



# HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503  
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111

## AGENDA HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT BOARD OF COMMISSIONERS REGULAR MEETING

DATE AND TIME  
Monday, April 08, 2024  
12:00pm

### LOCATION

Housing Authority of the County of Humboldt  
735 W. Everding Street, Eureka CA 95503

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: 735 W. Everding St., Eureka California. The location is accessible to the public, and members of the public may address the Housing Authority of the County of Humboldt Board of Commissioners from any teleconference location.

### PUBLIC PARTICIPATION

Public access to this meeting is available in person at the location above.

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the agenda as follows:

- Send an email with your comment(s) to [heatherh@eurekahumboldtha.org](mailto:heatherh@eurekahumboldtha.org) prior to the Board of Commissioners meeting.
- Call and leave a message at (707) 443-4583 ext. 219.

When addressing the Board on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of five minutes per agenda item when the subject is before the Board.

1. Roll Call

2. Public Comment (Non-Agenda):

This time is reserved for members of the public to address the Committee relative to matters of the Housing Authority of the County of Humboldt 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.

3. Approve Minutes of the Board of Commissioners meeting held February 20, 2024.

4. Bills and Communications:

4a. HUD letter dated March 14, 2024, Approval of Payment Standard, 120% FY 2024 SAFMRs



The Housing Authorities are Equal Housing Opportunity Organizations



4b. HUD letter dated March 18, 2024, PHA Plan Approval – Housing Authority of the County of Humboldt FYB 2024

5. 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.

- 5a. Occupancy and Leasing Report
- 5b. HCV Utilization Reports

6. Reports of the Commissioners:

This time is reserved for Commissioners to share any relevant news or housing related endeavors undertaken by Commissioners.

7. Unfinished Business: None.

8. New Business:

- 8a. Annual Meeting and Election of Officers  
Recommended Board Action: Elect Officers

9. Closed Session – If needed.

10. Adjournment

\* \* \* Note \* \* \*

Documents related to this agenda are available on-line at:  
<https://eurekaumboldttha.org/governance/>

Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.

## MINUTES

### MEETING OF THE HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT BOARD OF COMMISSIONERS

TUESDAY, FEBRUARY 20, 2024

Commissioner Zondervan-Droz declared a quorum present and called the meeting to order at 12:05p.m.

1. Roll Call:

Present: Commissioner Derooy, Commissioner Escarda, Commissioner Leon, Commissioner Zondervan-Droz  
Absent: Chairperson Conner, Vice Chairperson Fitzgerald  
Staff: Churchill, Humphreys

2. Public Comment (Non-Agenda): None heard.

3. Approve minutes of the board of commissioners meeting held January 08, 2024.

Motion to approve the minutes of the meeting of January 08, 2024, made by Commissioner Leon.

Second - Commissioner Escarda

Roll call:

Ayes: Derooy, Escarda, Leon, Zondervan-Droz  
Nays: None  
Abstain: None  
Absent: Conner, Fitzgerald

Commissioner Zondervan-Droz declared the motion carried to approve the minutes of January 08, 2024.

4. Bills and Communication: None

5. Report of the Secretary:

5a. Occupancy and Leasing Report

Secretary Churchill briefs the board on this report. Secretary Churchill notes that for the year of 2023, we saw an increase in vouchers issued with a net gain of 66 households.

5b. HCV Utilization Reports

Secretary Churchill goes over this report with the board and points out key items to the board. Secretary Churchill notes that for 2023, each program spending exceeded annual funding, therefore we are spending down our HUD reserves. Secretary Churchill adds that spending down our reserves is what HUD wants us to do.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

- 8a. Resolution 504, Section 8 Management Assessment Program (SEMAP) Certification  
*Recommended Board Action: Accept and Adopt for Approval*

RESOLUTION 504

RESOLUTION TO APPROVE THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION AND AUTHORIZING ITS SUBMITTAL TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) measures the Public Housing Authorities' performance of their administration of the Section 8 Housing Choice Voucher Program through the Section Eight Management Assessment Program (SEMAP); and

