff with a viewing of “The Myth of Plymouth-Igoe” on August 28th. The documentary provided staff with insight into the dreams, challenges and eventual destruction of this expansive St. Louis public housing complex and lessons YCH could learn about planning, maintenance and surviving in a reduced income environment.
  - The Woodland Toastmasters Club, Yolo Yakkers meets twice a month in the YCH administrative office conference room twice a month offering staff an on-site training resource for public speaking and meeting facilitation.
  - Jacqueline Miller and Dave Beal presented “The Life of A Claim” at the All Hands meeting to enable staff to better understand Worker’s Compensation and how it affects the injured worker and the workplace.

### IT/IS

- Interactive Voice Response (IVR) system complete and on-

line. Outreach beginning to help residents and applicants make best use of it. Provides 24 hour automated and interactive responses to questions about rent and charges, as well as information about wait list status.

- Conducted training for all staff in Google documents, spreadsheets, presentations and a refresher on email and calendaring.
- Has updated the IT and Internet Usage policy to reflect continued changes due to cloud transition and paperless board packets.
- Is working with consultant on new web page that will take advantage of increased web capabilities.
- Is working with partners on countywide broad band access.

#### Finance

- Preliminary audit numbers and unaudited FDS submitted to HUD. Continuing to work on audit.

#### Administration – *Special Projects*

- Completed selection of ESCO, Siemens. Finalizing contract agreement for completion of the Investment Grade Audit for 3Green Energy.
- Worked with CAHA and NAHRO on comments to proposed HUD rule on PHA eligibility under homeless HEARTH Act.
- Conducted training on Voucher cost innovations for Arizona housing authorities.
- Working with local agencies on Food Connect and access to fresh fruits and vegetables along with summit planning on this issue.
- Worked with Cool Davis Initiative on revised governance. Will be a sponsor for the upcoming Cool Davis Festival.
- Working with Yolo Arts on Community Mandala project and possible art installation at YCH site. Providing additional space and outreach for tile painting for Yolo Arts community

mural project.

- Working on Yolo 2-1-1 Advisory committee for 2-1-1 implementation project.
- Have been selected by HUD as a presenter of a webinar on multi-jurisdictional EPC contracts and have gone through 1<sup>st</sup> round presentation for video.
- Selected by HUD S.F. as representative to HUD Real Estate Assessment Center (REAC) to be at convened “listening session” on REAC’s proposals to go from performance based evaluation system to risk-based performance system and impacts on PHA programs. Attended session in Los Angeles on 9/17.
- YCH has reached out to the Yolo County Library system as the point person for the County’s broad band initiative. YCH is joining the Library in thinking through access to rural wi-fi from the perspective of access for low-mod residents. Has also been in discussions with the City of Winters on its wi-fi efforts and ways to help promote improved access. Met with representatives of Valley Vision and agreed to data share as part of larger coalition on improved broad band in the Sacramento region.
- Published article on the use of social media for public agencies in the national Journal of Housing and Community Development. Was profiled in Affordable Housing News for our sustainability and customer service initiatives.
- Finalizing sample staff report for cities and county on board transition for 10 Year Plan to end homelessness. To go to cities and county by 9/21.

20. Receive comments from Commissioners.

Commissioner Aguiar-Curry reminded everyone of the upcoming Fiesta de la Comunidad being held in Winters on September 29, 2012.

**CLOSED SESSION**

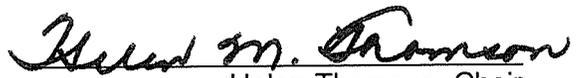
21. Conference with Legal Counsel - Existing Litigation  
Government Code Section 54956.9(a)

Name of Case: Housing Authority of the County of Yolo v James  
McDermott

**ADJOURNMENT**

Next meeting scheduled for: October 18, 2012.

  
Julie Dachtler, Clerk  
Yolo County Housing

  
Helen Thomson, Chair  
Yolo County Housing

**YOLO COUNTY HOUSING**  
**AGENDA & SUPPORTING MATERIALS**

**September 20, 2012**



**YOLO COUNTY HOUSING**  
HOUSING COMMISSION

CECILIA AGUIAR-CURRY  
EVONNE CHANEY  
SKIP DAVIES  
RITA EISENSTAT  
MARK JOHANNESSEN  
ROCHELLE SWANSON (ALTERNATE)  
HELEN M. THOMSON

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

LISA A. BAKER  
EXECUTIVE DIRECTOR

SONIA CORTES  
AGENCY COUNSEL

## 2:00 P.M. CALL TO ORDER

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

## PRESENTATIONS

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5. Presentation of Certificate of Appreciation to La Superior Market for its participation in the YCH Youth Soccer League
6. Presentation of Certificate of Appreciation to the Health Education Council for its participation in the YCH Youth Soccer League
7. Presentation of Certificate of Appreciation to Yolo Interfaith Immigration Network for its participation in the YCH Youth Soccer Program
8. Presentation of Certificate of Appreciation to CommuniCare Health Centers for their participation in the YCH Youth Soccer League
9. Presentation of Certificates of Appreciation to the Winters, Dixon, Madison and Woodland Soccer Coaches
10. Presentation of Certificate of Appreciation to Mary Hammes for her volunteer service to YCH
11. Presentation of New Housing Supervisor for Real Estate Services, Mr. Masud Chaudry
12. Presentation of New Housing Specialist II, Ms. Jamie Choi

## CONSENT AGENDA

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14. Receive and File Unaudited Financial Report for the Year Ending June 30, 2012 (Stern and Baker)
15. Review and Approve Revised IT Policy (Castillo and Holt)
16. Review and Approve Update to the Yolo County Housing Injury and Illness Prevention Program (Holt)

## REGULAR AGENDA

17. Review, Discuss and Approve Proposed Changes to the Paperless Board Meeting Transition Plan (Baker)
18. Receive Oral Report from Executive Director Regarding HUD 2013 Budget (Baker)
19. Receive comments from Executive Director.
20. Receive comments from Commissioners.

## CLOSED SESSION

21. Conference with Legal Counsel - Existing Litigation  
Government Code Section 54956.9(a)

Name of Case: Housing Authority of the County of Yolo v James McDermott

## ADJOURNMENT

Next meeting scheduled for: October 18, 2012.

I declare under penalty of perjury that the foregoing agenda was posted September 14, 2012 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.

I declare under penalty of perjury that the foregoing agenda will be posted no later than September 17, 2012 by 2:00 p.m. as follows:

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

Julie Dachtler, Clerk  
Yolo County Housing

## 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 Yolo County Housing Board  
625 Court Street, Room 204  
Woodland, CA 95695

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-34 Item No. 13, of the Yolo County Housing meeting of September 20, 2012.

MOTION: Davies. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Chaney, Davies, Eisenstat, Johannessen, Thomson.

13

Review and Approve Minutes for the Meeting of August 9, 2012

Approved the August 9, 2012 minutes on Consent.

**DRAFT**  
Yolo County Housing  
Yolo County, California

August 9, 2012

MINUTES

The Yolo County Housing met on the 9th day of August, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 2:00 p.m.

Present: Cecilia Aguiar-Curry; Skip Davies; Mark Johannessen; Helen Thomson; Brett Lee

Absent: Rita Eisenstat; Evonne Chaney

Staff Present: Lisa Baker, Executive Director  
Daniel Cederborg, Agency Counsel

**ANNOUNCEMENTS**

1. Oath of Office for New Commissioner Brett Lee

Davis City Representative (alternate) Brett Lee was sworn in by Kristine Mann from the Elections Department.

**2:00 P.M. CALL TO ORDER**

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

Minute Order No. 12-30: Approved agenda as submitted.

MOTION: Aguiar-Curry. SECOND: Johannessen. AYES: Aguiar-Curry, Davies, Johannessen, Lee, Thomson. ABSENT: Chaney, Eisenstat.

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.

Bill Fagan, Executive Director of the Stanislaus County and former President of the Northern California Association presented Executive Director Lisa Baker, the new president, with the Mary Nenno Legislative Advocacy Award.

## CONSENT AGENDA

Minute Order No. 12-31: Approved Consent Agenda Item Nos. 5-8.

MOTION: Johannessen. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Davies, Johannessen, Lee, Thomson. ABSENT: Chaney, Eisenstat.

5. Approval of Minutes from meeting of July 19, 2012.

Approved the minutes of July 19, 2012 on Consent.

6. Review, approve and adopt resolution recognizing the service of Artemio Pimentel to Yolo County Housing. (Holt)

Approved **Resolution No. 12-10** on Consent.

7. Review, approve and adopt resolution recognizing the service of Rochelle Swanson to Yolo County Housing. (Holt)

Approved **Resolution No. 12-11** on Consent.

8. Receive and file information from Executive Director regarding HUD proposed PHA Compensation Limits. (Baker)

Approved recommended action on Consent.

## PRESENTATIONS

9. Presentation of Resolution to Artemio Pimentel for his service to Yolo

County Housing.

Art Pimentel was not present to receive his resolution.

10. Presentation of Resolution to Rochelle Swanson for her service to Yolo County Housing.

Chair Thomson presented Resolution to Rochelle Swanson.

11. Presentation of New Employee, Mary Garrett, P/T Resident Manager - Cottonwood Meadows.

Janis Holt, Resource Manager, presented new employee, Mary Garrett, P/T Resident Manager of Cottonwood Meadows.

12. Overview of Wellness Presentation done by YCH for Bickmore Risk Management. (Baker)

Executive Director Lisa Baker presented the Overview of Wellness.

13. Presentation of various YCH activities. (Baker and Holt)

Janis Holt, Resources Manager, presented various YCH activities.

## REGULAR AGENDA

14. Review, approve and adopt resolution for Section 8 Management Assessment Program (SEMAP) Certification. (Krager and Jimenez-Perez)

Minute Order No. 12-32: Approved recommended action by **Resolution No. 12-12.**

MOTION: Joannessen. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Davies, Johannessen, Lee, Thomson. ABSENT: Chaney, Eisenstat

15. Receive oral report from Executive Director regarding HUD 2013 Budget. (Baker)

Received oral report from Executive Director regarding HUD-2013 budget.

