



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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COUNTY OF HUMBOLDT HOUSING AUTHORITY REGULAR COMMISSION MEETING AGENDA

Monday – April 11, 2022
12:00pm

Housing Authority Office
735 W. Everding Street, Eureka CA 95503

Participate Via Zoom Meeting
Join Zoom Meeting at <https://us02web.zoom.us/join> or call (669) 900-6833
Meeting ID: 813 9317 9462 Passcode: 244205

(a) Roll Call

Elizabeth Conner, Chairperson
Maureen Fitzgerald, Vice Chairperson
Blair Brown, Commissioner
Sylvia Derooy, Commissioner
Kaylen Escarda, Commissioner
Leslie Zondervan-Droz, Commissioner

- (b) Public Comment: This time is reserved for members of the public to address the Committee relative to matters of the County of Humboldt Housing Authority not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

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- (c) Minutes from the Regular Session of February 14, 2022, and March 14, 2022
Recommendation: Staff recommends the Commissioners approve minutes.

- (d) Bills and Communications: None

- (e) Report of the Secretary: The report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners Agenda.

(e1) Covid-19 Updates
(e2) Occupancy and Leasing Report
(e3) HCV Utilization Reports

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The Housing Authorities are Equal Housing Opportunity Organizations



(f) Reports of the Commissioners: This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.

(g) Unfinished Business: This time is reserved for any business that has been carried over from previous meetings/discussions.

(h) New Business:

14 - 15

(h1) Annual Meeting and Election of Officers

Recommended Board Action: Elect Officers

(h2) City of Eureka Ad-Hoc Committee to Review Repositioning Reports

Recommended Board Action: Review and discuss

(i) Closing Comments: Any other business to properly come before the Commission

(j) Executive Session (if necessary)

Adjournment

The Commissioners of the County of Humboldt Housing Authority met in a Regular Session on Monday, February 14, 2022, at 12:00 p.m. This Session was held via conference call and Zoom with the Commissioners due to the Covid-19 pandemic.

Chairperson Conner called the meeting to order at 12:05pm

(a) Roll call

Commissioners Present: Chairperson Conner, Commissioner Escarda, Commissioner Zondervan-Droz

Commissioners Absent: Vice Chairperson Fitzgerald, Commissioner Derooy

Staff Present: Churchill, Humphreys, Wiesner, Orsini, McCullough

Public Present: Linda Evans

(b) Public Comment: Linda Evans commented that she would like the Housing Authority to add a "special housing types" option into the Administrative Plan.

Chairperson Conner asks if a commissioner would like to motion to request staff prepare a report and put this "special housing types" policy question on a future agenda item.

Motion to request staff prepare a report and put this "special housing types" policy question on a future agenda item made by Commissioner Escarda.

Second – Commissioner Zondervan-Droz

AYES: Conner, Escarda, Zondervan-Droz

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and approved.

(c) Minutes of the Regular Session of January 10, 2022.

Motion to approve the minutes of the meeting of January 10, 2022 by Commissioner Zondervan-Droz

Second – Commissioner Escarda

AYES: Conner, Escarda, Zondervan-Droz

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the January 10, 2022, minutes approved.

(d) Bills and Communications: None

(e) Report of the Secretary:

(e1) Covid-19 Updates: Secretary Churchill notes that the State Covid Mask Mandate is being lifted this week. Some staff may choose to go without a mask; however, most staff will continue to wear their mask for safety. Any public who enters the lobby are required to wear a mask. We continue to monitor the Covid office protocols to keep our employees safe.

(e2) Occupancy and Leasing Report: Secretary Churchill briefs the Commissioners on occupancy related to the City of Eureka Housing Authority properties.

(e3) HCV Utilization Reports: Secretary Churchill updates the Commissioners on the report, noting that for the Project Based Voucher program, we have 25 vouchers for veterans, and will have all 25 vouchers leased up by the end of the month. Secretary Churchill notes that we are around 96% of budget utilization.

