



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, March 10, 2025
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 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 regular meeting held December 09, 2024. (pages 3-6)

4. Bills and Communications:

- 4a. HUD letter dated, January 03, 2025: PHA Plan Approval, Housing Authority of the County of Humboldt FYB 2025 (page 7)



The Housing Authorities are Equal Housing Opportunity Organizations



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 (page 8)

5b. HCV Utilization Reports (pages 9-11)

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. Resolution 513, Section 8 Management Assessment Program (SEMAP) Certification
Recommended Board Action: *Accept and Adopt for Approval* (pages 12-24)

8b. Annual Meeting and Election of Officers
Recommended Board Action: *Elect Officers* (pages 25-44)

9. Closed Session (if needed).

10. Adjournment

Note: Next regularly scheduled board meeting is Monday, April 14, 2025.

* * * Note * * *

Documents related to this agenda are available on-line at:

<https://eurekaumboldt.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

Monday, December 09, 2024

Chairperson Conner declared a quorum present and called the meeting to order at 12:09p.m.

1. Roll Call:

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

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

3. Approve minutes of the board of commissioners regular meeting held October 15, 2024.

Motion to approve the minutes of the regular meeting held October 15, 2024, made by
Commissioner Escarda.

Second – Commissioner Leon

Roll call:

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

Chairperson Conner declared the motion carried to approve the minutes of October 15, 2024.

4. Bills and Communication: None

5. Report of the Secretary:

5a. Occupancy and Leasing Report
Secretary Churchill briefs the board on this report.

5b. HCV Utilization Reports

Secretary Churchill goes over this report with the board and points out key items, noting that there are 1,184 HCV vouchers utilized as of October 2024. Secretary Churchill goes on to note that our goal by year end is 1,200 HCV vouchers utilized, and staff continue to work towards that.

6. Reports of the Commissioners: Commissioner Leon comments that two professional clients of hers, who are on the HCV program, had trouble putting their documents in the drop box because it is too

small. Secretary Churchill responds, suggesting that clients may drop their paperwork off during office hours, Tuesday through Thursday, from 9:00am to 4:00pm.

Note: Improvements to rent and paperwork drop boxes are planned for Q1 2025.

7. Unfinished Business: None.

8. New Business:

- 8a. HACH Board of Commissioners: Reappointment of Lisa Leon - Current board roster and commissioner terms; *Informational*
Chairperson Conner and Secretary Churchill thank Commissioner Leon for electing to participate in another term and thank Commissioner Leon for her continued service.

- 8b. Commissioner Resource Guide
Recommended Board Action: *Informational*
Secretary Churchill notes that the board had requested a resource and training guide and staff is happy to present the Commissioner Resource Guide. Secretary Churchill goes over the resource guide and discusses key points of the guide with the board.

- 8c. Resolution 511, HACH 2023 Financial Audit Report
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 511
TO ACCEPT AGENCY AUDIT REPORTS FISCAL
YEAR ENDING DECEMBER 31, 2023

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development that the Housing Authority have an independent audit of Compliance and Internal Control Over Financial Reporting based on Audit of Financial Statements Performed in Accordance with Government Audit Standards; and

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development that the Housing Authority have an independent audit of Compliance With Requirements Applicable to Each Major Program and on Internal Control Over Compliance In Accordance With OMB Circular A-133; and

WHEREAS, The Housing Authority has contracted with Harshwal & Company LLP, Certified Public Accountants, to complete the audit; and

WHEREAS, Annual Audit has been completed and the Auditors Report has been submitted to the members of the Board of Commissioners for review and approval; and

WHEREAS, The Commissioners have reviewed the audit report and found it to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the County of Humboldt do hereby accept the Audited Financial Statements for the fiscal year ending December 31, 2023.

Motion to approve Resolution 511 made by Commissioner Leon.

Second - Commissioner Fitzgerald

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

Chairperson Conner declared the motion carried and Resolution 511 approved.

- 8d. Resolution 512, Administrative Plan Update – Housing Opportunity Through Modernization Act (HOTMA)
Recommended Board Action: Accept and Adopt for Approval

Resolution 512
Resolution Approving and Adopting Updates
to the Housing Authority of the County of Humboldt
Housing Choice Voucher Program Administrative Plan

WHEREAS, It is a requirement of the Housing Authority of the County of Humboldt to have an updated, approved Administrative Plan for the administration of its Housing Choice Voucher programs; and

WHEREAS, Staff has amended the current Administrative Plan to include Housing Opportunity Through Modernization Act (HOTMA) updates; and

WHEREAS, The Commissioners have reviewed the proposed HOTMA updates to the Administrative Plan; and

WHEREAS, The proposed addition was advertised and made available for forty-five (45) days of public comment, with a public comment meeting held on Tuesday, November 19, 2024, via conference call; and

WHEREAS, There were no public comments received; and

WHEREAS, The approved, updated Administrative Plan will be sent to HUD for their reference; and

WHEREAS, The updated Administrative Plan will be implemented immediately as applicable; and

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the County of Humboldt do hereby approve and adopt the proposed changes to the Administrative Plan for Housing Opportunity Through Modernization Act updates.

Motion to approve Resolution 512 made by Commissioner Escarda.

Second - Commissioner Fitzgerald

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

Chairperson Conner declared the motion carried and Resolution 512 approved.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:37p.m.

Chairperson

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
espanol.hud.gov

January 3, 2025

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

Re: PHA Plan Approval – Housing Authority of the County of Humboldt FYB 2025

Dear Ms. Churchill:

This letter is to inform you that the Housing Authority of the County of Humboldt's 5-Year & Annual Plan (Plan) submission for the PHA Fiscal Year (FY) 2025 beginning January 1, 2025, 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 cursive script that reads "Gerard R. Windt".

