



HOUSING AUTHORITIES

CITY OF EUREKA & COUNTY OF HUMBOLDT



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AGENDA

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

DATE AND TIME
Monday, December 08, 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 October 14, 2025. (pages 3-6)

4. Bills and Communications: None



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 (page 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. Resolution 521, Administrative Plan Update, Chapter 4 (pages 11-29)

Recommended Board Action: *Accept and Adopt for Approval*

8b. Resolution 522, Longevity Pay Program MOU (pages 30-34)

Recommended Board Action: *Accept and Adopt for Approval*

8c. Resolution 523, Employee Out of State Travel for Nelrod Conference (pages 35-36)

Recommended Board Action: *Accept and Adopt for Approval*

8d. HACH Board of Commissioners: Reappointment of Sylvia Derooy; *Informational* (pages 37-38)

9. Closed Session (if needed).

10. Adjournment

Note: Next regularly scheduled board meeting is Monday, January 12, 2026.

* * * 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

Tuesday, October 14, 2025

Chairperson Conner declared a quorum present and called the meeting to order at 12:04p.m.

1. Roll Call:

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

Note that Commissioner Zondervan-Droz joined the meeting at 12:06pm after approving the minutes.

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

3. Approve minutes of the board of commissioners regular meeting held September 08, 2025.

Motion to approve the minutes of the regular meeting held September 08, 2025, made by
Commissioner Fitzgerald.

Second – Commissioner Leon

Roll call:

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

Chairperson Conner declared the motion carried to approve the minutes of September 08, 2025.

4. Bills and Communications:

4a. HUD Waiver Notice: Approval to place all EHV families on HCV waiting list
Secretary Churchill goes over the notice with the board.

4b. Public Notice: Administrative Plan, Chapter 4 – EHV Preference
Secretary Churchill notes that we have put out a draft for updating preferences to convert EHV
clients to HCV.

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.

6. Reports of the Commissioners:

No comments were heard during this time reserved for Commissioners to share any relevant news or housing related endeavors undertaken by Commissioners.

7. Unfinished Business: None.

8. New Business:

- 8a. Resolution 518, Proposed Utility Allowance Study Schedule for 2026
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 518

ADOPT UPDATED UTILITY SCHEDULE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, The U.S. Department of Housing and Urban Development requires a survey of utility usage and fees be done to ascertain a schedule of Section 8 Housing allowances for tenant furnished utilities; and

WHEREAS, The Housing Authorities have contracted with the Nelrod Company to complete a Resident Life Utility Allowance Survey and Study for Section 8; and

WHEREAS, The Survey demonstrates a need to adjust the present utility allowances to bring them in line with actual cost figures;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the County of Humboldt approve and adopt the May 2025 updated schedule for Section 8 Utility Allowances for Tenant Furnished Utilities and Other Services, effective January 01, 2026.

Motion to approve Resolution 518 made by Vice Chairperson Fitzgerald.

Second – Commissioner Zondervan-Droz

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

Chairperson Conner declared the motion carried and Resolution 518 approved.

- 8b. Resolution 519, HCV Payment Standards 2026
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 519

A RESOLUTION FOR THE PURPOSE OF SETTING THE 2026 PAYMENT STANDARD FOR
RESIDENTS WITH THE HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT
HOUSING CHOICE VOUCHERS

WHEREAS, the Department of Housing and Urban Development (HUD) published the 2026 Fair Market Rents on October 1, 2025; and

WHEREAS, the Housing Authority of the County of Humboldt (HACH) must adopt a Payment Standard within 90% and 110% of the established Fair Market Rents within 90 days of publication; and

WHEREAS, HACH's existing 2025 Payment Standards are currently set at 110% of the 2025 Fair Market Rents; and

WHEREAS, HACH wishes to adopt the 2026 Payment Standards at 106% of the Fair Market Rents for 2026, in order to match the trends in the current rental market, allowing Housing Choice Voucher participants the opportunity to competitively access decent, safe and affordable housing. HACH would be adopting a payment standard within the allowable range by HUD and continue to serve the voucher participants appropriately; and

NOW THEREFORE, be it resolved that the Board of Commissioners of the Housing Authority of the County of Humboldt approves adopting Humboldt County Payment Standards at 106% of the 2026 HUD Fair Market Rents for Humboldt County, effective December 1, 2025.

Motion to approve Resolution 519 made by Commissioner Leon.

Second – Commissioner Derooy

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

Chairperson Conner declared the motion carried and Resolution 519 approved.

- 8c. Resolution 520, Annual Operating Budget for FY Ending December 31, 2026
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION NO. 520

TO APPROVE ANNUAL OPERATING BUDGET FOR HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT, INCLUDING SECTION 8 HOUSING CHOICE VOUCHER, CA086 FOR FISCAL YEAR ENDING DECEMBER 31, 2026

WHEREAS, The Housing Authority of the County of Humboldt Board of Commissioners directed the Executive Director to prepare an Operating Budget for Section 8 Housing Choice Voucher program, CA086, for fiscal year ending December 31, 2026; and

WHEREAS, The Operating Budget has been submitted for the Board's review and has been found to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the County of Humboldt do hereby approve and adopt the Operating Budget for the Housing Authority of

the County of Humboldt, including the CA086 Section 8 Housing Choice Voucher program, for fiscal year ending December 31, 2026.

Motion to approve Resolution 520 made by Commissioner Zondervan-Droz.

Second – Commissioner Escarda

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

Chairperson Conner declared the motion carried and Resolution 520 approved.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:38p.m.

