

Yolo County Housing  
Yolo County, California

July 24, 2014

MINUTES

The Yolo County Housing met on the 24th day of July, 2014, 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; Mark Johannessen; Helen Thomson; Jennifer Wienecke-Friedman; Karen Vanderford

Staff Present: Lisa Baker, CEO  
Sonia Cortés, Agency Counsel  
Janis Holt, Resource Administrator  
Julie Dachtler, Clerk

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

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

Minute order 14-27: Approved agenda as submitted.

MOTION: Aguiar-Curry. SECOND: Johannessen. AYES: Aguiar-Curry, Johannessen, Vanderford, Wienecke-Friedman. ABSENT: 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. Presentation of National Merit Award from the National Association of Housing and Redevelopment Officials (NAHRO) for YCH's CAST Program

Resource Administrator Janis Holt presented the National Merit Award.

**CONSENT AGENDA**

Minute Order No. 14-28: Approved Consent Agenda Item Nos. 5-7.

MOTION: Wienecke-Friedman. SECOND: Johannessen. AYES: Aguiar-Curry, Johannessen, Thomson, Vanderford, Wienecke-Friedman.

5. Approval of the Minutes for the Meeting of June 19, 2014

Approved the minutes for the Yolo County Housing meeting of June 19, 2014 on Consent.

6. Review, Approve and Adopt a Resolution Authorizing (1) disposition of Crosswood Apartments, (2) Withdrawal from partnership, (3) Financing of Acquisition and Rehabilitation of Crosswood Apartments, (4) Guarantees in Connection with the Rehabilitation of the Crosswood Apartments (Baker and Gillette)

Approved **Resolution No. 14-10** on Consent.

7. Review and Approve Changes to the Housing Voucher Administrative Plan Regarding Site Based Wait Lists in the Project Based Housing Voucher Program (Holt and Jimenez-Perez)

Approved recommended action on Consent.

## REGULAR AGENDA

8. Review and Approve Proposed Agency Reorganization (Baker)

Minute Order No. 14-29: Approved recommended action.

MOTION: Wienecke-Friedman. SECOND: Johannessen. AYES: Aguiar-Curry, Johannessen, Thomson, Vanderford, Wienecke-Friedman.

9. Review and Approve Position Description and Salary Range for the new General Services Director (Baker)

Minute Order No. 14-30: Approved recommended action.

MOTION: Wienecke-Friedman. SECOND: Thomson. AYES: Aguiar-Curry, Johannessen, Thomson, Vanderford, Wienecke-Friedman.

10. Receive Verbal Report on Water Well Conditions from CEO

Received verbal report on Water Well Conditions from CEO Lisa Baker noting that there has been a drop off in the water wells. YCH staff will continue to monitor them. Regarding the West well, it has served its useful life, and they have engaged an engineer to provide a study so they can apply for the emergency funding to potentially replace this well. If this does not work out, they are prepared to tap into the Capital Funding to dig a new well. Also spoke of future metering, which will help reduce water usage. At this time, they are monitoring exterior uses to make sure water is not being wasted. Chair Aguiar-Curry mentioned an upcoming groundwater lecture to be held on July 31, 2014 at the Woodland Hotel.

11. Receive comments from CEO.

No report from CEO Lisa Baker.

12. Receive comments from Commissioners.

No comments from Commissioners.

## ADJOURNMENT

Next meeting scheduled for: Thursday, August 21, 2014 at 2:00 p.m.

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Cecilia Aguiar-Curry, Chair  
Yolo County Housing

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Julie Dachtler, Clerk  
Yolo County Housing

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

**July 24, 2014**



**YOLO COUNTY HOUSING**  
HOUSING COMMISSION

CECILIA AGUIAR-CURRY  
MARK JOHANNESSEN  
BRETT LEE (ALTERNATE)  
HELEN MACLEOD THOMSON  
JENNIFER WIENECKE-FRIEDMAN  
KAREN VANDERFORD

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

LISA A. BAKER  
EXECUTIVE DIRECTOR

SONIA CORTES  
AGENCY COUNSEL

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

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

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**

4. Presentation of National Merit Award from the National Association of Housing and Redevelopment Officials (NAHRO) for YCH's CAST Program

**CONSENT AGENDA**

5. Approval of the Minutes for the Meeting of June 19, 2104
6. Review, Approve and Adopt a Resolution Authorizing (1) disposition of Crosswood Apartments, (2) Withdrawal from partnership, (3) Financing of Acquisition and Rehabilitation of Crosswood Apartments, (4) Guarantees in Connection with the Rehabilitation of the Crosswood Apartments (Baker and Gillette)
7. Review and Approve Changes to the Housing Voucher Administrative Plan Regarding Site Based Wait Lists in the Project Based Housing Voucher Program (Holt and Jimenez-Perez)

**REGULAR AGENDA**

8. Review and Approve Proposed Agency Reorganization (Baker)
9. Review and Approve Position Description and Salary Range for the new General Services Director (Baker)
10. Receive Verbal Report on Water Well Conditions from CEO
11. Receive comments from CEO.
12. Receive comments from Commissioners.

## ADJOURNMENT

Next meeting scheduled for: Thursday, August 21, 2014 at 2:00 p.m.

I declare under penalty of perjury that the foregoing agenda was posted Friday, July 18, 2014 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 Monday, July 21, 2014 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.14-28 Item No. 5, of the Yolo County Housing meeting of July 24, 2014.