(f) Reports of the Commissioners: None.

(g) Unfinished Business: None.

(h) New Business:

(h1) Resolution 481

Updated Personnel Policy

Recommended Board Action: Accept and Adopt for Approval

Resolution 481

Resolution to Approve and Accept
County of Humboldt Housing Authority
Update to Personnel Policy

WHEREAS, the County of Humboldt Housing Authority Board of Commissioners have determined that from time to time it is necessary to make certain changes to the Authorities Personnel Policy; and

WHEREAS, the Personnel Policy has been updated to maintain compliance with changes in California law; and

WHEREAS, all revisions have been reviewed by the County of Humboldt Housing Authority Board of Commissioners;

THEFORE BE IT RESOLVED, that the County of Humboldt Housing Authority does hereby approve revisions to the Personnel Policy.

Motion to approve the Resolution 481 by Commissioner Escarda.

Second – Commissioner Zondervan-Droz

AYES: Conner, Fitzgerald, Escarda, Zondervan-Droz

NAYS: None

ABSTAIN: None

Chairperson Conner declared the motion carried and the Resolution 481 approved.

February 14, 2022
Eureka, California

(h2) City of Eureka Housing Authority Repositioning Plan Executive Summary (for discussion): Secretary Churchill goes over the Executive Summary with the commissioners, and details key points of the summary. Secretary Churchill briefs the commissioners on the role the County of Humboldt Housing Authority would take regarding the Repositioning Plan. Secretary Churchill invites the commissioners to attend the City of Eureka Housing Authority board meeting on February 22, 2022 which will be focused on Repositioning.

(i) Closing Statements: None heard.

There being no further business to come before the Commissioners, the meeting was adjourned at 12:51p.m.

Secretary

Chairperson

The Commissioners of the County of Humboldt Housing Authority met in a Regular Session on Monday, February 14, 2022, at 12:00 p.m. This Session was held via conference call and Zoom with the Commissioners due to the Covid-19 pandemic.

Chairperson Conner called the meeting to order at 12:04pm

(a) Roll call

Commissioners Present: Chairperson Conner, Vice Chairperson Fitzgerald, Commissioner Brown, Commissioner Derooy

Commissioners Absent: Commissioner Escarda, Commissioner Zondervan-Droz

Staff Present: Churchill, Humphreys, Orsini

Public Present: Linda Evans

(b) Public Comment: None heard.

(c) Minutes of the Regular Session of February 14, 2022.

Motion to approve the minutes of the meeting of February 14, 2022, by Commissioner Derooy

Second – Vice Chairperson Fitzgerald

After the motions were made, Chairperson Conner notes that Vice Chairperson Fitzgerald and new Commissioner Brown were not in attendance at the February 14, 2022 meeting and must abstain. Chairperson Conner adds that there is not a quorum to vote as required to approve the minutes of February 14, 2022. These minutes will be brought back for a vote at the next meeting on April 11, 2022.

(d) Bills and Communications:

(d1) HUD letter, Approval of Expedited Pandemic Regulatory Waiver Request. Dated February 14, 2022: Secretary Churchill goes over the waiver request with the board, noting that the request for Fair Market Rent (FMR) increase from 110% to 120% was approved by HUD and is effective March 1, 2022 – December 31, 2022.

(e) Report of the Secretary:

(e1) Covid-19 Updates: Secretary Churchill notes that the state covid mask mandate has been lifted. Some staff may choose to go without a mask; however, most staff will continue to wear their mask for safety. The office lobby continues to be open to the public Tuesday, Wednesday, Thursday from 10:00am – 3:00pm. Any public who enters the lobby are required to wear a mask. We continue to monitor the Covid office protocols to keep our employees safe.

(e2) Occupancy and Leasing Report: Secretary Churchill briefs the Commissioners on occupancy related to the City of Eureka Housing Authority properties.

