



# 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 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA BOARD OF COMMISSIONERS

DATE AND TIME  
Monday, March 17, 2024  
5:45pm

### LOCATION

Housing Authority of the City of Eureka  
735 W. Everding St., Eureka CA

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

### PUBLIC PARTICIPATION

Public access to this meeting is available 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 City of Eureka 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 meetings:

3a. Regular meeting, December 16, 2024 (pages 3-5)

4. Bills and Communications:

4a. Q4 2024 Tenant Newsletter (pages 6-7)



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)

5c. Repositioning Updates (page 12)

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 2015, Write Off of Uncollectible Debt (pages 13-15)

Recommended Board Action: *Accept and Adopt for Approval*

8b. Annual Meeting and Election of Officers (pages 16-34)

Recommended Board Action: *Elect Officers*

9. Closed Session – If needed.

10. Adjournment

Note: The next regularly scheduled meeting is April 21, 2025.

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

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

<https://eurekahumboldt.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

### REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF EUREKA BOARD OF COMMISSIONERS

**Monday, December 16, 2024**

Chairperson Serotta declared a quorum present and called the meeting to order at 5:50pm.

1. Roll Call

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,  
Commissioner Escarda, Commissioner Maschke  
Absent: Commissioner Raymond  
Staff: Churchill, Humphreys  
Public: None

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

3. Approve minutes of the board of commissioners meeting, held October 21, 2024.

Motion to approve the minutes of the October 21, 2024, regular meeting, made by  
Commissioner Byers.

Second – Commissioner Konkler

Ayes: Konkler, Byers, Escarda, Maschke  
Nays: None  
Abstain: Serotta  
Absent: Raymond

Chairperson Serotta declared the motion carried to approve the minutes of October 21, 2024.

4. Bills and Communication:

4a. HUD letter dated October 15, 2024; Receipt and acknowledgement of FY 2023 audit  
performed by Harshwal & Company LLP.  
Secretary Churchill briefly goes over the letter bringing attention to the fact that there were  
no findings.

5. Report of the Secretary:

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

5b. HCV Utilization Reports  
Secretary Churchill updates the board and goes over key points of the report.

5c. Repositioning Updates  
Secretary Churchill notes that HACE continues to work on two CDBG grants which would  
pay for the redevelopment of the Boys and Girls Club building and the community center  
across the street from the office. The City of Eureka is applying on HACE's behalf as the  
jurisdictional requirement is that a local city or county government applies.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

8a. Resolution 2013, HACE FY2023 Financial Audit Report  
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 2013

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, The 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 City of Eureka do hereby accept the Audited Financial Statements for the fiscal year ending December 31, 2023.

Motion to approve Resolution 2013 made by Commissioner Byers.

Second – Commissioner Maschke

Ayes: Serotta, Konkler, Byers, Escarda, Maschke  
Nays: None  
Abstain: None  
Absent: Raymond

Chairperson Serotta declared the motion carried to approve Resolution 2013.

8b. Resolution 2014, Write Off of Uncollectible Accounts Receivable  
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 2014

TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, All efforts to collect certain accounts from former tenants of the Conventional Public Housing program have been unsuccessful; and

WHEREAS, The U.S. Department of Housing and Urban Development has recommended that after all reasonable efforts have been made to collect vacated accounts, the Board of Commissioners, based on the recommendations of the Executive Director, should authorize the charging off such accounts; and

NOW, THEREFORE, BE IT RESOLVED, That the following accounts be transferred to Collection Loss;

<u>Housing Program</u>	<u>Amount</u>
Public Housing, Eviction	\$16,458.06
Eureka Family Housing, Moveout	\$27,626.03

Motion to approve Resolution 2014 made by Commissioner Byers.

Second – Vice Chairperson Konkler

Ayes: Serotta, Konkler, Byers, Escarda, Maschke  
Nays: None  
Abstain: None  
Absent: Raymond

Chairperson Serotta declared the motion carried to approve Resolution 2014.

8c. Update to Commissioners Ten Commandments resource document

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.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 6:04pm.

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Secretary

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Chairperson



# HOUSING INSIDER

“Communication leads to community.”

ISSUE JANUARY 2025

## HAPPY NEW YEAR!

As we reflect on the past year, we're filled with gratitude for the wonderful community we've built together. Your positive attitudes, respect for neighbors, and active participation have truly enriched our community.

As we bid farewell to 2024, let's embrace the possibilities of the new one with optimism and excitement, and carry the lessons learned and memories made with us into the coming year. We're excited about the possibilities of our repositioning plans and look forward to continuing to enhance your living experience in 2025 and beyond.