16. Receive comments from Executive Director.

Executive Director Lisa Baker provided accomplishments over the past month. She thanked staff, including Janis Holt, for attending the Yolo Bus dedication. For Crosswoods, HUD multi-family property, CAL-AHA is taking up its inducement resolution, which allows YCH to move forward with their tax credit application for the development proposal. This will move this property from being owned by the Housing Authority to New Hope CDC, which will free up capital to allow energy saving upgrades. Project based Vouchers are being distributed for Terracina. Wi-fi infrared cameras were installed recently at the Administration Building to reduce the theft of fuel. Three additional camera systems were purchased for installation at Riverbend Manor in Winters, the Yolano Donnelly area around the boxing club and Childcare Center and playground for improved safety and security. Interviews were held for Housing Program Supervisor position. Recently attended NAHRO National, as she is the National Chair for Sustainable Policy and Legislation for NAHRO. Also met with the Deputy Secretary for HUD, along with other California housing authorities and non-profits, to discuss the future of Energy Initiatives. HUD is very interested in replicating Yolo County's Three Green Energy model across the country. Working with the City of Winters and Yolo County on creating an ag innovation hub. Met with the USDA for joint opportunities for funding, including the ag innovation hub idea. New Director for the State Department of Housing and Community Development recently toured the Davis Migrant Center as a sample of the migrant program housing stock. Will also be working with them in an advocacy role. Also addressed farm worker housing issues. Lastly YCH joined in with six housing authorities and SACOG on a regional HUD challenge sustainability planning grant and were one of two awardees in the State of California to receive a grant, and are currently working through the implementation and planning phase with those other five housing authorities and SACOG.

17. Receive comments from Commissioners.

Brett Lee acknowledged he was glad to be part of the Commission. Commissioner Aguiar-Curry commended the farm ag project and is excited on seeing it come to fruition. Commissioner Davies expressed interest in taking a tour of the county housing facilities, to which Executive Director Baker acknowledged they are in the planning stages of setting up a tour for the fall.

**ADJOURNMENT**

Next meeting scheduled for: September 20, 2012

*Julie Dachtler*

Julie Dachtler, Clerk  
Yolo County Housing

*Helen M. Thomson*

Helen Thomson, Chair  
Yolo County Housing

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-34 Item No. 14, of the Yolo County Housing meeting of September 20, 2012.

MOTION: Davies. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Chaney, Davies, Eisenstat, Johannessen, Thomson.

14

Receive and File Unaudited Financial Report for the Year Ending June 30, 2012  
(Stern and Baker)

Approved recommended action on Consent.



# Yolo County Housing

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

DATE: September 20, 2012

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

PREPARED BY: Mark Stern, Finance Director

SUBJECT: **Receive and File Unaudited Financial Report for the Year Ending June 30, 2012**

Agenda Item No. 14

## RECOMMENDED ACTION:

1. Receive and file the unaudited financial report for year ending June 30, 2012

## BACKGROUND/DISCUSSION:

Annually each housing authority is required to submit to HUD its "Unaudited" Financial Data Schedule by the end of the second month after the housing authority's year end with an automatic fifteen day extension prior to imposing penalties. YCH's Unaudited Financial Data Schedule (FDS) has been submitted to HUD as required. The printed FDS and a summary of the results are attached. Overall the agency had Net Income of \$563,476 including depreciation. Excluding depreciation, Net Income was \$1,502,479. Depreciation is a "non-cash" expense which spreads the cost of capital assets over their useful life, but which has no useful meaning for a public agency not subject to income tax.

Here is a program by program review:

- **Low Income Public Housing**
  - All three public housing Asset Management Projects (AMPs) include an Operating Subsidy received from HUD;
  - All three AMPs include a Capital Fund subsidy to program operations. A portion of annual Capital Fund Grant is used to help pay for normal operating expenses (line 1406), staff training and tenant services (line 1408), Fees and Costs (line 1430) such as architectural fees and Plan Updates and Dwelling Equipment (line 1465.1) and Non-Dwelling Equipment (line 1475) that are durable but do not meet agency capitalization criteria (stoves, refrigerators, water heaters, etc);
  - Income earned in the AMPs is restricted for use in the AMPs.

- **Woodland** – Net income of \$225,137 including depreciation. Excluding depreciation, the AMP had net income of \$390,022. The net income includes \$347,206 of revenue for capital expenditures for the new playgrounds at Yolano and Donnelly.
- **Winters** – Net Loss of (\$186,686) including depreciation. Excluding depreciation the AMP had net income of \$90,330. There were no capital expenditures during the year.
- **West Sacramento** – Net Loss of (\$134,910) including depreciation. Excluding depreciation the AMP had net income of \$101,030. The net income includes capital expenditures revenue of \$171,513 for the final CFP draws related to the drainage project and purchase of a new maintenance truck.
- **Housing Choice Vouchers** – Net income for the year is \$583,063 comprised of program operations income of \$52,659 and Voucher Funding in excess of voucher expenses by \$530,404. Income earned in the HCV program is restricted for use in the HCV program. HCV program operations had depreciation expense of \$6,301.
- **COCC** – Net loss of (\$2,808) including depreciation. Excluding depreciation the net income is \$193,226.
- **State & Local** – This includes all three **migrant centers**, the **Davis Water Well improvement project**, the **ADMH Helen Thompson Homes** and **Pacifico**. The income represents contract funds for the migrant programs that were not spent in the current year. The funds are put into an operating reserve for future use as approved by OMS.
- **Rural Rental – Davis Solar Homes** had a small net income after depreciation.
- **Business Activities – Crosswoods Apartments** had net income of \$9,590 after depreciation for the three months since the purchase was completed. Pre depreciation the income was \$22,031.
- **Component Unit – New Hope CDC** has a loss of (\$35,735) for the year. Excluding depreciation, the loss was (\$1,328). The loss includes expenses for maintenance costs of \$19,601 that were approved to be paid from replacement reserve funds. The income statement includes only the cost, not the “revenue” from replacement reserves.

### **FISCAL IMPACT**

YCH has completed another successful year, but changes that affect operations are in place in the current fiscal year and additional potentially negative changes are in the offing. Operating and Capital Fund subsidies will probably be reduced further in 2012-2013. The extent of the funding cuts depends on the Federal budget for 2013.

Although this is the "Unaudited FDS," staff expects the final report will have no significant changes at conclusion of the audit.

Attachments:

- A. Agency Wide FDS Balance Sheet (includes all three AMPs in "Project Total" column).
- B. Agency Wide Income Statement (includes all three AMPs in "Project Total" column).
- C. Project Income Statement (with a column for each AMP)



Housing Authority of the County of Yolo (CA044)  
WOODLAND, CA

Entity Wide Balance Sheet Summary

Submission Type: Unaudited/A-133

Fiscal Year End: 06/30/2012

	Project Total	14 871 Housing Choice Vouchers	2 State/Local	1 Business Activities	6 Component Units	10 427 Rural Rental Assistance Payments	14 885 Formula Capital Fund Stimulus Grant	COCC	Subtotal	ELIM	Total
325 Accrued Interest Payable									\$4,854		\$4,854
327 Accounts Payable - HUD PHA Programs			\$4,854						\$1,174,266		\$1,174,266
332 Account Payable - PHA Projects			\$1,174,266						\$218,140		\$218,140
333 Accounts Payable - Other Government			\$28,724	\$12,004	\$16,806	\$1,484		\$2,520	\$371,077		\$371,077
341 Tenant Security Deposits	\$164,552		\$396,371	\$1,382	\$30,616	\$607		\$33,324	\$146,431		\$145,431
342 Deleted Revenues			\$22,618					\$111,580	\$146,431		\$145,431
343 Current Portion of Long-Term Debt - Capital Projects/Mortgage Revenue									\$101,821		\$101,821
344 Current Portion of Long-Term Debt - Operating Borrowings									\$928		\$928
345 Other Current Liabilities									\$374,730		\$374,730
346 Accrued Liabilities - Other	\$100								\$228,460		\$228,460
347 Inter Program - Due To	\$171,628	\$30,628				\$10,983		\$640,755	\$1,228,734		\$1,228,734
348 Loan Liability - Current									\$2,284,600		\$2,284,600
310 Total Current Liabilities	\$343,510	\$38,807	\$1,698,412	\$270,315	\$51,927	\$13,068	\$0	\$1,464,307	\$6,277,746		\$6,277,746
351 Long-Term Debt, Net of Current - Capital Projects/Mortgage Revenue			\$348,927	\$310,762	\$1,655,976			\$1,178,955	\$3,494,220		\$3,494,220
352 Long-Term Debt, Net of Current - Operating Borrowings			\$14,782		\$368,800			\$13,196	\$398,800		\$398,800
353 Non-current Liabilities - Other			\$24,538		\$354	\$11		\$53,889	\$115,151		\$115,151
354 Accrued Compensated Absences - Non Current			\$21,796		\$254,325				\$254,325		\$254,325
355 Loan Liability - Non Current									\$44,673		\$44,673
356 FASB 5 Liabilities									\$56,469		\$56,469
357 Accrued Pension and OPEB Liabilities									\$514,118		\$514,118
350 Total Non-Current Liabilities	\$44,673	\$16,043	\$1,511,029	\$310,762	\$2,279,435	\$11	\$0	\$1,395,891	\$4,621,950		\$4,621,950
300 Total Liabilities	\$410,379	\$94,151	\$2,172,530	\$3,018,877	\$2,331,382	\$13,079	\$0	\$2,659,996	\$10,899,596		\$10,899,596
508 1 Invested in Capital Assets, Net of Related Debt	\$11,543,169			\$368,927	\$435,035			\$12,901	\$11,490,962		\$11,490,962
509 2 Fund Balance Reserved									\$0		\$0
511 2 Unreserved, Designated Fund Balance									\$0		\$0
511 1 Restricted Net Assets	\$0	\$1,389,967	\$569,743						\$1,959,710		\$1,959,710
512 1 Unrestricted Net Assets	\$1,731,990	\$372,043	\$985,118	-\$367,488	-\$350,044	\$258,167	\$0	\$1,565,838	\$4,415,624		\$4,415,624
512 2 Unreserved, Undesignated Fund Balance									\$0		\$0
513 Total Equity/Net Assets	\$13,295,159	\$1,972,010	\$1,554,861	\$2,439	-\$785,079	\$258,167	\$0	\$1,578,739	\$17,876,286		\$17,876,286
600 Total Liabilities and Equity/Net Assets	\$13,705,538	\$2,066,161	\$3,727,391	\$3,020,516	\$1,546,303	\$271,246	\$0	\$4,438,737	\$28,775,892		\$28,775,892



Housing Authority of the County of Yolo (CA044)  
WOODLAND, CA  
Entity Wide Revenue and Expense Summary