MOTION: Wienecke-Friedman. SECOND: Johannessen. AYES: Aguiar-Curry, Johannessen, Thomson, Vanderford, Wienecke-Friedman.

5. Approval of the Minutes for the Meeting of June 19, 2014.

Approved the minutes for the Yolo County Housing meeting of June 19, 2014 on Consent.

Yolo County Housing  
Yolo County, California

June 19, 2014

MINUTES

The Yolo County Housing met on the 19th day of June, 2014, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 1:00 p.m.

Present: Cecilia Aguiar-Curry; Skip Davies; Mark Johannessen; Helen Thomson; Jennifer Wienecke-Friedman; Karen Vanderford

Staff Present: Lisa Baker, CEO  
Sonia Cortés, Agency Counsel Janis  
Holt, Resource Administrator Julie  
Dachtler, Clerk

Attendees: Brett Lee, Alternate

**ANNOUNCEMENTS**

1. Oath of Office for new Commissioner Karen Vanderford and returning Commissioner Jennifer Wienecke-Friedman.

The Clerk swore in Karen Vanderford and Jennifer Wienecke-Friedman.

**CALL TO ORDER**

2. Pledge of Allegiance.
3. Consider approval of the agenda.  
  
Minute Order No. 14-24: Approved agenda as submitted.  
  
MOTION: Davies. SECOND: Wienecke-Friedman. AYES: Aguiar-Curry, Davies, Johannessen, Thomson, Vanderford, Wienecke-Friedman.
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.

There was no public comment.

**CONSENT AGENDA**

Minute Order No. 14-25: Approved Consent Agenda Item Nos. 5-7.

MOTION: Thomson. SECOND: Wienecke-Friedman. AYES: Aguiar-Curry, Davies, Johannessen, Thomson, Vanderford, Wienecke-Friedman.

5. Approval of the Minutes for the Meeting of May 22, 2014.  
  
Approved the May 22, 2014 Yolo County Housing Minutes on Consent.
6. Receive and File Information Regarding Changes to Flat Rent Requirements. (Krager and Chaudry)

Approved recommended action on Consent.

7. Approval of a Resolution Honoring Commissioner Davies for his Service to YCH. (Baker and Holt)

Approved **Resolution No. 14-08** on Consent.

## PRESENTATIONS

8. Presentation of Certificate of Appreciation to AARP Tax Aide Program at Riverbend Manor

Resource Administrator Janis Holt presented the Certificate of Appreciation.

9. Presentation of Resolution to Commissioner Davies

Chair Aguiar-Curry presented the Resolution to Commissioner Davies.

## REGULAR AGENDA

10. Review and Approve Resolution Adopting the 2014 - 2015 Annual Budget. (Baker and Gillette)

Minute Order No. 14-26: Approved recommended action by **Resolution No. 14-09**.

MOTION: Davies. SECOND: Wienecke-Friedman. AYES: Aguiar-Curry, Davies, Johannessen, Thomson, Vanderford, Wienecke-Friedman.

11. Receive verbal update on Crosswood Apartments. (Baker)

Chief Executive Officer Lisa Baker provided a verbal update on Crosswood Apartments, noting it is moving along. A special thanks goes out to Fred and Jim for their hard work on this project. YCH is going back to CALHA to request deferral of payment. They will know more after next Monday if they are agreeable to this request. Lisa also provided an update on the hot water status.

12. Receive comments from CEO.

CEO Lisa Baker provided comments. She spoke of her recent trip to the White House where she met with other invited guests to talk about solar and sustainable deployment and to honor solar pioneers. She pointed out the Housing Authority is mentioned in an article on page 4 of the Fact Sheet Memorandum from the White House, in which they have set a goal on behalf of the Commission to install 954kw of solar by 2016. She thanked the Board for their foresight. She also congratulated Irma Rodriguez and her wonderful Housing Voucher Team because of the perfect score they received on a recent test. Also, she and Janis Holt will be traveling to Tampa, Florida to receive a national award for YCH's community awareness and safety team from the National Association of Housing Redevelopment .

13. Receive comments from Commissioners.

Commissioner Davies noted that Tom Stallard will be his replacement on the Commission when his term is up at the end of June, 2014. He also noted that Measure J was passed in Woodland, with \$2 million devoted to youth programs over the next four years.

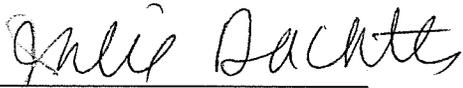
## CLOSED SESSION

14. Conference with Labor Negotiator: Lisa A. Baker, CEO; Janis Holt, Resource Administrator; Sonia Cortés, Agency Counsel

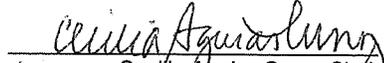
Bargaining Units: General; Management

ADJOURNMENT

Next meeting scheduled for: July 24, 2014 at 2:00 p.m.



Julie Dachtler, Clerk  
Yolo County Housing

  
Cecilia Aguiar-Curry, Chair  
Yolo County Housing

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.14-28 Item No. 6, of the Yolo County Housing meeting of July 24, 2014.

MOTION: Wienecke-Friedman. SECOND: Johannessen. AYES: Aguiar-Curry, Johannessen, Thomson, Vanderford, Wienecke-Friedman.

6.