We wish you a happy, healthy, and prosperous New Year. Thank you, once again, for being a part of our community.

### **TENANT REMINDERS**

To remove a household member, proper documentation is required and a new lease must be signed.

Tenants who wish to move out must give written notice 30 days before moving out.

Pets must be approved by the Community Liaison before they are brought onto the property.

All income must be reported. Failure to report may lead to retroactive (back dated) rent charges.

Annual recertifications and accompanying documentation are mandatory to maintain your tenancy.

### **EARTHQUAKES: How You Can Be Prepared**

The December 5<sup>th</sup> 7.0 earthquake was a good reminder to us all that earthquakes can happen at any time, and given where we live, we should always be ready for one. Beyond the mantra of “Drop, cover, hold on” during an earthquake, it helps to know how to be prepared before it happens, and what to do after. Below is a checklist to use in making sure you are prepared for an emergency situation, as well as a checklist for what to do if a significant earthquake occurs.

#### **PREPARATION – Use this list to plan ahead and be ready to respond and recover quickly.**

- Secure your home: anchor any heavy furniture to the walls to prevent tipping over. Store heavy and breakable objects on low shelves. Secure valuable items such as vases and lamps to your furniture with museum wax (do not put wax on walls or floors).
- Clear exit paths: make sure your home has two safe exits that are free and clear of clutter. Move heavy items that could fall into your exit path.
- Ensure any toxic or flammable materials are safely stored to prevent spilling (e.g. bleach and other cleaning supplies).

*(Continued on back)*



#### **Our office will be closed on these holidays!**

- |             |                             |
|-------------|-----------------------------|
| January 1   | – New Year's Day            |
| January 20  | – Martin Luther King Jr Day |
| February 12 | – Lincoln's Birthday        |
| February 17 | – Washington's Birthday     |
| March 31    | – Cesar Chavez Day          |

### **NEW PET? NEW PAPERWORK!**

Did you recently welcome a furry friend into your home? Remember, all pets require proper documentation for licensing, vaccinations, and general health, even if you already have a deposit with us.

If you have welcomed a new pet in the last two years, please submit the proof of vaccinations, spay/neuter certificates, licensing, and pet authorization form as soon as possible. Pet forms are available in the office.

By keeping your pet's information up to date, you're ensuring a safe and healthy community for all residents and for our staff. Contact Community Liaison Ty at 707.443.4583 x211 if you have questions.

### **General Information**

**Lobby and Dumpster Hours:** Open Tuesday-Thursday 9am-4pm.

**Business Hours:** Open Monday-Thursday 8am-5:30pm; Closed alternate Fridays with business hours 8am-4:30pm.

We have a payment drop box by our main lobby front door for submission of amounts payable.

**EHA Mission Statement:** The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

**(Preparation, continued)**

- Make a plan: Create a family emergency plan that includes where to meet if you are separated. Review, update, and practice your plan at least annually.
- Gather supplies: Have at least three days of food (canned meats, fruit, vegetables, peanut butter, and dry food such as protein bars, granola, or dried fruit) and bottled water, batteries, flashlights, first aid kit, sturdy shoes, blankets, battery-operated radio, solar-battery chargers for phones, and a fire extinguisher. Store in an easily accessible area.
- Learn first aid, and know how to turn off the gas, water, and electricity.
- Ensure your smoke alarms and carbon monoxide detectors are installed and working.
- Know your work and school emergency response plans.
- If you can, maintain your car fuel level at half a tank or more. Fuel supplies can be easily disrupted after a major emergency.
- If you or a family member is a person with a disability or has special needs requiring additional assistance, work with your family or support network to make a plan that accommodates their needs.
- **Sign up for emergency alerts.** Go to [humboldt.gov/alerts](http://humboldt.gov/alerts) and click "Sign up" to get started.

**POST-EARTHQUAKE – These are things to check immediately after the shaking stops.**

- Fire hazards: if you had any candles burning or other fire, check them and extinguish immediately.
- Gas leaks: if there is an odor, call maintenance, PG&E, or the fire department immediately ASAP; shut off the gas valve if you know how.
- Damaged electrical wiring: If anything is sparking, turn off power; call maintenance immediately.
- Downed or damaged utility lines: do not touch downed power lines or any objects in contact with them.
- Spills: clean up any spilled medicines, drugs, or other harmful materials such as bleach, lye, gas, etc.
- Fallen items: beware of items tumbling off shelves when you open doors of closets and cupboards.
- Check food and water supplies: Do not eat or drink anything from open containers near shattered glass.
- If power is off, plan meals to use up foods that will spoil quickly or frozen foods (food in the freezer should be good for at least a couple of days, as long as doors are kept closed and only opened when needed).
- Don't light your kitchen stove if you suspect a gas leak, and do not use gas heat sources indoors!
- If your water is off for an extended period, you can drink supplies from water heaters, melted ice cubes or canned vegetables.
- Provide updates via social media or text to friends and family; text is more likely to function than phones during an emergency.
- 911 should only be used in life-threatening emergencies.