Chairperson

Secretary

**Occupancy and Leasing Report
January - October 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 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Wait List End of Month | |
|-------------------------|----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------------------------|---|
| Public Housing | 195 | 192 | 191 | 190 | 190 | 187 | 184 | 184 | 183 | 182 | 185 | 1001 | 1 |
| Eureka Family Housing | 51 | 46 | 46 | 45 | 45 | 48 | 48 | 50 | 50 | 49 | 50 | 1040 | |
| Eureka Senior Housing | 22 | 19 | 20 | 21 | 21 | 22 | 20 | 20 | 20 | 20 | 22 | 206 | |
| Total City Units | 268 | 257 | 257 | 256 | 256 | 257 | 252 | 254 | 253 | 251 | 257 | | |

HACH

| | | | | | | | | | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------|-------------------------|
| <u>Tenant Based Vouchers</u> | | | | | | | | | | | | | |
| Housing Choice Vouchers | 1234 | 963 | 960 | 960 | 968 | 964 | 958 | 951 | 946 | 943 | 942 | 1624 | Waitlist Closed 3/28/25 |
| VASH Vouchers | 95 | 44 | 44 | 45 | 45 | 44 | 44 | 46 | 46 | 46 | 48 | N/A | |
| Mainstream vouchers | 75 | 57 | 61 | 65 | 69 | 70 | 71 | 71 | 71 | 70 | 70 | N/A | 2 |
| Emergency Housing Vouchers (EHV) | 182 | 127 | 125 | 123 | 118 | 116 | 112 | 112 | 113 | 109 | 109 | N/A | 3 |
| Total All Vouchers | 1586 | 1191 | 1190 | 1193 | 1200 | 1194 | 1185 | 1180 | 1176 | 1168 | 1169 | | |
| <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 | 20 | 21 | 22 | 22 | 22 | N/A | 4 |
| PBV-HCV - Bayview Heights (Eureka) | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 11 | 4 |
| PBV-HCV - Sorrell Place (Arcata) | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 338 | 5 |
| PBV-HCV - Providence (Eureka) | 42 | 36 | 36 | 38 | 40 | 40 | 39 | 39 | 38 | 38 | 40 | N/A | 6 |
| PBV- HCV - Key Me Ek (Eureka) | 13 | - | 7 | 7 | 8 | 12 | 12 | 12 | 13 | 13 | 13 | N/A | |
| PBV-HCV - Laurel Canyon | 35 | 35 | 36 | 34 | 34 | 35 | 35 | 35 | 35 | 35 | 35 | 172 | 7 |
| Total Project Based Vouchers | 120 | 99 | 107 | 107 | 110 | 114 | 113 | 114 | 115 | 115 | 117 | | |

| | |
|--|---|
| Vouchers issued but not under contract, end of month (aka "Searching") | 0 |
|--|---|

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.