Submission Type: Unaudited/A-133 Fiscal Year End: 06/30/2012

	Project Total	14 871 Housing Choice Vouchers	2 Shared Local	1 Business Activities	6 Component Units	10 427 Rural Rental Assistance Payments	14 895 Formula Capital Fund Stimulus Grant	COCC	Subtotal	ELM	Total
70300 Net Tenant Rental Revenue	\$1,171,483			\$81,843	\$267,920	\$36,765	\$32,475	\$32,475	\$2,140,636		\$2,140,636
70300 Tenant Revenue - Other	\$22,940			\$513	\$629	\$20			\$24,102		\$24,102
70500 Total Tenant Revenue	\$1,744,433	\$0	\$200	\$82,356	\$268,549	\$36,785	\$0	\$32,475	\$2,164,738	\$0	\$2,164,738
70600 HUD PHA Operating Grants	\$1,115,710	\$12,381,997					\$20,875	\$348,808	\$13,867,390		\$13,867,390
70610 Capital Grants	\$452,893								\$452,893		\$452,893
70710 Management Fee								\$756,228	\$756,228	-\$726,840	\$29,388
70720 Asset Management Fee								\$51,300	\$51,300	-\$51,300	\$0
70730 Book Keeping Fee								\$167,970	\$167,970	-\$167,970	\$0
70740 Front Line Service Fee											
70750 Other Fees											
70760 Total Fee Revenue								\$386,185	\$386,185	-\$381,110	\$5,075
70800 Other Government Grants	\$65,825		\$2,311,909				\$1,361,683	\$1,361,683	\$1,361,683	-\$1,327,220	\$34,463
71100 Investment Income - Unrestricted	\$4,437	\$6,994	\$139		\$888	\$358		\$1,592	\$2,317,735	\$14,398	\$2,317,735
71200 Mortgage Interest Income											
71300 Proceeds from Disposition of Assets Held for Sale											
71310 Cost of Sale of Assets											
71400 Fraud Recovery											
71500 Other Revenue	\$60,871	\$19,309	\$80,452		\$3,368			\$174,820	\$38,820	-\$177,318	\$6,648
71600 Gain or Loss on Sale of Capital Assets											
72000 Investment Income - Restricted		\$0	\$1,405						\$1,405		\$1,405
72000 Total Revenue	\$3,444,170	\$12,414,948	\$2,394,105	\$82,356	\$272,805	\$37,083	\$20,875	\$1,919,368	\$20,985,710	-\$1,504,538	\$19,081,172
91100 Administrative Salaries	\$312,648	\$284,629	\$54,235	\$5,974	\$18,026	\$1,652	\$619,255	\$619,255	\$1,176,829		\$1,176,829
91200 Auditing Fees	\$24,300	\$18,300	\$4,000		\$5,000		\$9,300	\$9,300	\$60,100		\$60,100
91300 Management Fee	\$289,157	\$230,602	\$147,268	\$6,040	\$19,500	\$1,290	\$409	\$693,366	\$868,627	-\$66,739	\$67,312
91310 Book-keeping Fee	\$40,977	\$128,548		\$67				\$170,992		-\$161,970	\$2,622
91400 Advertising and Marketing			\$261				\$261		\$261		\$261
91500 Employee Benefit Contributions - Administrative	\$11,460	\$193,108	\$37,047	\$2,804	\$7,744	\$933	\$385,808	\$385,808	\$674,904		\$674,904
91600 Office Expenses	\$177,202	\$146,285	\$55,935	\$985	\$13,555	\$942	\$118,978	\$118,978	\$513,762	-\$81,250	\$432,512
91700 Legal Expense	\$12,153		\$3,382		\$995	\$525	\$46,720	\$46,720	\$83,765		\$83,765
91800 Travel	\$3,111								\$3,111		\$3,111
91810 Allocated Overhead											
91900 Other			\$38,599						\$38,599		\$38,599
91900 Total Operating - Administrative	\$771,208	\$988,432	\$361,807	\$14,870	\$64,830	\$5,542	\$409	\$1,189,171	\$3,396,289	-\$938,847	\$2,460,442
92000 Asset Management Fee	\$31,300		\$40,250						\$91,550	-\$91,550	\$0
92100 Tenant Services - Salaries	\$59,371	\$12,605							\$71,976		\$71,976
92200 Relocation Costs											
92300 Employee Benefit Contributions - Tenant Services	\$15,804	\$8,305	\$149		\$1,000				\$24,109		\$24,109
92400 Tenant Services - Other	\$7,645	\$1,735							\$12,548		\$12,548
92500 Total Tenant Services	\$82,820	\$24,665	\$149	\$0	\$1,000	\$0	\$0	\$0	\$108,634	\$0	\$108,634
93100 Waiver	\$151,338		\$79,836	\$2,461	\$10,217	\$5,045		\$1,926	\$250,823		\$250,823
93200 Electricity	\$91,579		\$127,299	\$1,554	\$6,577			\$20,648	\$247,687		\$247,687
93300 Gas	\$7,553		\$64,777	\$10,803	\$1,174	\$9		\$1,500	\$85,816		\$85,816
93400 Fuel											
93500 Labor			\$53,903						\$53,903		\$53,903
93600 Sewer											
93700 Employee Benefit Contributions - Utilities	\$229,703			\$3,057	\$14,094	\$4,514		\$408	\$251,776		\$251,776

Housing Authority of the County of Yolo (CA044)  
WOODLAND, CA

Entity Wide Revenue and Expense Summary

Submission Type: Unaudited/A-133

Fiscal Year End: 06/30/2012

	Project Total	14 871 Housing Choice Vouchers	2 State/Local	1 Business Activities	6 Component Units	10 427 Rural Rental Assistance Payments	14 885 Formula Capital Fund Stimulus Grant	COCC	Subtotal	ELIM	Total
10020 Operating transfer Out	\$205,737						\$20,466	\$348,808	\$575,011		\$575,011
10030 Operating Transfers from Primary Government											
10040 Operating Transfers from Component Unit											
10050 Proceeds from Notes, Loans and Bonds											
10060 Proceeds from Property Sales											
10070 Extraordinary Items, Net Gain/Loss											
10080 Special Items (Net Gain/Loss)											
10091 Inter Project Excess Cash Transfer In											
10092 Inter Project Excess Cash Transfer Out											
10093 Transfers between Program and Project - In											
10094 Transfers between Project and Program - Out											
10100 Total Other Financing Sources (Uses)	\$20,466	\$0	\$0	\$0	\$0	\$0	\$20,466	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$86,461	\$583,063	\$104,250	\$9,590	-\$35,735	\$1,577	\$0	-\$2,808	\$563,476	\$0	\$563,476
11020 Required Annual Debt Principal Payments	\$0	\$0	\$141,915	\$7,672	\$29,517	\$0	\$0	\$236,723	\$421,827		\$421,827
11030 Beginning Equity	\$13,391,620	\$1,388,947	\$1,450,611	-\$7,151	-\$749,344	\$256,590	\$0	\$1,581,241	\$17,312,820		\$17,312,820
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0			\$0					\$0		\$0
11050 Changes in Compensated Absence Balance											
11060 Changes in Contingent Liability Balance											
11070 Changes in Unrecognized Pension Transition Liability											
11080 Changes in Special Term/Severance Benefits Liability											
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents											
11100 Changes in Allowance for Doubtful Accounts - Other											
11170 Administrative Fee Equity		\$572,043							\$572,043		\$572,043
11180 Housing Assistance Payments Equity		\$1,389,967							\$1,389,967		\$1,389,967
11190 Unit Months Available	5172	20244	1682	141	564	84		12	2779		2779
11210 Number of Unit Months Leased	5121	17105	1434	141	493	83		12	2439		2439
11270 Excess Cash	\$1,313,460								\$1,313,460		\$1,313,460
11610 Land Purchases	\$0								\$0		\$0
11620 Building Purchases	\$0								\$0		\$0
11630 Furniture & Equipment - Dwelling Purchases	\$0								\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$35,594								\$35,594		\$35,594
11650 Leasehold Improvements Purchases	\$764,505								\$764,505		\$764,505
11660 Infrastructure Purchases	\$0								\$0		\$0
13510 CFFFD Debt Service Payments	\$0							\$210,762	\$210,762		\$210,762
13901 Replacement Housing Factor Funds	\$0								\$0		\$0

Housing Authority of the County of Yolo (CA044)  
WOODLAND, CA

Project Revenue and Expense Summary

Submission Type: Unaudited/A-133

Year Ended 6/30/2012

	CA044000001	CA044000002	CA044000003	Total
70300 Net Tenant Rental Revenue	\$623,387	\$608,480	\$489,626	\$1,721,493
70400 Tenant Revenue - Other	\$11,207	\$6,953	\$4,780	\$22,940
70500 Total Tenant Revenue	\$634,594	\$615,433	\$494,406	\$1,744,433
70600 HUD PHA Operating Grants	\$479,249	\$387,537	\$248,924	\$1,115,710
70610 Capital Grants	\$281,380		\$171,513	\$452,893
70710 Management Fee				
70720 Asset Management Fee				
70730 Book Keeping Fee				
70740 Front Line Service Fee				
70750 Other Fees				
70700 Total Fee Revenue				
70800 Other Government Grants	\$65,826			\$65,826
71100 Investment Income - Unrestricted	\$1,822	\$1,306	\$1,309	\$4,437
71200 Mortgage Interest Income				
71300 Proceeds from Disposition of Assets Held for Sale				
71310 Cost of Sale of Assets				
71400 Fraud Recovery				
71500 Other Revenue	\$32,672	\$5,937	\$22,262	\$60,871
71600 Gain or Loss on Sale of Capital Assets				
72000 Investment Income - Restricted				
70000 Total Revenue	\$1,495,543	\$1,010,213	\$938,414	\$3,444,170
91100 Administrative Salaries	\$75,300	\$73,070	\$64,478	\$212,848
91200 Auditing Fees	\$8,100	\$8,100	\$8,100	\$24,300
91300 Management Fee	\$102,025	\$93,224	\$93,908	\$289,157
91310 Book-keeping Fee	\$13,560	\$12,383	\$15,034	\$40,977
91400 Advertising and Marketing				
91500 Employee Benefit contributions - Administrative	\$31,497	-\$93,008	\$72,971	\$11,460
91600 Office Expenses	\$68,677	\$57,707	\$50,818	\$177,202
91700 Legal Expense	\$6,782	\$5,371		\$12,153
91800 Travel	\$425	\$1,814	\$872	\$3,111
91810 Allocated Overhead				
91900 Other				
91000 Total Operating - Administrative	\$306,366	\$158,661	\$306,181	\$771,208
92000 Asset Management Fee	\$18,080	\$16,570	\$16,650	\$51,300
92100 Tenant Services - Salaries	\$19,855	\$18,349	\$21,167	\$59,371
92200 Relocation Costs				
92300 Employee Benefit Contributions - Tenant Services	\$5,279	\$5,060	\$5,465	\$15,804
92400 Tenant Services - Other	\$6,060	\$657	\$928	\$7,645
92500 Total Tenant Services	\$31,194	\$24,066	\$27,560	\$82,820
93100 Water	\$76,437	\$37,740	\$37,161	\$151,338
93200 Electricity	\$26,999	\$34,798	\$29,782	\$91,579
93300 Gas	\$156	\$897	\$6,500	\$7,553
93400 Fuel				
93500 Labor				