**Q&A**

**Q: Is my unit in the Tsunami Hazard Zone?**

**A:** No! All of the Eureka Housing Authority owned properties (Public Housing, Eureka Family Housing, and Eureka Senior Housing) are outside the tsunami hazard area, as provided in online maps from the Department of Conservation, California Geological Survey. These maps are designed using the best currently available scientific information. If you're at home during a future tsunami warning, the recommended action is to stay in place. If you're away from home and near water (e.g. the beach, bay, mall, or waterfront), move to high ground.

**Volunteer Opportunity:** Are you a **Public Housing** resident who is interested in serving on our Board of Commissioners? Please contact Heather at 707-443-4583 ext. 219 or [heatherh@eurekahumboldt.org](mailto:heatherh@eurekahumboldt.org) with questions and to obtain an application for tenant commissioner.



**WHO TO CONTACT**

Call our main line at 707.443-4583; then:

Work orders request.....	x218
<b>For emergency work orders ONLY contact 707-444-1424</b>	
Paperwork, certification, rent, income calculation questions.....	x214
Accounting for charges, account balance, questions, and payments.....	x221
Questions, complaints, or concerns about the neighborhood.....	x211
All other questions regarding Housing Authority services.....	x210

Visit us at [www.eurekahumboldt.org](http://www.eurekahumboldt.org)

**In case of an emergency, please call 911 or the Eureka Police Department at 707-441-4060.**

**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		
<b>HACE</b>											
Public Housing	195	192	194	194	194	193	192	192	192	192	952
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
<b>Total City Units</b>	<b>268</b>	<b>261</b>	<b>263</b>	<b>262</b>	<b>261</b>	<b>260</b>	<b>258</b>	<b>259</b>	<b>257</b>		

<b>HACH</b>											
<b>Tenant Based Vouchers</b>											
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
Emergency Housing Vouchers (EHV)	182	141	142	143	144	142	135	131	127	127	N/A
<b>Total All Vouchers</b>	<b>1586</b>	<b>1150</b>	<b>1168</b>	<b>1172</b>	<b>1182</b>	<b>1184</b>	<b>1185</b>	<b>1190</b>	<b>1191</b>		

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

Vouchers issued but not under contract, end of month (aka "Searching")	23
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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 January 2025**

	January	Total
<b>Traditional HCV &amp; VASH (Includes PBVs)</b>		
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>B</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
<b>Mainstream (disabled &amp; non-elderly)</b>		
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>
<b>A</b> % Total income utilized	103.53%	103.53%
<b>C</b> Administrative/Other Income	-	-
Operating expenses	<u>(4,599)</u>	<u>(4,599)</u>
Surplus (Deficit)	<u>(4,599)</u>	<u>(4,599)</u>
<b>B</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
<b>Emergency Housing Vouchers (EHVs)</b>		
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>B</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
<b>Total All Voucher Programs</b>		
HAP income (budget authority)	\$ 893,219	\$ 893,219
HAP expenses	(903,657)	(903,657)
Surplus (Deficit)	<u>(10,438)</u>	<u>(10,438)</u>
<b>A % Total income utilized</b>	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>B Remaining HAP Cash</b>	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	<b>926</b>	<b>914</b>	<b>895</b>	<b>884</b>	<b>871</b>	<b>869</b>	<b>855</b>	<b>843</b>	<b>957</b>	<b>1,007</b>
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	<b>21</b>	<b>33</b>	<b>50</b>	<b>55</b>	<b>57</b>
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	<b>4</b>	<b>37</b>	<b>120</b>	<b>142</b>	<b>127</b>
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	<b>926</b>	<b>914</b>	<b>895</b>	<b>884</b>	<b>871</b>	<b>894</b>	<b>925</b>	<b>1,012</b>	<b>1,153</b>	<b>1,191</b>
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 City of Eureka (HACE)**  
***Repositioning Updates***

Date	Description
<b>Accomplishments</b>	
3/2025	<ul style="list-style-type: none"> <li>• Applications still in process with HUD Special Applications Center (SAC) for Green Phase, Blue Phase, and Master Plan (8.6 acres around office, except Green Phase area)</li> <li>• TCAC applications to be submitted for Green Phase and Blue Phase</li> </ul>
<b>Issues</b>	
N/A	None noted.
<b>Risks</b>	
	None noted.
<b>Next Steps</b>	
	<ul style="list-style-type: none"> <li>• Do SAC application for additional 4 units at 1137 C Street (second parcel across alley, along Hillsdale)</li> <li>• Work with City of Eureka on state HOME grant application, if feasible</li> </ul>
<b>Budget Status</b>	
N/A	Cost of contract work is covered by developers; no HACE budget updates.