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

| | January | February | March | April | May | June | July | August | September | October | Total |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Traditional HCV & VASH (includes PBVs) | | | | | | | | | | | |
| HAP income (budget authority) | \$ 731,863 | \$ 731,863 | \$ 745,120 | \$ 745,120 | \$ 711,044 | \$ 714,204 | \$ 714,204 | \$ 714,204 | \$ 714,204 | \$ 773,792 | \$ 7,295,617 |
| HAP expenses | (748,496) | (757,424) | (765,008) | (767,569) | (765,033) | (766,937) | (766,899) | (771,400) | (770,287) | (774,873) | (7,653,926) |
| Surplus (Deficit) | (16,633) | (25,561) | (19,889) | (22,450) | (53,989) | (52,733) | (52,695) | (57,196) | (56,083) | (1,081) | (358,309) |
| AA % Total income utilized | 102.27% | 103.49% | 102.67% | 103.01% | 107.59% | 107.38% | 107.38% | 108.01% | 107.85% | 100.14% | 104.91% |
| Administrative/Other Income | 91,901 | 138,858 | 95,531 | 93,621 | 89,591 | 150,584 | 95,807 | 101,810 | 170,999 | 96,974 | 1,125,676 |
| Operating expenses | (73,892) | (104,758) | (89,450) | (89,800) | (83,454) | (85,781) | (157,021) | (97,710) | (98,685) | (93,785) | (974,335) |
| Surplus (Deficit) | 18,009 | 34,100 | 6,081 | 3,821 | 6,137 | 64,803 | (61,213) | 4,100 | 72,315 | 3,189 | 151,342 |
| B Remaining HAP Cash | (5,449) | (10,320) | 28,612 | 25,972 | 40,263 | 35,076 | 23,138 | 18,906 | 10,395 | 4,382 | |
| Remaining Non-HAP Cash | 883,688 | 917,151 | 920,014 | 924,550 | 870,220 | 932,900 | 901,527 | 903,879 | 979,662 | 981,554 | |
| Total HCV Cash | 878,239 | 906,831 | 948,626 | 950,522 | 910,483 | 967,976 | 924,665 | 922,785 | 990,056 | 985,935 | |
| Cash Increase/(Decrease) | (10,219) | 28,592 | 41,794 | 1,897 | (40,039) | 57,493 | (43,311) | (1,880) | 67,271 | (4,121) | |
| # of Households Assisted | 1,005 | 1,002 | 1,005 | 1,013 | 1,008 | 1,002 | 997 | 992 | 989 | 990 | 10,003 |
| Average HAP Payment | \$ 745 | \$ 756 | \$ 761 | \$ 758 | \$ 759 | \$ 765 | \$ 769 | \$ 778 | \$ 779 | \$ 783 | \$ 765 |
| Mainstream (disabled & non-elderly) | | | | | | | | | | | |
| HAP income (budget authority) | \$ 41,148 | \$ 41,148 | \$ 41,629 | \$ 41,629 | \$ 43,476 | \$ 39,235 | \$ 39,235 | \$ 39,235 | \$ 39,235 | \$ 39,235 | \$ 405,205 |
| HAP expenses | (42,543) | (46,132) | (51,149) | (53,742) | (55,299) | (56,928) | (55,111) | (55,131) | (55,715) | (55,940) | (527,690) |
| Surplus (Deficit) | (1,395) | (4,984) | (9,520) | (12,113) | (11,823) | (17,693) | (15,876) | (15,896) | (16,480) | (16,705) | (122,485) |
| A % Total income utilized | 103.39% | 112.11% | 122.87% | 129.10% | 127.19% | 145.09% | 140.46% | 140.51% | 142.00% | 142.58% | 130.23% |
| C Administrative/Other Income | - | - | 5,185 | 5,185 | 5,659 | 5,859 | 6,310 | 5,759 | 5,759 | 5,844 | 45,559 |
| Operating expenses | (4,599) | (2,626) | (4,482) | (6,295) | (6,562) | (5,478) | (9,255) | (4,812) | (5,222) | (5,661) | (54,991) |
| Surplus (Deficit) | (4,599) | (2,626) | 703 | (1,110) | (903) | 381 | (2,945) | 947 | 536 | 183 | (9,432) |
| B Remaining HAP Cash | 5,590 | 3,136 | 1,809 | (2,936) | (5,800) | 4,529 | 3,395 | 4,265 | 6,251 | 5,325 | |
| Remaining Non-HAP Cash | 76,871 | 73,520 | 74,020 | 72,777 | 71,703 | 71,941 | 72,621 | 72,557 | 72,725 | 72,845 | |
| Total MSV Cash | 82,460 | 76,656 | 75,829 | 69,841 | 65,903 | 76,470 | 76,016 | 76,822 | 78,976 | 78,170 | |
| Cash Increase/(Decrease) | (2,775) | (5,804) | (827) | (5,988) | (3,938) | 10,567 | (454) | 805 | 2,154 | (806) | |
| # of Households Assisted | 55 | 59 | 64 | 69 | 69 | 71 | 71 | 71 | 70 | 70 | 669 |
| Average HAP Payment | \$ 774 | \$ 782 | \$ 799 | \$ 779 | \$ 801 | \$ 802 | \$ 776 | \$ 776 | \$ 796 | \$ 799 | \$ 789 |
| Emergency Housing Vouchers (EHVs) | | | | | | | | | | | |
| D HAP income (budget authority) | \$ 120,208 | \$ 120,208 | \$ 120,208 | \$ 120,208 | \$ 16,713 | \$ 16,713 | \$ 16,713 | \$ 16,713 | \$ 16,713 | \$ 16,713 | \$ 581,110 |
| HAP expenses | (112,284) | (110,215) | (109,078) | (106,217) | (103,263) | (101,380) | (103,059) | (102,281) | (101,165) | (98,444) | (1,047,386) |
| Surplus (Deficit) | 7,924 | 9,993 | 11,130 | 13,991 | (86,550) | (84,667) | (86,346) | (85,568) | (84,452) | (81,731) | (466,276) |
| D % Total income utilized | 93.41% | 91.69% | 90.74% | 88.36% | 617.86% | 606.59% | 616.64% | 611.98% | 605.31% | 589.03% | 180.24% |
| Administrative/Other Income | 21,401 | 18,154 | 15,436 | 18,759 | 12,954 | 1,421 | 5,597 | 41,160 | 14,026 | 574 | 149,482 |
| Operating expenses | (15,421) | (7,560) | (11,107) | (14,619) | (14,622) | (11,601) | (23,249) | (29,296) | (12,612) | (9,628) | (149,716) |
| Surplus (Deficit) | 5,980 | 10,594 | 4,329 | 4,141 | (1,669) | (10,181) | (17,652) | 11,864 | 1,414 | (9,054) | (233) |
| B Remaining HAP Cash | 21,635 | 46,041 | 28,178 | 28,419 | 24,944 | 25,130 | 29,190 | 18,045 | 5,490 | 3,634 | |
| Remaining Non-HAP Cash | 195,205 | 202,214 | 205,202 | 207,159 | 203,905 | 192,851 | 184,632 | 168,959 | 170,319 | 161,553 | |
| Total EHV Cash | 216,840 | 248,254 | 233,380 | 235,577 | 228,848 | 217,981 | 213,822 | 187,004 | 175,808 | 165,187 | |
| Cash Increase/(Decrease) | 14,164 | 31,414 | (14,874) | 2,197 | (6,729) | (10,867) | (4,159) | (26,818) | (11,196) | (10,622) | |
| # of Households Assisted | 128 | 124 | 123 | 118 | 116 | 112 | 112 | 113 | 109 | 109 | 1,164 |
| Average HAP Payment | \$ 877 | \$ 889 | \$ 887 | \$ 900 | \$ 890 | \$ 905 | \$ 920 | \$ 905 | \$ 928 | \$ 903 | \$ 900 |