WHEREAS, Housing Authorities are required to submit SEMAP certifications to HUD, and under SEMAP, HUD evaluates the Housing Authority's performance based on various indicators and routinely conducts onsite SEMAP Confirmatory Reviews; and

WHEREAS, HUD requires that SEMAP certifications be submitted sixty (60) days after the end of the preceding fiscal year; and

WHEREAS, staff has compiled accurate and complete information in preparation of the 2023 SEMAP certification and it is ready to be submitted to HUD.

NOW, THEREFORE, BE IT RESOLVED, that the Section Eight Management Assessment Program (SEMAP) Certifications for Fiscal Year Ending December 31, 2023, are approved and submittal of the SEMAP 2023 Certifications to the U.S. Department of Housing and Urban Development is authorized, and the Executive Director is hereby further authorized to take all actions necessary to implement the foregoing resolution.

Motion to approve Resolution 504 made by Commissioner Leon.

Second - Commissioner Escarda

Ayes: Derooy, Escarda, Leon, Zondervan-Droz  
Nays: None  
Abstain: None  
Absent: Conner, Fitzgerald

Commissioner Zondervan-Droz declared the motion carried and Resolution 504 approved.

- 8b. Resolution 505, Resolution to Approve Submission of Waiver Request to HUD in Support of HACE Repositioning Activities and Related Voucher Support from HACH  
*Recommended Board Action: Accept and Adopt for Approval*

RESOLUTION 505

RESOLUTION TO APPROVE SUBMISSION OF WAIVER REQUEST TO  
HUD IN SUPPORT OF HACE REPOSITIONING ACTIVITIES AND RELATED  
VOUCHER SUPPORT FROM HACH

WHEREAS, the Housing Authority of the County of Humboldt ("HACH") and the Housing Authority of the City of Eureka ("HACE") are two distinct agencies established under state and federal law to provide affordable housing services within their respective jurisdictions; and

WHEREAS, HACE has initiated repositioning activities for all of its traditional public housing as allowed and encouraged by the United States Department of Housing and Urban Development (HUD) to (1) improve existing public housing units through rehabilitation, (2) increase the number of units provided through redevelopment, and (3) streamline administrative processes and improve efficiency in the administration of providing affordable housing; and

WHEREAS, HACH passed a resolution in support of HACE's Repositioning Plan on July 11, 2022, indicating support of the repositioning plan, as HACH is the housing authority that provides rental assistance in the form of voucher-based programs for tenants and for properties, and would be the Public Housing Authority (PHA) to administer any vouchers issued or necessary for the repositioning of HACE's Public Housing properties; and

WHEREAS, HACH and HACE already operate seamlessly as the "Housing Authorities of the City of Eureka and County of Humboldt", effectively as a combined housing authority with a single staff and recognize the benefits of collaboration to better and more efficiently serve the residents of Humboldt County and the City of Eureka; and

WHEREAS, PHAs are typically limited to a cap of 25% per project being assisted by Project Based Vouchers (PBVs); and

WHEREAS, PHAs also must follow a competitive proposal process for awarding PBVs unless the PHA owns the units to be assisted; and

WHEREAS, HACH and HACE wish to request waivers from HUD regarding the 25% per project cap and the competitive proposal requirement, allowing HACH and HACE to be treated by HUD effectively as a single entity for purposes of issuing and administering vouchers related to HACE repositioning efforts; and

WHEREAS, such waiver would in no way change the ownership or management structure of either HACH or HACE, but would provide for efficiencies in allocation and administration of PBVs related to repositioning, and allow a greater number of new units to be assisted with PBVs, ensuring that they are both affordable and sustainable long-term;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Humboldt hereby approves the submission of a waiver request to HUD to treat HACH and HACE as a single entity for purposes of supporting HACE repositioning activities; and

BE IT FURTHER RESOLVED, that the Executive Director of HACH, or their designee, is authorized and directed to take all necessary actions to request and implement the requested waivers, including but not limited to executing any required agreements or documents and communicating with HUD and other relevant stakeholders.