Key

Green Phase = 3230 Hiler Street

Blue Phase = C & Clark Street

Master Phase = Main site “25-1” & Prospect Street

# Housing Authority of the City of Eureka

Board of Commissioners Meeting

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March 17, 2025

Agenda Item 8a

## Memorandum

To: Commissioners

From: Dustin Wiesner, Director of Finance, Administration and Technology

Subject: Write Off of Uncollectible Accounts Receivable

### BACKGROUND:

The Housing Authority of the City of Eureka routinely writes off uncollectible accounts receivable after all reasonable efforts have been made to collect the debt. All write offs over \$5,000.00 require board approval with a resolution.

### Impact to Personnel:

None.

### Fiscal Impact:

Once a debt is deemed uncollectible, it is written off or removed from the accounting books. Write-offs are reflected in financial statements as a decrease in Accounts Receivable (an asset), and an increase in expenses. This transaction is an accounting entry that does not affect cash flow. Additionally, the decrease in Accounts Receivable positively affects some of the HUD ratios that are used to evaluate our agency's operations.

Note that debts are still reported in HUD systems, and any person reported owing cannot be assisted by HUD-funded programs until debts are paid. Additionally, once a debt is written off internally, it is submitted to a collection agency for further follow-up. However, the resulting collections from this process are historically very low.

### Alternatives:

Keeping uncollectible receivables on the books fails to properly account for bad debts and to comply with Generally Accepted Accounting Principles (GAAP). Additionally, it does not reflect a conservative approach to the collectability of past tenant debts. This option is not recommended.

### STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the resolution to write off uncollectible debts.

2025.03 Write Offs, Housing Authority of the City of Eureka

Ppty	Code	Name	Balance	Status	DL1	DL2	Move Out Date	Rent	Late	Work Orders	Misc Tenant Charge	Cleaning & Damages				
251			3,094.40	past	1/23/2025	DL1 returned 2/04/2025	12/20/2024	2,237.64	257.51	93.00	-	506.25				
EFH			6,641.85	past	1/14/2025	1/30/2025	12/04/2024	30.00	-	-	-	6,611.85				
EFH			5,145.47	past	1/23/2025	DL1 returned 2/04/2025	12/19/2024	1,761.53	320.00	70.19	-	2,993.75				
			<u>\$ 14,881.72</u>									<u>\$ 4,029.17</u>	<u>\$ 577.51</u>	<u>\$ 163.19</u>	<u>\$ -</u>	<u>\$ 10,111.85</u>

PREPARED BY

*Jhonny Wilson*

Accounts Receivable Clerk

3/4/2025

Date

APPROVALS

*J. Dustin Wiener*

Director of Finance

3/4/2025

Date

*Cheryl Churchill*

Executive Director

3/4/2025

Date

HOUSING AUTHORITY OF THE CITY OF EUREKA

RESOLUTION 2015

TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, All efforts to collect certain accounts from former tenants of the Conventional Public Housing program have been unsuccessful; and

WHEREAS, The U.S. Department of Housing and Urban Development has recommended that after all reasonable efforts have been made to collect vacated accounts, the Board of Commissioners, based on the recommendations of the Executive Director, should authorize the charging off such accounts; and

NOW, THEREFORE, BE IT RESOLVED, That the following accounts be transferred to Collection Loss;

<u>Housing Program</u>	<u>Amount</u>
Eureka Family Housing, Eviction	\$6,641.85
Eureka Family Housing, Moveout	\$5,145.47

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 City of Eureka

Board of Commissioners Meeting

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March 17, 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 16, 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 16, 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 CITY OF EUREKA**