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

| | January | February | March | April | May | June | July | August | September | October | Total |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Total All Voucher Programs | | | | | | | | | | | |
| HAP income (budget authority) | \$ 893,219 | \$ 893,219 | \$ 906,957 | \$ 906,957 | \$ 771,233 | \$ 770,152 | \$ 770,152 | \$ 770,152 | \$ 770,152 | \$ 829,740 | \$ 8,281,932 |
| HAP expenses | (903,323) | (913,771) | (925,235) | (927,528) | (923,595) | (925,245) | (925,069) | (928,812) | (927,167) | (929,257) | (9,229,002) |
| Surplus (Deficit) | <u>(10,104)</u> | <u>(20,552)</u> | <u>(18,279)</u> | <u>(20,572)</u> | <u>(152,362)</u> | <u>(155,093)</u> | <u>(154,917)</u> | <u>(158,660)</u> | <u>(157,015)</u> | <u>(99,517)</u> | <u>(947,070)</u> |
| A % Total income utilized | 101.13% | 102.30% | 102.02% | 102.27% | 119.76% | 120.14% | 120.12% | 120.60% | 120.39% | 111.99% | 111.44% |
| Administrative/Other Income | 113,301 | 157,012 | 116,153 | 117,566 | 108,203 | 157,864 | 107,714 | 148,729 | 190,784 | 103,393 | 1,320,718 |
| Operating expenses | (93,911) | (114,944) | (105,039) | (110,713) | (104,638) | (102,860) | (189,524) | (131,817) | (116,519) | (109,075) | (1,179,042) |
| Surplus (Deficit) | <u>19,390</u> | <u>42,068</u> | <u>11,114</u> | <u>6,852</u> | <u>3,565</u> | <u>55,004</u> | <u>(81,810)</u> | <u>16,911</u> | <u>74,265</u> | <u>(5,682)</u> | <u>141,676</u> |
| B Remaining HAP Cash | 21,776 | 38,857 | 58,599 | 51,454 | 59,406 | 64,735 | 55,723 | 41,216 | 22,135 | 13,341 | |
| Remaining Non-HAP Cash | 1,155,764 | 1,192,885 | 1,199,236 | 1,204,486 | 1,145,828 | 1,197,692 | 1,158,781 | 1,145,395 | 1,222,705 | 1,215,951 | |
| 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> | <u>1,262,427</u> | <u>1,214,504</u> | <u>1,186,610</u> | <u>1,244,840</u> | <u>1,229,292</u> | |
| Cash Increase/(Decrease) | 1,171 | 54,202 | 26,093 | (1,894) | (50,706) | 57,193 | (47,924) | (27,893) | 58,230 | (15,549) | |
| # of Households Assisted | 1,188 | 1,185 | 1,192 | 1,200 | 1,193 | 1,185 | 1,180 | 1,176 | 1,168 | 1,169 | 11,836 |
| Average HAP Payment | \$ 760 | \$ 771 | \$ 776 | \$ 773 | \$ 774 | \$ 781 | \$ 784 | \$ 790 | \$ 794 | \$ 795 | \$ 780 |

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 09/30/2025

HCV - \$0

MSV - \$0

EHV - \$393,070

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

D Budget authority reduced to reflect usage of remaining program reserves and HUD plans sunset of EHV funding.

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 | 1005 |
| February | 921 | 919 | 898 | 894 | 867 | 875 | 858 | 844 | 926 | 1002 |
| 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 | 1002 |
| July | 924 | 919 | 895 | 882 | 873 | 865 | 856 | 849 | 973 | 997 |
| August | 923 | 917 | 888 | 879 | 872 | 864 | 854 | 847 | 976 | 992 |
| September | 927 | 913 | 888 | 872 | 883 | 864 | 851 | 846 | 984 | 989 |
| October | 934 | 906 | 888 | 866 | 888 | 862 | 846 | 844 | 985 | 990 |
| 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 | 1,000 |
| UML's | 11,107 | 10,965 | 10,736 | 10,612 | 10,449 | 10,426 | 10,257 | 10,117 | 11,485 | 10,003 |

Mainstream Vouchers

| | | | | | | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|-----------|--|--|--|--|--|-------------|-------------|-------------|-------------|-------------|
| January | | | | | | | 27 | 43 | 51 | 55 |
| February | | | | | | | 27 | 45 | 53 | 59 |
| March | | | | | | | 28 | 48 | 54 | 64 |
| April | | | | | | | 29 | 50 | 54 | 69 |
| May | | | | | | | 31 | 50 | 55 | 69 |
| June | | | | | | | 32 | 51 | 55 | 71 |
| July | | | | | | | 36 | 52 | 54 | 71 |
| August | | | | | | 4 | 37 | 53 | 55 | 71 |
| September | | | | | | 15 | 36 | 50 | 55 | 70 |
| October | | | | | | 18 | 37 | 51 | 57 | 70 |
| November | | | | | | 24 | 38 | 50 | 58 | |
| December | | | | | | 27 | 39 | 51 | 56 | |
| Average | | | | | | 21 | 33 | 50 | 55 | 67 |
| UML's | | | | | | 88 | 397 | 594 | 657 | 669 |

Emergency Housing Vouchers

| | | | | | | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|-----------|--|--|--|--|--|-------------|-------------|-------------|-------------|-------------|
| January | | | | | | | 5 | 86 | 145 | 128 |
| February | | | | | | | 11 | 100 | 146 | 124 |
| March | | | | | | | 15 | 102 | 144 | 123 |
| April | | | | | | | 18 | 108 | 143 | 118 |
| May | | | | | | | 23 | 111 | 142 | 116 |
| June | | | | | | | 30 | 114 | 141 | 112 |
| July | | | | | | | 38 | 127 | 142 | 112 |
| August | | | | | | | 42 | 127 | 143 | 113 |
| September | | | | | | | 46 | 137 | 144 | 109 |
| October | | | | | | | 64 | 135 | 142 | 109 |
| November | | | | | | | 69 | 141 | 135 | |
| December | | | | | | 4 | 80 | 147 | 131 | |
| Average | | | | | | 4 | 37 | 120 | 142 | 116 |
| UML's | | | | | | 4 | 441 | 1435 | 1698 | 1,164 |

