

# AGENDA

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## EXECUTIVE COMMITTEE of the Boards of Commissioners of the Fresno Housing Authority

**2pm May 17, 2017**

**2255 South Plumas Street, Fresno, CA 93706**

Interested parties wishing to address the Executive Committee of the Boards of Commissioners regarding this meeting's Agenda Items, and/or regarding topics not on the agenda but within the subject matter jurisdiction of the Boards of Commissioners, are asked to complete a "Request to Speak" card which may be obtained from the Board Secretary (Tiffany Mangum) at 1:45 p.m. You will be called to speak under Agenda Item 3, Public Comment.

The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators should be made at least one (1) full business day prior to the meeting. Please call the Board Secretary at (559) 443-8475, TTY 800-735-2929.

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**12pm**

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**1. Call to Order and Roll Call**

**2. Approval of agenda as posted (or amended)**

*The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention to the Authority after the posting of this agenda.*

**3. Public Comment**

*This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is not listed on the Agenda. At the start of your presentation, please state your name, address and/or the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.*

**4. Agenda Items**

- a. ACTION: Consideration of the minutes of January 18, 2017 and February 22, 2017 3
- b. Review of the Proposed Board Meeting Agenda

5. Adjournment

**Minutes of the Meeting  
Of the Fresno Housing Authority  
EXECUTIVE COMMITTEE  
Wednesday, January 18, 2017  
12:00p.m.**

There was a duly noticed meeting of the Executive Committee of the Boards of Commissioners on January 18, 2017, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order by Commissioner Jones at 12:05 p.m., and members present and absent were as follows:

PRESENT:     Adrian Jones  
                  Reneeta Anthony  
                  Jim Petty (via teleconference)  
                  Steven Bedrosian  
                  Stacy Sablan

ABSENT:       Rueben Scott

Also in attendance: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, CFO/Deputy Executive Director; Angie Nguyen, Chief of Staff, Lauren Layne, Baker Manock and Jensen-General Counsel; Emily De La Guerra, Director of Finance and Administration; Michael Duarte, Director of Planning & Community Development; and Tiffany Mangum, Special Assistant to the CEO.

Murray and Francine Farber appeared before the Committee regarding the site-based libraries and to present their gift of \$50,000 to Fresno Housing to help fund a library at various Fresno Housing sites.

Mr. Preston Prince stated they will build three libraries on Fresno Housing Authority sites, called Mike's Books. The locations considered for the libraries are Mendota and Firebaugh.

Cedar Courts grand opening of Farber Library is scheduled for March 14, 2017 at 3:30pm; which will allow school children to participate. Per a Commissioner, Supervisor Quintero, was informed of the grand opening at Cedar Courts.

Ms. Sabrina Kelley Resident Services Manager and Mr. Gary Grinstead Construction Operations Manager were recognized by commissioners for their collaboration.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

There was no public comment.

Commissioner Jim Petty received a copy of the Agenda via email, his presence was via teleconference. The other commissioners received hard copies of the meeting agenda.

The Executive Committee agreed to amend the agenda to add a closed session item to discuss a Real Estate negotiations pursuant to Government Code §54954.5(b). This matter came to the attention of the Committee subsequent to the posting of the agenda.

*Commissioner Anthony motioned for the Committee's approval to amend the agenda. This action was seconded by Commissioner Sablan, and by unanimous vote of the Executive Committee, the agenda was amended.*

3. PUBLIC COMMENT

There was no public comment.

4. POTENTIAL CONFLICTS OF INTEREST

*Any Commissioner who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter. (Gov't Code Section 87105)*

There were no conflicts of interest disclosed.

5. CLOSED SESSION

REAL ESTATE NEGOTIATIONS- Pursuant to Government Code § 54954.5(b)

Property: 1911 Merced St., Fresno, CA (APNs: 466-206-50T and 51T)

Agency negotiator: Preston Prince

Negotiating parties: Oversight Board of the Successor Agency to the Redevelopment Agency of the City of Fresno

Under negotiation: Price and Terms of Sale

PUBLIC EMPLOYMENT

Pursuant to Government Code §54597

Committee adjourned to closed session at 12:23pm.

6. REPORT ON CLOSED SESSION ITEMS

Committee returned to open session at approximately 12:40 p.m. Per General Counsel, there were no items to report.

7. AGENDA ITEMS

a. ACTION: Consideration of the minutes of December 14, 2016

There was no public comment.

*Commissioner Anthony motioned for the Committee's approval of the December 14, 2016 minutes. This action was seconded by Commissioner Sablan, and by unanimous vote of the Executive Committee, the minutes for December 14, 2016 were approved.*

b. Review of the Proposed Board Meeting Agenda

-The Board meeting has been rescheduled to Monday, January 23, 2017.

-Ms. Tiffany Mangum will contact Commissioners to inform them of the change.

-There will be a closed session that begins at 5pm, with a set time of 5:30pm to begin open session.

-Staff will add an additional item for discussion of the Board Retreat.

-Commissioner Reneeta Anthony suggested the topic of the Board Retreat be addressed before Consent Agenda.