Gerard R. Windt
Director

San Francisco Office of Public Housing

**Occupancy and Leasing Report
June 2024 - January 2025**

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

Program	Total Units										Wait List End of Month	
	Available	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25			
HACE												
Public Housing	195	192	194	194	194	193	192	192	192	192	952	1
Eureka Family Housing	51	48	49	49	48	48	47	48	46	46	924	
Eureka Senior Housing	22	21	20	19	19	19	19	19	19	19	244	
Total City Units	268	261	263	262	261	260	258	259	257			

HACH												
Tenant Based Vouchers												
Housing Choice Vouchers	1234	874	888	893	902	904	911	921	926	926	1321	
VASH Vouchers	95	80	84	81	81	81	81	82	81	81	N/A	
Mainstream vouchers	75	55	54	55	55	57	58	56	57	57	N/A	2
Emergency Housing Vouchers (EHV)	182	141	142	143	144	142	135	131	127	127	N/A	3
Total All Vouchers	1586	1150	1168	1172	1182	1184	1185	1190	1191			

Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)												
PBV-VASH - Bayview Heights (Eureka)	22	22	22	22	22	22	21	21	21	21	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	3	2	2	3	3	3	3	2	2	5	4
PBV-HCV - Sorrell Place (Arcata)	5	4	5	5	5	5	5	5	5	5	216	5
PBV-HCV - Providence (Eureka)	42	42	42	41	41	39	36	38	36	36	N/A	6
PBV-HCV - Laurel Canyon	35	35	35	35	35	35	35	35	35	35	115	7
Total Project Based Vouchers	107	106	106	105	106	104	100	102	99			

Vouchers issued but not under contract, end of month (aka "Searching")	23
--	----

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 January 2025

	January	Total
Traditional HCV & VASH (Includes PBVs)		
HAP income (budget authority)	\$ 731,863	\$ 731,863
HAP expenses	<u>(748,980)</u>	<u>(748,980)</u>
Surplus (Deficit)	<u>(17,117)</u>	<u>(17,117)</u>
% Total income utilized	102.34%	102.34%
Administrative/Other Income	91,901	91,901
Operating expenses	<u>(73,892)</u>	<u>(73,892)</u>
Surplus (Deficit)	<u>18,009</u>	<u>18,009</u>
B Remaining HAP Cash	(5,449)	
Remaining Non-HAP Cash	<u>883,688</u>	
Total HCV Cash	878,239	
Cash Increase/(Decrease)	(10,219)	
# of Households Assisted	1,007	1,007
Average HAP Payment	\$ 744	\$ 744
Mainstream (disabled & non-elderly)		
HAP income (budget authority)	\$ 41,148	\$ 41,148
HAP expenses	<u>(42,599)</u>	<u>(42,599)</u>
Surplus (Deficit)	<u>(1,451)</u>	<u>(1,451)</u>
A % Total income utilized	103.53%	103.53%
C Administrative/Other Income	-	-
Operating expenses	<u>(4,599)</u>	<u>(4,599)</u>
Surplus (Deficit)	<u>(4,599)</u>	<u>(4,599)</u>
B Remaining HAP Cash	5,590	
Remaining Non-HAP Cash	<u>76,871</u>	
Total MSV Cash	82,460	
Cash Increase/(Decrease)	(2,775)	
# of Households Assisted	57	57
Average HAP Payment	\$ 747	\$ 747
Emergency Housing Vouchers (EHVs)		
HAP income (budget authority)	\$ 120,208	\$ 120,208.00
HAP expenses	<u>(112,078)</u>	<u>(112,078)</u>
Surplus (Deficit)	<u>8,130</u>	<u>8,130</u>
% Total income utilized	93.24%	93.24%
Administrative/Other Income	21,401	21,401
Operating expenses	<u>(15,421)</u>	<u>(15,421)</u>
Surplus (Deficit)	<u>5,980</u>	<u>5,980</u>
B Remaining HAP Cash	21,635	
Remaining Non-HAP Cash	<u>195,205</u>	
Total EHV Cash	216,840	
Cash Increase/(Decrease)	14,164	
# of Households Assisted	127	127
Average HAP Payment	\$ 883	\$ 883

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of January 2025

	January	Total
Total All Voucher Programs		
HAP income (budget authority)	\$ 893,219	\$ 893,219
HAP expenses	(903,657)	(903,657)
Surplus (Deficit)	<u>(10,438)</u>	<u>(10,438)</u>
A % Total income utilized	101.17%	101.17%
Administrative/Other Income	113,301	113,301
Operating expenses	(93,911)	(93,911)
Surplus (Deficit)	<u>19,390</u>	<u>19,390</u>
B Remaining HAP Cash	21,776	
Remaining Non-HAP Cash	<u>1,155,764</u>	
Total Program Cash	1,177,540	
Cash Increase/(Decrease)	1,171	
# of Households Assisted	1,191	1,191
Average HAP Payment	\$ 759	\$ 759

Notes

- 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 HAP advances are available through HUD. Restricted cash position may go "negative" while waiting for HUD advance HAP deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves estimated as of 01/31/2025

HCV - \$0
MSV - \$105,500
EHV - \$768,334

- C** Admin fees overobligated by HUD for 2024, so funding for January and February reduced to \$0 to compensate.

Housing Choice Vouchers

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	866	843	877	1007
February	921	919	898	894	867	875	858	844	926	
March	923	918	896	897	861	875	862	844	934	
April	928	919	908	895	859	873	858	844	934	
May	927	917	905	895	850	873	861	838	947	
June	930	914	898	892	853	868	864	841	954	
July	924	919	895	882	873	865	856	849	973	
August	923	917	888	879	872	864	854	847	976	
September	927	913	888	872	883	864	851	846	984	
October	934	906	888	866	888	862	846	844	985	
November	928	903	887	881	890	866	839	839	992	
December	925	902	882	877	887	857	842	838	1003	
Average	926	914	895	884	871	869	855	843	957	1,007
UML's	11,107	10,965	10,736	10,612	10,449	10,426	10,257	10,117	11,485	1,007

Mainstream Vouchers

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January		27	43	51	57
February		27	45	53	
March		28	48	54	
April		29	50	54	
May		31	50	55	
June		32	51	55	
July		36	52	54	
August	4	37	53	55	
September	15	36	50	55	
October	18	37	51	57	
November	24	38	50	58	
December	27	39	51	56	
Average	21	33	50	55	57
UML's	88	397	594	657	57

Emergency Housing Vouchers

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January		5	86	145	127
February		11	100	146	
March		15	102	144	
April		18	108	143	
May		23	111	142	
June		30	114	141	
July		38	127	142	
August		42	127	143	
September		46	137	144	
October		64	135	142	
November		69	141	135	
December	4	80	147	131	
Average	4	37	120	142	127
UML's	4	441	1435	1698	127