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 | 1188 |
| February | 921 | 919 | 898 | 894 | 867 | 875 | 896 | 989 | 1125 | 1185 |
| March | 923 | 918 | 896 | 897 | 861 | 875 | 905 | 994 | 1132 | 1192 |
| April | 928 | 919 | 908 | 895 | 859 | 873 | 905 | 1002 | 1131 | 1200 |
| May | 927 | 917 | 905 | 895 | 850 | 873 | 915 | 999 | 1144 | 1193 |
| June | 930 | 914 | 898 | 892 | 853 | 868 | 926 | 1006 | 1150 | 1185 |
| July | 924 | 919 | 895 | 882 | 873 | 865 | 930 | 1028 | 1169 | 1180 |
| August | 923 | 917 | 888 | 879 | 872 | 868 | 933 | 1027 | 1174 | 1176 |
| September | 927 | 913 | 888 | 872 | 883 | 879 | 933 | 1033 | 1183 | 1168 |
| October | 934 | 906 | 888 | 866 | 888 | 880 | 947 | 1030 | 1184 | 1169 |
| 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 | 1,184 |
| UML's | 11,107 | 10,965 | 10,736 | 10,612 | 10,449 | 10,518 | 11,095 | 12,146 | 13,840 | 11,836 |

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

December 08, 2025

Agenda Item 8a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Update to Administrative Plan: Chapter 4 update, EHV Preference

BACKGROUND AND HISTORY:

The purpose of this memorandum is to request Board approval of an update to the Housing Authority of the County of Humboldt Administrative Plan, Chapter 4, regarding preferences for Emergency Housing Voucher (EHV) households (see specifically pages 4-11 and 4-12). A public hearing on the proposed update was held on November 12, 2025. No public comments were received during the public review period or at the hearing.

The proposed update is intended to provide stability and continuity of housing assistance for currently assisted EHV households who remain in good standing but whose subsidy may be at risk due to insufficient program funding. This change establishes a preference on the Housing Choice Voucher (HCV) waiting list for eligible EHV families.

FINANCIAL IMPACT:

None noted.

IMPACT TO PERSONNEL:

None noted.

ALTERNATIVE:

Not approve the EHV preference and put households at risk of homelessness due to expiration of program funding.

STAFF RECOMMENDATION:

Accept and adopt Administrative Plan, Chapter 4, updates for approval.



Compassion. Dignity. Empowerment.

October 8, 2025

Dear Board of Commissioners, Housing Authority of the County of Humboldt:

On behalf of Arcata House Partnership, I am writing in strong support of the Housing Authority's proposal to implement a local preference allowing participants of the Emergency Housing Voucher (EHV) program to convert their assistance to Housing Choice Voucher (HCV) assistance.

Our agency works closely with individuals and families who have experienced homelessness or are at imminent risk of homelessness. Many of these households have achieved housing stability through the EHV program, which was a critical lifeline during the pandemic. However, as the federal EHV program sunsets, participants face renewed uncertainty about their housing stability. Without a transition pathway, these families risk returning to homelessness or severe housing insecurity.

The Housing Authority's proposed preference to convert EHV participants to HCV assistance is an essential and compassionate step to preserve the progress made through EHV investments. This policy will:

- **Ensure long-term housing stability** for vulnerable households who have successfully maintained their housing under EHV;
- **Prevent displacement and homelessness**, which are traumatic and costly for both households and the community;
- **Support continuity of services**, as many EHV participants are engaged with case management, employment, and supportive service programs that rely on housing stability;
- **Benefit the community at large**, by reducing homelessness, strengthening neighborhood stability, and leveraging prior federal investments in housing placements.

From our direct experience working with EHV households, we know that the loss of assistance would have devastating impacts—not only for the participants, but also for local service systems already operating at capacity. By adopting this preference, the Housing Authority is demonstrating leadership in ensuring equitable, sustainable housing outcomes.

We strongly urge approval and implementation of this preference to convert EHV assistance to HCV assistance. This policy aligns with local goals to end homelessness and promote a stable, thriving community.

Thank you for your commitment to supporting vulnerable residents and safeguarding housing stability in our community.

Sincerely,

Darlene Spoor, Executive Director



Redwood Community Action Agency

October 7, 2025

Dear Board of Commissioners, Housing Authority of the County of Humboldt:

On behalf of the Redwood Community Action Agency, I am writing in strong support of the Housing Authority's proposal to implement a local preference allowing participants of the Emergency Housing Voucher (EHV) program to convert their assistance to Housing Choice Voucher (HCV) assistance.

Our agency works closely with individuals and families who have experienced homelessness or are at imminent risk of homelessness. Many of these households have achieved housing stability through the EHV program, which was a critical lifeline during the pandemic. However, as the federal EHV program sunsets, participants face renewed uncertainty about their housing stability. Without a transition pathway, these families risk returning to homelessness or severe housing insecurity.

The Housing Authority's proposed preference to convert EHV participants to HCV assistance is an essential and compassionate step to preserve the progress made through EHV investments. This policy will:

- **Ensure long-term housing stability** for vulnerable households who have successfully maintained their housing under EHV;
- **Prevent displacement and homelessness**, which are traumatic and costly for both households and the community;
- **Support continuity of services**, as many EHV participants are engaged with case management, employment, and supportive service programs that rely on housing stability;
- **Benefit the community at large**, by reducing homelessness, strengthening neighborhood stability, and leveraging prior federal investments in housing placements.

From our direct experience working with EHV households, we know that the loss of assistance would have devastating impacts—not only for the participants, but also for local service systems already operating at capacity. By adopting this preference, the Housing Authority is demonstrating leadership in ensuring equitable, sustainable housing outcomes.

We strongly urge approval and implementation of this preference to convert EHV assistance to HCV assistance. This policy aligns with local goals to end homelessness and promote a stable, thriving community.