## **COMMISSIONER'S RESOURCE GUIDE**



**NOVEMBER 2024**

# TEN COMMANDMENTS FOR COMMISSIONERS

## HOUSING AUTHORITY OF THE CITY OF EUREKA

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 City of Eureka.**

- a. **Public Housing** – The Housing Authority of the City of Eureka owns and manages 196 units of public housing in the city of Eureka. Sites are scattered throughout Eureka, with approximately half of them near the vicinity of WinCo. There are 1-, 2-, 3-, and 4-bedroom units. Some units have accessible features. Rents are determined based on household income. Additionally, we provide space for the local Boys and Girls Club and a substation for the Eureka Police Department.
- b. **Eureka Family Housing** – Three sites make up this 50-unit property: 1112 E Street, 615 West Hawthorne Street and 735 P Street. These are 1-, 2-, and 3-bedroom units. Some units have accessible features. Rents are determined based on household income. These units are subsidized through a project-based subsidy under HUD’s Section 8 program and subject to California Tax Credit rent limits.
- c. **Eureka Senior Housing** – 22 senior units for residents 62 or older are owned and managed on scattered sites in Eureka on C Street, E Street, and I Street. Units are subject to California Tax Credit rental limits, and have an in-house subsidy. Housing Choice Voucher assistance may be utilized in these units.
- d. The Housing Authority of the City of Eureka is also undertaking “repositioning”, transitioning its Public Housing program to low-income housing tax credit financed units with Section-8 assistance for as many units as possible. This will be a multi-year effort that is largely dependent on available financing and HUD approvals to redevelop existing housing into new developments with increased unit supply.

## **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:

<b>Board of Commissioners</b>	<b>Executive Director (and staff)</b>
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@eurekahumboldt.org](mailto:cherylc@eurekahumboldt.org)

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

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

Email: [heatherh@eurekaumboldtha.org](mailto:heatherh@eurekaumboldtha.org)

Jennifer Toole, Housing Programs Supervisor

Phone: (707) 443-4583 ext. 215

Email: [jtoole@eurekaumboldtha.org](mailto:jtoole@eurekaumboldtha.org)

Ryan Harvey, Maintenance Supervisor

Phone: (707) 443-4583 ext. 226

Email: [ryanh@eurekaumboldtha.org](mailto:ryanh@eurekaumboldtha.org)

Ty Leschke, Community Liaison & Compliance Officer

Phone: (707) 443-4583 ext. 211

Email: [tykeshial@eurekaumboldtha.org](mailto:tykeshial@eurekaumboldtha.org)

Mandee McCullough, Housing Advocate

Phone: (707) 443-4583 ext. 222

Email: [mandeem@eurekaumboldtha.org](mailto:mandeem@eurekaumboldtha.org)

Scott Gantt, Housing Inspector & Negotiator

Phone: (707) 443-4583 ext. 213

Email: [scottg@eurekaumboldtha.org](mailto:scottg@eurekaumboldtha.org)

Shawlyn Banfill, Housing Specialist

Phone: (707) 443-4583 ext. 214

Email: [shawlynb@eurekaumboldtha.org](mailto:shawlynb@eurekaumboldtha.org)

Cristina Fonseca, Housing Specialist

Phone: (707) 443-4583 ext. 231

Email: [cristinaf@eurekaumboldtha.org](mailto:cristinaf@eurekaumboldtha.org)

April Hatherill, Housing Specialist

Phone: (707) 443-4583 ext. 233

Email: [aprilh@eurekaumboldtha.org](mailto:aprilh@eurekaumboldtha.org)

Nalee Lee, Housing Specialist

Phone: (707) 443-4583 ext. 216

Email: [naleel@eurekaumboldtha.org](mailto:naleel@eurekaumboldtha.org)

Kristi Mayville, Housing Specialist

Phone: (707) 443-4583 ext. 227

Email: [kristim@eurekaumboldtha.org](mailto:kristim@eurekaumboldtha.org)

Stephanie Gai, Accounting Specialist

Phone: (707) 443-4583 ext. 234

Email: [stephanieg@eurekaumboldtha.org](mailto:stephanieg@eurekaumboldtha.org)

Kathryn Thompson, Accounting Specialist

Phone: (707) 443-4583 ext. 223

Email: [kathrynt@eurekaumboldtha.org](mailto:kathrynt@eurekaumboldtha.org)

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

Nick Bartlett, Maintenance Specialist  
Email: [nicholasb@eurekaumboldtha.org](mailto:nicholasb@eurekaumboldtha.org)

Devin Fielding, Maintenance Specialist  
Email: [devinf@eurekaumboldtha.org](mailto:devinf@eurekaumboldtha.org)

Luis Pelayo-Nunez, Maintenance Specialist  
Email: [luisp@eurekaumboldtha.org](mailto:luisp@eurekaumboldtha.org)

Ray Wattis, Maintenance Specialist  
Email: [rayw@eurekaumboldtha.org](mailto:rayw@eurekaumboldtha.org)

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

Liz Boucher, Office Assistant  
Phone: (707) 443-4583 ext. 210  
Email: [elizabethb@eurekaumboldtha.org](mailto: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 5<sup>th</sup> St., Room 111, Eureka CA  
When: Every Tuesday at 9am  
Info: <https://humboldt.legistar.com>