Review, Approve and Adopt a Resolution Authorizing (1) disposition of Crosswood Apartments, (2) Withdrawal from partnership, (3) Financing of Acquisition and Rehabilitation of Crosswood Apartments, (4) Guarantees in Connection with the Rehabilitation of the Crosswood Apartments (Baker and Gillette)

Approved **Resolution No. 14-10** 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: July 24, 2014  
TO: YCH Housing Commission  
FROM: Lisa A. Baker, Executive Director  
SUBJECT: **Review and Approve and Adopt Resolution Authorizing (1) disposition of Crosswood Apartments, (2) Withdrawal from partnership, (3) Financing of Acquisition and Rehabilitation of Crosswood Apartments, (4) Guarantees in Connection with the Rehabilitation of the Crosswood Apartments**

### **RECOMMENDED ACTIONS:**

That the Housing Commission:

1. Review, Approve and Adopt the Resolution; and
2. Authorize the CEO to negotiate and execute Any and All Necessary Documents and to Furnish all Materials Necessary to Accomplish the Activities of the Resolution.

### **BACKGROUND / DISCUSSION:**

Crosswood Apartments is a 48 unit complex located at 646 Third Street, Woodland, CA. Crosswood Apartments was a privately-owned HUD-funded Multi Family project. Yolo County Housing stepped forward when the property was for sale in order to continue to preserve the property's affordability for the community. Ultimately, the property was purchased by our bond pool, Cal-AHA and is currently managed by a private management company. YCH acquired the property in 2012 with conventional financing from First Northern Bank and two carry-back notes from Cal-AHA. This is interim financing until YCH and New Hope can form the limited partnership for the purposes of acquiring the property and rehabilitating it under a combination of tax credits and HUD financing.

On October 2, 2008, the Board authorized Lisa A. Baker, Executive Director of Yolo County Housing (YCH) to act as the Agency's chief negotiator for the potential purchase of real property located at 646 3rd Street, Woodland, CA 95695. The complex, known as Crosswood Apartments is a 48-unit U.S. Department of Housing and Urban Development (HUD) 236 (privately-owned, HUD-subsidized) property. On April 2, 2009, the Board authorized the Executive Director to execute a Letter of Intent with Cal-AHA for purchase of the property.

1212 "L" Street. In the current financing, YCH would use 1212 "L" street as a guarantee to Cal-AHA of payment of the balance of the two (2) notes owing after its release by First Northern Bank and until completion of construction and full payment of the debt it will continue to carry forward in order to ensure sufficient cash flow at closing and through the

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

construction period. The notes will be repaid from cash flow and equity from the Crosswood development project itself.

New Hope Community Development Corporation will be the owner of the project. This proposed development is very similar in nature to the other tax credit properties completed by YCH and by New Hope, including Eleanor Roosevelt Circle, Cesar Chavez Plaza and Rochdale Grange – the differences being that this is acquisition and rehabilitation instead of new construction, the use of a HUD mortgage project in lieu of private financing and the ability to layer a continued Section 8 contract to ensure long term affordability and no additional outside partners in ownership.

At this time, YCH has received its tax credit award letter, the State commitment for tax exempt bonds, its long term HUD contract with new post-rehabilitation market rents and has rate lock on the proposed HUD 223 f mortgage at 3.39% subject to HUD approval of the loan proposed by CBRE as the HUD lender.

**FISCAL IMPACT:**

None at this time. If financing is not obtained, the final partnership will not be formed and there would be financial risk to YCH for its current indebtedness.

**CONCLUSION:**

Staff has reviewed the proposed project in light of its obligations under current interim financing and recommends that the Board adopt the Resolution and move forward with the Resolution.

**Attachment:** Resolution

14-10

**RESOLUTION NO. \_\_\_ OF THE HOUSING AUTHORITY OF THE COUNTY OF YOLO  
(YOLO COUNTY HOUSING) AUTHORIZING (1) DISPOSITION OF CROSSWOOD  
APARTMENTS, (2) WITHDRAWAL FROM PARTNERSHIP, (3) FINANCING OF  
ACQUISITION AND REHABILITATION OF CROSSWOOD APARTMENTS, (4)  
GUARANTEES IN CONNECTION WITH THE REHABILITATION OF THE  
CROSSWOOD APARTMENTS**

WHEREAS, the Housing Authority of the County of Yolo, a public body, corporate and politic (the "Authority"), is a duly formed housing authority of the State of California, and is vested with the responsibilities set forth in Division 24, Part 2, Article 4 (Sections 34310-34334) of the California Health and Safety Code (the "Housing Authorities Law"), which includes providing low and moderate income housing within its jurisdiction; and

WHEREAS, the Authority owns that certain real property located at 641-645 2nd Street, in Woodland, California (the "Property"), consisting of 48 units of affordable multifamily rental housing known as Crosswood Apartments (the "Project"). The Authority acquired the Project from the California Affordable Housing Agency ("CAHA"), and executed a promissory note in favor of CAHA to evidence a loan from CAHA to the Authority for the acquisition of the Property (the "CAHA Loan");

WHEREAS, New Hope Community Development Corporation, a California nonprofit public benefit corporation ("NHCDC"), is a 501(c)(3) tax-exempt nonprofit corporation formed to assist in providing affordable housing; and

WHEREAS, NHCDC formed a limited liability company known as NHCDC Crosswood LLC, a California limited liability company (the "LLC"), of which NHCDC is the sole member and manager (the "General Partner");

WHEREAS, the Authority, as the initial limited partner, along with the LLC, as the General Partner, formed a limited partnership known as New Hope Crosswood Associates LP, a California limited partnership (the "Partnership");