Thank you for your commitment to supporting vulnerable residents and safeguarding housing stability in our community.

Sincerely,

Lorey Keele

Community Services Director
Redwood Community Action Agency

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

PHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may obtain application forms from the PHA's office during normal business hours. Families may also request – by telephone, e-mail or mail – that an application be mailed to them via first class mail.

Completed applications must be returned to the PHA by mail, email, or submitted in person during normal business hours. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

PHA Policy

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

Eligible for Placement on the Waiting List

PHA Policy

The PHA will send written notification of the preliminary eligibility determination within 30 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by the PHA.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

PHA Policy

The PHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

PHA Policy

The PHA will not merge the HCV waiting list with the waiting list for any other program the PHA operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

PHA Policy

The PHA may close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

PHA Policy

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

Local periodic publications such as:

- The Times Standard
- North Coast Journal
- Lost Coast Outpost
- Redheaded Blackbelt
- Craigslist
- The PHA website at www.eurekahumboldt.org

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

PHA Policy

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

PHA Policy

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

PHA Policy

The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by the PHA not later than **14 calendar days** from the date of the PHA letter.

If the family fails to respond within **14 calendar days**, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have **14 calendar days** to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control, as a result of a family member's disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including an adverse factor resulting from such abuse.

Removal from the Waiting List

PHA Policy

If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

PHA Policy

The PHA administers the following types of targeted funding:

The PHA may provide HUD administered Foster Youth Initiative (FYI) vouchers.

The PHA may provide HUD administered Mainstream Vouchers (MSV) .

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

Subject to funding levels and voucher availability, the PHA will use the following local preferences:

1. The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.
2. The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking who have either been referred by a partnering service agency or consortia or are seeking an emergency transfer under VAWA from the PHA's public housing program or other covered housing program operated by the PHA. The PHA will work with the following partnering service agencies:

- **Humboldt Domestic Violence Services**

- **County of Humboldt DA Victim Witness Program**

The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

3. Currently assisted HACH Emergency Housing Voucher (EHV) families who are in good standing (have a current recertification on file and a passing HQS inspection) whose assistance is at risk of termination due to lack of program funding will receive priority on the Housing Choice Voucher waiting list. This priority will be available for up to 12 months past the conclusion of the EHV household's EHV subsidy. This preference is only available to existing assisted EHV participants and will not be available to new port-in EHV families or currently administered EHV participants from other jurisdictions. EHV applicants will be served according to the following order, and within each category by date and time of application.
 - a. EHV families with a head of household, spouse, or co-head who is elderly or disabled, or a household with minor children.
 - b. All other EHV families. The PHA will first assist families that have been terminated from the HCV program due to insufficient funding and then assist families that qualify for the VAWA preference.

4. The PHA will offer a preference, limited to 20 new vouchers per calendar year, as a Moving-On preference with recommendation from a Continuum of Care participating agency, and subject to the requirements of the PHA's Moving-On checklist, to establish eligibility for this requirement. The PHA will issue up to 20 vouchers annually, in the order complete referrals are received, to support clients who no longer require the intensive support services they were previously receiving under HUD Permanent Supportive Housing (PSH) or Rapid Re-Housing (RRH) housing assistance programs.
5. Other preferences may be added and approved by the Board of Commissioners from time to time.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted

funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

PHA Policy

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

- Who is required to attend the interview

- All documents that must be provided at the interview, including information about what constitutes acceptable documentation

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If

the family representative does not provide the required documentation at the time of the interview, they will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for **60 calendar day**. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within **15 business days** of the determination. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

Resolution 521

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

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

WHEREAS, Staff has amended the current Administrative Plan to include a preference for currently assisted Emergency Housing Vouchers (EHV) households who remain in good standing but whose subsidy may be at risk due to insufficient program funding on the Housing Choice Voucher (HCV) waiting list; and

WHEREAS, The Commissioners have reviewed the proposed update to the Administrative Plan for a preference for EHV households; and

WHEREAS, This preference will be available for up to 12 months past the conclusion of the EHV household's EHV subsidy; and

WHEREAS, The proposed update was advertised and made available for forty-five (45) days of public comment, with a public comment meeting held on Wednesday, November 12, 2025, via zoom; and

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

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the County of Humboldt do hereby approve and adopt the proposed changes to the Administrative Plan, Chapter 4.

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

AYES:

NAYS:

ABSENT:

ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

December 08, 2025

Agenda Item 8b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Longevity Pay Program

BACKGROUND AND HISTORY:

The purpose of this memorandum is to request Board approval of the MOU to be entered between HACE and its employees, establishing the parameters for the Longevity Pay Program for eligible Housing Authority employees.

The program is designed to recognize and reward long-term service by providing incremental pay increases based on an employee's continuous years of service. The Longevity Pay Program will apply to employees covered under the Public Employees' Retirement System (PERS) and will enhance the Authority's ability to retain experienced staff and remain competitive in recruiting and workforce development. This was introduced conceptually with the salary study approved September 08, 2025; the current MOU establishes program specifics.

FINANCIAL IMPACT:

Already included in the FY 2026 budget and will be incorporated into future budget cycles.

IMPACT TO PERSONNEL:

Implementing a Longevity Pay Program is expected to have a positive impact on staff retention, morale, and organizational stability. Recognizing extended service encourages long-term commitment and reduces turnover, ultimately helping the Housing Authority maintain experienced personnel and minimize recruitment and training costs.

