



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, July 14, 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 above location.

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 relating 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 June 09, 2025. (pages 3-5)

4. Bills and Communications: Flyer for Annual Landlord Luncheon, event date August 7, 2025. (page 6)



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 Commissioner's Agenda.

5a. Occupancy and Leasing Report (page 7)

5b. HCV Utilization Reports (pages 8-10)

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. PHA Plan, Goals Update 2025; *Informational for discussion* (pages 11-19)

9. Closed Session (if needed).

10. Adjournment

Note: Next regularly scheduled board meeting is Monday, August 11, 2025.

* * * Note * * *

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

<https://eurekahumboldtha.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, June 09, 2025

Chairperson Conner declared a quorum present and called the meeting to order at 12:05p.m.

1. Roll Call:

Present: Chairperson Conner, Vice Chairperson Fitzgerald, Commissioner Derooy,
Commissioner Escarda, Commissioner Leon, Commissioner Zondervan-Droz
Absent: None
Staff: Churchill, Humphreys, Wiesner

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

3. Approve minutes of the board of commissioners regular meeting held March 10, 2025.

Motion to approve the minutes of the regular meeting held March 10, 2025, made by
Commissioner Derooy.

Second – Vice Chairperson Fitzgerald

Roll call:

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

Chairperson Conner declared the motion carried to approve the minutes of March 10, 2025.

4. Bills and Communications:

4a. HUD letter dated April 18, 2025; Section 8 Management Assessment Program (SEMAP)
award for exceptional performance.
The board commends staff for their efforts which are reflected by the performance award.

5. Report of the Secretary:

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

5b. HCV Utilization Reports

Secretary Churchill briefs the board on this report. Secretary Churchill comments that in April, HACH had 1,200 vouchers assisting households. However, for the rest of 2025, HACH will not issue any further vouchers due to HUD funding restrictions. Therefore, as of March 28, 2025, the HCV wait list was closed. Secretary Churchill goes on to note that staff are allowed to continue leasing Project Based Vouchers, as units turn over. Secretary Churchill

further states that HUD is projecting HACH will be in shortfall the rest of 2025, but staff will apply for shortfall funds when HUD makes them available.

6. Reports of the Commissioners:

Chairperson Conner comments that she is working with one of two commissioner applicants to potentially fill the vacant seat in District 2, southern Humboldt.

7. Unfinished Business: None.

8. New Business:

8a. Foster Youth to Independence (FYI) program; *Informational only*

Secretary Churchill briefs that board on this program noting that FYI vouchers are to assist youth who are aging out of the foster system, secure housing.

8b. Resolution 514, Procurement Policy Update

Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION NO. 514
UPDATED STATEMENT OF PROCUREMENT POLICY

WHEREAS, the Housing Authority of the County of Humboldt procures its materials and contracts in accordance with its Procurement Policy, such policy compliant with U.S. Department of Housing and Urban Development (HUD) and State of California requirements for purchasing and procurements; and

WHEREAS, the Federal Office of Management and Budget has issued Memorandum M-18-18, providing for increases to Micro and Small-Purchase thresholds, such increases based on the best interest of efficient and effective public purchasing and contracting; and

WHEREAS, the Micro-Purchase threshold is currently set at up to \$2,000, and the Small-Purchase threshold is currently set at up to \$100,000; and

WHEREAS, the Federal Office of Management and Budget, Memorandum M-18-18 provides for a Micro-Purchase threshold of up to \$10,000 and a Small-Purchase threshold of up to \$250,000; and

WHEREAS, it has been determined that the increase of the Micro-Purchase threshold up to \$10,000.00, is in the best interest of the Housing Authority of the County of Humboldt, its purchasing and procurement; and

WHEREAS, it has been determined that the increase of the Small Purchase threshold up to \$250,000, is in the best interest of the Housing Authority of the County of Humboldt, its purchasing and procurement; and

WHEREAS, for reasons of efficiency and effectiveness, it is recommended that the Board of Commissioners approve or authorize Executive Director approval for contracts exceeding \$250,000 in value;

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Humboldt to modify its Procurement Policy by means of adopting the updated Statement of Procurement Policy attached hereto and made a part of this Resolution No. 514.

Motion to approve Resolution 514 made by Vice Chairperson Fitzgerald.