Housing Authority of the County of Yolo (CA044)

WOODLAND, CA

Project Revenue and Expense Summary

Submission Type: Unaudited/A-133

Year Ended 6/30/2012

	CA044000001	CA044000002	CA044000003	Total
93600 Sewer	\$42,176	\$154,549	\$32,978	\$229,703
93700 Employee Benefit Contributions - Utilities				
93800 Other Utilities Expense				
93000 Total Utilities	\$145,768	\$227,984	\$106,421	\$480,173
94100 Ordinary Maintenance and Operations - Labor	\$81,794	\$64,387	\$56,929	\$203,110
94200 Ordinary Maintenance and Operations - Materials and	\$74,479	\$68,156	\$42,038	\$184,673
94300 Ordinary Maintenance and Operations Contracts	\$266,706	\$243,789	\$146,382	\$656,877
94500 Employee Benefit Contributions - Ordinary Maintenance	\$30,453	\$19,194	\$25,079	\$74,726
94000 Total Maintenance	\$453,432	\$395,526	\$270,428	\$1,119,386
95100 Protective Services - Labor	\$1,284			\$1,284
95200 Protective Services - Other Contract Costs		\$672	\$1,834	\$2,506
95300 Protective Services - Other				
95500 Employee Benefit Contributions - Protective Services				
95000 Total Protective Services	\$1,284	\$672	\$1,834	\$3,790
96110 Property Insurance	\$24,520	\$13,342	\$33,451	\$71,313
96120 Liability Insurance	\$3,070	\$2,444	\$1,929	\$7,443
96130 Workmen's Compensation	\$10,479	\$8,558	\$8,328	\$27,365
96140 All Other Insurance	\$4,663	\$1,013	\$1,013	\$6,689
96100 Total insurance Premiums	\$42,732	\$25,357	\$44,721	\$112,810
96200 Other General Expenses	\$40,340	\$6,045	\$11,020	\$57,405
96210 Compensated Absences	\$14,034	\$14,446	\$15,682	\$44,162
96300 Payments in Lieu of Taxes	\$51,723	\$42,116	\$41,672	\$135,511
96400 Bad debt - Tenant Rents	\$7,190	\$11,992	\$2,037	\$21,219
96500 Bad debt - Mortgages				
96600 Bad debt - Other				
96800 Severance Expense				
96000 Total Other General Expenses	\$113,287	\$74,599	\$70,411	\$258,297
96710 Interest of Mortgage (or Bonds) Payable				
96720 Interest on Notes Payable (Short and Long Term)				
96730 Amortization of Bond Issue Costs				
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$1,112,143	\$923,435	\$844,206	\$2,879,784
97000 Excess of Operating Revenue over Operating Expenses	\$383,400	\$86,778	\$94,208	\$564,386
97100 Extraordinary Maintenance		\$3,270		\$3,270
97200 Casualty Losses - Non-capitalized				
97300 Housing Assistance Payments				
97350 HAP Portability-In				
97400 Depreciation Expense	\$165,085	\$277,018	\$235,940	\$678,043
97500 Fraud Losses				
97600 Capital Outlays - Governmental Funds				
97700 Debt Principal Payment - Governmental Funds				

Housing Authority of the County of Yolo (CA044)  
WOODLAND, CA

Project Revenue and Expense Summary

Submission Type: Unaudited/A-133

Year Ended 6/30/2012

	CA044000001	CA044000002	CA044000003	Total
97800 Dwelling Units Rent Expense				
90000 Total Expenses	\$1,277,228	\$1,203,723	\$1,080,146	\$3,561,097
10010 Operating Transfer In	\$20,767	\$139,653	\$65,783	\$226,203
10020 Operating transfer Out	-\$13,945	-\$132,831	-\$58,961	-\$205,737
10030 Operating Transfers from/to Primary Government				
10040 Operating Transfers from/to Component Unit				
10050 Proceeds from Notes, Loans and Bonds				
10060 Proceeds from Property Sales				
10070 Extraordinary Items, Net Gain/Loss				
10080 Special Items (Net Gain/Loss)				
10091 Inter Project Excess Cash Transfer In				
10092 Inter Project Excess Cash Transfer Out				
10093 Transfers between Program and Project - In				
10094 Transfers between Project and Program - Out				
10100 Total Other financing Sources (Uses)	\$6,822	\$6,822	\$6,822	\$20,466
10000 Excess (Deficiency) of Total Revenue Over (Under) Total	\$225,137	-\$186,688	-\$134,910	-\$96,461
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0
11030 Beginning Equity	\$1,572,897	\$4,541,738	\$7,276,985	\$13,391,620
11040 Prior Period Adjustments, Equity Transfers and Correction	\$0		\$0	\$0
11050 Changes in Compensated Absence Balance				
11060 Changes in Contingent Liability Balance				
11070 Changes in Unrecognized Pension Transition Liability				
11080 Changes in Special Term/Severance Benefits Liability				
11090 Changes in Allowance for Doubtful Accounts - Dwelling				
11100 Changes in Allowance for Doubtful Accounts - Other				
11170 Administrative Fee Equity				
11180 Housing Assistance Payments Equity				
11190 Unit Months Available	1824	1680	1668	5172
11210 Number of Unit Months Leased	1808	1651	1662	5121
11270 Excess Cash	\$157,181	\$749,798	\$406,481	\$1,313,460
11610 Land Purchases	\$0	\$0	\$0	\$0
11620 Building Purchases	\$0	\$0	\$0	\$0
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0	\$35,594	\$35,594
11650 Leasehold Improvements Purchases	\$628,586	\$0	\$135,919	\$764,505
11660 Infrastructure Purchases	\$0	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0	\$0

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-34 Item No. 15, of the Yolo County Housing meeting of September 20, 2012.

MOTION: Davies. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Chaney, Davies, Eisenstat, Johannessen, Thomson.

15

Review and Approve Revised IT Policy (Castillo and Holt)

Approved recommended action on Consent.



## ***Yolo County Housing***

147 W. Main Street  
WOODLAND, CA 95695

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

**DATE:** September 20, 2012  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Janis Holt, Resource Administrator  
**SUBJECT:** Review and Approve the 2012 Information Technology Computer and Internet Usage Policy

Agenda Item No. 15

### **RECOMMENDED ACTION**

That the Board of Commissioners Approve the 2012 Yolo County Housing Information Technology Computer and Internet Usage Policy and authorize the Executive Director to implement the updated policy.

### **BACKGROUND/DISCUSSION**

In January 2010, the Board of Commissioners approved the YCH Information Technology Computer and Internet Usage Policy (IT Policy). This Policy established standards for all departments and defined formal protocols for IT systems, issue resolution, telecommuting, and allowable and prohibited uses. It also established guidelines around the use of social media and web-based applications.

In keeping current with technology trends and options that can enhance and streamline business operations, YCH has identified that using "tablets" will create efficiencies, decrease the agency's paper and copying costs while reducing our carbon footprint. Commissioners and staff have the option of using their current devices, privately purchasing their own new devices, or having YCH purchase one for business use only and make it available on a "check out" or "assignment basis" while remaining the property of YCH.

This added option for Commissioners and staff, along with continued technology changes, requires an update to the Information Technology Computer and Internet Usage Policy. Key changes include:

- Updated Media Definitions
- Addition of Google applications and Cloud Computing
- Addition of tablets as an option under YCH owned equipment

- Addition of up to \$100 reimbursable allowance for privately purchased device once every three years.
- Removal of \$20 monthly stipend for remote access to YCH server to conduct YCH business.

### **FISCAL IMPACT**

None. Anticipated investment has been approved in the 2012-2013 FY Budget.

### **CONCLUSION**

Staff recommends that the Board approve the 2012 YCH Information Technology Computer and Internet Usage Policy.

Attachment: 2012 YCH Information Technology Computer and Internet Usage Policy

# Yolo County Housing

## 2012 Information Technology and Internet Usage Policy



Adopted on \_\_\_\_\_  
By the  
Yolo County Housing Board of Commissioners

# YOLO COUNTY HOUSING

## INFORMATION TECHNOLOGY AND INTERNET USAGE POLICY

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- VIII. Prohibited Activities
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  - H. Unauthorized downloads

**VIII. Prohibited Activities (cont'd)**

- I. Degrading bandwidth
- J. Making unauthorized changes to databases
- K. Unauthorized long distance calls
- L. Moving, altering, replacing I.T. or T-Com equipment

**IX. Enforcement**

*Attachment I - Employee Certification and Receipt of IT Policy*

# YOLO COUNTY HOUSING

## INFORMATION TECHNOLOGY POLICY

### I. PURPOSE

The Information Technology and Internet Usage Policy (the "Policy") outlines the expected code of conduct associated with access, acceptable and prohibited use of all technology systems, equipment and communication devices issued by Yolo County Housing (YCH) and/or used to conduct YCH business. Employees should not expect any right to privacy as it relates to the physical equipment, systems, and/or the content of communication created, sent, received, stored and used, while on YCH time and/or conducting YCH business. Further, YCH reserves the right to monitor, audit and/or otherwise scrutinize both content and equipment at any time for any reason including when there is a reasonable suspicion that employee use of any YCH technology systems, equipment and communication devices violates YCH policy.

All YCH issued electronic equipment including, but not limited to: hardware, software, email systems, Intranet, Internet connections, telecommunication systems, laptops, cell phones, or such similar technological communication devices and all content created, stored, sent and/or received are the sole property of YCH and thereon to be solely used for official business purposes.

At all times, YCH technology platforms are to be used in compliance with internal policies and all local, state and federal statutes. Failure to comply with these policies may result in disciplinary action in accordance with the applicable Collective Bargaining Unit Agreements and/or the YCH Personnel Policy and Procedure Manual.

All employees will be required to execute an Employee Certification and Receipt of IT Policy, which will be filed and maintained in the employee's Personnel file.