WHEREAS, the Authority desires to withdraw as the initial limited partner of the Partnership upon admission of PNC Real Estate Tax Credit Capital Institutional Fund 47 Limited Partnership, a Delaware limited partnership, as a limited partner (the "Investor Limited Partner"), and Columbia Housing SLP Corporation, an Oregon corporation, as a limited partner (the "Special Limited Partner"), and to enter into any and all agreements necessary to have the Authority withdraw as the initial limited partner from the Partnership, including, but not limited to, an amended and restated agreement of limited partnership for the Partnership (the "Amended and Restated Partnership Agreement") and a withdrawal agreement, and to take any and all further actions necessary to have the Authority withdraw as the initial limited partner of the Partnership;

WHEREAS, the Authority desires to sell the Property to the Partnership;

WHEREAS, the Authority entered into a purchase and sale agreement dated as of March 4, 2013 (the "Purchase Agreement"), with the Corporation for the acquisition of the real property located in the City of Woodland, California (the "Land"), and the improvements situated on the Land consisting of an apartment complex and other buildings and structures (the "Improvements"), for a purchase price of Two Million Nine Hundred Forty Thousand Dollars (\$2,940,000) (the "Purchase Price"). The Land and the Improvements shall be referred to in this resolution, collectively, as the "Property". The Corporation has assigned, or will assign, the Purchase Agreement to the Partnership;

WHEREAS, the Authority desires to make a loan to the Partnership in the approximate amount of Seven Hundred Seventy-Five Thousand Dollars (\$775,000) (the "Authority Loan"), broken down as follows: \$225,000 as financing for the project and \$550,000 as part of the acquisition and permanent financing for the Project;

WHEREAS, the Authority desires to assist the Partnership in securing acquisition, construction and permanent financing for the Project;

WHEREAS, the Authority anticipates that the financing to be utilized by the Partnership for acquisition and rehabilitation the Project may require the Authority to execute completion, repayment, tax credit and/or operating guaranties (collectively, the "Guaranties") for the benefit of one or more lenders, including PNC Bank, National Association ("PNC"), the Investor Limited Partner, and the Special Limited Partner;

WHEREAS, the Authority desires to act as a guarantor of the Project and execute the Guaranties to assist the Partnership in securing financing for the Project; and

WHEREAS, CAHA has agreed that the CAHA Loan can be assumed by the Partnership provided on the express condition that the Authority provide security for the benefit of CAHA to insure the repayment of the CAHA Loan by the Partnership, and the Authority desires to utilize the real property located at 1212 "L" Street, Davis, California (the "Real Property Collateral") to serve as security for the repayment of the CAHA Loan.

NOW, THEREFORE, BE IT RESOLVED: That the Authority shall withdraw as the initial limited partner of the Partnership upon admission of the Investor Limited Partner and the Special Limited Partner.

FURTHER RESOLVED: That the Authority shall enter into any and all agreements and certificates, including, but not limited to the Amended and Restated Partnership Agreement, a withdrawal agreement, and any other document or agreement to evidence the withdrawal of the Authority as a limited partner from the Partnership (collectively, the "Withdrawal Documents").

FURTHER RESOLVED: That the Authority shall sell the Property to the Partnership, and seek reimbursement for costs associated with acquisition, maintenance, and disposition of the Property.

FURTHER RESOLVED: That the Authority shall enter into any and all agreements and certificates, including, but not limited to, an assignment and assumption agreement for the Section 8 Housing Assistance Payments Contract for the Project, other assignment agreements, purchase and sale agreement, and amendments thereto, a bill of sale, a grant deed, escrow instructions, a preliminary change of ownership form, a transfer tax affidavit, dedications, easements, and any other documents necessary to convey the Property to the Partnership, assign all rights of the Authority under any existing agreements for the operation, development, or proposed rehabilitation of the Project, and reimburse the Authority for expenses related to the acquisition, maintenance, and disposition of the Property (collectively, the "Conveyance Documents").

FURTHER RESOLVED: That the Authority shall make the Authority Loan to the Partnership.

FURTHER RESOLVED: That the Authority shall enter into any and all documents, including, but not limited to, a loan agreement, a promissory note, a deed of trust, regulatory agreement, and any and all other types of agreements, certificates or documents necessary to consummate the Authority Loan (the "Authority Loan Documents").

FURTHER RESOLVED: That the Authority shall guaranty the obligations of the Partnership, and shall enter into, and execute, the Guaranties for the benefit of PNC, the Investor Limited Partner, the Special Limited Partner, and any other lender, investor, or funder for the Project.

FURTHER RESOLVED: That the Authority shall provide the Real Property Collateral as security for the repayment of the CAHA Loan by the Partnership, and that the Authority shall enter into any and all documents, including, but not limited to, a deed of trust, a quitclaim deed, a repayment guaranty, security agreement, or any other document requested by CAHA to evidence that the Real Property Collateral secures the repayment of the CAHA Loan by the Partnership (collectively, the "Real Property Collateral Documents").

FURTHER RESOLVED: That the Chief Executive Officer of the Authority (the "CEO") is authorized and directed to execute any and all necessary documents and to furnish all materials necessary or desirable to accomplish the other activities contemplated by this Resolution.

FURTHER RESOLVED: That the CEO, acting alone, on behalf of the Authority, is authorized and directed to execute any and all necessary documents, including, but not limited to, the Withdrawal Documents, the Conveyance Documents, the Authority Loan Documents, the Guaranties, the Real Property Collateral Documents, and any other types of agreements, and to furnish all materials necessary to have the Authority sell the Property to the Partnership, and seek reimbursement for costs associated with acquisition, maintenance, and disposition of the Property, consummate the Authority Loan, and act as a guarantor under the Guaranties for the Project and the Partnership,

provide the Real Property Collateral for the CAHA Loan, and to do all other activities contemplated by this Resolution.

