

Yolo County Housing  
Yolo County, California

August 21, 2014

MINUTES

The Yolo County Housing met on the 21st day of August, 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; Tom Stallard; Mark Johannessen; Jennifer Wienecke-Friedman;  
Karen Vanderford

Absent: Helen Thomson

Staff Present: Lisa Baker, CEO  
Sonia Cortés, Agency Counsel  
Janis Holt, General Services Director  
Julie Dachtler, Clerk

**ANNOUNCEMENTS**

1. Oath of Office for new Commissioner Tom Stallard

The Clerk swore in new Commissioner Tom Stallard.

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

2. Pledge of Allegiance.

3. Consider approval of the agenda.

Minute Order No. 14-31: Approved agenda as submitted.

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

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.

Chief Financial Officer Jim Gillette addressed the Board and announced on behalf of the Sunrise Rotary Club of an upcoming BBQ fundraiser on October 4th for a new play structure at Crosswood Apartments.

## PRESENTATIONS

5. Presentation of Certificate of Appreciation to Larry Wright for his service as Volunteer Tenant Liaison to the Las Casitas and Riverbend Manor I and II properties

General Services Director Janis Holt presented the Certificate of Appreciation to Larry Wright for his services as Volunteer Tenant Liaison.

## CONSENT AGENDA

Minute Order No. 14-32: Approved Consent Item Nos. 6 - 9, incorporating changes to Item No. 7, changing the title in the resolution from Resource Administrator to General Services Director and adding the job title 'Senior Management Analyst' to Appendix A, and correcting a typo in the table on the staff report for Item No. 8, which should read \$1,472 in the 3 bedroom category under Proposed 2014 Flat Rents instead of \$1,572.

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

6. Approval of the Minutes for the Meeting of July 24, 2014

Approved the Yolo County Housing minutes of July 24, 2014 on Consent.

7. Review, Approve and Adopt a Resolution Amending the YCH Conflict of Interest Code (Baker and Holt)

Approved **Resolution No. 14-11** on Consent.

8. Review, Approve and Adopt a Resolution Setting Flat Rent Schedule for Conventional Rental Housing (Holt and Chaudry)

Approved **Resolution No. 14-12** on Consent.

9. Receive and File Correspondence from Yolo Interfaith Immigration Network Honoring the Work of Alberto Castillo (Baker)

Approved recommended action on Consent.

## REGULAR AGENDA

10. Review, Approve and Adopt Resolution for Section 8 Management Assessment Program (SEMAP) Certification (Holt and Jimenez-Perez)

Minute Order No. 14-33: Approved recommended action by **Resolution No. 14-13**.

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

11. Review and Approve Position Description and Salary Range for the Senior Management Analyst

Minute Order No. 14-34: Approved recommended action.

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

12. Receive Verbal Report on Water Well Conditions from CEO

CEO Lisa Baker provided a verbal update on the water well conditions. They continue to monitor the water levels and noted that overall water consumption in Davis and Dixon has been drastically reduced. The well water level in Winters has dropped. Most tenants are complying with the water conditions set forth, and staff continues to focus on education to reduce water usage. Lisa also pointed out that continued water abuse is an evictable offense.

13. Receive Verbal Report from CEO on Esparto Project

CEO Lisa Baker provided a verbal report on the Esparto Project, as well as an overview of the project.

14. Receive comments from CEO.

CEO Lisa Baker gave a shout out to Backpacks for Kids program, which helped reach 159 school age children this year. She also provided an update on the Crosswood project in which they are looking at a closing date of August 28, 2014. If everything goes according to plan, the project should be completed by mid-2015. She informed the Board members that the October 23, 2014 YCH Board Meeting will be held in West Sacramento so that afterwards they can celebrate the 30th anniversary of the Riverbend I and II complex, located in the Bryte/Broderick neighborhood. Lisa mentioned that YCH is on the steering committee and operational committee for the City of Woodland's anti-gang YGRIP Strategy, due to their expertise in working with youth populations in their service enrichment programs as well as their early intervention programs throughout the Housing Authority. They have also been approached by the City of West Sac to work with a developer who has requested a coordinated approach in working among the homeless along the river. YCH has been invited to attend the West Sac Housing Foundation meetings, which she will be attending. Per Commissioner Stallard's request, Lisa also provided a brief progress update on 4th and Hope.

15. Receive comments from Commissioners.

Commissioner Wienecke-Friedman expressed her thanks to Alberto Castillo for the IT service he provided to the Yolo Interfaith Immigration Network (refer to Item No. 9); Commissioner Stallard voiced his appreciation for the rehabilitation of the Crosswood Apartments; Chair Aguiar-Curry reported that approximately 25 6th graders living in the El Rio Villa will receive iPads through the California Emerging Technology fund if they and their parents attend training for the school to home technology instruction. She reminded folks of the upcoming Earthquake Festival in Winters to be held on Friday, August 22nd. She also asked Janis Holt to provide a brief update on the soccer tournament.