Motion to approve Resolution 505 made by Commissioner Derooy.

Second - Commissioner Leon

Roll Call:

Ayes: Derooy, Escarda, Leon, Zondervan-Droz

Nays: None

Abstain: None

Absent: Conner, Fitzgerald

Commissioner Zondervan-Droz declared the motion carried and Resolution 505 approved.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:21p.m.

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Secretary

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Chairperson



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

March 14, 2024

Ms. Cheryl Churchill  
Executive Director  
Housing Authority of the County of Humboldt  
735 West Everding Street  
Eureka, CA 95530

Dear Ms. Churchill:

The Department of Housing and Urban Development (HUD) reviewed the Housing Authority of the County of Humboldt (**HACH**) request submitted pursuant to **Notice PIH 2023-29, “Certain Regulatory Waivers for the Housing Choice Voucher (including Mainstream) Program and Streamlined Review Process.”** The Notice provided instructions on the streamlined processing of public housing authority (PHA) requests to use specific regulatory waivers for the Housing Choice Voucher (HCV) (including Mainstream) program.

The waivers available under Notice PIH 2023-29 are included in Table 1.

**Table 1. List of streamlined regulatory waivers.**

<b>Item</b>	<b>Waiver Name</b>	<b>Regulation(s)</b>	<b>Alternative requirement</b>
(A)	Exception payment standards up to 120 percent of the SAFMRs for PHAs that are in mandatory SAFMR areas or have voluntarily chosen to adopt SAFMRs (“Opt-in PHAs”)	24 CFR 982.503(b)(1)(iv)	The PHA may establish exception payment standards up to 120 percent of its applicable FY 2024 SAFMRs.
(B)	Exception payment standards up to 120 percent of the FMR	24 CFR 982.503(c)(1)-(2) and (4)-(5)	The PHA may establish exception payment standards up to 120 percent of their applicable FY 2024 FMRs.
(C)	Exception payment standards up to 120 percent for PHAs that are currently approved for exception payment standard SAFMRs	24 CFR 982.503(b)(1)(iii)	The PHA may establish exception payment standards up to 120 percent of its applicable FY 2024 SAFMRs.
(D)	Applying an increase in the payment standard during the HAP contract term	24 CFR 982.505(c)(4)	The PHA may increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination.

**HACH's** application was submitted by an authorized official and included **HACH's** justifications for the waiver(s) to be granted.

Notice PIH 2023-29 specifies that for waivers A, B, and C, good cause justification requires that the PHA must meet at least one of the following criteria:

- Fewer than 80 percent of the families to whom the PHA issued tenant-based rental vouchers during the most recent 12-month period for which there is success rate data available have become participants in the voucher program; or
- More than 40 percent of families with tenant-based rental assistance administered by the agency pay more than 30 percent of adjusted income as the family share.

Additionally, for all waivers, the PHA must describe the good cause justification that must include (a) why a PHA needs the waiver; (b) the impact on PHA operations or applicants if the waiver is not provided. Additionally, the request must include the requested duration of the waiver, which may not exceed December 31, 2024.

Table 2 indicates which waiver(s) **HACH** requested as well as HUD's determination of the waiver approval or denial. After reviewing the waiver request(s) and considering **HACH** stated justification(s) of good cause, HUD: (1) finds there is good cause to waive, and hereby waives, the regulations and/or requirements marked "APPROVED" in the "Waiver Status" column and/or (2) finds there is not good cause to waive, and therefore does not waive, the regulations and/or requirements marked "NOT APPROVED" in the "Waiver Status" column.