FURTHER RESOLVED: That the CEO is authorized to execute any other form of resolution required by PNC, the Investor Limited Partner, the Special Limited Partner, CAHA, and any other lender, investor, or funder for the Project which that officer determines, with the advice of counsel to the Authority, does not materially conflict with the substance of this Resolution.

FURTHER RESOLVED: That any and all acts previously taken by the CEO or any other officer of the Authority in connection with the matters authorized by the foregoing resolutions are ratified, confirmed, adopted and approved.

FURTHER RESOLVED: That this Resolution shall take immediate effect upon adoption.

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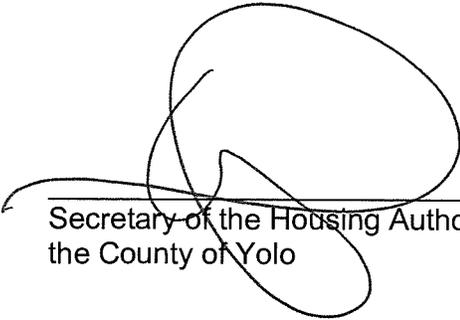
**[Signatures on following page.]**

I, Lisa Baker, Secretary of the Housing Authority of the County of Yolo, a public body, corporate and politic (the "Authority"), certify that the following resolution proposed by Commissioner Wieneke-Friedman and seconded by Commissioner Johannessen was duly passed and adopted by said Board of Commissioners at an official meeting of the Authority on July 24, 2014, by the following vote:

**AYES: Aguiar-Curry, Johannessen, Thomson, Vanderfórd, Wieneke-Friedman**

**NOES: None.**

**ABSENT: None.**



Secretary of the Housing Authority of  
the County of Yolo

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.14-28 Item No. 7, of the Yolo County Housing meeting of July 24, 2014.

MOTION: Wienecke-Friedman. SECOND: Johannessen. AYES: Aguiar-Curry, Johannessen, Thomson, Vanderford, Wienecke-Friedman.

7. Review and Approve Changes to the Housing Voucher Administrative Plan Regarding Site Based Wait Lists in the Project Based Housing Voucher Program (Holt and Jimenez-Perez)

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:** July 24, 2014  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, Chief Executive Officer  
**PREPARED BY:** Irma Jimenez-Perez, Housing Program Supervisor  
**SUBJECT:** **REVIEW, APPROVE CHANGES TO THE HOUSING VOUCHER ADMINISTRATIVE PLAN REGARDING SITE BASED WAIT LISTS IN THE PROJECT BASED HOUSING VOUCHER PROGRAM**

## **RECOMMENDED ACTIONS**

That the Housing Commission:

1. Review the proposed methodology for organizing the wait lists for project-based vouchers by site; and
2. Authorize the Chief Executive Officer to implement.

## **BACKGROUND / DISCUSSION**

### Overview

YCH must have policies regarding various aspects of organizing and managing the agency's wait list(s) for applicant families. This includes conducting thorough marketing and outreach to ensure that the agency is in compliance with affirmatively furthering fair housing and that all protected groups have the equal opportunity to apply for housing, while assuring that a sufficient number of applications are received.

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

In accordance with CFR 903.7(b)(2) Waiting List Procedures, PHA's may adopt site-based waiting lists where:

- a) The PHA submits required occupancy data to HUD in an accurate, complete and timely manner (85% rate)

- b) The system of the site-based waiting lists provides for full disclosure to each applicants of any option available to the applicant in the selection of the development in which to reside including basic information about available sites, including location, occupancy type, number of units, size of units, amenities, and average waiting time of each unit size;
- c) Adoption of site-based waiting list would not violate any court orders, settlement agreements or be inconsistent with any pending civil rights complaints;
- d) The PHA includes reasonable measures to assure that the adoption of site-based waiting lists is consistent with affirmative marketing requirements, e.g., marketing to attract applicants regardless of race, ethnicity or disability; and
- e) The PHA provides for review of its site-based waiting list policy annually for consistency with civil rights laws and certifications. A PHA also must perform random testing of the implementation of a site-based waiting list policy every three years.

### Background

YCH currently offers applicants to apply to its public housing wait list by site. Applicants to the public housing wait list are able to apply to “all” public housing locations, or select sites by their personal preferences such as geographic location.

The Housing Choice Voucher (Tenant Based Voucher) program administered by the Housing Assistance Division is not site based because at issuance of the voucher, applicants have the ability “to choose” where they want to live and utilize their voucher to subsidize their rent through a three-party lease with private landlords. If the HCV participant chooses to move from Yolo County to Sacramento County at the end of their lease, they can take the voucher with them to Sacramento County.

Through the Project Based Voucher (PBV) program administered by the Housing Assistance Division, the PBV’s are located in seven (7) different housing campuses through Yolo County. The voucher stays with the complex and does not move with the tenant if they choose to relocate to another complex or out of the area. If the tenant moves, they do not take the voucher with them and may no longer receive housing assistance payments. The housing campuses that hold project based vouchers throughout Yolo County Housing are not located in distressed or underserved tracts in accordance with the FFIEC.