### II. DEFINITIONS OF TECHNOLOGY TERMS

**BlackBerry:** A cellular phone marketed primarily for its wireless email- handling capability.

**Blog:** A website with regular entries of commentary, descriptions of events, or other material such as graphics or video.

**Cloud Computing:** A recent technology used to house multiple applications and provide data storage in a virtual space known as "the Cloud". It is managed by creating multiple redundant server farms in a large geographical area to provide failover protection.

**Communication Devices:** Telephones, two-way radio, etc.

**Desktop:** PC, personal computer, workstation, etc.

**Domain Name:** A domain name is the way to identify and locate an address on the Internet, for example, johndoe@ych.ca.gov. The domain name is used to send e-mail, make FTP requests, locate a website, etc.

**Drive:** A location in YCH's Google Business Applications Account or on the YCH network where official YCH business files are saved and stored.

**Electronic Mail:** Email; a means of sending text messages between computers using a computer network (internal) or the Internet (external).

**File Transfer Protocol (FTP):** Commonly used to upload or download programs and other files to a computer from other servers via a secure FTP connection.

**G Drive and S Drive:** A department's shared drive where data is saved.

**Google Apps:** Vendor utilized by YCH to transmit and receive e-mail, manage and store documents and perform scheduling and calendar functions.

**H Drive:** An employee's personal drive where data is saved.

**Hacking:** Attempting to break into a network and/or server on which the violator has no authorized account.

**Home Page:** (or *Index* page): This is the first page that appears when a website is accessed. Usually has links to other pages on the same website or to other websites.

**Information Technology (I.T.):** YCH's array of network, hardware, software, and telephony resources that allows for the conduct of official business and the creation, sharing, and storing of files, emails and data.

**Information Technology Operations (ITO):** YCH's I.T. unit. The E.D. also fits into the ITO for the sole purpose of maintaining the administrator passwords.

**Information Technology Resources Request form (I.T.R.R. form):** Found in the I.T. section of the YCH Shared Drive, this is the form to use when requesting information technology or telecommunications resources from ITO.

**Internet:** The Internet is a series of globally-interconnected digital networks, communicating through a common communications (Internet Protocol) language, by which data and e-mail may be digitally exchanged in near real-time. Also called: *World Wide Web*.

**Intranet:** YCH's internal website with departmental links for employees' use.

**Malware:** Harmful executable programs such as *viruses, worms, trojans* or *spyware* that are installed onto computers without the operator's knowledge.

**PDA (Personal Digital Assistant):** Any small mobile hand-held device that provides computing capability and information storage.

**Peripheral:** Electronic device attached to a desktop computer, such as a personal printer, all-in-one, etc.

**Personal Identifiable Information (P.I.I.):** Any piece of information which can potentially be used to uniquely identify, contact, or locate a single person, such as a client's or employee's social security number, address, driver's license, date of birth, etc. The inadvertent release or loss of such client information may cause harm to the interests of the client, the privacy of which is governed by various local, state and federal statutes, such as *Sarbanes-Oxley*.

**Policy:** Primary computing policies of YCH as contained in this document.

**Portable Memory Storage:** (Also known as thumb drives, memory stick, and Jump Drives). A small USB Device used for the transfer or storage of files or programs. These drives are currently capable of holding 64 GB and can store entire databases.

**RSA (Named after developers Rivest, Shamir and Adleman):** An Internet encryption and authentication system that uses 'two-factor authentication', i.e. password-protected log-on and a security access token to allow secure remote access to YCH servers.

**Server:** A computer that provides services to other computers (and their users) on a network.

**Smartphone:** A wireless telephone set with special computer-enabled features.

**Social Media:** Social media is content created by individuals using accessible and scalable technologies through the Internet. Examples of social media include Facebook, blogs, MySpace, RSS, UTube, Second Life, Twitter, LinkedIn, Flickr, etc.

**Streaming:** Downloading compressed, bandwidth-intensive real-time audio and/or video from the Internet to a computer.

**Superuser:** YCH employees who possess and exercise a high level of ability with the YCH enterprise software systems, and assist in the training and supervision of employees who use those systems.

**Tablets:** (Also known as Pads, IPads, Padds) A mid-sized computing device

usually with a touch screen and wireless capability. Can access documents and applications on the YCH network if needed.

**Trojan:** A malicious computer program *hidden* in a seemingly harmless computer program or process for later destructive use on a computer. See *Malware*.

**Ultra Mobile Personal Computers (UMPC):** Very small, portable personal computing devices.

**Vendor:** Any private person or business enterprise.

**Virus:** Destructive computer code surreptitiously installed onto a computer via an 'infected' email or web page. See *Malware*.

**Web Page:** A single page on the Internet (as displayed by a web browser such as Microsoft's *Internet Explorer*).

**World Wide Web (WWW):** That part of the Internet which allows the publishing of information to a world-wide audience.

**Worm:** Self-replicating computer virus. See *Malware*.

### III. EMPLOYEE RESPONSIBILITY

It is the responsibility of every employee to follow the directives as outlined and described throughout this Policy and maintain compliance as it relates to acceptable and prohibited use of YCH information, systems, equipment, devices, and the contents thereof. All YCH technology systems, equipment and communication devices are intended for YCH business only.

### IV. MANAGER/SUPERVISOR RESPONSIBILITY

YCH managers and supervisors shall play an active role in educating YCH employees, temporary employees and subcontractors about the proper use of YCH information technology systems, Intranet and Internet connections.

1. Managers/Supervisors are responsible for supervising his or her employees' use of all YCH information technology systems, the intranet, and the Internet connection.
2. Manager/Supervisors are also responsible for the informational content of their departments' communications, Internet and/or intranet web pages.
3. Violations of this policy shall be reported to the next immediate

supervisor/manager of the employee who committed the violation.

4. Managers/Supervisors shall not modify or suspend any terms or conditions of this Policy without written consent of the Executive Director.

## V. YCH INFORMATION TECHNOLOGY SYSTEMS

**A. Network Access** - Employee access to the YCH network requires an approved *Information Technology Resources Request* form (I.T.R.R. form), submitted to ITO (Information Technology Operations).

**B Software Systems** - Access to email, the TenMast system, etc. requires an approved *I.T.R.R.* form, submitted to the ITO. Temporary employees and volunteer staff may be limited in their access to YCH software systems depending on their function/capacity.

*Superusers* (see Definitions of Technology Terms) are those YCH employees (typically, non-ITO staff) who oversee system modules in the YCH's enterprise software systems.

They assist in the training and supervision of employees who use those systems. Superusers must approve the levels of system access granted to employees in their respective modules.

Superusers shall undertake continuous ongoing training provided by YCH in their respective modules to stay current.

**C. Servers** – YCH servers are to be maintained and administered by qualified YCH ITO staff *only*. For systems continuity and contingency planning the Executive Director shall maintain all administrator access and passwords in a secure location within the agency. No system administrator or database administrator rights shall be assigned to anyone except to ITO staff, authorized 3<sup>rd</sup> party technical consultants working on behalf of ITO, or to temporary, qualified designees. Designees shall be determined by the Executive Director on a case-by-case basis.

**D. YCH Owned Computers** – Only ITO staff will have administrative privileges on YCH desktops, laptops, and tablets with certain 'business-justified' exceptions determined by the Executive Director. All desktops deployed in YCH offices shall be a standard model for all, unless a special technical need can be demonstrated for a computer with greater memory, computing power, specialized software, etc.

1. YCH owned Desktop Computers, Laptops and Tablets shall be used for the purpose of carrying out YCH business only.

2. Employees are encouraged to shut down their computers at the end of the day.

**E. Mobile Devices** - The following stipulations apply: The authorized issuance of laptops and smaller portable computing devices such as cell phones, BlackBerrys, SmartPhones, PDA's, Tablets/ Pads and similar, successive technologies, etc. to employees requires an approved I.T.R.R. form signed by the Executive Director, submitted to ITO. Non-approved devices shall not directly connect to the YCH network. All YCH mobile devices shall be pass-code or password-protected at all times, on or off YCH premises. All device users shall cooperate with I.T. policy and enable their devices to be password protected. All YCH owned and issued devices are to be used for the purpose of carrying out YCH business only.

1. Those employees approved and/or required to use mobile devices shall be required to go through ITO for requisition and approvals.
2. Mobile and computer devices (laptops, tablets, smart phones, etc.) shall be operated according to the YCH Distracted Driver Policy.
3. Staff who have been approved by the Executive Director to use their personal devices (i.e. cell phone, laptop, tablets, etc.), in lieu of receiving a YCH issued phone or device, for YCH related business will receive the following stipends or allowances:
  - a. Cell Phones with access to YCH e-mail databases - \$40/month.
  - b. Upon purchase of a compatible tablet device, approved staff and Commissioners will be provided a reimbursable allowance for up to cost of the item or up to a maximum of \$100. Such allowance is available to a user no more than once every three (3) years.

This determination will be on a case-by-case basis and substantiated by "business necessity". In the event of a disaster, IT protocols outlined in the YCH Business Continuity Plan will take precedence (Reference: YCH Business Continuity Plan).

The YCH Executive Director will provide a list of individuals receiving above defined stipends to the Board of Commissioners for review annually.

**F. Peripherals** – A request for a personal printer or other non-networked peripherals requires an approved I.T.R.R. form.

**G. Telecommunications Equipment & Services** - All land lines and

cellular telephones, long distance service, fax lines, DSL service, etc. require an approved I.T.R.R. form. Only ITO is authorized to order these services and equipment and obtain approval from the Executive Director. Any exceptions for the purchase of equipment in an emergency, shall be reviewed by ITO and/or the Executive Director on a case by case basis. YCH reserves the right to terminate YCH cell phone accounts. Unless otherwise approved in writing by the Executive Director or designee, YCH issued cell phones shall not be enabled for internet, texting, file download, etc.

**H. Saving Data & Files** –All YCH employees shall save work-related data and files to their departments' Google Drive or to their respective H and S drives,, *not* to the C drives of desktop computers or laptops. ITO cannot be responsible for data and files saved to a C drive. Unsaved changes to open files in open applications will be lost.

**I. Portable Memory Storage Devices** – Only ITO-approved portable memory storage devices (also known as thumb drives, mini drives, memory sticks, etc.) will be allowed for use on YCH own/leased equipment. All ITO-issued portable memory storage devices shall be encryption-enabled to prevent unauthorized users from accessing data.