Total All Voucher Programs

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	898	972	1073	1191
February	921	919	898	894	867	875	896	989	1125	
March	923	918	896	897	861	875	905	994	1132	
April	928	919	908	895	859	873	905	1002	1131	
May	927	917	905	895	850	873	915	999	1144	
June	930	914	898	892	853	868	926	1006	1150	
July	924	919	895	882	873	865	930	1028	1169	
August	923	917	888	879	872	868	933	1027	1174	
September	927	913	888	872	883	879	933	1033	1183	
October	934	906	888	866	888	880	947	1030	1184	
November	928	903	887	881	890	890	946	1030	1185	
December	925	902	882	877	887	888	961	1036	1190	
Average	926	914	895	884	871	894	925	1,012	1,153	1,191
UML's	11,107	10,965	10,736	10,612	10,449	10,518	11,095	12,146	13,840	1,191

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

March 10, 2025

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Section Eight Management Assessment Program (SEMAP) Certification

BACKGROUND AND HISTORY:

The U.S. Department of Housing and Urban Development (HUD) established the Section Eight Management Assessment Program (SEMAP) to measure management capabilities and identify deficiencies of agencies administering the Housing Choice Voucher Program. HUD uses this tool to measure performance levels by assessing a point value to each of the 14 indicators, for a total maximum of 145 points (note that not all PHAs have all programs, so total points possible may be less than 145). Public Housing Agencies must document compliance and/or noncompliance in these key areas and submit the information electronically to HUD. The total point value earned under SEMAP translates into a rating of high performer (90% or above), standard (60% to 89%), or troubled (below 60%). The Housing Authority of the County of Humboldt submitted the SEMAP Certification to HUD on February 26, 2025.

See attached Lead the Way training “Understanding Section Eight Management Assessment Program (SEMAP)” documentation for further description of SEMAP indicators.

STAFF RECOMMENDATION:

Staff recommend that the Board of Commissioners of the Housing Authority of the County of Humboldt adopt the attached resolution authorizing the Executive Director to submit the SEMAP.

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 12/31/2026)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes No

Enter FMRs and payment standards (PS)

0-BR FMR _____ 1-BR FMR _____ 2-BR FMR _____ 3-BR FMR _____ 4-BR FMR _____
PS _____ PS _____ PS _____ PS _____ PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response Yes No

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response **Yes** **No**

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
 - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or**
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response **Yes** **No** **If yes, attach completed deconcentration bonus indicator addendum.**

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Cheryl Ch...hill

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
_____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
_____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
Is line c 50% or more? Yes No
- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
_____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
_____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
_____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
Is line d at least two percentage points higher than line a? Yes No
- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
_____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
_____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
_____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.



Assessment Profile

Reports

Submission

List

Summary

Certification

Profile

Comments

Cheryl Churchill (MKB048)
PIC Main

Field Office: **9APH SAN FRANCISCO HUB OFFICE**
 Housing Agency: **CA086 Humboldt**
 Housing Agency Details

SEMAP
Logoff

PHA Fiscal Year:
 FYE: 12/31
 Status: Certification Submitted
 Exec Director Approval Date: NA
 SEMAP Certification Due Date: 3/1/2025
 Corrective Actions Required: 0

SEMAP Certification Details

FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
12/31/2024	Certification	Certification Submitted	--	New Certification	02-26-2025

Comment

General - 02/26/2025 - Cheryl Churchill(PHA) Indicator #8

Note that Payment Standards for 2024 were set at 120% of FMR, as authorized by HUD in letter from Dominique Blom dated March 14, 2024.



UNDERSTANDING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)



LEAD THE WAY

**PHA GOVERNANCE AND
FINANCIAL MANAGEMENT**

A Training for Board Members and Staff



The Section Eight Management Assessment Program (SEMAP) is HUD's performance measurement tool for the Housing Choice Voucher Program. A PHA self-certifies to HUD 60 days after the end of the fiscal year. The Field Office will then issue a score within 120 days after the end of fiscal the year. High performers have a score above 90. Troubled performers have a score below 60.

The Board's Role in SEMAP

Your PHA's SEMAP score is an important tool for the Board of Commissioners. Track SEMAP scores each month in board meetings. You can use the SEMAP indicators to guide the way you assess your PHA's performance. Focus your attention on weak performance areas to effectively and efficiently use scarce resources. Failing to meet SEMAP standards means a failure to ensure residents are living in quality housing. Consequences of failing performance can include required corrective actions and limits on new HUD funding awards. Keep your PHA on track.

HUD's Role in SEMAP

HUD reviews and monitors PHA SEMAP scores. The SEMAP certification is analyzed by HUD Field Offices, and may also be confirmed on site. HUD staff will then provide recommendations for improving failing SEMAP indicators, and will assist in preparing a Corrective Action Plan (CAP).

SEMAP Indicators

All SEMAP performance indicators set a standard for a key area of Housing Choice Voucher Program management. PHAs are assessed against these standards to show whether the PHA administers the program properly and effectively. The SEMAP certification that is submitted by PHAs addresses all of the following indicators:

Self-Certified

Indicator 1 – Selection from Waiting List

The score for this indicator is based on whether the PHA has a written policy in its administrative plan for selecting applicants from the waiting list and whether it follows that policy. The certification must be based on the results of a quality control sample measuring the rate at which the PHA follows its selection policy.

Score: The PHA receives a score of 15 for this indicator if it certifies that it has a written policy and the sample shows that 98% of applicants selected from the waiting list were selected in a manner that conformed to the PHA's policy. If the PHA had no policy or less than 98% of selected applicants were selected in the manner the policy prescribes, the PHA receives zero points for this indicator.

Do you know your SEMAP score?

Are you a “high,” “standard,” or “troubled” performer?

Indicator 2 – Rent Reasonableness

The score for this indicator is based on whether the PHA has a written policy for determining and documenting that the rent paid to owners is reasonable based on current rents for comparable unassisted units and whether it follows that policy. The PHA must conduct a quality control sample to determine whether the PHA is following its own policies for determining rent reasonableness.

Score: The PHA receives 20 points for this indicator if the PHA has a written policy that meets HUD’s requirements and the sample shows that the policy was followed at least 98% of the time. The PHA receives 15 points for this indicator if the sample shows that the PHA’s policy was followed at least 80% of the time. If the PHA had no policy that met HUD’s requirements or if the PHA’s policy was followed less than 80% of the time, the PHA receives zero points for this indicator.