Historically, the Project Based Voucher Wait List has not been site based and applicants applied to a combined list. This has resulted in the applicant being called from the PBV wait list to be placed in the housing complex that has the current opening. Oftentimes, the applicant doesn’t want to reside in that geographic area, can’t relocate, or does not want to reside in that complex.

In accordance with 24 CFR 982.204 and 982.205 – Administration of Waiting List, the PHA must use a single waiting list for admission to its *tenant based voucher* program. The PHA may maintain separate waiting lists for its public housing program and its *project based housing* program. Yolo County Housing currently maintains a separate waiting list for is PBV applicants.

To assure that YCH complied with affirmatively furthering fair housing and to alleviate any concerns regarding “de facto segregation”, the agency sought guidance from Legal Services of Northern California and the Department of Fair Housing and Employment Office. Both legal representatives stated that based on our research of the demographics of the areas where the PBV’s are located and the rural geographic region where the County is located they did not anticipate any challenges with moving to a PBV site-based wait list. Both stated that “de facto segregation” normally occurs in urban areas.

The primary goal of establishing site-based wait lists for Project Based Vouchers is to improve customer service by offering PBV applicants choice to complexes that fit their needs. During the opening of the PBV wait list, applicants will be provided with information to make an informed choice and may apply for “**all sites**” for which they are eligible.

With the current application system, YCH has utilized a lot of resources contacting families that are not interested in the complex with the current opening. This slows the entire process to assist families with getting housed. Staff believes that by allowing families to apply for waiting lists where they would accept a unit would eliminate a lot of wasted resources for the agency, the complex management and most importantly, the families.

Staff proposes to utilize site based waiting lists for the Project Based Voucher wait list as follows;

Fair Plaza Senior Apts	35 W Clover St, Woodland CA 95695
Homestead Apartments (Support Services)	2610 Grambling Ct, Davis CA 95618
Eleanor Roosevelt Circle (Senior)	675 Cantrill Dr, Davis CA 95618
Terracina @ Springlake (Family: 1,2 and 3 bd)	1620 Mickle Ave, Woodland CA 95776
New Harmony (Family: 1,2 and 3 bd)	3030 Cowell Blvd, Davis CA 95618
Esperanza Crossing (Family 1,2 and 3 bd)	NE Corner of Co Rd 98 and Woodland Ave, Esparto CA 95627
Cesar Chavez Plaza (Support Services)	1220 Olive Dr, Davis CA 95616

**FISCAL IMPACT**

Staff anticipate cost savings but actual cost savings are unknown at this time.

**CONCLUSION**

Review, approve and authorize the opening of the Project Based Voucher Wait List by Site.

Yolo County Housing  
Yolo County, California

Meeting Date: July 24, 2014

To: County Counsel ✓  
Yolo County Housing ✓

8.

Review and Approve Proposed Agency Reorganization (Baker)

Minute Order No. 14-29: Approved recommended action.

MOTION: Wienecke-Friedman. SECOND: Johannessen. AYES: Aguiar-Curry, Johannessen, Thomson, Vanderford, Wienecke-Friedman.



## 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:** July 24, 2014  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Janis Holt, Resource Administrator  
**SUBJECT: REVIEW AND APPROVE THE PROPOSED AGENCY REORGANIZATION**

### **RECOMMENDED ACTION**

That the Housing Commission:

- 1) approves the proposed agency reorganization; and
- 2) authorizes the CEO to implement

### **BACKGROUND/DISCUSSION**

As part of our ongoing effort to create the highest level of efficiency and effectiveness in service delivery and to maintain a balanced operational budget during these times of reduced revenues, YCH proposes a restructure into two business divisions: General Services and Financial Services.

Proposed funding from Housing and Urban Development (HUD) and the State of California Housing and Community Development Department, Office of Migrant Services (OMS) for 2014-2015 has remained consistent with the 2013-2014 fiscal year budget. Because of the reduced funding in 2013-2014, staff accepted a 36 hour work week resulting in a 10% reduction in wages from July 1, 2013 through June 30, 2014. YCH participated in the State of California Employment Development Department Workshare Program which helped offset the wage reduction and limited the number of required layoffs in July 2013.

During the 2014-2015 negotiations, the membership voted to return to a 40 hour work week effective July 1, 2014. In order to balance the budget, the agency issued four (4) 21-day lay-off notices to permanent full time employees. Three notices were to general unit members in the classifications of Migrant Center Coordinator (2) and Housing Specialist I (1) and one to the Director of Operations (1) in the executive management unit. Due to changes in the approved use of Capital Funds for resident services, YCH anticipates an additional round of lay-offs of part time Computer Learning Center Coordinators to be effective September 30, 2014 unless it can find replacement funding for those positions.

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Over the last year, YCH has expanded its affordable housing services through its non-profit subsidiary, New Hope Community Development Corporation and continues to explore revenue generating opportunities to sustain and enhance service initiatives. In addition to being the Chief Executive Officer to Yolo County Housing, New Hope Community Development Corporation and Dixon Housing Authority, the CEO currently serves as executive leadership to the non-profit, Fourth and Hope (formerly known as the Wayfarer Center) and staff to the Ten Year Plan Homeless Commission.