**CLOSED SESSION**

16. Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to Government  
Code Section 54956.9(b): 1 case

**ADJOURNMENT**

Next meeting is scheduled for Thursday, September 18, 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**

**August 21, 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

## ANNOUNCEMENTS

1. Oath of Office for new Commissioner Tom Stallard

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

2. Pledge of Allegiance.
3. Consider approval of the agenda.
4. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

## PRESENTATIONS

5. Presentation of Certificate of Appreciation to Larry Wright for his service as Volunteer Tenant Liaison to the Las Casitas and Riverbend Manor I and II properties

## CONSENT AGENDA

6. Approval of the Minutes for the Meeting of July 24, 2014
7. Review, Approve and Adopt a Resolution Amending the YCH Conflict of Interest Code (Baker and Holt)
8. Review, Approve and Adopt a Resolution Setting Flat Rent Schedule for Conventional Rental Housing (Holt and Chaudry)
9. Receive and File Correspondence from Yolo Interfaith Immigration Network Honoring the Work of Alberto Castillo (Baker)

## REGULAR AGENDA

10. Review, Approve and Adopt Resolution for Section 8 Management Assessment Program (SEMAP) Certification (Holt and Jimenez-Perez)
11. Review and Approve Position Description and Salary Range for the Senior Grants Analyst (Baker)
12. Receive Verbal Report on Water Well Conditions from CEO
13. Receive Verbal Report from CEO on Esparto Project

14. Receive comments from CEO.
15. Receive comments from Commissioners.

**CLOSED SESSION**

16. Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to Government Code  
Section 54956.9(b): 1 case

**ADJOURNMENT**

Next meeting is scheduled for Thursday, September 18, 2014 at 2:00 p.m.

I declare under penalty of perjury that the foregoing agenda was posted Friday, August 15, 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, August 18, 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

Meeting Date: August 21, 2014

To: County Counsel ✓  
Yolo County Housing ✓

1.

Oath of Office for new Commissioner Tom Stallard

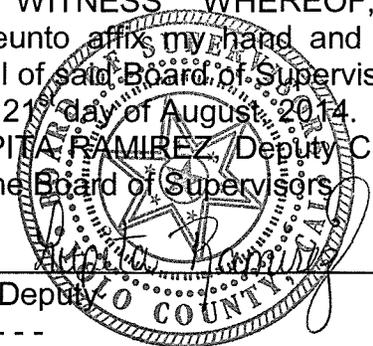
The Clerk swore in new Commissioner Tom Stallard.

STATE OF CALIFORNIA  
COUNTY OF YOLO

I, JULIE DACHTLER, Deputy Clerk to the Board of Supervisors of said County of Yolo, hereby certify that at a regular meeting of said Board of Supervisors, held in the Erwin Meier Administration Center, in said County on the 15<sup>th</sup> day of July, 2014, **Tom Stallard** was appointed to serve on the **Yolo County Housing Commission** as it appears in the records of said Board of Supervisors now in my custody.

IN WITNESS WHEREOF, I  
hereunto affix my hand and the  
Seal of said Board of Supervisors  
this 21<sup>st</sup> day of August, 2014.  
LUPITA RAMIREZ, Deputy Clerk  
of the Board of Supervisors

By: *Lupita Ramirez*  
Deputy Clerk  
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STATE OF CALIFORNIA  
COUNTY OF YOLO

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

*Tom Stallard*

Subscribed and sworn to before me, this 21<sup>st</sup> day of August, 2014.

*Julie Dachtler*

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.14-32 Item No. 6, of the Yolo County Housing meeting of August 21, 2014.

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

6.

Approval of the Minutes for the Meeting of July 24, 2014

Approved the Yolo County Housing minutes of July 24, 2014 on Consent.

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.

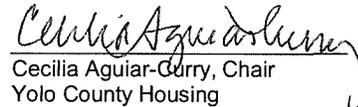
No comments from Commissioners.

**ADJOURNMENT**

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



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.14-32 Item No. 7, of the Yolo County Housing meeting of August 21, 2014.

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

7. Review, Approve and Adopt a Resolution Amending the YCH Conflict of Interest Code (Baker and Holt)

Approved **Resolution No. 14-11** on Consent.



## ***Yolo County Housing***

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

DATE:            August 21, 2014  
TO:              YCH Board of Commissioners  
FROM:           Lisa A. Baker, Chief Executive Officer  
PREPARED BY: Janis Holt, General Managing Director  
SUBJECT:        **Review, Approve and Adopt Resolution Amending the Conflict of Interest Code**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners:

1. Board of Commissioners review, approve and adopt the Resolution Amending the YCH Conflict of Interest Code

### **BACKGROUND / DISCUSSION**

Under the Political Reform Act (the "Act"), Government Code Section 81000, et seq. all public agencies are required to adopt a Conflict of Interest Code ("Code"). A Code designates the positions required to file Statements of Economic Interests (Form 700), and assigns disclosure categories to specifying the types of interests to be reported. The Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interest. The Act also requires every government agency to review its Code biennially to determine if it is accurate or, alternatively, that the code must be amended. However, under the Act, any amendments made to the Code will not be effective until they have been approved by the agency's code reviewing body, in YCH's case, that body is the Yolo County Board of Supervisors.