**J. Passwords** - Employees are responsible for all activity performed with individual user-IDs and passwords. User-IDs and passwords may not be used by anyone but the individual to whom it has been issued. Sharing passwords is prohibited in all YCH internal systems (Tenmast etc.). Passwords for access to external non-YCH systems and Internet websites (including use of login name and passwords) may be utilized with approval from the Department Head or their designee. The below guidelines shall be followed in the selection and maintenance of passwords:

1. Unique user-ID and password are required.
2. Passwords must be a minimum of 6 characters long.
3. Systems shall not be set to remember passwords.
4. Password reminders such as notes shall not be placed anywhere they can be easily found, such as under or on phones, keyboards, PCs, monitors, mouse pads, desktops, etc.
5. Employees should refrain from using the same passwords on multiple systems to avoid compromise of other systems when one system is compromised.
6. After multiple incorrect logon attempts, employees will be locked out for a predetermined period of time.

7. Password change requests shall be processed over the telephone; managerial verifications will have to be provided for password changes to be made.

**K. Remote Access** - Remote access (from offsite locations) to the YCH network shall be awarded on a case-by-case basis, and requires an approved I.T.R.R. form. Remote access shall require a two-step authentication process, using an RSA (remote access) token and a password, and/or other security techniques.

**L. Network Management Tools** – These tools are to be used by ITO staff and authorized designees only. Security flaws are not to be tested by anyone other than members of ITO. Security concerns shall be forwarded to ITO and/or the Executive Director for resolution.

**M. Email** - Employees shall use professional etiquette when composing emails. Email system is not to be used for the creation or distribution of any offensive or disruptive message, including messages containing offensive comments about race, gender, sexual orientation, profanity, pornography, religious or political beliefs, national origin, disability, or “chain” emails. Unlawful messages, such as emails that infringe on copyright are also prohibited.

The size of email attachments shall be regulated by the ITO to ensure the smooth operation of email systems. ITO will address issues and technology changes as they become evident.

PII (Personal Identifiable Information) shall not be emailed outside the confines of the YCH network(s). This prohibition also applies to the *forwarding* of official YCH files, data, etc. to personal email accounts.

If an employee is receiving unwanted and unsolicited emails, the employee shall report this activity to his/her Supervisor, the Resource Administrator, or the IT Manager. YCH will investigate each incident as necessary.

**N. Email Disposition** - YCH email systems are not designed to be 'storage systems'. Employees may be notified to purge their email to allow for continued communications.

## VI. YCH INTRANET & INTERNET

The YCH Intranet (internal) site, public website, [www.ych.ca.gov](http://www.ych.ca.gov), and Internet connection are fundamental communication tools for providing timely and critical YCH information to employees, to increase public awareness of YCH programs, and to facilitate the agency's mission and program goals.

The use of YCH websites and Internet connections are for official business use only. Do not use YCH technology systems, equipment and communication devices for personal use.

All administrative, design, policy and technical questions regarding the YCH Intranet site and Internet website shall be directed to the IT Manager.

Requests for Access - Departmental requests for access to the Internet must be signed by departmental directors on behalf of the requestor and submitted to ITO for approval. Requests shall be made on the I.T.R.R. form. Requests must also describe the desired level of access as well as the intent (business case) for the access.

## **VII. SOCIAL MEDIA**

Yolo County Housing may use social media and social network sites to further enhance communications with various stakeholder organizations in support of YCH goals and objectives. Department managers and supervisors have the ability to publish articles, facilitate discussions and communicate information through various media related to conducting YCH business. Social media facilitates further discussion of YCH issues, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

**A.** All YCH social media sites shall be: (1) approved by the Executive Director and the IT Manager; (2) published using approved YCH social networking platform and tools; and (3) administered by the IT manager or his/her designee.

**B.** All social network sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.

**C.** YCH reserves the right to restrict or remove any content that is deemed in violation of this IT Policy or any applicable law.

**D.** Each YCH social networking site shall include an introductory statement which clearly specifies the purpose and scope of the social network site and/or blog. When possible, social networking sites should link back to the official YCH website for forms, documents, and other information.

**E.** YCH social networking content and comments that contain any of the following shall not be allowed for posting:

- 1.** Comments not topically related to the particular site or article being commented upon;

2. Profane language or content;
3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, ethnicity, creed, color, age, religion, gender, marital status, status with regard to public assistance, physical or mental disability, or sexual orientation;
4. Sexual content or links to sexual content;
5. Solicitations of commerce;
6. Conduct or encouragement of illegal activity;
7. Information that may tend to compromise the safety or security of the public or public systems; or
8. Content that violates a legal ownership interest of any other party.

F. All social networking sites shall clearly indicate they are maintained by YCH and must abide by YCH policy and shall have YCH contact information prominently displayed.

G. YCH IT security policies shall apply to all social networking sites and articles.

H. YCH employees and Board members representing YCH via social media outlets must conduct themselves at all times as a representative of YCH and in accordance with all human resource and Board policies.

I. YCH understands that social networking and internet services is a common form of communication in the workplace and among stakeholders and citizens. If you choose to participate in social networks **as a YCH employee or YCH Board member**; you must adhere to the following guidelines:

1. YCH policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities while conducting YCH business. Use of your YCH e-mail address and communicating in your official capacity will constitute conducting YCH business.
2. The YCH Executive Director or his/her designee has the option of approving or disallowing employees to participate in existing social networking sites as part of their job duties.
3. Protect your privacy, the privacy of citizens, and the information that YCH holds. Follow all privacy protection laws, e.g.. HIPPA, and

protect sensitive, confidential information.

4. Follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply to YCH or your functional area.
5. Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their written approval.
6. Make it clear that you are speaking for yourself and not on behalf of YCH. If you publish content on any website outside of YCH and it has something to do with the work you do or subjects associated with YCH, use a disclaimer such as "The postings on this site are my own and don't necessarily represent YCH position or opinion".
7. Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the YCH workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
8. If you identify yourself as a YCH employee, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, citizens and other stakeholders.
9. Correct your mistakes, and do not alter previous posts without indicating that you have done so.
10. Add value to YCH through your interaction. Provide worthwhile information and perspective.

## VIII. PROHIBITED ACTIVITIES

YCH technology systems, equipment and communication devices are for YCH business only. In addition, it is against local, state, and federal laws to interfere with or disrupt the YCH network, servers, desktop computers, other network equipment, software systems or services. It also violates the policies of YCH. Such prohibited interference or disruption includes but is not limited to:

**A. Hacking** - Using the network to force unauthorized entry (*hacking*) into other information technology network devices or resources. Unauthorized users shall not attempt to enter any server, workstation or computer with (or without) Internet access. Such an action is a violation of the Federal Electronic Communications Privacy Act (ECPA) 18 U.S.C. 2510.

**B. Introducing Viruses** - Introduction of computer viruses, worms or trojans into the YCH network.

- C. Unauthorized Use of Personal Identifiable Information (P.I.I.)** - Downloading, copying, emailing, transmitting, etc., YCH-owned data, material, information, or software in violation of any local, state or federal law or YCH policies.
- D. Spamming** - Distribution of unsolicited advertising via email.
- E. Chain Emails** - Chain emails are widely-distributed, non-business emails sent to dozens or hundreds of users. Creating, sending or forwarding chain emails is prohibited.
- F. Sharing Passwords** - Sharing network system passwords.
- G. Connecting Personal Devices to YCH Network** - Plugging in, or attaching personal electronic devices to the YCH network is strictly prohibited unless authorized by the Executive Director (i.e. the use of authorized mobile computing products or document readers for Board members and t staff)
- H. Unauthorized Downloads** - Downloading games, non-authorized programs, music, video; playing games using unauthorized programs on YCH desktops or laptops.
- I. Degrading Bandwidth** - “Diluting” bandwidth by streaming non-authorized audio, video, or web services that serve to cause network slowdowns for YCH users.
- J. Unauthorized Changes to Databases** - Making unauthorized changes/updates to any YCH database system. Making unauthorized changes to and/or deletions of any YCH data or files.
- K. Unauthorized Long Distance** - Making long distance calls, texting, accessing Internet pages (*non-email* portals) from YCH-issued mobile devices or from YCH land lines without approval.
- L. Unauthorized I.T. Equipment Removal** - Moving, altering, or replacing I.T. or telecommunications equipment without authorization of ITO is prohibited.
- M. Prohibited Uses of Removable Storage** - Use of *personally purchased* portable memory storage devices on YCH premises is prohibited; exceptions will be addressed by department head or designee on a case by case basis. Removing YCH-issued portable memory storage devices from YCH premises is prohibited. The loading of P.I.I. (Personal Identifiable Information, please see *Definitions*) such as social security numbers, payroll information, etc. onto portable memory storage devices, as well as onto CDs, floppy discs, external drives, mobile computing devices or mobile media players or into non-

authorized YCH cloud networks, etc. is strictly prohibited.

## IX. ENFORCEMENT

A. YCH shall follow all applicable federal, state and local laws and regulations related to the administration of this information technology policy. Some examples of the statutory supports of this policy are as follows:

1. Federal Information Security Management Act of 2002 ("FISMA") - consists of Title III of the E-Government Act of 2002 (U.S. Public Law 104-347) enacted into law at the close of 2002 which became effective on April 17, 2003. As per FISMA, "information security means protecting information and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction in order to provide –

a) integrity, which means guarding against improper information modification or destruction, and includes ensuring information...[authenticity];

b) confidentiality, which means preserving authorized restrictions on access and disclosures, including means for protecting personal privacy and proprietary information; and

c) availability, which means ensuring timely and reliable access to and use of information."

<http://csrc.nist.gov/drivers/documents/FISMA-final.pdf>

2. Federal Electronic Communications Privacy Act (ECPA) 18 U.S.C - This statute spells out the types of unauthorized electronic activities that are unlawful. Some examples are below.

Communication Interference (Denial of Service Attacks) - 18 U.S.C. §§. 1362 & 1030 (a)5(A)(i)

Privacy & Security - 18 U.S.C. §§ 2510 & 2511

Spamming - 18 U.S.C. § 1037

3. The Computer Fraud and Abuse Act (as amended 1994 and 1996) (18 U.S.C. §1030)- This federal statute governs those who: (5)(A)

(i) knowingly causes the transmission of a program, information, code, or command, and as a result of such conduct,

intentionally causes damage without authorization, to a protected computer;

(ii) intentionally accesses a protected computer without authorization, and as a result of such conduct, recklessly causes damage; or

(iii) intentionally accesses a protected computer without authorization, and as a result of such conduct, causes damage and loss;

4. California Penal Code Section 502 - Prescribes penalties for damaging, deleting, destroying data and/or otherwise disrupting computer operations.