As a result of the expansion of control and staff reductions, staff proposes the following changes:

- Create a more equal span of control by creating two business divisions that directly report to the CEO. The General Services Division will consist of the Facilities Department, Housing Department and portions of Resource Administration (Client Services, Human Resources, and ADA/504 Coordination). The Financial Services Division will consist of the Finance Department, Information Technology Department, Grants Management and Compliance, as well as of former portions of the Resource Administration Department (Emergency Services, Procurement and Contracts)
- Eliminate the Director of Operations and Resource Administrator positions as part of the executive leadership team and create the General Services Director position.
- Fill the Human Resources and 504 Coordinator roles through a future shared services contract or consolidate with a future Analyst position (see below).
- Create an Analyst position under the Financial Services Department. This position will ensure compliance with agency contracts, agreements and grant deliverables including accurate local, state and federal reporting.

No additional layoffs or impacts will be generated from this proposed restructure. The proposed organizational chart shifts the span of control, streamlines operations, improves ability to create better quality control and communication across departments, and continues to provide upward mobility for existing employees. Staff has been in contact with the union. There were no concerns regarding impacts.

### **FISCAL IMPACT**

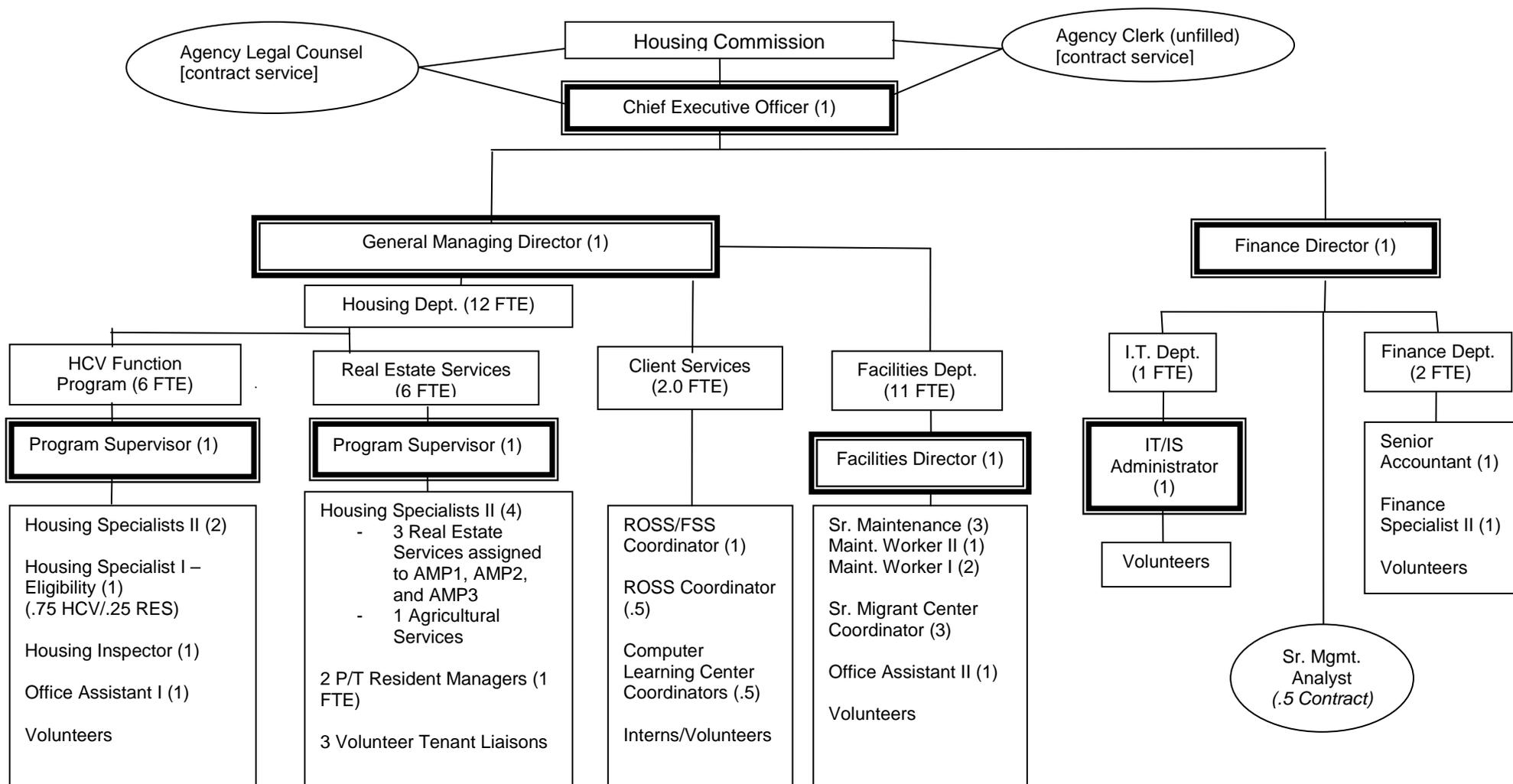
The reorganization will enable the Agency to move all staff to a 40 hour work week and balance the budget under continued funding shortfalls across all programs for FY 2014-2015.

### **CONCLUSION**

Staff recommends that the Housing Commission approve the proposed recommendations.

Attachment: Organizational Chart 2014

(DRAFT) Organizational Chart – July 2014



Departments – 3 (General Services, Facilities and Financial Services): **Paid Staff = 31.5 FTE**

Housing = 13FTE

Client Services – 2 FTE

Facilities = 11FTE

Finance = 4.5FTE (includes .5 Contract Sr. Management Analyst)

Executive = 1 Chief Executive Officer, Contract Legal Counsel & Agency Clerk

Total vacant existing positions: 1 Exec. Assistant, 2 Maintenance Worker II's, 2 Migrant Center Coordinators, 1 Housing Specialist I, and 3 Computer Learning Center Coordinators. Does not include a future Analyst position.