-Commissioner Adrian Jones moved Resident Services presentation to the beginning of agenda before the Conflicts of Interest.

-Commissioner Jones requested that staff consider a monthly update on Resident Services programs or information reported at each board meeting.

-After positive feedback on the Resident Services presentation, Mr. Prince and Ms. Angie Nguyen assured Commissioners they will be experiencing more presentations in the future on Resident Services. Mr. Prince stated, on Monday January 23, 2017, at the monthly Board Meeting the presentation will be conducted by our partner Fresno County Library on the topic of the Digi-Bus.

-Mr. Prince stated that our goal for 2017 is to have guests coming to Board meetings and presenting on topics connecting to the Fresno Housing Authority Mission.

-Ms. Nguyen showed concerned about the changes on the agenda in that the changes will delay other presentations. She also stated that the presentation on Resident Services, will have a resident/client conducting a presentation on their experience, which will correlate to the Fresno Housing Authority staff presentation.

-For example, at next board meeting the Resident Services presentation will focus on Digi-Bus from the Fresno County Library; a presentation that will be conducted with an invitation to the Commissioners to attend the launch of the Digi-Bus.

-Ms. Nguyen talked about different programs such as Connect Home which will give the opportunity to residents to present their experience with connectivity, and the benefit of computer labs at their sites.

-Ms. Nguyen asked the commissioners to keep her updated on their expectation on the Resident Services reports and to inform her if it does not correlate with their expectations.

-Mr. Prince stated the following order to the agenda item 8 Digi-bus, item 9 Board Retreat, item 10 consent agenda.

-Commissioner Jones will give Mr. Prince examples of what type of information she would like to see on the Resident Services program presentations at the next Board meeting.

-Commissioners Anthony requested that Out of Town Travel be a standing item on the action item agenda.

c. Administrative Matters

-Mr. Prince announced that Deputy Executive Director, Tracewell Hanrahan, will be leaving Fresno Housing just after February 1<sup>st</sup>; thus, the agency will be recruiting for her replacement. Mr. Prince will keep the Boards informed of the recruitment and selection process. HCl will serve as the consultant for this recruitment.

-Mr. Prince stated they have put together a job announcement and brochure to recruit for the Deputy Executive Director's position. The ambitious goal is to have the position filled by April 1, 2017. Mr. Prince mentioned that a national search has been started. He will be working together with the recruitment consultant to ensure they will hire a qualified candidate.

-Commissioner Jones stated that Ms. Hanrahan shined in the position, even though when she first started the position as Deputy Executive Director she did not know much about housing. Mr. Prince and Ms. Hanrahan agreed the recruiter understand the agency; therefore, he will bring a good perspective during the recruitment process.

-Ms. Hanrahan shared she was hired by Gulf Coast Partnership, real estate development company. She said it is a small organization with about 15 to 20 staff members.

-Commissioner Anthony requested Board representation on the interview panel.

-Staff recommends a mid-month Budget Workshop to go in depth on the financial systems and structures of the agency. Staff is hoping to host this workshop early to mid-February. If a date is not found in February, staff will postpone the workshop until later in the year.

-Mr. Preston informed the Commissioners about the budget workshop, which will take place the second week of February 2017. This will provide more detailed information about the budget.

-Commissioner Anthony requested a tentative date for the budget workshop.

d. Development Update

-Michael Duarte Director of Planning & Community Development presents a few development item to the Committee:

Hotel Fresno project-based voucher (PBV) request – detailing the background of this project and the intended use and regulations surrounding the Agency’s PBV allocation. Clarification was added that there is no financial risk associated with this transaction; however, there may be consideration about what the Boards may want to do strategically when considering the Agency’s current and allowable allocation of project-based vouchers. The limit of the Agency’s responsibility is inspection of the PBV units. The goal for this action is for Fresno Housing to support the long-term strategy to support specific projects, the development of downtown Fresno, and continue the effort to be a strong community partner.

-Commissioner Anthony asked about the benefit partnering with Hotel Fresno. Mr. Prince stated the benefit is in developing a community partnership and in realizing downtown revitalization. Ms. Hanrahan stated this will be beneficial to the overall development of the city.

-Ms. Hanrahan stated the residents housed under these vouchers will not be selected from the current waiting list. Interested residents need to apply for the waiting list when the sites open for enrollment. Further, she stated that Fresno Housing Authority will issue the vouchers. Additionally, once the tenant has completed their one-year lease, and if they to they are able to take their voucher and use it for housing elsewhere.

e. Board Retreat 2017

-Commissioner Anthony requested that the Board’s retreat agenda be considered as an agendized item for the January meeting. Specifically, the role of a commissioner, financial structures, fiduciary responsibilities, the function and roles of a commissioner in regards to the LPs and LLCs. Additionally, the Committee would like to have some time for personal interactions to build cohesion amongst the board members.

-Mr. Prince stated, commissioners will be travelling to Wonder Valley for the September Board Retreat. He presented to the board a tentative schedule for the Board’s retreat agenda.

-Commissioner Anthony requested a form showing their responsibilities.

8. ADJOURNMENT

There being no further business to be considered by the Executive Committee, the meeting was adjourned at approximately 1:27 p.m.