(e3) HCV Utilization Reports: Secretary Churchill briefs the Commissioners on the report, noting that as of January 2022, we are just above 100% of budget utilization. Secretary Churchill states that for the Emergency Housing Voucher (EHV) program, in January 2022 there were 5 leased up vouchers. However, there are now 16 EHV's leased up with 20 out searching and 10 that are screening. Additionally, of the 16 EHV's that are now leased up, 4 households were formally homeless. Secretary Churchill reminds the board that the EHV program is by referral only and these vouchers are issued based on referral from the COC or HDVS. Secretary Churchill notes that we continue to screen and brief clients to get more vouchers leased up.

(f) Reports of the Commissioners: Chairperson Conner notes that she attended the most recent City of Eureka Housing Authority board meeting and listened to a presentation on Repositioning.

(g) Unfinished Business: None.

(h) New Business:

(h1) Annual Meeting and Election of Officers

Recommended Board Action: Elect Officers

Chairperson Conner asks if there are any comments on this year's goals. No comments are heard. Chairperson asks the Board if anyone would like to discuss or nominate someone to Chairperson and Vice Chairperson. Nothing heard from the Board. Chairperson Conner states that with Commissioners Escarda and Commissioner Zondervan-Droz not in attendance at the current meeting, we will table the discussion regarding the goals and bring back the Officer Election for the next board meeting on April 11, 2022.

(h2) Special Housing Types

Recommended Board Action: Discuss and provide direction

Secretary Churchill briefs the board on the "Special Housing Types" overview and what is required to add Special Housing Types to the Administrative Plan. Secretary Churchill asks for a recommendation from the board on how to proceed with adding Special Housing Types to our Administrative Plan. Chairperson Conner asks Secretary Churchill if adding a Special Housing Type would create more vouchers. Secretary Churchill comments, no, this would not Create more vouchers. After a brief discussion, the board members agree to request staff look into Special Housing Types of single room occupancy and manufactured homes and provide further information to the board at a future meeting.

(i) Closing Statements: None heard.

There being no further business to come before the Commissioners, the meeting was adjourned at 1:02p.m.

Secretary

Chairperson

Occupancy and Leasing Report

Month: February 2022

City of Eureka Housing Authority County of Humboldt Housing Authority

Program	Total Units Available	Vacant Units 1st of Month	# Units Leased 1st of Month	Move-outs During Month	Move-ins During Month	Wait List End of Month
Eureka						
Public Housing	196 *	16 *	180	1	2	434
Eureka Family Housing	51	3	48	0	0	457
Eureka Senior Housing	22	2	20	0	0	155
	269		248			
Humboldt						
Housing Choice Vouchers	1217	N/A	860	5	2	1095
VASH Vouchers	73	N/A	23	0	1	N/A
Mainstream vouchers	75 ***	N/A	27	0	1	N/A
Project Based Vouchers						
PBV-VASH - Bayview Heights (Eureka)	22 **	N/A	21	0	1	N/A
PBV-HCV - Bayview Heights (Eureka)	3 **					
PBV-HCV - Sorrell Place (Arcata)	5 **	N/A	N/A	N/A	N/A	N/A
Emergency Housing Vouchers (EHV)	182 ‡	N/A	11	0	0	N/A ‡
	1577		931			
Vouchers issued but not under contract, end of month (aka "Searching")						45

*Total PH units is 198; 2 units are exempted for EPD use and Boys & Girls Club and are unavailable for tenant rental

**25 Project Based VASH Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
Modified in 2021 to meet project requirements; 22 VASH PBVs and 3 non-VASH for veterans who don't meet HUD-VASH requirements.
5 Project Based HCV vouchers set-aside for Sorrell Place extremely low income units at 7th & I Street, Arcata

*** Mainstream vouchers were awarded December 2020. Funding began April 2021; initial referrals from CoC partners began April 2021.