Yolo County Housing  
Yolo County, California

Meeting Date: July 24, 2014

To: County Counsel ✓  
Yolo County Housing ✓

9.

Review and Approve Position Description and Salary Range for the new General Services Director (Baker)

Minute Order No. 14-30: Approved recommended action.

MOTION: Wienecke-Friedman. SECOND: Thomson. AYES: Aguiar-Curry, Johannessen, Thomson, Vanderford, Wienecke-Friedman.



# 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:** July 24, 2014  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Janis Holt, Resource Administrator  
**SUBJECT:** **REVIEW AND APPROVE THE POSITION DESCRIPTION AND SALARY RANGE FOR THE GENERAL SERVICES DIRECTOR**

## **RECOMMENDED ACTION**

That the Housing Commission:

- 1) Approves the position description and salary range for the General Services Director; and
- 2) Authorizes the CEO to Implement.

## **BACKGROUND/DISCUSSION**

As part of the approval of the proposed organizational restructure, the Operations Director and Resource Administrator positions have been eliminated and replaced with a General Services Director position.

Staff conducted a salary survey for the positions with similar duties and responsibilities including housing authorities of similar size. Ultimately, it was determined that the position of General Services Director, as the head of one of two (2) Business Divisions, be equal to the currently approved salary range for the Financial Services Director.

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
General Services Director	\$80,541	\$84,566	\$88,796	\$93,234	\$97,895

## **FISCAL IMPACT**

There are no fiscal impacts. The cost of this position was included in the adopted FY 2014-2015 budget.

## **CONCLUSION**

Staff recommends that the Housing Commission approve the position description and salary range for General Services Director

Attachments:            General Services Director Position Description

**GENERAL SERVICES DIRECTOR  
(Draft)**

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

**DEFINITION**

To strategically plan and lead programs, policies and project initiatives, form strategic partnerships and bring resources to implement new programs; to organize, direct and lead the activities and operations of the Housing and Facilities Departments including housing choice voucher, real estate services, facilities/maintenance and client services (ROSS and FSS); to provide supervision to lead staff; to coordinate assigned activities with other YCH departments and outside agencies; and to provide highly responsible support to the Chief Executive Officer.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Executive Officer and serves at the will of the Chief Executive Officer.

Exercises direct supervision over Housing Program Supervisors, Facilities Director and Client Services Coordinators.

**ESSENTIAL FUNCTION STATEMENTS**

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

**Essential Functions:**

1. Assume management and executive leadership responsibility for all services and activities of the Housing and Facilities departments.
2. Manage and participate in the development and implementation of the Agency's goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Plan, direct, implement and review the work plan for housing and facilities staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

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4. Actively participate in the development and oversight of long and short range, strategic and budget planning processes. Develop and maintain departmental policies and procedures ensuring compliance with Federal, State and local directives and statutes.
5. Model and coach others to conduct business through cross department participation/teams and review, to foster communication and accountability.
6. Prepare, administer and monitor the department budget within approved appropriation levels.
7. Identify, implement and evaluate best practices to maximize program service delivery.
8. Serve as a liaison for the Housing and Facilities Departments with other departments and outside agencies, including HUD and the State; negotiate and resolve sensitive and controversial issues.
9. Build collaborative relationships with industry peers and housing-related organizations in the affordable housing industry and local community. Grow partnerships to expand service delivery and foster self-sufficiency to participants and their families.
10. Serve as staff on a variety of boards, commissions and committees as assigned; prepare and present staff reports and other necessary correspondence.
11. Research, develop and lead the grant writing team on grant applications and funding proposals.
12. Respond to, explain, define, and resolve issues pertaining to YCH programs, policies and activities. Negotiate and resolve sensitive and controversial issues with approval.
13. Provide periodic reports on department activities to Board of Commissioners; attend Board meetings as required.
14. Provide staff assistance to the Chief Executive Officer.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field.
16. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing CEO, Yolo County OES and/or the State of California DHS.
17. 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.

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18. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
19. Perform related duties and responsibilities as required and/or assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services, activities, and administration of a comprehensive public housing management program.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of government financing and budgeting.
- Purposes, functions and organization of housing authorities and other local governmental agencies and the functioning of their governing boards.
- Principles and practices of affordable housing programs including public housing, voucher programs, and California property management.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local codes, laws, and regulations.

### **Ability to:**

- Oversee and direct the operations, services, activities, and staff of the Housing and Facilities Department.
- Plan, organize, direct and control department administration and operations.
- Manage, direct and coordinate the work of assigned staff.
- Assist in the selection, supervision, training and evaluation of assigned staff.
- Develop and administer business division goals, objectives, and procedures.

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- Prepare and administer assigned budget.
- Prepare clear and concise reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Deal diplomatically and sensitively with clients, other agency representatives, and the general public.
- Maintain confidentiality.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Interpret and apply Agency policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

### **Experience and Training Guidelines**

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

#### **Experience:**

Five years of increasingly responsible experience in executive or housing management, including two years of administrative and supervisory responsibility and at least one year of public housing authority or related experience.

#### **Training:**

Bachelor's degree from an accredited college or university with major course work in housing/community development, business administration or a related field. Master's degree preferred.

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### **Physical Demands:**

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external housing environment. Have the hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodations can be made to the Chief Executive Officer or the 504 Coordinator.

### **Special Requirements:**

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

*Yolo County Housing is an equal opportunity employer.*

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