**Table 2. List of streamlined regulatory waivers and HUD's determination:**

Item	Waiver Name	Regulation(s)	Alternative requirement	Waiver requested?	Waiver status/term expiration
(A)	Exception payment standards up to 120 percent of the SAFMRs for PHAs that are in mandatory SAFMR areas or have voluntarily chosen to adopt SAFMRs ("Opt-in PHAs")	24 CFR 982.503(b)(1)(iv)	The PHA may establish exception payment standards up to 120 percent of its applicable FY 2024 SAFMRs.		
(B)	Exception payment standards up to 120 percent of the FMR	24 CFR 982.503(c)(1)-(2) and (4)-(5)	The PHA may establish exception payment standards up to 120 percent of their applicable FY 2024 FMRs.	YES	APPROVED: Expiration 12/31/2024

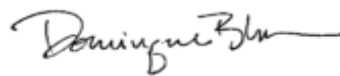


Item	Waiver Name	Regulation(s)	Alternative requirement	Waiver requested?	Waiver status/term expiration
(C)	Exception payment standards up to 120 percent for PHAs that are currently approved for exception payment standard SAFMRs	24 CFR 982.503(b)(1)(iii)	The PHA may establish exception payment standards up to 120 percent of its applicable FY 2024 SAFMRs.		
(D)	Applying an increase in the payment standard during the HAP contract term	24 CFR 982.505(c)(4)	The PHA may increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination.		

All waiver approvals are set to expire at the end of the term requested or December 31, 2024, whichever is earliest, unless an alternative limit is provided by HUD.

Should you have any questions, please contact the Waiver Processing Team at [PIH\\_Expedited\\_Waivers@hud.gov](mailto:PIH_Expedited_Waivers@hud.gov).

Sincerely,



Dominique Blom  
General Deputy Assistant Secretary



**U.S. Department of Housing and Urban Development**  
San Francisco Regional Office - Region IX  
One Sansome Street, Suite 1200  
San Francisco, California 94104-4430  
[www.hud.gov](http://www.hud.gov)  
[espanol.hud.gov](http://espanol.hud.gov)

March 18, 2024

Ms. Cheryl Churchill  
Executive Director  
Housing Authority of the County of Humboldt  
745 West Everding Street,  
Eureka, CA 95503

Re: PHA Plan Approval – Housing Authority of the County of Humboldt FYB 2024

Dear Ms. Churchill:

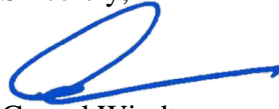
This letter is to inform you that the Housing Authority of the County of Humboldt's Annual Plan (Plan) submission for the PHA Fiscal Year (FY) 2024 beginning January 1, 2024, is approved. The Plan approved is **version 1**. This approval of the Plan submission does not constitute an endorsement of the strategies and policies outlined in the Plan. In providing assistance to families under programs covered by this Plan, the Housing Authority of the County of Humboldt will comply with the rules, standards, and policies established in its Plan, as provided in 24 CFR §903 and other applicable regulations.

Your approved Plan and all required attachments and documents must be made available for review and inspection at the principal office of the PHA during normal business hours. Once posted, your plan will remain on display until your next Plan (whether next year's plan or an intervening significant amendment or modification) is submitted and is approved by HUD.

Please note a housing authority has the option to schedule one public hearing to address several changes to its approved Plan. Changes that require public hearing include: PHA Plan Significant Amendments; changes due to Demolition/Disposition; Homeownership; use of Capital Funds; Capital Fund Financing; proposed New Development or Mixed Finance projects; implementation of Rental Assistance Demonstration (RAD) Program; Flat Rents policies.