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Preston Prince, Secretary



**Minutes of the Meeting  
Of the Fresno Housing Authority**

**EXECUTIVE COMMITTEE**

**Wednesday, February 22, 2017**

**12:00p.m.**

There was a duly noticed meeting of the Executive Committee of the Boards of Commissioners on February 22, 2017, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order by Commissioner Jones at 12:10 p.m., and members present and absent were as follows:

PRESENT:     Adrian Jones  
                  Rueben Scott  
                  Reneeta Anthony  
                  Jim Petty  
                  Steven Bedrosian  
                  Stacy Sablan

ABSENT:       None

Also in attendance: Angie Nguyen, Chief of Staff; Michael Duarte, Director of Planning & Community Development; Scott Fetterhoff, Director of Human Resources and Organizational Development.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

There was no public comment.

*Commissioner Sablan motioned for the City Board's approval of the agenda as posted. This action was seconded by Commissioner Jones and by unanimous vote of the Executive Committee, the agenda was approved.*

3. PUBLIC COMMENT

There was no public comment.

4. POTENTIAL CONFLICTS OF INTEREST

*Any Commissioner who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter. (Gov't Code Section 87105)*

There were no conflicts of interest disclosed.

5. AGENDA ITEMS

- a. Review of the Proposed Board Meeting Agenda
- b. Development Update and Review
- c. Administrative Matters

d. Board Retreat 2017

a. Review of the Proposed Board Meeting Agenda

Mr. Scott Fetterhoff, Director of Human Resources and Organizational Development, proposed the Salary Schedule in consent Item 5A will be removed from Action. Ms. Angie Nguyen, Chief of Staff, stated this is a consolidated version of the salary schedule. The salary schedule does not have a particular order of classification. The draft salary schedule needs the Board's approval for current available positions and future positions projected. After approval from the Boards, these items will be forwarded to CalPERS. The following two items are on the consent agenda: Recruitment and Selection Policy and the Salary Schedule.

Ms. Nguyen indicated the intent of the agenda was to concentrate on the Play and Learn program with Fresno Unified School District, Home. However, there is a change to the item presented since HUD recently approved the merging of the Family Unification Program and the Family Self-Sufficiency Program (FSS), demonstration program. Ms. Nguyen explained the demonstration program will allow FUP participants to be served for 3 years. Close to the end of the three-year term, participants are eligible to enroll for 5 years under the FSS program. The FHA coordinator will follow up with participants to stayed on top of their individual plan and make referrals if needed. The individual service plan (ISP) is the driver for resident commitment and success.

Commissioners addressed the importance of focusing on our desired outcome and creating our own data to refer back to.

Ms. Nguyen stated the FUP plan is to layer what has been developed on top of the FSS program and continue to developing programs that will increase level of services. Under HUD rules, once a participant becomes a section 8 participant they don't need to give up their voucher. Ms. Nguyen informed the commissioners that Ms. Sabrina Kelley will be presenting the topic at the next Board meeting scheduled for March 21, 2017.

Ms. Nguyen updated the waiting list for the Housing Choice Voucher (HCV) known as section 8. The waiting list closed as of July 25, 2016. On December 2017 the last draw of 500 names conducted from the previous waiting list. Commissioners expressed interest in the steps following the opening of the waiting list. Ms. Angie Nguyen stated the waiting list will reopen sometime in April 2016. Ms. Nguyen stated the Section 8 waiting list will remain open for 10 days only and then it will close. In the past it was known that the Section 8 waiting list remained open. According to HUD, the waiting list needs to be manageable; leaving the waiting list open is not manageable. Closing the waiting list after being open for 10 days will allow HCV staff to efficiently manage the waiting list. HCV managers are working closely with the Communications Department to ensure the correct information is communicated to the public. Commissioner Jones suggested the Digi-Bus be used as part of the outreach. Digi-Bus will assist clients that do not have internet access. Ms. Nguyen stated the outreach partners will be contacted to relay the information and for them to assist clients with the application if needed. Despite of the challenges with the application process, the notice will be public.

b. Development Update & Review

Michael Duarte, Director of Planning and Community Development, confirmed this month we are closing 3 Projects: Renaissance at Parc Grove, Memorial Village in Sanger, and the second phase of Legacy Commons, formally known as Edison. The applications are due March 1, 2017 which allows third party auditors an opportunity to review.

c. Administrative Matters

Boards discussed tentative date of May 25, 2017 and May 26, 2017 for the Retreat at Wonder Valley. New Board Members will benefit from the retreat. Unfortunately, the following board members are not available: Caine Christensen, Stacy Vaillancourt and Reverend Scott. Other dates were suggested, unfortunately, not everyone is able to attend the suggested dates. CEO Preston Prince has suggested an Annual Retreat. This will allow advance notification of the date of the retreat. Therefore, board members will have a year in advance to plan and coordinate their agenda. Ms. Tiffany Mangum stated the controller of Wonder Valley is needing a confirmation.

6. ADJOURNMENT

There being no further business to be considered by the Executive Committee, the meeting was adjourned at approximately 1:26 p.m.

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Preston Prince, Secretary