Eureka City Council  
Location: Eureka City Hall, Council Chambers (2<sup>nd</sup> floor)  
531 K St., Eureka CA  
When: 1<sup>st</sup> and 3<sup>rd</sup> 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](mailto: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 11<sup>th</sup> 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 City of Eureka PHA Goals 5-Year Goals, 2021-2025**

*In addition to annual goals which are developed and/or updated with input from the Resident Advisory Board, Board of Commissioners, PHA staff, and any community input, the Housing Authority of the City of Eureka, with input from the aforementioned parties, has established these overarching long-term goals for our housing and related services.*

Goal One: **Redevelopment**

Background:

Previously, the PHA agreed to explore repositioning of the entire 198-unit Public Housing portfolio through various HUD processes, such as demolition and disposition, streamlined voluntary conversion, etc. and that, considering input from the public, tenants, consultants, and other available information sources, and in alignment with the City of

Eureka Housing Element, staff would make a recommendation to the Board of Commissioners with whichever process is most advantageous and economically feasible to the agency.

During 2021-2022, PHA staff worked with consultants under a HUD-funded technical assistance contract (TAC) to explore and define repositioning options. A formal repositioning plan was created, which was approved by the board of commissioners June 21, 2022. This plan establishes policy for future repositioning action, and is included as an addendum to this PHA plan.

In January 2023, PHA issued an RFQ to seek a development partner. Submissions for the RFQ were reviewed and ranked, with the recommended development partner approved by the Board of Commissioners in June 2023.

The PHA will continue to work toward repositioning its Public Housing portfolio. This includes working with a development partner, obtaining financing, submitting applications to HUD's Special Application Center (SAC), doing community outreach, holding consultation meetings with tenants and establishing plans to rehouse tenants as needed, and communicating with the city at large.

Additionally, the PHA may need to remove units from inventory temporarily or permanently during the next five years. Units may be taken offline temporarily with approved vacant status from HUD while undergoing modernization, prior to a SAC application with HUD. They may also be removed from circulation and be designated non-dwelling units with approval from HUD in order to provide for Administrative Uses, such as additional maintenance storage and/or office space.

2024 Update: PHA, in collaboration with Brinshore and Operative Office (Development Partners) has begun the repositioning process with plans for "Green Phase" (3230 Hiler Street), Master Plan (7.4 acres south of Harris Street), and "Blue Phase" (12 units at C & Clark Streets). Development Partners are working on project designs, approvals with the City of Eureka, and obtaining Financing. A tax credit application was submitted to TCAC for Green Phase. Any phase is expected to take approximately 24 months from the point of tax-credit approval.

Goal Two:

**Community Partners**

The PHA will continue to work with community agencies to develop and strengthen partnerships with other service providers, to seek referrals for clients who are in danger of losing their housing or otherwise needing assistance. The PHA aims to house people and keep them housed; to that end, the support of service providers is

often necessary and helpful. The PHA will make every effort to connect residents with local agencies by providing relevant information.

The PHA will provide a list of community agencies and service providers to tenants with notices to correct to help them access relevant support to help them retain their housing.

**2024 Update:** Assistance has been obtained for several tenants from outside agencies in order to get needed housing supports or move to other housing that would be better long-term situations and prevent eviction filings. Additionally, tenants have received referrals to other outside agencies to help them retain their housing. Examples of local supportive agencies that worked with tenants include DHHS, IHSS, PACE, Senior Resource Center, APS, CWS, churches, schools, and EPD.

Goal Three: **Access to Services**

The PHA will work to improve the ease of access to our services. We will continue to review information format and delivery methods to achieve greater efficiency and effectiveness in program delivery, optimize ease of use and understanding by applicants and participants, and make program information more accessible, e.g. by simplifying forms and processes, increasing the use of our website and implementing other available technologies.

Annually, the PHA will do a review/assessment of our website as well as manual processes including most used forms/data and ensure that the most widely used resources are made available on the website.

We have been consistently adding new information as it is available and necessary to share with the public. Multiple staff are now trained in how to publish updates to the website. We regularly publish board agendas, plan updates, RFPs, and job advertisements, along with the ongoing availability of common forms and program information.

**2024 Update:** The website is updated on a regular basis to reflect the latest information available to the public. New information is included on the home page as well as in the relevant topic section of the website.

Goal Four: **Equal Opportunity & Fair Housing**

The PHA is always mindful of providing fair and equitable opportunities for current and future residents in accordance with state and federal law.