As required by the Act, the Board of Commissioners adopted a Conflict of Interest Code for Yolo County Housing on March 11, 2010 through Resolution No. 10-03 and subsequently amended the Conflict of Interest Code on April 19, 2012 through Resolution 12-04. Yolo County Housing has made changes to its organizational structure that requires that modifications be made to the list of designated positions and disclosure categories of the Code. The attached Resolution will update Appendix A of the Code to reflect those changes, but the Code will not be effective until it has been approved by the Yolo County Board of Supervisors.

**FISCAL IMPACT**

There could be financial impact for non-reporting of Form 700 Statement of Economic Interests by designated positions/employees of up to \$10 per day past the filing deadline up to a maximum of \$100.

**CONCLUSION**

Staff recommends that the Commission Adopt the Resolution Amending the YCH Conflict of Interest Code.

**Attachment:** Resolution

## YOLO COUNTY HOUSING

### RESOLUTION NO. 14- 11

#### (Resolution Approving Amendments to the Conflict of Interest Code)

**WHEREAS**, the Political Reform Act, Government Code Section 81000 et seq., requires that conforming amendments be made to conflict of interest codes adopted and promulgated pursuant to its provisions; and

**WHEREAS**, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations Section 18730, which contains the terms of a model conflict of interest code that can be incorporated by reference, and which the Fair Political Practices Commission periodically amends to conform to amendments to the Political Reform Act; and

**WHEREAS**, the Board of Commissioners of the Housing Authority of the County of Yolo ("Yolo County Housing") previously adopted Resolution No. 12-04 incorporating the Fair Political Practices Commission's model conflict of interest code; and

**WHEREAS**, the Yolo County Housing is required to review its Conflict of Interest Code on a periodic basis as required by the Political Reform Act; and

**WHEREAS**, this Commission now desires to restate the provisions of Yolo County Housing's Conflict of Interest Code, particularly to make changes necessitated by changed circumstances such as the creation or abolition of positions and reassignment of duties.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Commission of the Housing Authority of the County of Yolo as follows:

1. Yolo County Housing adopts and incorporates by reference the provisions of Section 18730 of Title 2 of the California Code of Regulations and any amendments to it duly adopted by the Fair Political Practices Commission.

2. The standard conflict of interest code, together with the Appendix of Designated Positions (Appendix A) and the Appendix of Disclosure Categories (Appendix B) shall constitute the conflict of interest code of Yolo County Housing.

3. Persons holding designated positions shall file statements of economic interests with the General Managing Director of Yolo County Housing. Upon receipt of statements of economic interests from Governing Board members, Housing Commission members, and the Chief Executive Officer, the Chief Executive Officer shall cause a copy to be made and retained and shall forward the

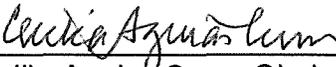
originals to the Yolo County Clerk-Recorder. Upon receipt of statements of economic interest from all other designated employees, the General Managing Director shall file and retain such statements at the Yolo County Housing Administration Office.

4. Yolo County Housing's Conflict of Interest, including amendments made thereto, shall become effective upon the date of approval by the Yolo County Board of Supervisors, the code reviewing body.

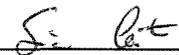
5. All previously adopted resolutions establishing a conflict of interest code for Yolo County Housing are hereby rescinded.

**PASSED AND ADOPTED**, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 21st day of August, 2014 by the following vote:

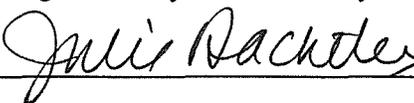
**AYES: Aguiar-Curry, Johannessen, Wienecke-Friedman, Vanderford, Stallard.**  
**NOES: Noes.**  
**ABSENT: Thomson.**  
**ABSTAIN: None.**

  
\_\_\_\_\_  
Cecilia Aguiar-Curry, Chair  
Housing Commission of the  
Housing Authority of the County of Yolo

Approved as to Form:

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

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

By   
\_\_\_\_\_



**APPENDIX A**  
**DESIGNATED POSITIONS/EMPLOYEES**  
**CONFLICT OF INTEREST CODE**  
**YOLO COUNTY HOUSING**

The positions listed below constitute the list of designated position required by Yolo County Housing’s Conflict of Interest Code (2 Cal. Code of Regulations Section 18730). The individual occupying each position is deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Appendix B (Disclosure Categories).