If you have any questions regarding your PHA Plan or the information in this letter, please contact Jennifer Estrella, Portfolio Management Specialist, at (415) 489-6447.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Gerard Windt

Director

Office of Public Housing

**Occupancy and Leasing Report  
December 2023 - February 2024**

**HOUSING AUTHORITY OF THE CITY OF EUREKA  
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

Program HACE	Total Units Available	Dec-23	Jan-24	Feb-24	Wait List End of Month
Public Housing	195	186	184	186	768
Eureka Family Housing	51	48	48	49	766
Eureka Senior Housing	22	21	21	21	269
<b>Total City Units</b>	<b>268</b>	<b>255</b>	<b>253</b>	<b>256</b>	

**HACH**

Tenant Based Vouchers					
Housing Choice Vouchers	1234	764	804	849	1024
VASH Vouchers	95	74	76	75	N/A
Mainstream vouchers	75	51	51	52	N/A
Emergency Housing Vouchers (EHV)	182	147	145	146	N/A
<b>Total All Vouchers</b>	<b>1586</b>	<b>1036</b>	<b>1076</b>	<b>1122</b>	

Project Based Vouchers <i>(note that these are a subset of HCV &amp; VASH voucher counts shown above)</i>					
PBV-VASH - Bayview Heights (Eureka)	22	22	22	22	N/A
PBV-HCV - Bayview Heights (Eureka)	3	3	3	3	1
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	161
PBV-HCV - Providence (Eureka)	42			41	N/A
PBV-HCV - Laurel Canyon	35		34	34	71
<b>Total Project Based Vouchers</b>	<b>107</b>	<b>30</b>	<b>64</b>	<b>105</b>	

Vouchers issued but not under contract, end of month (aka "Searching")	50
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Note: Occupancy / utilization numbers shown are as of the first day of the month.

- Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental.
- Mainstream vouchers were awarded December 2020. Funding and voucher issuance began April 2021.  
25 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners.  
Mainstream applicants share waitlist with HCV applicants.
- No PHA waitlist for EHV's; all are issued based on referral from HHC or HDVS. Referrals began Q4 2021.
- 25 Project Based Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
- 5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.
- Providence Mother Bernard House PBV's - Occupancy based on referral from CoC; contract signed 01/08/2024.
- Laurel Canyon (7th & Myrtle Ave.) 35 senior PBV units; contracts signed 12/07/2023.