5. California Public Records Act ("CPRA"), Government Code Section 6250 - Requires the Housing Authority to make all public records available for inspection and to provide copies upon request.

#### **B. Noncompliance**

1. Failure to comply and/or willful violation of this I.T. policy may be investigated and may result in disciplinary action against the employee in accordance with the applicable Collective Bargaining Unit Agreement and/or YCH Personnel Policy and Procedure Manual. When applicable, should the employee also violate federal, state or local laws, YCH may notify the appropriate authorities and thereafter cooperate as requested.
2. Employees shall cooperate with any investigation regarding the use of YCH computer equipment and Internet usage.

Attachment I

YOLO COUNTY HOUSING

**EMPLOYEE CERTIFICATION OF RECEIPT OF  
INFORMATION TECHNOLOGY (IT) POLICY**

I certify that I have been trained, read and reviewed the YCH INFORMATION TECHNOLOGY POLICY. By signing this form, I acknowledge that this policy applies to me and I agree to comply with it.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Employee Personnel File

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.12-34 Item No. 16, of the Yolo County Housing meeting of September 20, 2012.

MOTION: Davies. SECOND: Aguiar-Curry. AYES: Aguiar-Curry, Chaney, Davies, Eisenstat, Johannessen, Thomson.

16 Review and Approve Update to the Yolo County Housing Injury and Illness Prevention Program (Holt)

Approved recommended action on Consent.



## ***Yolo County Housing***

147 W. Main Street  
WOODLAND, CA 95695

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

**DATE:** September 20, 2012  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Janis Holt, Resource Administrator  
**SUBJECT:** **Review and Approve Update to the Yolo County Housing Injury and Illness Prevention Program (IIPP)**

Agenda Item No. 16

### **RECOMMENDED ACTION**

That the Board of Commissioners Approve the Yolo County Housing Injury and Illness Prevention Program (IIPP)

### **BACKGROUND/DISCUSSION**

The current Safety Program Manual administered by YCH staff was written and distributed in 2006 consisting of over 70 pages of material with additional supplemental guides. This comprehensive safety manual has outdated information and has proven difficult for staff to implement and manage.

Staff has been updating their Risk and Safety Programs through the adoption of new policies and procedures that fit with the growing and changing environment of the organization. For example, the YCH Emergency Operations Plan incorporates the YCH Emergency Action Plan which was originally part of the YCH Safety Program.

In addition, all YCH position descriptions now include essential function statements around risk control and worker safety, including the following statement:

“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.”

The next phase of this process is to update the Injury and Illness Prevention Program (IIPP). Based on guidance from the California Housing Workers Compensation Authority (CHWCA), the JPA that provides worker's compensation coverage to the agency, staff

revised the IIPP portion of the overall Safety Program into a more manageable, user-friendly document.

The YCH IIPP provides staff with guidelines designed to help employees understand the Agency's safety and health practices and embrace the Agency's culture of "safety first". The IIPP outlines consistent training modules and improved reporting mechanisms for a more robust safety program. Included elements of this IIPP are:

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

The "Supplemental Information" references:

- Safety Training
- Safety Committee
- Safety Inspections
- Accident Investigation Procedure

Once adopted, the YCH IIPP will be distributed and training will be provided to all existing and new employees. Supervisory personnel will be trained on accident investigation procedures. The IIPP is designed to help employees work more safely, understand their role in reducing workplace incidents and "near misses", the importance of timely reporting and investigation, and understand the positive financial and productivity impact of safe work practices with "no time loss" accidents.

### **FISCAL IMPACT**

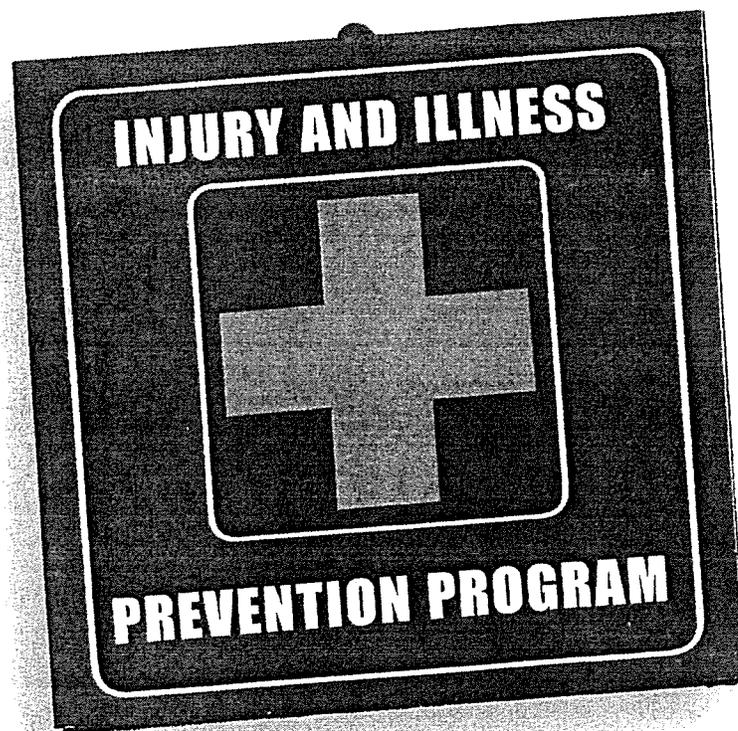
None at this time. Having a user-friendly IIPP program and training reduces the possibility of injury and illness that could minimize future YCH costs.

### **CONCLUSION**

Staff recommends that the Board approve the YCH Injury and Illness Prevention Program.

Attachment: YCH Injury and Illness Prevention Program

Draft



# Yolo County Housing

Adopted by the YCH Housing Commission

(insert date)

## **Injury and Illness Prevention Program (IIPP)**

### **Policy**

Yolo County Housing 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 embody proper attitudes toward injury and illness prevention on the part of managers, supervisors, and employees. It requires cooperation in all safety and health matters, not only between supervisor and employee, but also between co-workers. Only through such 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
- Hazard Correction
- Accident Investigation
- Training and Instruction
- Record Keeping

### **Responsibility and Authority**

The Executive Director is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP. The Resource Administrator is delegated the responsibility for day-to-day implementation, oversight and maintenance of the program.

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 Resource Administrator will assist the Executive Director, 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 verbal or written 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 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 employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report workplace hazards directly to their immediate supervisor, the Resource Administrator 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; and
- The YCH Safety Committee that includes employee participation from a cross section of departments.

## **Hazard Assessment**

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 Resource Administrator.

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

- When IIPP is initially established;
- 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 Investigations**

Yolo County Housing will conduct accident investigations for all workplace injuries and illnesses, regardless of their severity. These investigations will be performed by the Executive Director, the Resource Administrator 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(s) of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

### **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; and
- New substances, operations, or equipment are introduced.

General and department specific training procedures are located in the IIPP supplement.

### **Record Keeping**

The following IIPP documentation 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(s) and corrective action taken;

- Safety committee meeting agendas and minutes; and
- Annual program reviews.

# Appendix A – YCH IIPP Supplement

## Responsibilities

Each department manager and/or supervisor has the overall authority and responsibility for ensuring the IIPP supplement is effectively implemented throughout operations.

## Safety Training

Safety training is the foundation of YCH's Injury and Illness Prevention Program (IIPP). In order to ensure the safety of all employees, YCH has developed a comprehensive safety training program.

Department managers and/or supervisors are responsible for instructing each new employee on safety training elements specific to their department. General safety training consists of the following subjects:

- General Safety and Work Practices
- Emergency Action Plan (EAP)
- Office Ergonomics
- Blood borne Pathogens
- Hazard Communication/MSDS
- Workplace Violence Prevention
- Defensive Driving
- Emergency Operations Plan (EOP)
- Back Injury Prevention
- YCH Emergency Action Plan (EAP)
- CPR/AED/First Aid
- Chemical Safety
- Fire Prevention
- Hazard Identification in the Workplace

Maintenance specific training also consists of, but is not limited to:

- Lock Out/Tag Out
- Personal Protective Equipment (PPE's)
- Pesticide Use and Application (if required).
- Ongoing department-specific training as identified

## Safety Committee

The function of the Safety Committee is to monitor the progress and effectiveness of the safety program; evaluate problems, methods and procedures and reach decision for reducing the risk of injuries; establish safety objectives and policies designed to improve safety performance; review safety inspections and reports of hazardous conditions to ensure corrective action; investigate the causes of injuries and analyze trends; follow-up on recommendations generated from previous meetings; and act as a source of ideas and suggestions for improving the agency's safety records.

The Safety Committee will be comprised of five members in the following roles:

- Safety Coordinator
- Training Coordinator
- Facility Inspection Coordinator

- Secretary
- Committee Member

Safety meetings will be held quarterly and will have an established agenda. The Secretary will be responsible for completing the safety meeting report.

### **Safety Inspections: Hazard Assessment and Correction**

The purpose of facility safety inspections is to identify potential hazards so that they can be corrected before an accident can occur. Regular self inspections are an essential part of our IIPP. Safety inspections include a physical inspection of the premises, as well as identification of unsafe employee acts.

Periodic workplace inspections are conducted at all YCH facilities and workplaces including offices, maintenance shops and common areas. Inspections are conducted a minimum of two times a year and as needed when a workplace hazard is identified or an accident occurs. The safety inspection schedule will be the responsibility of the Facility Inspection Coordinator and Safety Coordinator and may be assigned to on-site staff and management team members.

When a workplace hazard is identified, supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. The Executive Director (or designee) will determine appropriate action for imminent hazards.

A sample "Safety Inspection Report" is provided in this supplement and may be used as a tool when conducting a workplace safety inspection.

### **Accident Investigation**

Employees must immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Workers' Compensation and the Supervisor's Report of Injury form will be completed and a copy retained. The forms are located in the shared services drive or at the administrative office.

One of the most important responsibilities of the Executive Director is to protect employees from being injured at work. If an injury does occur, it is essential that a thorough investigation be conducted in order to find out what caused the accident and to take action to avoid a similar occurrence in the future.