Indicator 3 – Determination of Adjusted Income

The score for this indicator is based on whether the PHA verifies and correctly determines adjusted annual income and utility allowances at each family’s admission and annual reexamination. The PHA must conduct a quality control sample to determine whether the PHA: 1) Obtains and uses third party verification of the factors that affect the determination of adjusted income or documents the reasons third party verification was not available, 2) Properly attributes and calculates medical, child care, and disability allowances; and 3) Uses the appropriate utility allowances.

Score: The PHA receives 20 points for this indicator if it certifies that it has verified and correctly determined adjusted annual income and utility allowances for at least 90% of families sampled. The PHA receives 15 points if the PHA correctly processed 80% to 89% of families sampled and zero points if less than 80% were correctly processed.

Indicator 4 – Utility Allowance Schedule

For this indicator, the PHA is scored on whether the PHA maintains an up-to-date utility allowance schedule. A utility allowance schedule is “up-to-date” if the PHA reviewed utility rate data within the last 12 months and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

Score: If the PHA certifies that it has updated its utility allowance schedule, it receives 5 points for this indicator. If the PHA has not done so, it receives zero points for this indicator.

Indicator 5 – HQS Quality Control Inspections

This indicator measures whether the PHA has verified or re-inspected a sample of recently completed Housing Quality Standards (HQS) inspections representing a cross section of neighborhoods and a cross section of inspectors.

Score: A PHA receives 5 points for this indicator if it certifies that it has re-inspected a sample and zero points if it has not.

Indicator 6 – HQS Enforcement

The score for this indicator is based on whether the PHA addressed deficiencies found during HQS inspections in a manner that conforms to HUD regulations. To correctly address deficiencies, the PHA must ensure that: 1) Any cited life-threatening HQS deficiencies are corrected within 24 hours from the inspection, 2) All other cited HQS deficiencies are corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, 3) If HQS deficiencies are not corrected timely, the PHA stops (abates) housing assistance payments beginning no later than the first of the month following the specified correction period or terminates the HAP contract, and 4) For family-caused defects, the PHA takes prompt and vigorous action to enforce the family obligations. The PHA must conduct a quality control sample to determine whether the PHA has addressed deficiencies correctly.

Score: The PHA receives 10 points for this indicator if it certifies that the sample shows that all cited life-threatening HQS deficiencies were corrected within 24 hours and 98% of other HQS deficiencies were correctly addressed. Otherwise, the PHA receives zero points.

Indicator 7 – Expanding Housing Opportunities

PHAs with jurisdiction in a metropolitan fair market rent (FMR) area will be scored under this indicator. The score is based on whether the PHA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration, as well as whether the PHA has researched and distributed information about areas of poverty or minority concentration to voucher holders.

Score: A PHA receives 5 points if it meets the following conditions. If the PHA does not meet these conditions, the PHA receives zero points.

1. The PHA has a written policy to encourage participation by owners of units located outside defined areas of poverty or minority concentration;
2. The PHA has followed its written policy;
3. The PHA has prepared maps of and information about areas that do not contain poverty or minority concentration, which the PHA uses when briefing rental voucher holders about the full range of areas where they may look for housing;
4. The PHA's information packet contains information about portability;
5. The PHA has analyzed whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, if such difficul-

ties have been found, the PHA has considered seeking approval of exception payment standard amounts and has sought such approval when necessary.

Not Self-Certified (evidence of certification is required)

Indicator 8 – Payment Standards

For this indicator, the PHA is scored on whether its payment standards do not exceed 110% and are not less than 90% of the current applicable published FMRs (unless a higher or lower payment standard amount is approved by HUD). The PHA submits the FMRs and payment standards in the SEMAP certification form.

Score: The PHA receives 5 points if the payment standards are between 90 and 110% of the FMRs, and zero points if they are not.

Indicator 9 – Annual Reexaminations

The score for this indicator is based on whether the PHA completes a reexamination for each participating family at least every 12 months.

Score: The PHA receives a score of 10 for this indicator if it certifies that it has completed a timely reexamination for over 95% of families, 5 points if it has completed a timely reexamination for between 90% and 95% of families, and zero points if it has completed a timely reexamination for less than 90% of families.

Indicator 10 – Correct Tenant Rent Calculations

The score for this indicator is based on whether the PHA correctly calculates tenant rent in the rental certificate program and the family's share of the rent to owner in the rental voucher program.

Score: The PHA receives 5 points if it certifies that 2% or fewer of PHA tenant rent and family's share of the rent to owner calculations are incorrect. The PHA receives zero points if more than 2% of these calculations are incorrect.

Indicator 11 – Pre-Contract HQS Inspections

The score for this indicator is based on the %age of newly leased units that pass HQS inspections.

Score: The PHA receives a score of 5 if it certifies that at least 98% of the newly leased units pass HQS inspections and zero points if less than 98% pass HQS inspections.

Indicator 12 – Annual HQS Inspections

The score for this indicator is based on whether the PHA inspects each unit under contract at least annually.

Score: The PHA receives a score of 10 for this indicator if it certifies that it has completed a timely inspection of over 95% of units, 5 points if it has completed a timely inspection of between 90% and 95% of units, and zero points if it has completed a timely inspection of less than 90% of units.

Indicator 13 – Lease-Up

The score for this indicator is based on whether the PHA has entered HAP contracts for the number of units reserved under Annual Contributions Contract (ACC) for at least one year. Data is entered into SEMAP by the field office. The lease-up indicator is measured by the greater of the unit or budget authority percentages.

Score: The PHA receives 20 points for this indicator if the percent of units leased or the percent of allocated budget authority expended during the last PHA fiscal year was 98% or more. The PHA receives 15 points if the relevant percentage is 95-97% and zero points if the percentage is less than 95%.

Indicator 14 – Family Self-Sufficiency (FSS) Enrollment

PHAs with mandatory FSS programs receive a score for this indicator based on whether the PHA has enrolled families in the FSS program as required and the percent of current FSS participants that have had increases in earned income that resulted in escrow account balances. The PHA provides this information as part of the SEMAP certification and the field office verifies it. If the certified mandatory minimum number of FSS units is different from the number listed in HUD records by a reasonable amount, this indicator will be scored based on the smaller number. If there is a large discrepancy between the two numbers, the field office must research the difference to determine the correct number to enter.

Score: The PHA can earn up to 10 points for this indicator.