**COUNTY OF HUMBOLDT HOUSING AUTHORITY**  
**All Voucher Programs**  
**For the month of February 2024**

	January	February	Total
<b>Traditional HCV &amp; VASH (Includes PBVs)</b>			
HAP income (budget authority)	\$ 568,483	\$ 568,483	\$ 1,136,966
HAP expenses	<u>(613,174)</u>	<u>(633,854)</u>	<u>(1,247,028)</u>
Surplus (Deficit)	<u><u>(44,691)</u></u>	<u><u>(65,371)</u></u>	<u><u>(110,062)</u></u>
* % Total income utilized	107.86%	111.50%	109.68%
Administrative/Other Income	78,651	87,003	165,654
Operating expenses	<u>(75,804)</u>	<u>(71,139)</u>	<u>(146,943)</u>
Surplus (Deficit)	<u><u>2,846</u></u>	<u><u>15,865</u></u>	<u><u>18,711</u></u>
<b>B</b> Remaining HAP Cash	49,460	(6,365)	
Remaining Non-HAP Cash	<u>729,405</u>	<u>718,621</u>	
Total HCV Cash	<u><u>778,865</u></u>	<u><u>712,256</u></u>	
Cash Increase/(Decrease)	5,035	(66,609)	
# of Households Assisted	878	924	1,802
Average HAP Payment	\$ 698	\$ 686	\$ 692
<b>Mainstream (disabled &amp; non-elderly)</b>			
HAP income (budget authority)	\$ 34,358	\$ 34,358	\$ 68,716
HAP expenses	<u>(34,902)</u>	<u>(35,671)</u>	<u>(70,573)</u>
Surplus (Deficit)	<u><u>(544)</u></u>	<u><u>(1,313)</u></u>	<u><u>(1,857)</u></u>
<b>A</b> % Total income utilized	101.58%	103.82%	102.70%
Administrative/Other Income	5,845	12,139	17,984
Operating expenses	<u>(4,779)</u>	<u>(4,390)</u>	<u>(9,169)</u>
Surplus (Deficit)	<u><u>1,066</u></u>	<u><u>7,749</u></u>	<u><u>8,815</u></u>
<b>B</b> Remaining HAP Cash	1,690	719	
Remaining Non-HAP Cash	<u>60,685</u>	<u>68,340</u>	
Total MSV Cash	<u><u>62,375</u></u>	<u><u>69,059</u></u>	
Cash Increase/(Decrease)	(504)	6,684	
# of Households Assisted	51	52	103
Average HAP Payment	\$ 684	\$ 686	\$ 685
<b>Emergency Housing Vouchers (EHVs)</b>			
HAP income (budget authority)	\$ 100,228	\$ 100,228	\$ 200,456.80
HAP expenses	<u>(120,280)</u>	<u>(122,235)</u>	<u>(242,515)</u>
Surplus (Deficit)	<u><u>(20,052)</u></u>	<u><u>(22,007)</u></u>	<u><u>(42,058)</u></u>
<b>A</b> % Total income utilized	120.01%	121.96%	120.98%
Administrative/Other Income	31,114	27,059	58,173
Operating expenses	<u>(24,159)</u>	<u>(24,402)</u>	<u>(48,561)</u>
Surplus (Deficit)	<u><u>6,955</u></u>	<u><u>2,657</u></u>	<u><u>9,613</u></u>
<b>B</b> Remaining HAP Cash	27,402	19,245	
Remaining Non-HAP Cash	<u>153,925</u>	<u>143,153</u>	
Total EHV Cash	<u><u>181,327</u></u>	<u><u>162,398</u></u>	

**COUNTY OF HUMBOLDT HOUSING AUTHORITY**  
**All Voucher Programs**  
**For the month of February 2024**

	January	February	Total
<b>C</b> Cash Increase/(Decrease)	(7,592)	(18,929)	
# of Households Assisted	145	146	291
Average HAP Payment	\$ 830	\$ 837	\$ 833
<b>Total All Voucher Programs</b>			
HAP income (budget authority)	\$ 703,069	\$ 703,069	\$ 1,406,139
HAP expenses	(768,356)	(791,760)	(1,560,116)
Surplus (Deficit)	<u>(65,287)</u>	<u>(88,691)</u>	<u>(153,977)</u>
<b>A</b> % Total income utilized	109.29%	112.61%	110.95%
Administrative/Other Income	115,610	126,201	241,811
Operating expenses	(104,742)	(99,930)	(204,672)
Surplus (Deficit)	<u>10,867</u>	<u>26,271</u>	<u>37,138</u>
Remaining HAP Cash	78,552	13,599	
Remaining Non-HAP Cash	944,014	930,114	
Total Program Cash	<u>1,022,566</u>	<u>943,712</u>	
Cash Increase/(Decrease)	(3,062)	(78,854)	
# of Households Assisted	1,074	1,122	2,196
Average HAP Payment	\$ 715	\$ 706	\$ 710

**Notes**

\* Larger increase than expected to HCV budget authority for 2023. Expecting award to get reduced after federal budget finalization, or for excess funds to be placed in reserves.

**A** Spending above 100% indicates full utilization of monthly funding plus spending down of HUD-held reserves (which is encouraged/required by HUD).

**B** HAP cash on hand is minimal, but sufficient HAP reserves are held with HUD. HUD held reserve requests submitted as necessary. Restricted cash position may go "negative" while waiting for HUD held reserve deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves as of 12/11/2023

HCV - \$2,664,225

MSV - \$152,151

EHV - \$723,876

*\*Additional \$2,142,682 awarded to reserves to support voucher growth.*

**C** Cash decrease due to timing of HUD stopping EHV HAP and Admin Fee disbursements; expecting cash to continue to decrease as initial program funding is utilized per HUD program mandate. Once initial program funding gets below a certain level, HUD will initiate monthly funding again. Second installment of EHV Services Fees received in July of 2023 for \$159,250. Third and final installment of EHV Services Fees received in September of 2023 for \$159,250.