<u>DESIGNATED POSITIONS/EMPLOYEES</u> <u>CATEGORIES</u>	<u>DISCLOSURE</u>
Member, Board of Governors	1
Member, Housing Commission	1
Chief Executive Officer	1
Director of Finance	1
General Managing Director	1
Facilities Director	1
Information Technology Administrator	1
Senior Management Analyst	2
Real Estate Services Programs Supervisor	2
Housing Assistance Programs Supervisor	2

The General Managing Director shall furnish to each Designated Employee upon his/her appointment, annually and upon termination, a Form 700 – Statement of Economic Interest. The Form is to be returned to the General Managing Director.

**APPENDIX B**  
**DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS**  
CONFLICT OF INTEREST CODE  
YOLO COUNTY HOUSING

**CATEGORY 1: Broad Responsibilities. Full Disclosure**

Persons in this category shall disclose all applicable investments, business positions, and sources of income, including gifts, loans and travel payments. Persons in this category shall further disclose applicable interests in real property located in the County of Yolo.

**CATEGORY 2: Purchasing Responsibilities**

Persons in this category shall disclose all applicable investments, business positions, and income, including loans and gifts, from sources which provide services, supplies, materials, machinery, or equipment of the type used by Yolo County Housing.

**CATEGORY 3 - Consultants**

Consultants shall disclose pursuant to Category 1 subject to the following limitation:

The Chief Executive Officer and/or the Director of Finance of Yolo County Housing may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.14-32 Item No. 8, of the Yolo County Housing meeting of August 21, 2014.

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

8. Review, Approve and Adopt a Resolution Setting Flat Rent Schedule for Conventional Rental Housing (Holt and Chaudry)

Approved **Resolution No. 14-12** on Consent.



## ***Yolo County Housing***

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

DATE:            August 21, 2014  
TO:              YCH Board of Commissioners  
FROM:          Lisa A. Baker, Executive Director  
PREPARED BY: Masud Chaudry, Real Estate Services Supervisor  
SUBJECT:      **Review, Approve and Adopt a Resolution Setting Flat Rent Schedule in  
Conventional Rental Housing**

### **RECOMMENDED ACTIONS:**

That the Board of Commissioners:

1. Board of Commissioners review, approve and adopt the revised flat rent schedule

### **BACKGROUND / DISCUSSION**

As per the Code of Federal Regulations at 24 CFR, Section 960.253:

Once a year, the PHA (Public Housing Agency) must give each family the opportunity to choose between the two methods for determining the amount of tenant rent payable monthly by the family. The family may choose to pay as their tenant rent either a flat rent or an income-based rent. Income based rent is calculated as thirty (30%) percent of adjusted annual income. The flat rent is based on the market rent charged for comparable units in the private unassisted rental market. It is equal to the estimated rent for which the PHA could promptly lease the public housing unit in the private market.

The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient. Additionally, this decreases the instance of fraud committed by residents whose rents increase as they earn more money. Another benefit of flat rent is it reduces administrative burdens that come with conducting rent adjustments when income fluctuates, especially in this current economy of layoffs and furloughs.

To determine flat rents, the PHA must consider:

- The location, quality, size, unit type and age of the unit;
- Any amenities, housing services, maintenance and utilities provided by the PHA.

HUD regulations specify that the comparable units used for this study must be based on unassisted (market rate) units (i.e., private, rent-restricted affordable housing complexes cannot be used in the market study).

Staff has completed the market survey of unassisted units in Yolo County (and demographic information obtained from the Yolo County census report) in accordance with HUD guidelines. Staff has determined the following:

**Flat Rent Table by Bedroom Size and Year:**

	0 Bdm	1 Bdm	2 Bdm	3 Bdm	4 Bdm	5 Bdm
<b>Flat Rents 2013</b>	<b>\$821</b>	<b>\$836</b>	<b>\$1,061</b>	<b>\$1,322</b>	<b>\$1,935</b>	<b>\$1,958</b>
2014 Market Study	\$697	\$847	\$1,024	\$1,472	\$1,901	\$1,958
Increase or (decrease) based on Fair Market rent survey	(\$124)	\$11	(\$37)	\$150	(\$34)	\$0
% of increase or (decrease) based on fair market rent survey	(16%)	1%	(3.5%)	11%	(1.7%)	0%
<b>Proposed 2014 Flat Rents</b>	<b>\$697</b>	<b>\$847</b>	<b>\$1,024</b>	<b>\$1,472</b>	<b>\$1,901</b>	<b>\$1,958</b>

In June 2006, YCH had a change of governance with the Board of Supervisors and two Tenant Commissioners acting as the Interim Board of Commissioners. During that time, it was found that YCH's Flat Rent Schedules did not meet the full requirements of flat rent determination as set out by HUD. After completing a market study, on October 24, 2006, the YCH Board of Commissioners received the results of the market study. That study showed a very large gap between the existing flat rent schedule and the actual market. As a result, the Board approved a three part phase in of 17% per year increases until the flat rent schedule met the results of the annual market study of fair market rents. The three part phase-in period of 17% increases per year ended as of 2012.