ALTERNATIVE:

Failure to approve the MOU would result in the Housing Authority being unable to implement the Longevity Pay Program. Without this retention incentive, the Authority may continue to face challenges in maintaining experienced staff, potentially leading to increased turnover, higher recruitment costs, and reduced continuity in operations and service delivery. Additionally, the absence of longevity incentives may make the agency less competitive in attracting and retaining qualified personnel compared to other public agencies offering similar programs.

STAFF RECOMMENDATION:

Accept and adopt for approval.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into between the Housing Authority of the City of Eureka and its employees to establish a Longevity Pay Program for employees covered under the Public Employees' Retirement System (PERS).

1. Purpose

The purpose of this MOU is to recognize and reward long-term service by providing incremental longevity pay increases based on an employee's continuous years of service.

2. Eligibility

- a. All employees covered under PERS shall be eligible for longevity pay upon completion of the qualifying years of continuous service as specified in benchmarks below.
- b. Eligibility will be determined starting January 01, 2026.

3. Longevity Pay Schedule

Eligible employees shall receive a percentage increase in base salary according to the following schedule:

Benchmarks: Years of Continuous Service

| | |
|----------|--------------------|
| 10 years | 2% of base salary |
| 15 years | 4% of base salary |
| 20 years | 6% of base salary |
| 25 years | 8% of base salary |
| 30 years | 10% of base salary |
| 35 years | 12% of base salary |

4. Definition of Base Salary

For the purposes of this MOU, "base salary" is defined as the employee's step and salary range as assigned on the official salary schedule, effective on the first day of the qualifying year, and does not include any other forms of compensation.

5. Calculation and Payment

- a. Longevity pay shall be calculated based on the employee's current monthly salary at the time of eligibility and may be periodically recalculated coinciding with any changes in employee's base rate of pay.
- b. The increase shall be added to the employee's base monthly salary and included in the employee's regular rate of pay for all applicable purposes, including PERS reporting and retirement calculations.
- c. Longevity pay shall be issued at the beginning of the pay period following the employee's anniversary date, in accordance with the benchmarks outlined above and paid over the course of 12 months.

- d. Longevity pay percentages shall not compound or be compounded by any other additional compensation.
- e. Upon reaching a new benchmark, the employee shall receive the corresponding percentage indicated, which supersedes any prior longevity percentage.
- f. Conditions of longevity payments will be reported as Special Compensation to CalPERS.

6. Continuous Service Definition

For the purposes of this MOU, “continuous service” shall mean uninterrupted employment, excluding approved leaves of absence that do not constitute a break in service under applicable personnel policies.

7. Implementation

- a. This MOU shall take effect upon approval by both Housing Authorities Board of Commissioners and shall remain in effect unless modified or rescinded by mutual agreement in writing.
- b. No employee shall be entitled to, nor receive, longevity pay for any period of service occurring prior to the effective date specified in Section 2b, regardless of their total years of service accumulated before that date. Longevity pay shall not be paid retroactively based on any preceding steps, years, or pay periods.

8. Entire Agreement

This MOU represents the full and complete understanding between the parties regarding the subject matter herein.

Employee Acknowledgement _____

Date _____

Housing Authority of the City of Eureka _____

Date _____

RESOLUTION NO. 522
APPROVING A MEMORANDUM OF UNDERSTANDING
ESTABLISHING A LONGEVITY PAY PROGRAM

WHEREAS, the Housing Authority of the County of Humboldt (“Housing Authority”) recognizes the value of long-term employee service and seeks to implement a structured program to acknowledge continued dedication and institutional knowledge; and

WHEREAS, the Housing Authority of the City of Eureka has developed a Memorandum of Understanding (“MOU”) establishing a Longevity Pay Program for employees; and

WHEREAS, the Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt are parties to a Cooperation Agreement dated February 10, 1971, which establishes the required payroll allocation procedures between the agencies, and both entities shall continue to follow and implement payroll allocations in accordance with the terms set forth in that agreement; and

WHEREAS, the proposed MOU outlines eligibility requirements, definitions, calculation methods, and implementation provisions for the Longevity Pay Program; and

WHEREAS, the proposed MOU defines “base salary” and outlines a longevity pay schedule of the following benchmarks:

10 years of service: 2% of base salary
15 years of service: 4% of base salary
20 years of service: 6% of base salary
25 years of service: 8% of base salary
30 years of service: 10% of base salary
35 years of service: 12% of base salary

WHEREAS, the Board of Commissioners has reviewed the MOU and finds that adoption of the Longevity Pay Program is in the best interest of the Housing Authority employees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Humboldt hereby approves and adopts the Memorandum of Understanding Establishing a Longevity Pay Program as presented, including the terms, conditions, and provisions contained therein; and

BE IT FURTHER RESOLVED that the Executive Director, or their designee, is authorized and directed to execute the MOU and implement the Longevity Pay Program in accordance with its provisions; and

RESOLUTION NO. 522
APPROVING A MEMORANDUM OF UNDERSTANDING
ESTABLISHING A LONGEVITY PAY PROGRAM

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

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

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

December 08, 2025

Agenda Item 8c

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Approval of Employee Out of State Travel – Nelrod Conference

BACKGROUND AND HISTORY:

This memo requests Board approval of a resolution authorizing employee out-of-state travel to attend The Nelrod Company's Annual Conference, scheduled for February 25–27, 2026, in Las Vegas, Nevada.

The conference provides training and technical guidance on federal housing regulations, best practices for Housing Choice Voucher and Public Housing programs, and operational updates relevant to the Housing Authority's ongoing compliance and program administration. Attendance supports staff development and strengthens our capacity to implement current HUD requirements effectively. In accordance with the agency Personnel Policy, Section 802.2, all out-of-state travel must receive prior approval from the Board of Commissioners. Approval of this resolution will authorize designated Housing Authority employees to attend the conference and will allow staff to proceed with necessary travel arrangements.