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# Housing Authority of the County of Humboldt

Board of Commissioners Meeting

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April 08, 2024

Agenda Item 8a

## 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 progress on meeting goals.

Attached are the “Ten Commandments for Commissioners”, from the commissioner handbook, as well as the goals established for 2024, which were approved at the October 16, 2023, board meeting. The commandments serve as a reminder of the board duties you have pledged to carry out on behalf of the agency. As policy and goal setting are primary responsibilities of commissioners, the current year’s goals are also brought back for reference.

### STAFF RECOMMENDATION:

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

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## **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.



# PHA 5 Year Plan Goals

## Housing Authority of the County of Humboldt

2024

Goal One: **Maximize Voucher Utilization**

The Housing Authority of the County of Humboldt (“The PHA”) makes every effort to utilize up to 100% of the Annual Contributions Contract, or more as allowed based on draws of HUD-held reserves.

To achieve this, the PHA shall maintain a waiting list of size sufficient to issue vouchers and lease-up clients to utilize at least 96% of our Annual Contributions Contract funding. The PHA will advertise in at least one local publication quarterly, as long as the wait list is open, in order to make the public aware of our open waitlist. Additionally, the PHA will seek opportunities with other local agencies to do outreach and education about our housing programs to diverse populations, at minimum once a month, with the goal of furthering voucher utilization.

Goal Two: **Increase Landlord Participation**

When adequate funding is available, the PHA will offer landlord incentives in order to bring in new landlords and/or new units to the HCV program. Additionally, the PHA will continue to enhance and encourage communication with landlords via periodic newsletters, and work to maintain regular contact with landlords via outreach and education that promotes the participation of rental property owners in Humboldt’s voucher assistance payment program.

1. Landlord Newsletter will go out at minimum twice a year.
2. A minimum of 20 landlord contacts will be made monthly with both existing and prospective landlords.
3. A landlord orientation and/or appreciation event will be held at least once annually to acknowledge the landlords’ critical role, share client success stories that promote the program, and educate current and prospective landlords about the HCV program.
4. An annual landlord survey will be done via USPS mail with an online response option, seeking input/feedback from landlords. Any relevant feedback will be used to improve operations.

Goal Three: **Utilize Project Based Vouchers to Expand the Supply of Assisted Housing**

The PHA's Project Based Voucher (PBV) program will continue to seek opportunities to release further PBV's to the community and partner with local agencies and/or developers to allocate PBV's that increase affordable housing units in Humboldt County. RFPs will be published as needed and when determined to be consistent with the financial and programmatic goals of the agency.

The PHA may administer vouchers for the City of Eureka Housing Authority ("City") in support of the City's repositioning of its Public Housing stock and retaining or increasing affordable units. A resolution of support for the City of Eureka Housing Authority's Repositioning Plan was approved at a regularly scheduled board meeting on July 11, 2022.

Goal Four: **HUD Performance Evaluation & Quality of Assistance**

In its last scored year for SEMAP (based on 2019 operations), the PHA maintained a SEMAP rating of High Performer. The PHA aims to continue receiving the highest possible score under Section 8 Management Assessment Program (SEMAP) and strives to maintain "High Performer" status.

1. The PHA will continue to perform quality control checks on tenant files, income calculations, and inspections as allowed.
2. Upon receipt of HUD certified SEMAP scoring, results will be presented to the Board of Commissioners.
3. For any score less than "High Performer" a remediation plan will be implemented and presented with the scoring.

Goal Five: **Compliance**

Management will periodically review internal controls to verify appropriate policies and procedures remain in place, up to date, and operating effectively. The PHA will ensure full compliance with all applicable standards and regulations including generally accepted accounting practices (GAAP) and governmental accounting standards board (GASB), with a goal of zero findings in annual audits, with audit report, including any findings, to be made available and presented annually.