Deconcentration Bonus Indicator

PHAs that use a payment standard that exceeds 100% of the published FMR set at the 50th percentile rent in accordance with 24 CFR 888.113(c) must submit data for this indicator, while all other PHAs have the option of submitting deconcentration data.

Score: The PHA can earn 5 points for demonstrating that a high percent of its HCV families with children live in, or have moved during the PHA fiscal year to, low poverty census tracts in the PHA's principal operating area. PHAs will not be adversely affected if they get zero points on this indicator.

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

RESOLUTION 513

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 2024 SEMAP certification and was submitted to HUD on February 26, 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Section Eight Management Assessment Program (SEMAP) Certifications for Fiscal Year Ending December 31, 2024, are approved and the Executive Director is hereby further authorized to take all actions necessary to implement the foregoing resolution.

PASSED AND ADOPTED on the _____ day of _____ 2025 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

March 10, 2025

Agenda Item 8b

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.

During the regular meeting of December 09, 2024, staff provided the Commissioners with a requested training document, the Commissioner Resource Guide, that outlines and expands upon the responsibilities and key functions associated with your roles as commissioners and detailed in your Commissioner Handbooks as the "10 Commandments". This Commissioner's Resource Guide was developed in response to your request for information that clarifies the foundational duties listed in the 10 Commandments summary. This appendix is intended to provide program information, clarify roles between commissioners and staff, provide a map of best practices for policymaking, provide additional information on how to get involved, and be a resource for staff contacts and other local contacts. This is intended to be a resource for training, discussion, and reference among commissioners, as we have limited local training opportunities. Note that this document includes staff and council member names and contact info at a point in time and will periodically be updated to reflect changes.

The Commissioner Resource Guide contains the updated goals established for 2024, which were approved at the September 10, 2024, board meeting.

STAFF RECOMMENDATION: Please be prepared to elect new officers and discuss Housing Authority goals as needed. Additionally, if commissioners are interested in utilizing a regular meeting time to review the resource guide as a group, be prepared to recommend best timing.

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

COMMISSIONER'S RESOURCE GUIDE



DECEMBER 2024

TEN COMMANDMENTS FOR COMMISSIONERS

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

1. KNOW HOUSING PROGRAMS. Don't let the jargon confuse you. Read Federal publications, Journal of Housing, etc. Attend NAHRO and other housing conferences if possible and take in online and in-person 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 and local outreach events. Get statistics on occupancy, rent collections, maintenance costs, etc. Know the financial status of your programs and the roles and 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 and client 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.
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. Remember 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.

1. KNOW HOUSING PROGRAMS

The following is a brief description of housing programs offered by the Housing Authority of the County of Humboldt.

- a. **Housing Choice Voucher (“Section 8”)** – The HCV program has an open waitlist, and anyone may apply. After a preliminary screening to determine initial eligibility, applicants will be put on the wait list. Vouchers may be “ported” to other jurisdictions for out-of-county use.
- b. **Mainstream** – Eligible families must have at least one adult member of the household who is disabled and non-elderly (between ages of 18-61). Voucher recipients are selected one of two ways: they may be pulled from our regular waitlist or referred by a local Continuum of Care (CoC) participating agency.
- c. **VASH (Veterans Affairs Supportive Housing)** – Veterans are screened by calling CalVET, Nation’s Finest, or HUD-VASH to determine eligibility. HUD-VASH caseworkers prioritize qualified applicants, who are referred to the Housing Authority for further screening, then issued a voucher if they meet program requirements.
- d. **EHV** – Emergency Housing Vouchers are issued by referral only from the CoC or from HDVS. Assistance is specifically for those who are homeless, recently homeless, at risk of homelessness, or fleeing domestic violence, stalking, or sex trafficking. A dedicated caseworker helps voucher recipients find housing, successfully utilize the voucher and obtain services.
- e. **PBV** – Vouchers that are project based, instead of tenant based, stay with the unit, ensuring a development will provide affordable rents for up to 20 years. Application is by site-based list.

2. POLICY MAKING VERSUS ADMINISTRATION

The Board of Commissioners consists of community representatives who hire an Executive Director to lead the Housing Authorities. The Executive Director hires staff members who have the expertise to implement board policy and fulfill the purposes of the agencies. The system works best when commissioners focus their efforts on representing community interests through establishing policies, in collaboration with the Executive Director and staff, which provide direction for the Authorities. The board is most effective when it leaves the day-to-day operations to the staff and concentrates on broad values and the big picture.

Public policy (Board of Commissioners)

- creates solutions to social problems
- informs how a government or nonprofit organization engages and responds to different social issues

Public administration (Executive Director and staff)

- brings solutions to fruition
- implements policies by identifying the most efficient methods to help organizations achieve policy directives

Commissioners should keep the following broad principles of the roles and responsibilities of boards and administration in mind at all times:

Board of Commissioners	Executive Director (and staff)
Governs	Administers
Decides: Why, What	Decides: Who, How
Makes policy	Implements policy
Sets goals	Plans to achieve goals
Reviews plans	Implements plans
Evaluates progress	Monitors progress

Example 1:

The state of California periodically sets a minimum wage rate. This is a policy. Employers within the state, through administration of their businesses, comply with the established policy by paying minimum wage or greater.

Example 2:

During the pandemic, HUD announced new vouchers, and commissioners approved participation of the Housing Authority of the County of Humboldt in the Emergency Housing Voucher program, updating local voucher program policy to include EHV's. Staff and management at the Housing Authority of the County of Humboldt worked to implement the approved program and assist eligible persons with the new vouchers while complying with all regulations and requirements associated with the EHV program.

3. KNOW YOUR LOCAL OPERATIONS

This of course starts with knowing Housing Authority staff. All housing authority staff are available via phone and email.