Second – Commissioner Leon

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

Chairperson Conner declared the motion carried and Resolution 514 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

The Housing Authority of the County of Humboldt
Cordially invites you to the 4th Annual

Landlord Luncheon

Thursday, August 7, 2025

12:00 p.m. to 2:00 p.m.

The Wharfinger Building

1 Marina Way

Eureka, Ca 95501

Join us for an informative afternoon with

- Guest Presenters:

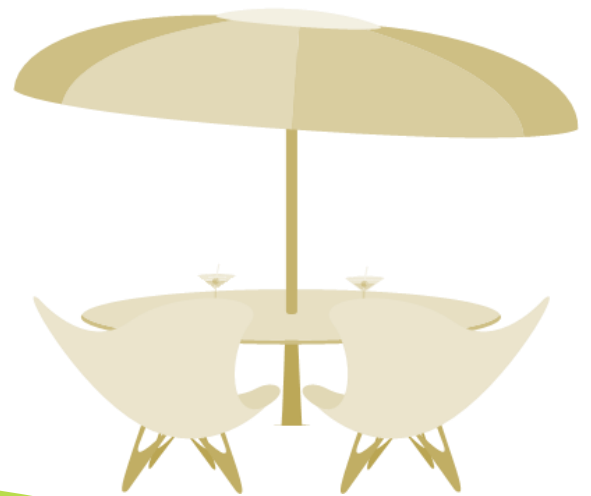
New Life Discovery Project

RCAA Adult and Family Services

Legal Services of Northern California

- Door Prizes

- Lunch will be provided.



Seats are limited, please RSVP

Mandee McCullough, Housing Advocate

mandeem@eurekahumboldttha.org

707-443-4583 Ex 222 Cell 707-572-9255



**Occupancy and Leasing Report
January - May 2025**

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

Program HACE	Total Units Available	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Wait List End of Month	
Public Housing	195	192	191	190	190	187	967	1
Eureka Family Housing	51	46	46	45	45	48	974	
Eureka Senior Housing	22	19	20	21	21	22	186	
Total City Units	268	257	257	256	256	257		

HACH

<u>Tenant Based Vouchers</u>								
Housing Choice Vouchers	1234	963	960	960	968	964	1470	
VASH Vouchers	95	44	44	45	45	44	N/A	
Mainstream vouchers	75	57	61	65	69	70	N/A	2
Emergency Housing Vouchers (EHV)	182	127	125	123	118	116	N/A	3
Total All Vouchers	1586	1191	1190	1193	1200	1194		
<u>Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)</u>								
PBV-VASH - Bayview Heights (Eureka)	22	21	21	21	21	20	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	2	2	2	2	2	8	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	261	5
PBV-HCV - Providence (Eureka)	42	36	36	38	40	40	N/A	6
PBV- HCV - Key Me Ek (Eureka)	13	-	7	7	8	12	N/A	
PBV-HCV - Laurel Canyon	35	35	36	34	34	35	136	7
Total Project Based Vouchers	120	99	107	107	110	114		

Vouchers issued but not under contract, end of month (aka "Searching")	10
--	----

Note: Occupancy / utilization numbers shown are as of the first day of the month.

1. Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental.
2. 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.
3. No PHA waitlist for EHVs; all are issued based on referral from HHHC or HDVS. Referrals began Q4 2021.
4. 25 Project Based Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
5. 5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.
6. Providence Mother Bernard House PBV's - Occupancy based on referral from CoC; contract signed 01/08/2024.
7. 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 May 2025