‡ No PHA waitlist for EHV's; all are issued based on referral from HHHC. Referrals began 9/2021.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Housing Choice Vouchers Only
For the month of February 2022

HAP (per VMS):	January	February	Total
HUD Budget Authority Income (HAP)	487,240.00	490,302.00	977,542.00
HUD Additional VO Funding			-
Less: HUD Recapture			-
Draw from HUD-held reserves			-
Other HAP income	209.00	279.00	488.00
HAP expenses	(491,122.00)	(489,495.00)	(980,617.00)
Surplus (Deficit)	(3,673.00)	1,086.00	(2,587.00)
% Total income utilized	100.75%	99.78%	100.26%
% Budget Authority utilized	100.80%	99.84%	100.31%
# of Households Assisted	866	860	1,726
Average HAP Payment	567.12	569.18	568.14
ADMIN & OPERATIONS (per G/L):			
Administrative Fee income (HUD)	69,755.00	69,755.00	139,510.00
HUD Additional AF Funding			
Other Admin income	1,336.90	1,406.90	2,743.80
Port-in HAP income	1,820.00	1,820.00	3,640.00
Port-in HAP expense	(1,820.00)	(1,820.00)	(3,640.00)
Operating expenses	(62,590.66)	(57,222.10)	(119,812.76)
Surplus (Deficit)	8,501.24	13,939.80	22,441.04
Remaining HAP Cash	18,124.17	19,052.17	
Remaining Non-HAP Cash	383,723.79	409,050.32	
Total HCV Cash	401,847.96	428,102.49	
Cash Increase/(Decrease)	5,100.33	26,254.53	

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Mainstream Vouchers Only
For the month of February 2022

<u>HAP:</u>	<u>January</u>	<u>February</u>	<u>Total</u>
HUD Budget Authority Income (HAP)	7,833.00	12,284.00	20,117.00
HUD Additional VO Funding			-
Less: HUD Recapture			-
Draw from HUD-held reserves			-
Other HAP income			-
HAP expenses	<u>(17,543.00)</u>	<u>(18,014.00)</u>	<u>(35,557.00)</u>
Surplus (Deficit)	<u>(9,710.00)</u>	<u>(5,730.00)</u>	<u>(15,440.00)</u>
% Total income utilized	223.96%	146.65%	176.75%
% Budget Authority utilized	223.96%	146.65%	176.75%
# of Households Assisted	27	27	54
Average HAP Payment	649.74	667.19	658.46
<u>ADMIN & OPERATIONS (per G/L):</u>			
Administrative Fee income (HUD)	55.00	55.00	110.00
HUD Additional AF Funding			-
Other Admin income			-
Port-in HAP income			-
Port-in HAP expense			-
Operating expenses	<u>(1,575.17)</u>	<u>(1,067.93)</u>	<u>(2,643.10)</u>
Surplus (Deficit)	<u>(1,520.17)</u>	<u>(1,012.93)</u>	<u>(2,533.10)</u>
Remaining HAP Cash	69,131.00	63,950.00	
Remaining Non-HAP Cash	<u>(1,406.79)</u>	<u>(2,295.69)</u>	
Total Mainstream Voucher Cash	67,724.21	61,654.31	
Cash Increase/(Decrease)	(12,190.79)	(6,069.90)	
	A	A	

Cash decrease due to timing of HUD stopping
MSV payments from July 2021-December 2021.
A Expecting cash to increase as payments
continue this year.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Emergency Housing Vouchers Only
For the month of February 2022