The proposed flat rent schedule is outlined in the table above. Current market rents are higher than what YCH is charging for 1 bedroom and 3 bedroom units, all other bedroom sizes are at market rate or less than what YCH is charging.

In order to provide residents with sufficient notice of flat rent schedule changes, it is recommended that flat rent increases become effective October 1, 2014. Residents who choose a flat rent would see a change at the annual recertification examination (due on the anniversary month of the resident's initial move-in date). In accordance with federal requirements, at the

time of annual recertification, each family has the choice of the flat rent option or an income-based rent equal to 30% of adjusted income.

**FISCAL IMPACT**

Currently YCH has six (6) out of 431 Public Housing units that choose to pay flat rents (this is less than 2% of the total). Fiscal impact to the Agency is unknown at this time due to family rental payment choice. If choice remains constant, there would be minimal to no impact to YCH.

**CONCLUSION**

Staff recommends approving by resolution the proposed Flat Rent schedule for LIPH to be effective October 1, 2014.

**Attachment:** Resolution

**YOLO COUNTY HOUSING  
RESOLUTION NO. 14-12**

**(Resolution regarding Adoption of Annual Flat Rent Schedule in Accordance with Federal Regulations)**

**WHEREAS**, the U.S. Department of Housing and Urban Development (“HUD”) requires public housing authorities to adopt a flat rent option for residents consistent with market survey results; and

**WHEREAS**, public housing residents will be given the option to choose either the flat rent or income based rent amount at their annual reexamination;

**NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND** by the Housing Commission of the Housing Authority of the County of Yolo adopts the flat rent schedules to be effective October 01, 2014 as outlined in the flat rent staff report of August 21, 2014.

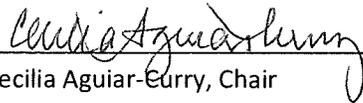
**PASSED AND ADOPTED**, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 21st day of August 2014 by the following vote:

**AYES: Aguiar-Curry, Johannessen, Stallard, Wienecke-Friedman, Stallard.**

**NOES: None.**

**ABSTAIN: None.**

**ABSENT: Thomson.**

  
\_\_\_\_\_  
Cecilia Aguiar-Curry, Chair  
Housing Commission of the  
Housing Authority of the County of Yolo

Approved as to Form:

By   
\_\_\_\_\_  
Sonia Cortes, Agency Counsel

Attest:

Julie Dachtler, Clerk  
Housing Commission of the  
Housing Authority of the County of Yolo

By   
\_\_\_\_\_



Yolo County Housing  
Yolo County, California

To: Co. Counsel ✓  
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.14-32 Item No. 9, of the Yolo County Housing meeting of August 21, 2014.

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

9. Receive and File Correspondence from Yolo Interfaith Immigration Network Honoring the Work of Alberto Castillo (Baker)

Approved recommended action on Consent.



## *Yolo County Housing*

Lisa A. Baker, Chief Executive Officer

147 W. Main Street

Woodland: (530) 662-5428

WOODLAND, CA 95695

Sacramento: (916) 444-8982

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

**DATE:** August 21, 2014  
**TO:** YCH Housing Commission  
**FROM:** Lisa A. Baker, Chief Executive Officer  
**SUBJECT:** **Receive and File Correspondence from Yolo Interfaith Immigration Network (YIIN) Honoring the Work of Alberto Castillo**

### **RECOMMENDED ACTIONS:**

That the Commissioners receive and file the correspondence.

### **BACKGROUND / DISCUSSION**

YCH has received correspondence from YIIN commending Mr. Alberto Castillo, IT/IS Administrator for his support, expertise, focus and patience in helping YIIN create a computer learning classroom at Madison Migrant Center for the benefit of our residents.

### **FINANCIAL IMPACT**

None.

### **CONCLUSION**

That the Commission receive and file the correspondence.

**Attachment:** Letter from YIIN



*Yolo Interfaith Immigration Network*

August 9, 2014

Lisa A. Baker, Executive Director  
Yolo County Housing  
147 W. Main Street  
Woodland, CA 95695

Dear Ms. Baker:

Yolo Interfaith Immigration Network (YIIN) has enjoyed and benefitted from a working relationship this summer with Alberto Castillo, IT Manager with YCH. Alberto was instrumental in providing support and technical expertise in making 12 donated computers operational at Madison Migrant Center this season.

Although the original plan to have the computers operational for this year's ESL classes was not realized due to multiple challenges (none within Alberto's control), they are all now working and ready for use next season. YIIN may offer a computer class to the Center residents this season as a way of "breaking in" the computers and bringing this resource to the onsite community.