FINANCIAL IMPACT:

Funds for staff training and travel are included in the approved FY 2026 budget. No additional appropriations are required.

IMPACT TO PERSONNEL:

The training received by attendees will enhance employee expertise, improve regulatory compliance, and strengthen the agency's overall operational capacity.

ALTERNATIVE:

If staff do not attend the Nelrod conference, staff may experience delays in implementing new regulatory requirements and may miss valuable best-practice strategies that improve program efficiency and compliance. Other in-state training may be available as an alternate.

STAFF RECOMMENDATION:

Accept and adopt for approval.

RESOLUTION No. 523
AUTHORIZING OUT-OF-STATE TRAVEL FOR
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT EMPLOYEES
TO A NELROD CONFERENCE IN LAS VEGAS NEVADA, FEBRUARY 2026

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Humboldt recognizes the importance of providing employees of the Housing Authority with access to professional development, training, and collaboration opportunities that advance the Organization’s mission; and

WHEREAS, an upcoming conference to be held in the State of Nevada offers essential training, industry updates, and peer engagement that will directly support the Organization’s programs and service delivery; and

WHEREAS, out-of-state travel by Housing Authority employees requires prior authorization from the Board of Commissioners and must comply with all applicable state policies, fiscal controls, and travel regulations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes designated employees of the Housing Authority of the County of Humboldt to travel to the conference in Nevada for official business purposes; and

BE IT FURTHER RESOLVED that the Executive Director (or designee) is authorized to approve the specific employees attending, confirm that the travel is necessary and within approved budget parameters, and execute all related travel documents, reservations, and reimbursement approvals; and

BE IT FURTHER RESOLVED that this authorization applies solely to the approved conference in Nevada and shall remain in effect until the completion of such travel or until modified by the Board.

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

AYES:

NAYS:

ABSENT:

ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

December 08, 2025

Agenda Item 8d

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Current Board and Commissioner Terms

BACKGROUND AND HISTORY:

The Housing Authority of the County of Humboldt Board of Commissioners bylaws allows for seven elected individuals representing five local districts, a senior tenant member, and a non-elderly tenant. Each term of a district commissioner is four years from the date of appointment. Each term of a tenant commissioner is two years from the date of appointment. At this time, there is a commissioner vacancy for district two.

During the upcoming December 2025 County Board of Supervisors meeting, Sylvia Derooy will be reappointed for another two-year term.

The current board roster from the County of Humboldt clerk's office has been attached. As a reminder, below are the sections of the California state code regarding commissioner appointments.

California Health and Safety Code

CHAPTER 1. Housing Authorities Law 34200-34380

ARTICLE 3. Officers and Employees 34270-34286

Section 34271 - Appointment of commissioners; tenant commissioners

When the governing body of a county adopts such a resolution it shall appoint five persons as commissioners of the authority. The governing body shall appoint two additional commissioners who are tenants of the authority if the authority has tenants, or within one year after the authority first does have tenants. One such tenant commissioner shall be over 62 years of age if the authority has tenants of such age.

Section 34273 - Filing of certificate of appointment

A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk and the certificate is conclusive evidence of the due and proper appointment of the commissioner.

STAFF RECOMMENDATION:

For informational purposes.

HOUSING AUTHORITY COMMISSION (HUMBOLDT COUNTY)

AUTHORITY: Resolution Nos. 77-180 and 70-104

APPOINTING POWER: Board of Supervisors

MEMBERS: 7 (1 per district and 2 at-large tenant commissioners)

QUALIFICATIONS: Resident of the County

TERM: 4 years (District) and 2 years (Tenant)

FUNCTION: Authorized to exercise or transact County housing functions

DISCLOSURE CATEGORIES: 2, 3, 6, and 7

| NAME | APPOINTED | REAPPOINTED | EXPIRES |
|--|------------------|--|----------------|
| District 1 | | | |
| MAUREEN FITZGERALD Eureka, CA 95501 morenie@hotmail.com | 10/09/07 | 09/04/12, 08/23/16 09/01/20, 08/27/24 | 09/04/28 |
| District 2 | VACANCY | | |
| District 3 | | | |
| ELIZABETH CONNER Arcata, Ca. 95521 econner@humboldt1.com | 09/06/11 | 08/25/15, 09/03/19 08/22/23 | 09/04/27 |
| District 4 | | | |
| KAYLEN ESCARDA Eureka, Ca. 95501 k.escarda@sbcglobal.net | 10/07/08 | 09/04/12, 08/23/16 09/01/20, 08/27/24 | 09/04/28 |
| District 5 | | | |
| LESLIE ZONDERVAN-DROZ Trinidad, Ca. 95570 Lesliezd@reninet.com | 09/09/20 | 10/24/23 | 10/24/27 |

TENANT COMMISSIONERS (ONE OVER 62 YEARS OF AGE, IF POSSIBLE) – 2 YEAR TERMS

Senior Tenant

| | | | |
|---|----------|---------|---------|
| Sylvia DeRooy Oftheforest02@gmail.com | 08/27/19 | 11/7/23 | 11/7/25 |
|---|----------|---------|---------|

Non-Elderly Tenant

| | | | |
|---|----------|----------|----------|
| LISA LEON lisa@tilinet.org | 10/18/22 | 10/22/24 | 10/18/28 |
|---|----------|----------|----------|

Contact: Cheryl Churchill, Executive Director
735 W. Everding St., Eureka, CA 95503
Ofc. (707) 443-4583
cherylc@eurekahumboldtha.org

Meetings: The Humboldt County Housing Authority meets on the 2nd Monday of each month at noon at the Housing Authority office, 735 Everding St., Eureka.