Cheryl Churchill, Executive Director
Phone: (707) 443-4583 ext. 224
Email: cherylc@eurekahumboldtha.org

Dustin Wiesner, Chief Financial Officer
Phone: (707) 443-4583 ext. 220
Email: dustinw@eurekahumboldtha.org

Heather Humphreys, Executive Assistant & Human Resources Manager
Phone: (707) 443-4583 ext. 219
Email: heatherh@eurekahumboldtha.org

Jennifer Toole, Housing Programs Supervisor
Phone: (707) 443-4583 ext. 215
Email: jtoole@eurekaumboldtha.org

Ryan Harvey, Maintenance Supervisor
Phone: (707) 443-4583 ext. 226
Email: ryanh@eurekaumboldtha.org

Ty Leschke, Community Liaison & Compliance Officer
Phone: (707) 443-4583 ext. 211
Email: tykeshial@eurekaumboldtha.org

Mandee McCullough, Housing Advocate
Phone: (707) 443-4583 ext. 222
Email: mandeem@eurekaumboldtha.org

Scott Gantt, Housing Inspector & Negotiator
Phone: (707) 443-4583 ext. 213
Email: scottg@eurekaumboldtha.org

Shawlyn Banfill, Housing Specialist
Phone: (707) 443-4583 ext. 214
Email: shawlynb@eurekaumboldtha.org

Cristina Fonseca, Housing Specialist
Phone: (707) 443-4583 ext. 231
Email: cristinaf@eurekaumboldtha.org

April Hatherill, Housing Specialist
Phone: (707) 443-4583 ext. 233
Email: aprilh@eurekaumboldtha.org

Nalee Lee, Housing Specialist
Phone: (707) 443-4583 ext. 216
Email: naleel@eurekaumboldtha.org

Kristi Mayville, Housing Specialist
Phone: (707) 443-4583 ext. 227
Email: kristim@eurekaumboldtha.org

Stephanie Gai, Accounting Specialist
Phone: (707) 443-4583 ext. 234
Email: stephanieg@eurekaumboldtha.org

Kathryn Thompson, Accounting Specialist
Phone: (707) 443-4583 ext. 223
Email: kathrynt@eurekaumboldtha.org

Jhonny Wilson, Accounting Specialist
Phone: (707) 443-4583 ext. 235
Email: jhonnyw@eurekaumboldtha.org

Nick Bartlett, Maintenance Specialist
Email: nicholasb@eurekaumboldtha.org

Devin Fielding, Maintenance Specialist
Email: devinf@eurekaumboldtha.org

Luis Pelayo-Nunez, Maintenance Specialist
Email: luisp@eurekaumboldtha.org

Ray Wattis, Maintenance Specialist
Email: rayw@eurekaumboldtha.org

Nancy Chance, Office Assistant
(707) 443-4583 ext. 228
Email: nancyc@eurekaumboldtha.org

Liz Boucher, Office Assistant
Phone: (707) 443-4583 ext. 210
Email: elizabethb@eurekaumboldtha.org

Beyond staff and the board room, consider visiting projects and other related offices, project functions, and local outreach events. Attending city council meetings to hear updates on local happenings around development, growth, economic, and housing trends is a good way to stay informed.

Humboldt County Board of Supervisors
Location: Courthouse Building
825 5th St., Room 111, Eureka CA
When: Every Tuesday at 9am
Info: <https://humboldt.legistar.com>

Eureka City Council
Location: Eureka City Hall, Council Chambers (2nd floor)
531 K St., Eureka CA
When: 1st and 3rd Tuesday of every month at 6pm
Info: <https://www.eurekaca.gov/317/View-Board-Commission-Meetings-Agendas>

Humboldt Housing & Homelessness Coalition (HHHC)
Phone: (707) 826-7312
Email: HHHC@co.humboldt.ca.us
General Membership Meeting
Location: Via Zoom
When: First Thursday, every other month at 9am-11am
Info: <https://humboldt.gov/AgendaCenter/Search/?term=&CIDs=43>

Arcata City Council meetings
Location: City Hall Council Chamber
736 F St., Arcata CA
When: First and third Wednesday at 6pm
Info: <https://www.cityofarcata.org/405/City-Council>

Fortuna City Council meetings
Location: Fortuna Council Chamber
621 11th St., Fortuna CA
When: First and third Monday at 6pm
Info: <https://www.accesshumboldt.net/watch>

4. SET GOALS AND OBJECTIVES

Goals are reviewed and set annually with input from program participants, staff, and Commissioners. Progress updates are provided mid-year to assist commissioners in knowing whether the established goals are being achieved, and to hold someone responsible for failure as well as success. It's important to know what your Housing Authority goals are. The following are the most recent goals and progress updates.

PHA 5 Year Plan Goals Housing Authority of the County of Humboldt

2024 Update

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. 2024 Update: All programs' monthly spending is above 100%, indicating that we are utilizing 100% of monthly funding and drawing on reserves to help support program growth.

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.

2024 Update: Landlord newsletter is in process; to reflect change to security deposit law effective 7/1 and luncheon planned for August. Landlord contacts continue to be made by Housing Advocate and caseworkers. Annual landlord survey to be sent out after luncheon.

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.

2024 Update: 43 PBVs allocated for City "Green Phase" project (note that 8 will be new vouchers and 35 will come from existing allocation). Also working with local nonprofits to add PBVs at recent Homekey projects (expected Q3 2024). Will continue seeing opportunities to partner, using PBVs to increase new housing production.

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.

2024 Update: Quality control file checks and inspections continue to occur periodically. 96% SEMAP score for FYE 12/31/2023; overall designation “High” for Humboldt PHA.

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.

2024 Update: 2023 Audit in process. 2022 Audit, presented in Q4 2023, had no findings.

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 Yardi.
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.

2024 Update: Staff training budget is being utilized to support the many changes HUD is implementing. HTVN contract was canceled and replaced with Yardi (software) Aspire on-demand training. Management reviews training budget utilization monthly and recognizes an employee of the month every month.

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

2024 Update: In addition to providing regular website updates, a computer room with a printer available to clients for printing bank statements and other verification paperwork necessary for Housing Authority programs has been made available. This information is also on the Housing Authority website.

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.

2024 Update: At least 80% of Mainstream vouchers have been issued, and 70% of Mainstream vouchers are leased up as on 6/1/2024. We will continue issuing vouchers and accepting referrals to get to 100%, at which point vouchers will be issued only when turnover happens, or if new vouchers are added.

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.

2024 Update: All EHV's were issued by 9/30/2023, and PHA has met goal of 80% utilization of EHV's. Because future funding for the EHV program is unknown, PHA will work to transition EHV holders to Housing Choice Vouchers (HCV) by verifying we have applications on file for the HCV program, and recommending clients submit applications for any that are missing.

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.