<u>HAP:</u>	<u>January</u>	<u>February</u>	<u>Total</u>
HUD Budget Authority Income (HAP)			-
HUD Additional VO Funding			
Less: HUD Recapture			
Draw from HUD-held reserves			
Other HAP income			
HAP expenses	<u>(4,749.00)</u>	<u>(11,739.00)</u>	<u>(16,488.00)</u>
Surplus (Deficit)	<u>(4,749.00)</u>	<u>(11,739.00)</u>	<u>(16,488.00)</u>
% Total income utilized	0.00%	0.00%	0.00%
% Budget Authority utilized	0.00%	0.00%	0.00%
# of Households Assisted	5	11	
Average HAP Payment	949.80	1,067.18	
<u>ADMIN & OPERATIONS (per G/L):</u>			
Administrative Fee income (HUD)			-
HUD Additional AF Funding			
Other Admin income	6,939.97	13,451.28	20,391.25
Port-in HAP income			
Port-in HAP expense			
Operating expenses	<u>(6,063.57)</u>	<u>(12,924.29)</u>	<u>(18,987.86)</u>
Surplus (Deficit)	<u>876.40</u>	<u>526.99</u>	<u>1,403.39</u>
Remaining HAP Cash	512,371.00	500,567.00	
Remaining Non-HAP Cash	<u>426,639.42</u>	<u>414,688.14</u>	
Total Emergency Housing Voucher Cash	<u>939,010.42</u>	<u>915,255.14</u>	
Cash Increase/(Decrease)	(12,024.97)	(23,755.28)	

A

Cash decrease due to timing of HUD stopping
EHV HAP and Admin Fee disbursements from
A December 2021-February 2022. Expecting cash
to continue to decrease until disbursements
continue.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Housing Choice Vouchers Only
For the month of February 2022

Section 8 Program
County of Humboldt

Housing Assistance Payments

<u>Month</u>	<u>Income</u>	<u>Expense**</u>	<u>% Expended</u>
January	\$ 487,449.00	\$ (491,122.00)	100.75%
February	490,581.00	(489,495.00)	99.78%
Year to Date Total	<u>\$ 978,030.00</u>	<u>\$ (980,617.00)</u>	<u>100.26%</u>

Administrative and Operating Expenses

<u>Month</u>	<u>Income</u>	<u>Expense</u>	<u>% Expended</u>
January	\$ 71,091.90	\$ (62,590.66)	88.04%
February	71,161.90	(57,222.10)	80.41%
Year to Date Total	<u>\$ 142,253.80</u>	<u>\$ (119,812.76)</u>	<u>84.22%</u>

Households Served

<u>Month</u>	<u>Number of Households Leased</u>	<u>Average Housing Assistance Payment</u>
January	866	\$ 567.12
February	860	569.18

** Note that prior month HAP expenses/counts are subject to revision based on periodic retroactive adjustments.

Housing Choice Vouchers	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
January	945	966	939	918	888	931	985	913	889	917	918	903	882	866	884	866
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	875	860
March	921	953	940	910	881	944	977	899	908	923	918	896	897	861	875	
April	927	953	935	909	883	945	979	896	920	928	919	908	895	859	873	
May	929	930	932	903	907	949	977	890	920	927	917	905	895	850	873	
June	929	911	935	895	892	944	976	890	922	930	914	898	892	853	868	
July	937	922	936	885	900	940	969	891	929	924	919	895	882	873	865	
August	969	923	931	880	902	938	962	891	929	923	917	888	879	872	864	
September	967	924	926	884	903	944	956	896	931	927	913	888	872	883	864	
October	971	937	923	880	898	953	946	897	918	934	906	888	866	888	862	
November	979	934	917	879	912	968	939	900	913	928	903	887	881	890	866	
December	995	940	919	885	922	973	927	890	910	925	902	882	877	887	857	
Average	950	938	931	895	898	947	965	897	916	926	914	895	884	871	869	863
UML's	11,404	11,253	11,169	10,739	10,772	11,362	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	1,726

Mainstream Vouchers	2021	2022
January		27
February		27
March		
April		
May		
June		
July		
August		4
September		15
October		18
November		24
December		27
Average	21	27
UML's	88	54

Emergency Housing Vouchers	2021	2022
January		5
February		11
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		4
Average	4	8
UML's	4	16