	January	February	March	April	May	Total
Traditional HCV & VASH (Includes PBVs)						
HAP income (budget authority)	\$ 731,863	\$ 731,863	\$ 745,120	\$ 745,120	\$ 711,044	\$ 3,665,009
HAP expenses	(748,980)	(758,219)	(764,033)	(766,340)	(759,987)	(3,797,559)
Surplus (Deficit)	(17,117)	(26,356)	(18,914)	(21,221)	(48,943)	(132,550)
AA % Total income utilized	102.34%	103.60%	102.54%	102.85%	106.88%	103.62%
Administrative/Other Income	91,901	138,858	95,531	93,621	89,591	509,502
Operating expenses	(73,892)	(104,758)	(89,450)	(89,800)	(83,454)	(441,354)
Surplus (Deficit)	18,009	34,100	6,081	3,821	6,137	68,148
B Remaining HAP Cash	(5,449)	(10,320)	28,612	25,972	40,263	
Remaining Non-HAP Cash	883,688	917,151	920,014	924,550	870,220	
Total HCV Cash	878,239	906,831	948,626	950,522	910,483	
Cash Increase/(Decrease)	(10,219)	28,592	41,794	1,897	(40,039)	
# of Households Assisted	1,007	1,004	1,005	1,013	1,008	5,037
Average HAP Payment	\$ 744	\$ 755	\$ 760	\$ 757	\$ 754	\$ 754
Mainstream (disabled & non-elderly)						
HAP income (budget authority)	\$ 41,148	\$ 41,148	\$ 41,629	\$ 41,629	\$ 43,476	\$ 209,030
HAP expenses	(42,599)	(46,130)	(50,820)	(53,742)	(54,995)	(248,286)
Surplus (Deficit)	(1,451)	(4,982)	(9,191)	(12,113)	(11,519)	(39,256)
A % Total income utilized	103.53%	112.11%	122.08%	129.10%	126.50%	118.78%
C Administrative/Other Income	-	-	5,185	5,185	5,659	16,029
Operating expenses	(4,599)	(2,626)	(4,482)	(6,295)	(6,562)	(24,564)
Surplus (Deficit)	(4,599)	(2,626)	703	(1,110)	(903)	(8,535)
B Remaining HAP Cash	5,590	3,136	1,809	(2,936)	(5,800)	
Remaining Non-HAP Cash	76,871	73,520	74,020	72,777	71,703	
Total MSV Cash	82,460	76,656	75,829	69,841	65,903	
Cash Increase/(Decrease)	(2,775)	(5,804)	(827)	(5,988)	(3,938)	
# of Households Assisted	57	61	65	69	70	322
Average HAP Payment	\$ 747	\$ 756	\$ 782	\$ 779	\$ 786	\$ 771
Emergency Housing Vouchers (EHVs)						
D HAP income (budget authority)	\$ 120,208	\$ 120,208	\$ 120,208	\$ 120,208	\$ 16,713	\$ 497,545
HAP expenses	(112,078)	(110,314)	(109,148)	(106,316)	(102,960)	(540,816)
Surplus (Deficit)	8,130	9,894	11,060	13,892	(86,247)	(43,271)
D % Total income utilized	93.24%	91.77%	90.80%	88.44%	616.05%	108.70%
Administrative/Other Income	21,401	18,154	15,436	18,759	12,954	86,704
Operating expenses	(15,421)	(7,560)	(11,107)	(14,619)	(14,622)	(63,329)
Surplus (Deficit)	5,980	10,594	4,329	4,141	(1,669)	23,375
B Remaining HAP Cash	21,635	46,041	28,178	28,419	24,944	
Remaining Non-HAP Cash	195,205	202,214	205,202	207,159	203,905	
Total EHV Cash	216,840	248,254	233,380	235,577	228,848	
Cash Increase/(Decrease)	14,164	31,414	(14,874)	2,197	(6,729)	
# of Households Assisted	127	125	123	118	116	609
Average HAP Payment	\$ 883	\$ 883	\$ 887	\$ 901	\$ 888	\$ 888

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

	January	February	March	April	May	Total
Total All Voucher Programs						
HAP income (budget authority)	\$ 893,219	\$ 893,219	\$ 906,957	\$ 906,957	\$ 771,233	\$ 4,371,584
HAP expenses	(903,657)	(914,663)	(924,001)	(926,398)	(917,942)	(4,586,661)
Surplus (Deficit)	<u>(10,438)</u>	<u>(21,444)</u>	<u>(17,045)</u>	<u>(19,442)</u>	<u>(146,709)</u>	<u>(215,077)</u>
A % Total income utilized	101.17%	102.40%	101.88%	102.14%	119.02%	104.92%
Administrative/Other Income	113,301	157,012	116,153	117,566	108,203	612,235
Operating expenses	(93,911)	(114,944)	(105,039)	(110,713)	(104,638)	(529,246)
Surplus (Deficit)	<u>19,390</u>	<u>42,068</u>	<u>11,114</u>	<u>6,852</u>	<u>3,565</u>	<u>82,989</u>
B Remaining HAP Cash	21,776	38,857	58,599	51,454	59,406	
Remaining Non-HAP Cash	1,155,764	1,192,885	1,199,236	1,204,486	1,145,828	
Total Program Cash	<u>1,177,540</u>	<u>1,231,742</u>	<u>1,257,835</u>	<u>1,255,941</u>	<u>1,205,234</u>	
Cash Increase/(Decrease)	1,171	54,202	26,093	(1,894)	(50,706)	
# of Households Assisted	1,191	1,190	1,193	1,200	1,194	5,968
Average HAP Payment	\$ 759	\$ 769	\$ 775	\$ 772	\$ 769	\$ 769