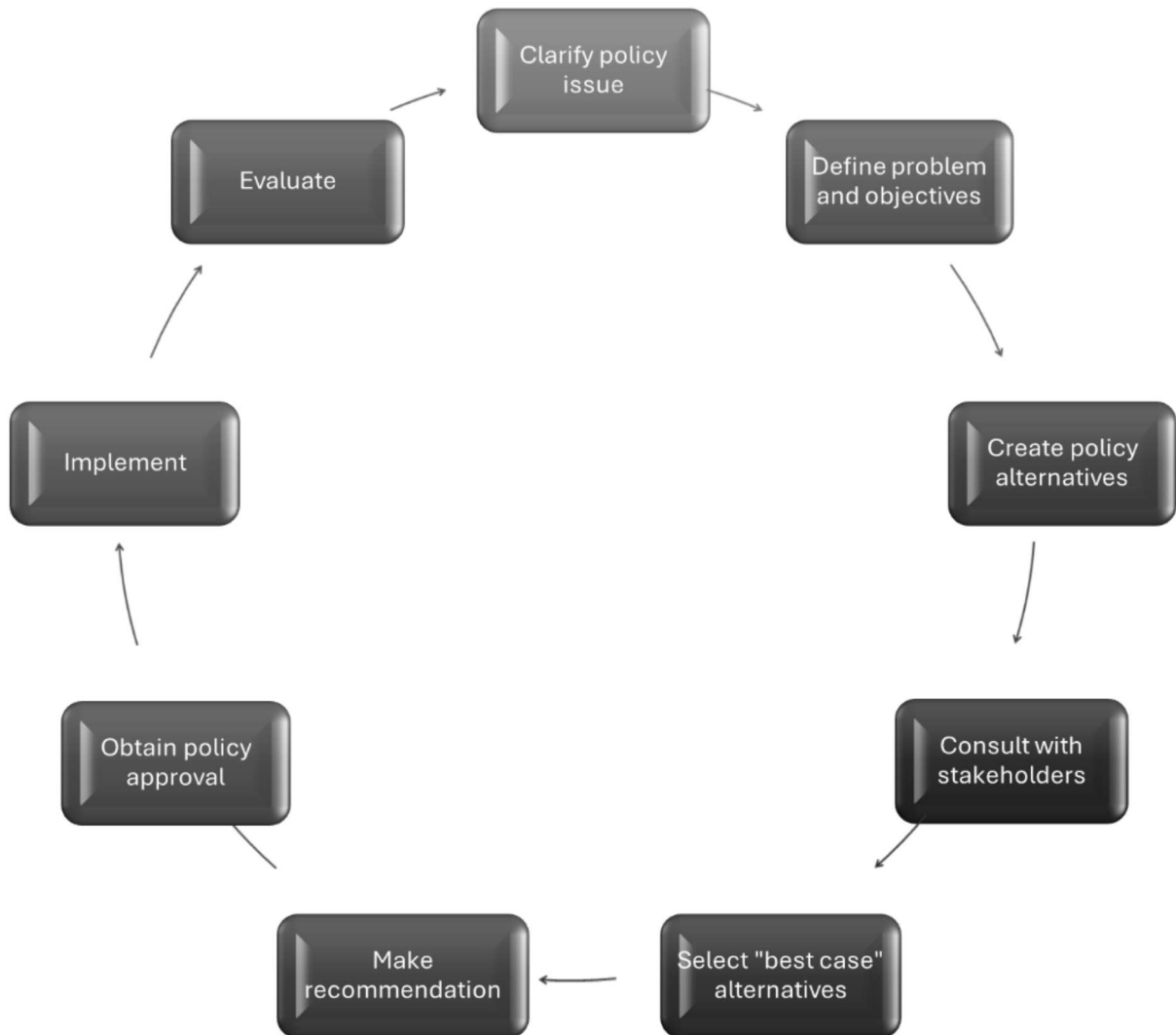
We will provide an annual survey to clients to ask for their feedback and input on specific areas of focus.

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

2024 Update: An online survey was emailed to voucher clients. Responses are still being collected and will be shared at a future date.

5. POLICY MAKING

The Policy Development Process is really a cyclical and iterative process, as illustrated below.



Characteristics of Modern Policymaking

- Forward looking: takes the long view
- Outward looking: learns from elsewhere
- Innovative and creative: questions the status quo
- Evidence-based: uses best evidence available
- Inclusive: takes account of the interests of all
- Joined-up: works across institutional boundaries
- Reviews: keeps policy under periodic review
- Evaluates: builds evaluation into the policy process
- Learns lessons: learns from experience what works; adjusts

Elements to Consider in Policy Design

- Tools of the policy – what instruments will be used to implement the policy? Information, outreach, capacity-building, money, etc.
- Targets of the policy – What is supposed to change? Are there direct and indirect beneficiaries? What assumptions about the target population guide the choice of tools?
- Implementation of the policy – How will it be implemented? Who will define criteria for implementation? Who will enforce the implementation?

6. BE INNOVATIVE

Think of innovative policy making like creating a new recipe for solving a problem. Just like how chefs come up with unique combinations of ingredients to create delicious dishes, policymakers develop innovative policies by combining different ideas and strategies to tackle complex social issues.

There are some important **questions** for people involved in making policy to consider, to support an innovative approach:

- a. What is the challenge we're trying to solve? Is there consensus on this, or different opinions?
- b. What is assumed about this issue? How can these assumptions be tested?
- c. What don't we know - including not only about what is happening, but why it is happening? How can we understand this better?
- d. Who else might have insight, and how can we include them in the policymaking process? No individual can possibly have all the answers, but a policymaker is in a unique position to bring people and perspectives together so that a wider range of ideas can be generated and explored.

Encourage Innovation Amongst Each Other

Innovation in policy making is important, so we aren't just doing what we've always done, but are looking for new solutions to complex problems. Below are some ideas to encourage innovation in the policymaking process.