YIIN is very grateful to Alberto for his help, focus, patience and good humor as the project progressed. YCH is fortunate to have an employee of his caliber, and YIIN greatly appreciates his efforts.

Sincerely,

A handwritten signature in cursive script that reads "Karen Shepard".

Karen Shepard,  
Treasurer and ESL Coordinator  
YIIN

Cc: Janis Holt  
Alberto Castillo

Yolo County Housing  
Yolo County, California

Meeting Date: August 21, 2014

To: County Counsel ✓  
Yolo County Housing ✓

10.

Review, Approve and Adopt Resolution for Section 8 Management Assessment Program (SEMAP) Certification (Holt and Jimenez-Perez)

Minute Order No. 14-33: Approved recommended action by **Resolution No. 14-13.**

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



## ***Yolo County Housing***

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

DATE:            August 21, 2014  
TO:              YCH Housing Commission  
FROM:           Lisa A. Baker, Chief Executive Officer  
PREPARED BY: Marianne Krager – MK Housing Compliance Solutions Contractor  
SUBJECT:        **REVIEW, APPROVE AND ADOPT RESOLUTION FOR SECTION 8 MANAGEMENT  
ASSESSMENT PROGRAM (SEMAP) CERTIFICATION**

### **RECOMMENDED ACTIONS:**

That the Housing Commission:

1. Adopt a resolution approving the Yolo County Housing (YCH) Self-Certification score for Section 8 Management Assessment Program (SEMAP) Certification and Analysis for Fiscal Year 2013-2014; and
2. Authorize the CEO to submit to HUD.

### **BACKGROUND / DISCUSSION**

SEMAP is a program designed by the Department of Housing and Urban Development (HUD) to assess the operation and utilization of the Housing Choice Voucher Program and to measure the performance of individual public housing agencies (PHA). There are fourteen indicators used to determine the performance ratings in key program areas. HUD will annually assign each PHA a rating on each of these indicators and an overall performance rating of high, standard, or troubled. There is a maximum of 145 points (or 150 points with the addition of 5 bonus points for eligible jurisdictions). The indicators of performance show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by Federal housing legislation.

It was determined, after completion of the self-assessment, that YCH scores 145 out of the possible 145 points (100.00%). During the 2012-2013 assessment year YCH was informed by HUD that their SEMAP score was increased from 98% to 100% (FSS Indicator score of 8 was increased to 10) which gives YCH a perfect score for two years in a row.

Yolo County Housing therefore is once again a High Performing agency for Voucher operations for the fifth consecutive year.

### **FISCAL IMPACT**

PHA's with SEMAP scores of at least 90 percent shall be rated high performers under SEMAP. PHAs that achieve an overall performance rating of high performer may receive national recognition by the Department of Housing and Urban Development and may receive a competitive advantage under notices of fund availability (NOFA's).

### **CONCLUSION**

Staff has completed the self-assessment and has the necessary back-up documents to successfully submit SEMAP information to HUD. HUD requires YCH to submit a self-certification of SEMAP indicators within 60 days after the end of the YCH fiscal year of June 30, 2014. Once approved by the Housing Commission, the attached certification will be submitted on or before the due date of August 29, 2014.

**Attachment:** Resolution  
SEMAM Summary Table

**YOLO COUNTY HOUSING  
RESOLUTION NO. 14-13**

**(Resolution regarding the Section Eight Management Assessment Program (SEMAP)  
Certification for Fiscal Year Ending June 2014)**

**WHEREAS**, the Housing Authority of the County of Yolo ("YCH") must submit to the U.S. Department of Housing and Urban Development ("HUD") Section Eight Management Assessment Program (SEMAP) Certification on or before August 29, 2014; and

**WHEREAS**, the submittal of the SEMAP Certification requires the approval and authorization of the Housing Commission of YCH; and

**WHEREAS**, the SEMAP Certification will be submitted to HUD electronically through HUD'S website on or before August 29, 2014 after review by the Chief Executive Officer; and

**WHEREAS**, the Housing Commission of YCH have determined to the best of their knowledge that the SEMAP Certification for year ending June 30, 2014 is true and correct.

**NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND** by the Housing Commission of the Housing Authority of the County of Yolo, as follows:

1. Each of the foregoing recitals is true and correct.
2. The Board of Commissioners hereby confirms and approves the submittal of the SEMAP Certification for the year ending June 30, 2014, which will be submitted electronically through HUD'S website on or before August 29, 2014.