1. Completed audit for FYx1 will be presented at a regular board of commissioners' meeting before the end of FYx2.
2. Completed audit report will be posted on agency website.

Goal Six: **Employee Morale**

The PHA will promote and maintain a motivating work environment that attracts highly talented applicants and acknowledges a capable team of employees.

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will allow employees to gain new knowledge and/or enhance staff skills for their particular job classification and responsibilities.
2. On-demand training will be available to all staff and periodically assigned by management through a contract with HTVN.
3. Management will review training progress quarterly to identify possible opportunities for training that align with agency needs and support gaps in employee skills or knowledge.
4. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.

Goal Seven: **Technology and Accessibility**

The PHA will add to our selection of resources available online in order to remove barriers to accessibility, better meet our client's needs to access and complete paperwork remotely, and offer multiple methods to successfully communicate with agency staff.

We will periodically assess the need to add data to the website. The following documents will be available online, at a minimum:

1. Application
2. Notice of Change
3. Recertification paperwork
4. Board meeting agendas
5. Administrative Plan
6. PHA Plan

Goal Eight: **Mainstream Vouchers**

The Mainstream Vouchers program was added in 2020 to bring more opportunity to the disabled community. A limited preference was added which allows for voucher placement based on referrals from Continuum of Care participating agencies for up to 50 active vouchers for people/families who are non-elderly, disabled, formerly homeless and participating in a Permanent Supportive Housing or Rapid Re-Housing program.

Per HUD's program requirements, the PHA aims to have at least 80% of these vouchers leased annually. This will be accomplished by:

1. Monthly or more frequent (as needed) meetings and communications with partner agencies to discuss, review and encourage referrals;

2. Housing Advocate working as liaison between the PHA and partner agencies to facilitate completion of paperwork, education of social workers and program participants, and continued outreach to landlords to add new units/landlords; and
3. Regularly pulling eligible applicants from the waitlist for screening/briefing and issuance of vouchers.

Goal Nine: **Emergency Housing Vouchers**

The Emergency Housing Vouchers (EHV) program was added in 2021 to bring more opportunity to community members most affected by the COVID-19 pandemic. This program requires that referrals for the 182 vouchers be made from the local Continuum of Care, Humboldt Housing and Homeless Coalition (HHHC), or by a domestic violence service provider, Humboldt Domestic Violence Services (HDVS), to the PHA, for voucher issuance. A dedicated EHV Housing Specialist works with the clients and referring partners to process paperwork, help find potential housing, make referrals to other agencies for supportive services, and generally support the success of the client in the EHV program. Vouchers may be issued until 9/30/2023. Thereafter, the existing vouchers will be funding through at least 2030, but EHV's can no longer be issued.

With the assistance of the HHHC, the PHA aims to utilize at least 80% of these vouchers, or 146 vouchers, by 9/30/2023. This will be accomplished by :

1. Monthly analysis of program success, including statistical reports, tracking:
  - a. Referrals received
  - b. Monthly vouchers issued (searching)
  - c. Monthly vouchers leased up (housed)
  - d. Total Vouchers issued and outstanding (searching)
  - e. Total Vouchers leased up
  - f. Program dollars used and available (monthly and program to date)
  - g. Landlord contacts and results
  - h. Other metrics as determined relevant
2. Caseworker outreach to landlords and actively seeking opportunities to pair voucher holders with open units in the rental market.

Goal Ten

**Customer Feedback**

In order to provide for continuous improvement, the PHA will use various methods to invite feedback from interested parties, including voucher clients, landlords, community members, and staff.

We will provide an annual survey to clients to ask for their feedback and input on specific areas of focus.

We will implement a standard feedback process for any parties concerned for reporting issues, suggesting changes, and otherwise seeking answers.