### **Procedure**

- |   |  |
|---|--|
| Which accidents should be investigated? | 1. All work-related injuries, illnesses, and near-miss accidents will be investigated. |
|---|--|

- |  |  |
|--|--|
| Who is responsible to investigate accidents? | 2. The Executive Director, or designee, will ensure that an in-depth investigation takes place for every work-related injury.  |
| How should accidents be investigated?        | <p>3. Upon notification of a work-related injury or illness, the Executive Director or designee will:</p> <ul style="list-style-type: none"> <li>• discuss the circumstances of the injury with the injured worker;</li> <li>• talk to the injured employee and any witnesses about the unsafe acts and conditions that contributed to the injury;</li> <li>• attempt to identify the causes of the injury; and</li> <li>• ensure that corrective actions are taken to prevent similar incidents.</li> </ul> <p>4. Department Managers and Supervisors must notify the Executive Director or Resource Administrator immediately of any injury or illness that occurs in their department.</p> <p>5. The Executive Director/Manager will complete an Employee Injury Investigation Report for every work-related injury that results in medical treatment and/or time off.</p> <p>6. The original Employee Injury Investigation Report should be attached to the completed employee accident report packet and placed in the OSHA file. A copy of the Employee Injury Investigation Report should be placed in the employee's personnel file.</p> |

### **Employee Injury Investigation Report**

The Employee Injury Investigation Report is intended to serve as a guide for identifying the factors that contributed to a work-related injury or illness. The questions on the form are arranged in a sequence to lead management personnel through the accident investigation process.

A sample Employee Injury Investigation Report is included in this section of the Injury and Illness Prevention Manual. Use of this form does not take the place of the Employee Accident Report that must be completed by law.

### **Investigation Principles**

Effective accident investigation is based upon the principles that:

- \* All accidents have causes; eliminate the causes and prevent the accident;
- \* Accident causes can be determined; and
- \* Corrective action can be developed and applied that will prevent similar accidents.

Prevention of another accident is always the most important goal of an accident investigation. Fault-finding or placing blame serves no useful purpose and should not be the focus of the investigation.

### **Investigation Techniques**

The following elements are essential to a successful accident investigation:

1. Go to the scene of the accident as soon as possible and attempt to recreate the movements and conditions that contributed to the injury.
2. Talk to other employees who witnessed the injury and let them tell, in their own words, what they saw or heard.
3. Conduct a personal interview with the injured employee.
  - Ask him/her to give his/her version of what happened;
  - Ask him/her questions to fill in the details;
  - Check your understanding of the accident; and
  - Discuss specific measures that can be taken to prevent a similar injury.

### **Investigation Objectives**

The objective of an accident investigation is to identify the operational error(s) and/or physical defect(s) that caused the accident to occur. Each accident has a primary and usually more than one secondary cause. Accident causes can usually be broken down into four categories:

1. Unsafe acts
2. Unsafe conditions
3. Personal factors
4. Job factors

All causes must be identified in order to implement effective preventative measures. Never make the mistake of simply passing an injury off to "carelessness." Every injury is an indication of the need to consider changes in work methods, procedures, equipment, layout, or training. Since most on-the-job injuries are the result of unsafe acts, not hazardous conditions, the follow-up most often should be directed at correcting irregularities in the employee's skills, training, or behavior.

### **Corrective Action**

Investigation of an injury is not complete until permanent actions are taken to prevent reoccurrence. The investigation should be used as an opportunity to find and eliminate causes of problems that could result in other injuries. The Executive Director and/or Department Manager should make immediate changes to eliminate or control the factors that caused the injury.

### **Serious Injuries**

Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to an agency representative. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of the Executive Director or designee. Further information can be found on the CHWCA website: [www.chwca.org](http://www.chwca.org)



# SAFETY INSPECTION REPORT

CONFIDENTIAL - INTENDED FOR INTERNAL DISTRIBUTION ONLY

Housing Authority Name	Department/Location	Date of Inspection
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## 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Mats placed in areas where slip/falls may occur. (entrances, sinks, refrigerators)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Floors free from trip/fall hazards, such as cords, boxes, debris, missing tiles, or material defects.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Wet or slippery floor conditions cleaned up quickly.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Large and heavy items and materials stored on middle shelves to help reduce lifting injuries.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Employees lifting boxes and materials properly.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Desk and file draws closed when not in use.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Tool and equipment safety devices and machinery guards operational.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Proper ladders or step stools being used and in good working condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Storage cabinets and shelving over 5' tall secured to wall to prevent them from tipping.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
<b>CHEMICALS</b>	<b>CHEMICALS</b>	
Chemical containers capped or sealed, except when in use.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Chemical containers properly labeled.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Employees using appropriate PPE as required when using chemicals.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
MSDSs current and readily accessible in the workplace for review by employees.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
<b>OFFICE ERGONOMICS</b>	<b>OFFICE ERGONOMICS</b>	
Computer keyboards aligned with computer monitors.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Employees holding the phone to their ear or using headsets (not cradling phone on neck).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Employees' chairs adjusted properly.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Employee's desks kept free of clutter with adequate room under the desk for legs and feet.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Computer monitors adjusted to the proper height.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
<b>FIRST AID &amp; PERSONAL PROTECTION EQUIPMENT (PPE)</b>	<b>FIRST AID &amp; PPE</b>	
First-aid kits mounted, accessible, and adequately stocked.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Emergency eyewash stations accessible and operational.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Employee's wearing appropriate PPE in the correct manner when it is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
PPE is in good working condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
<b>FIRE AND ELECTRICAL SAFETY</b>	<b>FIRE AND ELECTRICAL SAFETY</b>	
Power cords secured underneath desks or alongside baseboards to prevent tripping hazards.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Portable electric heaters equipped with a tip-over switch and located 3" from combustibles.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Electrical cords and plugs in good condition with proper grounding.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Electrical cords, outlets, and junction boxes free of exposed wiring.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Extension cords only being used to power temporary equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Emergency exits, aisles and walkways clear of storage, obstacles, and obstructions.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Flammable and combustible liquids stored in an approved storage cabinet.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
36" clearance maintained in front of all electrical panels.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Fire extinguishers mounted, accessible, and fully charged.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
Monthly inspections being performed and documented on fire extinguishers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	_____
<b>OTHER UNSAFE WORK PRACTICES OR CONDITIONS OBSERVED:</b>		_____
_____		_____
_____		_____
_____		_____

Yolo County Housing  
Yolo County, California

Meeting Date: September 20, 2012

To: County Counsel ✓  
Yolo County Housing ✓

17

Review, Discuss and Approve Proposed Changes to the Paperless Board Meeting  
Transition Plan (Baker)

Minute Order No. 12-35: Approved recommended action.

MOTION: Johannessen. SECOND: Eisenstat. AYES: Aguiar-Curry, Chaney, Davies,  
Eisenstat, Johannessen, Thomson.



# Yolo County Housing

**Lisa A. Baker, Executive Director**

147 W. Main Street  
WOODLAND, CA 95695

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

**DATE:** September 20, 2012  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**SUBJECT:** Review, Discuss and Approve Changes to the Paperless Board Meeting Transition Plan

Agenda Item No. 17

## RECOMMENDED ACTIONS

That the Board of Commissioners:

Review and discuss and approve proposed changes to the paperless Board Meeting Transition Plan.

## BACKGROUND / DISCUSSION

At the May 17, 2012, Board meeting, the Housing Commission approved a transition to paperless board packets and meeting agendas. This change is a cost savings over traditional board packet preparation and improves accessibility and transparency to the public. The Transition Plan also called for changes to the existing IT and Internet Usage Policy, which is on the agenda for September 20, 2012.

The approved plan allows for the following:

- Members and staff who currently have devices would be able to use those devices for reading Board packets.
- Members and staff may purchase privately and/or elect to take advantage of pooled purchase savings if they wish to purchase their own.
  - To balance public purpose with needed flexibility, an allowance of \$100 for individuals who choose to purchase his/her own device is available. The allowance is paid at time of purchase of a compatible tablet device. Such allowance is available once every three (3) years to support the need to replace outmoded technology.
  - YCH has the ability to participate in government pooled purchasing plans. The most common one used is the California Multiple Award Schedule (CMAS) which is a list of pre-approved contracts vetted and adopted by the state of California. This program offers discounted services and products to all levels of government in the state. In addition, the program provides for private purchase of the tablet using an employee discount program.

- Members and staff may have YCH purchase one for YCH business uses and make available on a “check out” or assignment basis where a member does not wish to purchase one or where individual purchase is not feasible.
  - Should YCH provide a tablet it would be maintained as the property of the Agency and would be returned to YCH at conclusion of service. Maintenance, repairs, and replacement would be covered by YCH. As a YCH device, private use of the device would be severely limited by YCH IT policy and, in accordance with our adopted IT policy, there is no expectation of privacy in relation to content on the tablet. In addition, the tablet would be subject to regular review to ensure that content adheres to YCH requirements. Elected and appointed officials, as well as staff, would need to adhere to the IT policy, Fair Political Practices and federal law in keeping political activities separate and could not engage in those activities on a YCH-owned device.
  - Should a user elect to use an existing personally-owned device, a device provided by another entity, or to purchase his/her own device, YCH IT policy does not generally apply except in those circumstances where the user is on YCH property, engaged in YCH business or in a YCH Board meeting. Responsibility for repair and replacement falls on the user.
- Whether or not YCH purchases the tablet, staff recognizes that any new process or technology has a learning curve. To help mitigate that, staff proposes to make IT services available on request to help set up an individual tablet and train staff and members on how to access board packets and functions.

As staff moves forward with implementation and as we gather feedback from members and staff, it has become clear that the Transition Plan needs some additional adjustments in order resolve outstanding issues. With that, staff proposes the following revisions to the Plan:

- Because some members may choose an e-reader or a smaller tablet, the Transition Plan should be modified to state that YCH will reimburse the actual price up to \$100 towards the purchase of a device. It is possible that some devices could cost less than \$100 (in the case of an e-reader) and YCH should not be subsidizing more than the purchase price;
- It has come to our attention that some members may have already purchased a tablet or portable device and, therefore, would not be able to take advantage of the stipend. Since the stipend recognizes the ongoing cost of using a personal device for public use, staff proposes that those members and staff would be eligible to receive a reduced one-time stipend of \$50.00 upon showing proof that s/he purchased a tablet with his or her own funds and will be using the device for paperless board meetings;

- We have also been approached by one member who was concerned about the future potential cost of cloud storage space. YCH staff, along with contracted Clerk of the Board staff are currently researching options for corporate storage accounts, principally for public access to the items, but also as a potential to address this issue. Staff will be looking for cost effective options that will not increase the burden on YCH and preserve the cost savings the Housing Commission is seeking.

### **FISCAL IMPACT**

No additional fiscal impact is anticipated.

### **CONCLUSION**

Staff recommends that the changes to the Transition Plan be approved.