**EFFECTIVE DATES:** This Resolution shall take effect from and after the date of its adoption.

**PASSED AND ADOPTED**, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 21<sup>st</sup> day of August 2014 by the following vote:

**AYES: Aguiar-Curry, Johannessen, Stallard, Wienecke-Friedman, Vancerford.**  
**NOES: None.**  
**ABSTAIN: None.**  
**ABSENT: Thomson.**

Cecilia Aguilar Curry  
Cecilia Aguilar Curry, Chair  
Housing Commission of the  
Housing Authority of the County of Yolo

Approved as to Form:

By Sonia Cortes  
Sonia Cortes, Agency Counsel

Attest:  
Julie Dachtler, Clerk  
Housing Commission of the  
Housing Authority of the County of Yolo

By Julie Dachtler



## SEMAP INDICATORS [24CFR 985.3 and form HUD-52648]

The table below lists each of the SEMAP indicators and contains a description of each indicator.

INDICATORS	SCORE
<b>Indicator 1: Selection from the waiting list</b> <b>Maximum Score: 15</b> <ul style="list-style-type: none"> <li>• Proper selection of applicants from the housing choice voucher waiting list</li> </ul>	15
<b>Indicator 2: Rent reasonableness</b> <b>Maximum Score: 20</b> <ul style="list-style-type: none"> <li>• Sound determination of reasonable rent for each unit leased</li> </ul>	20
<b>Indicator 3: Determination of adjusted income</b> <b>Maximum Score: 20</b> <ul style="list-style-type: none"> <li>• Accurate verification of family income</li> </ul>	20
<b>Indicator 4: Utility Allowance Schedule</b> <b>Maximum Score: 5</b> <ul style="list-style-type: none"> <li>• Maintenance of a current schedule of allowances for tenant utility costs</li> </ul>	5
<b>Indicator 5: HQS Quality Control Inspections</b> <b>Maximum Score: 5</b> <ul style="list-style-type: none"> <li>• Performing of quality control inspections to ensure housing quality</li> </ul>	5
<b>Indicator 6: HQS Enforcement</b> <b>Maximum Score: 10</b> <ul style="list-style-type: none"> <li>• Timely annual housing quality inspections</li> </ul>	10
<b>Indicator 7: Expanding Housing Opportunities</b> <b>Maximum Score: 5</b> <ul style="list-style-type: none"> <li>• Expand housing choice outside areas of poverty or minority concentration</li> </ul>	5
<b>Indicator 8: FMR limit and Payment Standards</b> <b>Maximum Points: 5</b> <ul style="list-style-type: none"> <li>• Establishment of payment standards within the required range of the HUD fair market rent</li> </ul>	5
<b>Indicator 9: Annual Re-examinations</b> <b>Maximum Points: 10</b> <ul style="list-style-type: none"> <li>• Timely annual reexaminations of family income</li> </ul>	10

<b>Indicator 10: Correct tenant rent calculations</b> <b>Maximum Points: 5</b> <ul style="list-style-type: none"> <li>• Correct calculation of the tenant share of the rent and the housing assistance payment</li> </ul>	<b>5</b>
<b>Indicator 11: Pre-contract HQS Inspections</b> <b>Maximum Points: 5</b> <ul style="list-style-type: none"> <li>• Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts</li> </ul>	<b>5</b>
<b>Indicator 12: Annual HQS Inspections</b> <b>Maximum Points: 10</b> <ul style="list-style-type: none"> <li>• Timely annual housing quality inspections</li> </ul>	<b>10</b>
<b>Indicator 13: Lease-up</b> <b>Maximum Points: 20</b> <ul style="list-style-type: none"> <li>• Ensure that all available housing choice vouchers are used</li> </ul>	<b>20</b>
<b>Indicator 14: Family Self-Sufficiency (FSS) enrollment and escrow account balances</b> <b>Maximum Points: 10</b> <ul style="list-style-type: none"> <li>• Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income.</li> </ul>	<b>10</b>

(a) High performer rating. PHAs with SEMAP scores of at least 90 percent shall be rated high performers under SEMAP. PHAs that achieve an overall performance rating of high performer may receive national recognition by the Department and may be given competitive advantage under notices of fund availability.

(b) Standard rating. PHAs with SEMAP scores of 60 to 89 percent shall be rated standard

(c) Troubled rating. PHAs with SEMAP scores of less than 60 percent shall be rated troubled.

After completion of the self-assessment, YCH scored 145 out of the possible 145 points (100%)

**YCH scored maximum points on each indicator**

Yolo County Housing  
Yolo County, California

Meeting Date: August 21, 2014

To: County Counsel ✓  
Yolo County Housing ✓

11. Review and Approve Position Description and Salary Range for the Senior Management Analyst (Baker)

Minute Order No. 14-34: Approved recommended action.

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



# 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:** August 21, 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 SENIOR MANAGEMENT ANALYST**

## RECOMMENDED ACTION

That the Housing Commission approves the position description and salary range for the Senior Management Analyst position.

## BACKGROUND/DISCUSSION

On July 24, 2014, the Commission approved the restructure and organizational chart that included the position of Senior Management Analyst. Under the new organizational structure, the Senior Management Analyst is an exempt position that will report directly to the Finance Director.