We will review/update processes as necessary and undertake

affirmative measures to ensure access to affordable housing regardless of any protected class status. We will work to ensure housing is accessible to persons with all varieties of disabilities. All staff will be trained annually on fair housing and equal opportunity. Additionally, we will get common/standard forms translated to meet the needs of groups identified in our Language Access Plan.

2024 Update: All staff completed fair housing and equal opportunity training in 2024. Additionally, over the course of several outreach meetings, we gained experience using interpretation services, and we have provided several translated documents and presentations. HACE will continue to work toward translating common documents into Spanish, consistent with our LEP, and provide interpretation services as needed.

Goal Five:

**Sustainability**

The PHA will constantly work to achieve and maintain financial and environmental sustainability.

Financially, this will be done through controlling expenditures, seeking greater efficiencies of internal operations, seeking additional revenue sources, and balancing the needs of tenants with the appropriate level of affordable housing amenities.

Environmentally, we will seek opportunities for savings, e.g. through water efficient landscape improvements and other energy efficiency measures.

As we take further steps toward repositioning Public Housing, we will maintain focus on both financial and environmental sustainability in our approach.

2024 Update: Key metrics are discussed at monthly management meetings to discuss/reveal potential improvements in financial and operational efficiency. With repositioning activity, we are working toward highly energy efficient units.

Goal Six:

**Investment in PHA Team**

Ongoing training of PHA staff has long been an annual requirement. With expected growth of PHA programs, training will become even more critical.

We will continue to use training programs, such as online training, as well as seek additional modes of training delivery, including offsite seminars, internal team training, and self-paced training options supported by management follow-up.

Staff will also be cross trained as available, to support staff career

goals, strengthen staff's capacity to move up through available positions, and support agency succession planning capability.

2024 Update: All departments have worked to actively cross-train staff so they may back each other up in the event of any staff absences. Additionally, staff have actively sought out and attended various training opportunities, both in person and online, to stay current with myriad changes at HUD.

Goal Seven: **Technology**

The PHA will continue to invest in technology upgrades and additions to ensure digital security, expand digital storage, and improve efficiency, flexibility, and customer service.

We will look for opportunities to expand our Tenant Portal, as possible, beyond work-order requests and payment submissions.

We will provide a computer kiosk at our PHA office for applicant and tenant self-service, such as making payments online, obtaining recertification paperwork, and completing other online forms.

The PHA will work to enhance our online presence and availability, through regular updates to our website and utilizing social media and other communication tools to disseminate current and critical information to our residents, community, and other partners.

2024 Update: One interview room connected to our office lobby has been converted for tenant use, to print paperwork needed for applications and recertification. Client response has been positive, so we will continue to offer this resource.

Goal Eight **Customer Feedback**

The PHA will use various methods to invite feedback from interested parties, including tenants, community members, and staff.