Notes

AA HCV HUD Held Reserves are depleted. Spending above 100% results in borrowing from future funding. We plan on applying for additional set-aside funding, when possible.

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. Restrictd 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 04/30/2025

HCV - \$0

MSV - \$86,248

EHV - \$797,590

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	1004
March	923	918	896	897	861	875	862	844	934	1005
April	928	919	908	895	859	873	858	844	934	1013
May	927	917	905	895	850	873	861	838	947	1008
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	5,037

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	61
March							28	48	54	65
April							29	50	54	69
May							31	50	55	70
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	64
UML's						88	397	594	657	322

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	125
March							15	102	144	123
April							18	108	143	118
May							23	111	142	116
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	122
UML's						4	441	1435	1698	609

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	1190
March	923	918	896	897	861	875	905	994	1132	1193
April	928	919	908	895	859	873	905	1002	1131	1200
May	927	917	905	895	850	873	915	999	1144	1194
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	1,194
UML's	11,107	10,965	10,736	10,612	10,449	10,518	11,095	12,146	13,840	5,968

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

July 14, 2025

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Annual Agency Plan Goals Update – Draft for review

BACKGROUND AND HISTORY:

As required by HUD, the Housing Authority must annually update the PHA Plan.

The resident advisory board met on June 04, 2025, in person at the Housing Authority office, to discuss the PHA goals and objectives and provide input to the annual plan.

The Board has had the opportunity to review goals and progress updates, and to offer input at regularly scheduled board meetings relative to the annual plan. The PHA Plan must be submitted to HUD by October 16, 2025. The draft plan is currently published and out for 45-day public review. This will be brought back again at the September 8th meeting for final review and approval.

STAFF RECOMMENDATION:

For review and discussion only; *revisit for approval on September 08, 2025.*

PHA 5 Year Plan Goals

Housing Authority of the County of Humboldt

2025 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.

HCV, VASH, and Mainstream monthly spending is above 100%, indicating that we are utilizing 100% of monthly funding. EHV program is treated separately; see goal #9.

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 once a year.
2. 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.
3. 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 inform changes to operations.

2025 Update: Landlord newsletter is in process to update landlords on program funding and the luncheon planned for August 2025. Regular contact with landlords continues 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 (pending approval from HUD to seek higher voucher utilization) 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.

2025 Update: 43 PBVs have been allocated for City "Green Phase" project (note that 8 will be new vouchers and 35 will come from existing allocation) and 47 PBVs allocated for City "Blue Phase" project (note that 16 will be new vouchers and 31 will come from existing allocation). Added 14 PBVs at Key Me Ek (AHP) at end of 2024. Will continue seeking 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 2024 operations), the PHA scored 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.
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.

2025 Update: Quality control file checks and inspections continue to occur periodically. SEMAP score for FYE 12/31/2024 earned a High Performer designation 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.

2025 Update: 2024 Audit in process. 2023 Audit had no findings and was presented to the board at a normally scheduled meeting.

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.

2025 Update: Staff training budget is being utilized to further staff education around housing-related topics and earn certifications in HUD specific areas of expertise (e.g. HCV Income Calculation Certification). Yardi Aspire on-demand training continues to be used for internal training assignments and at-will by staff. 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

2025 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 continues to be 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.

2025 Update: As of 6/3/2025, over 94% of Mainstream vouchers are leased up. 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, turnover EHV's can no longer be issued.

2025 Update: All 182 EHV's were issued by 9/30/2023, and PHA has met the original goal of 80% utilization of EHV's. Because future funding for the EHV program has been shortened from a 2030 sunset to 2026, PHA will be communicating with landlords to encourage tenant retention however possible. PHA will consider implementing a preference to convert EHV participants to HCV when vouchers may be issued again.