The position was included in the current budget as a part time YCH position focusing on SEMAP, PHAS, Identity of Interest inspections and quality control. The grants management functions are currently provided by a County employee assigned to YCH to assist with the County's grants management. At this time, the Grants Manager from the County has accepted employment elsewhere and will be leaving on August 26, 2014. This provides an opportunity to modify the position to full time in order to fulfill both functions.

Staff conducted a salary review for comparable positions in areas with similar demographics. Salaries were reviewed from the County of Sacramento, Butte County, Sacramento Housing and Redevelopment Agency, Yolo County, UC Davis, Glass Door (website) and Indeed (website). The median entry level wage for this position was determined to be \$63,000.

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Senior Management Analyst	\$63,000	\$66,150	\$69,458	\$72,930	\$76,577

## **FISCAL IMPACT**

None. The position is included in the current budget and the costs will be shared with the County of Yolo.

## **CONCLUSION**

Staff recommends that the Housing Commission approve the position description and salary range for Senior Management Analyst.

**Attachment:** Senior Management Analyst Position Description

## SENIOR MANAGEMENT ANALYST

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

### **DEFINITION**

Under general direction, performs a variety of complex and diverse professional and technical administrative duties in support of assigned department including those requiring a high level of expertise in a specific area; ensures compliance of all agency contracts and agreements with federal, state, and local laws; responsible for timely and accurate federal, state, and local reporting; create analytical, statistical and narrative reports.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **ESSENTIAL FUNCTION STATEMENTS**

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

#### **Grants Management Functions**

1. Perform detailed analytical studies of policies, procedures, organization operations, services, finances and procedural matters
2. Advise and assist department head and management staff in fiscal, organizational and procedural matters.
3. Research and analyze laws, policies and other regulatory requirements and changes.
4. Develop policy statements for management approval.
5. Participate in the preparation, review and administration of departmental budgets.
6. Assist in the preparation of the capital improvement program.
7. Prepare in-depth and complex reports and analyses.

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8. Review legal contracts and documents and submit revisions.
9. Serve as the administrative program specialist on grant funding such as CDBG and HOME funds.
10. Research, develop and write grant applications and related funding proposals.

### Compliance Functions

1. Ensure strict compliance of agency programs with Federal and State guidelines and regulations.
2. Responsible for the compilation, preparation and submission of all required reports to federal, state, and/or local authorities in a timely and accurate manner. These reports include, but are not limited to, Annual and Semi-Annual Reporting, Section 3 reporting, Settlement Statements, SEMAP, PIC, VMS, PHAS, and ROSS.
3. Provide quality control and conduct quality control tests, such as inspections SEMAP, HOME, Portfolio management for the department as required by HUD or other funding partner. Prepare certification documents as required.
4. Assume responsibility for services and activities related to procurement, contracting and compliance under the direction of the Finance Director.
5. Serve as the lead in the development of the Agency Five-Year Plan and Annual Updates.

### Common Essential Functions

1. Confer and serve as liaison between departments and with other agencies.
2. Serve as the project lead staff person on assigned projects; organize, coordinate and direct special projects or programs.
3. Prepare staff reports and make oral presentations to the Housing Commission, City Council, Board of Supervisors as required.
4. 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.
5. 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

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your supervisor, member of the management team, or member of the YCH safety committee.

6. 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.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of grant writing, grant management, and grant reporting to local, state or federal funding sources.
- Principles and practices of program compliance and administration.
- Principles and practices of government financing and budgeting.
- Purposes, functions and organization of local governmental agencies and the functioning of their governing boards.
- Pertinent Federal, State, and local codes, laws, and regulations.

### **Ability to:**

- Prepare, review, and present clear and concise reports and correspondence.
- Devise and implement innovative approaches to maximize efficiencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various applications and related programs, including standard, as well as proprietary software.
- Deal diplomatically and sensitively with clients, other agency representatives, and the general public.
- Maintain confidentiality.

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- Interpret and apply agency policies, rules and regulations.
- Interpret and apply Federal, State, and local policies, laws and regulations.
- Drive from site to site.

**Experience and Training Guidelines**

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

**Experience:**

- Five years of progressively responsible, professional or journey level housing and/or community development experience. Ideal candidate will have at least two (2) years in a public housing authority or community development agency.
- Demonstrated proficiency in preparation of spreadsheets and narrative reports.

**Education:**

- Bachelor’s degree from an accredited college or university with major course work in housing/community development, business administration or a related field is required. Masters degree preferred, or
- An Associate’s degree with three years experience in a public housing authority may be substituted for the Bachelor’s degree, or
- An equivalent combination of education, training, and experience may be substituted on a two-for-one year basis for the Bachelor’s degree.
- Possess a valid HQS Inspection Certificate OR obtain such certification within six months of appointment to the classification.

**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 designee.

**Special Requirements:**

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- 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.*

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