1. Educate on the importance of innovation: Start by emphasizing the value of innovation in policymaking. Highlight how innovative policies can lead to better outcomes, address emerging challenges, and capitalize on opportunities.
2. Create an innovation culture: Foster a culture within policymaking circles that encourages creativity, experimentation, and risk-taking. This may involve organizing workshops, seminars, or training sessions on innovation techniques and methodologies.
3. Promote collaboration and cross-pollination: Encourage policymakers to collaborate across departments, sectors, and disciplines. Interactions with diverse stakeholders can inspire fresh perspectives and ideas.
4. Provide resources and support: Ensure policymakers have access to the necessary resources, including funding, data, expertise, and technology, to support innovative initiatives. Establish innovation funds or grants to incentivize experimentation.
5. Set clear goals and metrics: Define clear objectives for innovation in policymaking and establish metrics to measure success. This helps focus efforts and evaluate the impact of innovative policies.
6. Embrace evidence-based decision making: Encourage policymakers to base their decisions on evidence and data-driven insights. This can help identify areas where innovation is most needed and ensure that innovative policies are grounded in reality.
7. Emphasize flexibility and adaptability: Recognize that innovation often involves uncertainty and iteration. Encourage policymakers to be flexible and adaptive, willing to adjust policies based on feedback and changing circumstances.
8. Celebrate success and learn from failure: Acknowledge and celebrate innovative policy successes to inspire others. Similarly, view failures as learning opportunities and encourage policymakers to share their experiences openly.
9. Engage with citizens and stakeholders: Involve citizens and stakeholders in the policymaking process to ensure that innovative solutions reflect their needs and priorities. Use participatory methods such as crowdsourcing, co-creation workshops, or citizen juries.
10. Lead by example: Demonstrate leadership in innovation by implementing innovative practices within government agencies or departments. Showcase successful examples of innovative policies to inspire others.

By following these considerations and steps, policymakers can be encouraged to embrace innovation and develop policies that address complex challenges effectively.

7. LET HUD KNOW YOUR THOUGHTS ABOUT HOUSING MATTERS

Subscribe to HUD Exchange mailing lists to receive email updates on new resources, training opportunities, HUD policies and more. To subscribe, enter the requested information, select the topics that interest you, and then select subscribe.

<https://www.hudexchange.info/maillinglist/subscribe/>

8. KEEP IN TOUCH WITH LOCAL ELECTED OFFICIALS

a. Contact information:

i. County Board of Supervisors

1st District - Rex Bohn

Phone: (707) 476-2391

Email: rbohn@co.humboldt.ca.us

2nd District - Michelle Bushnell

Phone: (707) 476-2392

Email: mbushnell@co.humboldt.ca.us

3rd District - Mike Wilson

Phone: (707) 476-2393

Email: mike.wilson@co.humboldt.ca.us

4th District - Natalie Arroyo

Phone: (707) 476-2394

Email: narroyo@co.humboldt.ca.us

5th District - Steve Madrone

Phone: (707) 476-2395

Email: smadrone@co.humboldt.ca.us

ii. Eureka – City Council

Mayor, Kim Bergel

Phone: (707) 441-4200

Email: kbergel@ci.eureka.ca.gov

Councilmembers

Ward 1, Leslie Castellano

Phone: (707) 441-4169

Email: lcastellano@ci.eureka.ca.gov

Ward 2, Kati Moulton

Phone: (707) 441-4168

Email: kmoulton@ci.eureka.ca.gov

Ward 3, G. Mario Fernandez

Phone: (707) 441-4171

Email: gmfernandez@ci.eureka.ca.gov

Ward 4, Scott Bauer

Phone: (707) 441-4167

Email: sbauer@ci.eureka.ca.gov

Ward 5, Renee Contreras-DeLoach

Phone: (707) 441-4170
Email: rcontreras@ci.eureka.ca.gov

iii. Arcata – City Council

Mayor, Meredith Matthews
Phone: (707) 499-0809
Email: mmathews@cityofarcata.org

Vice-Mayor, Alexandra Stillman
Phone: (707) 845-3900
Email: astillman@cityofarcata.org

Councilmember, Sarah Schaefer
Phone: (707) 498-9342
Email: sschaefer@cityofarcata.org

Councilmember, Stacy Atkins-Salazar
Phone: (707) 496-4779
Email: satkinssalazar@cityofarcata.org

Councilmember, Kimberley White
Phone: (707) 633-3867
Email: kwhite@cityofarcata.org

iv. Fortuna – City Council

Mayor, Tami Trent
Phone: (707) 725-1409
Email: ttrent@ci.fortuna.ca.us

Mayor Pro Tem, Mike Johnson
Phone: (707) 725-1409
Email: mjohnson@ci.fortuna.ca.us

Councilmember, Kyle Conley
Phone: (707) 725-1409
Email: ktonley@ci.fortuna.ca.us

Councilmember, Mike Losey
Phone: (707) 725-1409
Email: mlosey@ci.fortuna.ca.us

Councilmember, Kris Mobley
Phone: (707) 725-1409
Email: kmobley@ci.fortuna.ca.us

v. McKinleyville Community Services District

Phone: (707) 839-3251

- vi. **Trinidad/Westhaven Community Services District**
Phone: (707) 611-0798
- vii. **Fortuna Community Services District**
Phone: (707) 725-7600
- viii. **Blue Lake Community Services District**
Phone: (707) 668-4281
- ix. **Willow Creek Community Services District**
Phone: (530) 629-2136
- x. **Ferndale Community Services District**
Phone: (707) 786-9694
- xi. **Rio Dell & Scotia Community Services District**
Phone: (707) 764-5239
- xii. **Redway & Garberville Community Services District**
Phone: (707) 923-3101

9. LISTEN TO TENANTS

- a. Customer Service Survey <https://bit.ly/EurekaHousingAuthorityTenantSurvey>
- b. Annual Resident Advisory Board Meeting – *typically held in June*

10. PHA ACTIVE PUBLIC RELATIONS

- a. The board may want to consider establishing goals or potential policy around this.

**HOUSING AUTHORITY OF THE CITY OF EUREKA
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT
2025 BOARD MEETING SCHEDULE**

Date	Board	Notes
January 13	County Board	
January 21	City Board	Tuesday meeting due to Martin Luther King holiday
February 10	County Board	
February 18	City Board	Tuesday meeting due to President's Day holiday
March 10	County Board	Annual Meeting -Elect Officers
March 17	City Board	Annual Meeting -Elect Officers
April 14	County Board	
April 21	City Board	
May 12	County Board	
May 19	City Board	
June 09	County Board	
June 16	City Board	
July 14	County Board	Mission Statement Goals
July 21	City Board	Mission Statement Goals
August 11	County Board	
August 18	City Board	
September 08	County Board	Annual Agency Plan
September 15	City Board	Annual Agency Plan
October 14	County Board	Tuesday meeting due to Indigenous Peoples' Day - Budget review/approval
October 20	City Board	Budget review/approval
November 10	County Board	Audit / Utility Allowance
November 17		Audits / Utility Allowance
December 08	County Board	
December 15	City Board	