Total All Voucher Programs	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
January	945	966	939	918	888	931	985	913	889	917	918	903	882	866	884	898
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	875	898
March	921	953	940	910	881	944	977	899	908	923	918	896	897	861	875	
April	927	953	935	909	883	945	979	896	920	928	919	908	895	859	873	
May	929	930	932	903	907	949	977	890	920	927	917	905	895	850	873	
June	929	911	935	895	892	944	976	890	922	930	914	898	892	853	868	
July	937	922	936	885	900	940	969	891	929	924	919	895	882	873	865	
August	969	923	931	880	902	938	962	891	929	923	917	888	879	872	868	
September	967	924	926	884	903	944	956	896	931	927	913	888	872	883	879	
October	971	937	923	880	898	953	946	897	918	934	906	888	866	888	880	
November	979	934	917	879	912	968	939	900	913	928	903	887	881	890	890	
December	995	940	919	885	922	973	927	890	910	925	902	882	877	887	888	
Average	950	938	931	895	898	947	965	897	916	926	914	895	884	871	894	898
UML's	11,404	11,253	11,169	10,739	10,772	11,362	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	1,796

County of Humboldt Housing Authority

Board of Commissioners Meeting

April 11, 2022

Agenda Item H1

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Election of Officers

BACKGROUND AND HISTORY:

In accordance with the bylaws of the Housing Authority, the Board of Commissioners must hold an annual meeting to elect officers for the following year and discuss the progress on meeting goals.

Attached are the “Ten Commandments for Commissioners”, from the commissioner handbook. The commandments serve as a reminder of the board duties you have pledged to carry out on behalf of the agency. Goals established for 2022, were approved at the August 09, 2021, board meeting.

STAFF RECOMMENDATION:

Please be prepared to elect new officers and discuss Housing Authority goals as needed.

TEN COMMANDMENTS FOR COMMISSIONERS

1. **KNOW HOUSING PROGRAMS.** Don't let the jargon confuse you. Read Federal publications, Journal of Housing, etc. Attend NAHRO, and other housing conferences and training sessions (local as well as national). Be informed.
2. **SEPARATE POLICY MAKING (YOUR JOB) FROM ADMINISTRATION (THE EXECUTIVE DIRECTOR AND STAFF'S JOB).** The Commissioners are the policy makers and do not get involved with the administration of the programs. Policy sets the direction of the agency - the goals - and establishes and approves programs, reviews progress, but does not get involved in the implementation and the actual administration of these programs.
3. **KNOW YOUR LOCAL OPERATIONS** - visit projects and offices besides the board room. Attend project functions. Get statistics on occupancy, rent collections, maintenance costs, etc. Know the quality of your maintenance (if applicable), the financial status of your programs, and the operations of your staff. Be sure to request this information from the Executive Director.
4. **SET GOALS AND OBJECTIVES.** This should be done with your other Commissioners using staff input. Monitor progress in achieving goals and hold someone responsible for failure as well as success. Know where your Housing Authority is going.
5. **MAKE POLICY DECISIONS BASED ON FACTS AND INFORMATION.** See that you have adequate written data well before board meetings; study it, discuss it with others as needed, and then vote accordingly. A well planned, advance agenda with detailed backup information is essential to making sound decisions on important PHA policies.
6. **BE INNOVATIVE.** You weren't appointed to be a rubber stamp. Bring your own talents and experience into your Housing Authority Commissioner's role.
7. **LET HUD KNOW YOUR THOUGHTS ABOUT HOUSING MATTERS.** HUD publishes proposed policies in the Federal Register. They want comments from local policy makers as well as paid staff. At least know what your Executive Director is telling HUD.
8. **KEEP IN TOUCH WITH LOCAL ELECTED OFFICIALS.** They appointed you. They should be interested in your problems as well as your observations. Don't forget the City's or County's potential role in helping your Housing Authority, and vice versa.
9. **LISTEN TO TENANTS.** Don't forget that the tenants are your constituents.
10. **SEE THAT YOUR PHA HAS AN ACTIVE PUBLIC RELATIONS PROGRAM.** The taxpayers pay your bills. You need their support and confidence.