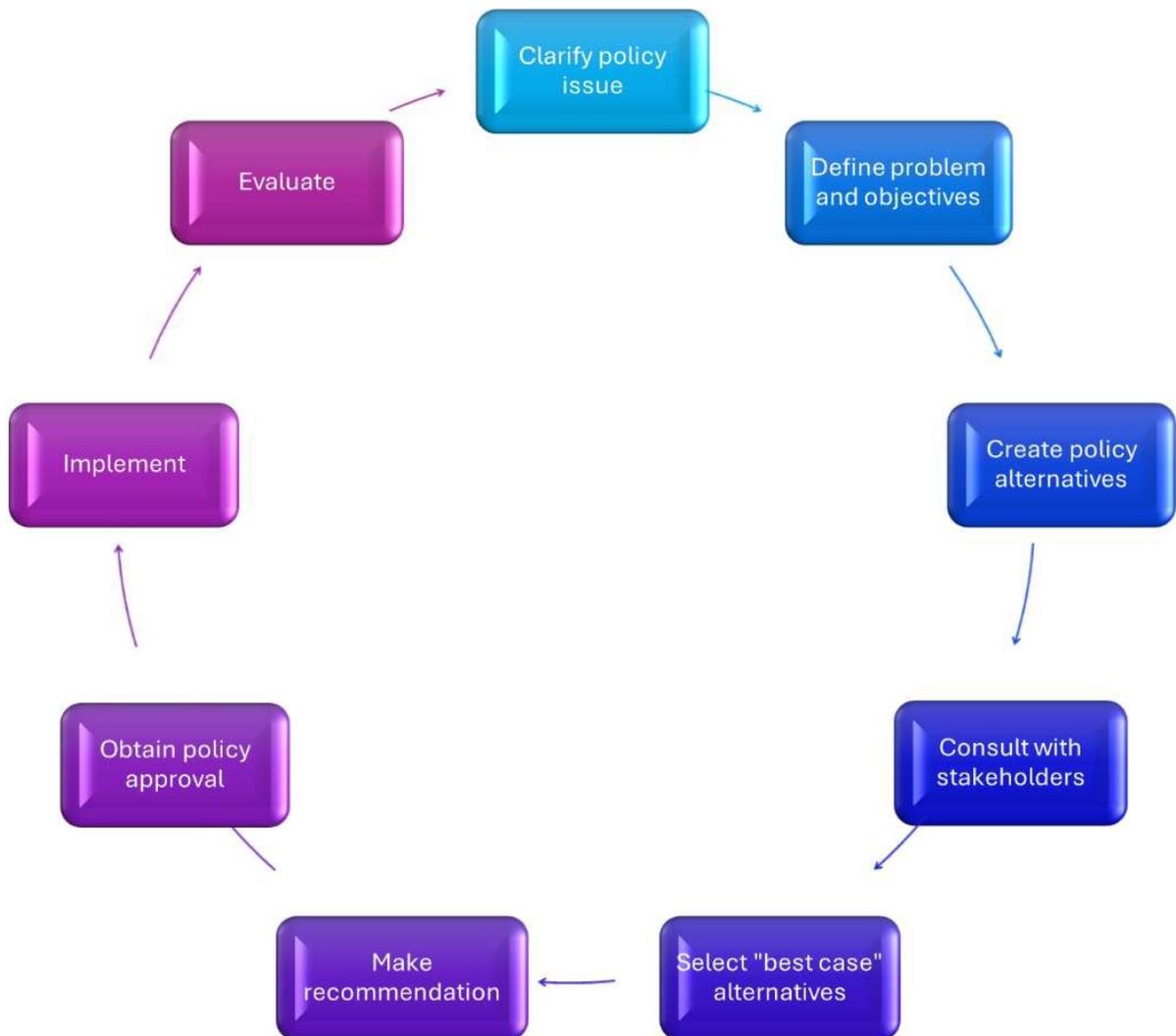
We will provide an annual survey to tenants to ask for their feedback and input on specific areas of focus.

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

2024 Update: A Customer Service Survey link has been added to our website home page as a standard feedback option. Additionally, 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/mailinglist/subscribe/>

## **8. KEEP IN TOUCH WITH LOCAL ELECTED OFFICIALS**

### a. Contact information:

#### **i. County Board of Supervisors**

1<sup>st</sup> District - Rex Bohn

Phone: (707) 476-2391

Email: [rbohn@co.humboldt.ca.us](mailto:rbohn@co.humboldt.ca.us)

2<sup>nd</sup> District - Michelle Bushnell

Phone: (707) 476-2392

Email: [mbushnell@co.humboldt.ca.us](mailto:mbushnell@co.humboldt.ca.us)

3<sup>rd</sup> District - Mike Wilson

Phone: (707) 476-2393

Email: [mike.wilson@co.humboldt.ca.us](mailto:mike.wilson@co.humboldt.ca.us)

4<sup>th</sup> District - Natalie Arroyo

Phone: (707) 476-2394

Email: [narroyo@co.humboldt.ca.us](mailto:narroyo@co.humboldt.ca.us)

5<sup>th</sup> District - Steve Madrone

Phone: (707) 476-2395

Email: [smadrone@co.humboldt.ca.us](mailto:smadrone@co.humboldt.ca.us)

#### **ii. Eureka – City Council**

Mayor, Kim Bergel

Phone: (707) 441-4200

Email: [kbergel@ci.eureka.ca.gov](mailto:kbergel@ci.eureka.ca.gov)

##### Councilmembers

Ward 1, Leslie Castellano

Phone: (707) 441-4169

Email: [lcastellano@ci.eureka.ca.gov](mailto:lcastellano@ci.eureka.ca.gov)

Ward 2, Kati Moulton

Phone: (707) 441-4168

Email: [kmoulton@ci.eureka.ca.gov](mailto:kmoulton@ci.eureka.ca.gov)

Ward 3, G. Mario Fernandez

Phone: (707) 441-4171

Email: [gmfernandez@ci.eureka.ca.gov](mailto:gmfernandez@ci.eureka.ca.gov)

Ward 4, Scott Bauer

Phone: (707) 441-4167

Email: [sbauer@ci.eureka.ca.gov](mailto:sbauer@ci.eureka.ca.gov)

Ward 5, Renee Contreras-DeLoach

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

**iii. Arcata – City Council**

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

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

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

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

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

**iv. Fortuna – City Council**

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

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

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

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

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