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.

2025 Update: An online survey will be emailed to voucher clients. Responses will be collected and shared at a future date.

HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT
RESIDENT ADVISORY BOARD MEETING SUMMARY

June 5, 2025, 12:00pm – 1:30pm

Staff

Cheryl Churchill, Executive Director

Heather Humphreys, Executive Assistant

Mandee McCullough, Housing Advocate

Dustin Wiesner, Deputy Director

Attendees

Vernon Price, Maria Elena Lopez, Sue Halman, Kelley Ocegüera, Mandy Bray

Meeting Notes

Cheryl opened the meeting by sharing the purpose of our annual meeting.

Cheryl reviewed the HACH goals and shared progress on goals that were included in the plan for 2025. Discussion and comments were exchanged during the review of the goals.

Attendees' Comments

- While Cheryl goes over the current voucher count, attendee asks why there are only nine vouchers out looking for housing.
 - In response, Cheryl notes that HUD has limited our funding and we are unable to pull from our waitlist or issue HCV (Housing Choice Vouchers) until further notice from HUD. Cheryl goes on to note that we do have some VASH (Veterans Affairs Supportive Housing) vouchers that we may issue and four more Mainstream Vouchers that we are able to issue.
- Attendee comments that it is concerning that HUD is not allowing HACH to issue anymore HCV's. Attendee goes on to ask if it's a possibility for the voucher program to discontinue.
 - Cheryl responds noting that there is no evidence that HCV program will end. Cheryl further notes that we don't have evidence of the HCV program ending in the future. Cheryl goes on to note that in order to change a program as large as the Section 8 program, it would require several years of rewriting documents and regulations and action by the government in the future.

- While going over goal three, attendee asks about Project Based Vouchers (PBV); If someone moves out of a PBV unit, will someone else be able to move into that unit and be assisted?
 - Cheryl responds, yes, we are obligated to keep that unit occupied. The voucher stays with the unit.
- Attendee asks if a voucher holder wants to transfer to a different state, would they be allowed to relocate with their voucher?
 - Cheryl responds yes, they can port out and take their voucher to a different area. Cheryl goes on to note that the only problem with porting out to another area is the payment standard. Other areas such as San Francisco have a much higher payment standard. HACH is unable to pay more than the payment standard our Housing Authority issues. However, if the client moves to a place such as Arkansas (as an example), with a lower payment standard, that move would be authorized to port out.
- Attendee asks, if a Project Based Voucher (PBV) holder living at Laurel Canyon, a DanCo property, could that PBV holder move to another DanCo property anywhere in California?
 - Cheryl responds, noting that the move would be between the PBV holder and DanCo property. The voucher holder would have to get on DanCo's waitlist or another Housing Authority's waitlist for a voucher.
- Attendee comments that she received notification from the landlord, Rentor Property Management, that her rent was going to be increased for a second time.
 - Cheryl responds and suggests contacting Legal Services in Eureka. Cheryl adds that California Tenant, Landlord law stipulates that a landlord may not increase rent more than 10% in a twelve-month period. Also, based on the published consumer price index, Humboldt County rent increases may only be increased by 8.8% in a twelve-month period.
- While discussing the goals, Cheryl notes that recently an email was sent out to Section 8 clients, asking for their stories on how Section 8 has helped and impacted their life. Cheryl goes on to comment that we have received several responses that will be shared at our upcoming Landlord Appreciation Luncheon in August.
 - Attendee comments that she would like to respond to the Share Your Story email. Cheryl responds that HACH would need to have the attendee's email address on file. Cheryl also suggests that the attendee check their junk email folder if they are unable to find the email from HACH in their inbox.

Concerns/Complaints

- Attendee comments that she has a hard time reaching local non-profits and doesn't know where to find their information.
 - Cheryl responds that our Housing Advocate, Mande McCullough, can help her get that information. Mande then provided her business card with her email address to the attendee.

- Attendee asks if the Housing Authority offers emotional and/or mental health support for its employees.
 - Cheryl states that the Housing Authority provides staff an employee assistance program called Thrive with Balance. The program helps employees address personal problems and is focused on counseling, legal services, financial services and more.

Wrap-up

Cheryl asked the attendees if they had anything further that they would like to go over today. Attendees thank staff for the meeting and found it very informative.