

Executive Committee Meeting

September 16, 2015



AGENDA

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EXECUTIVE COMMITTEE Meeting of the Boards of Commissioners

12pm September 16, 2015 – Board Room
1331 Fulton Mall, Fresno, CA 93721

Interested parties wishing to address 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 11:45 a.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.

12pm

PAGE #

1. Call to Order

2. 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.

3. Discussion Items

- a. ACTION: Consideration of the minutes for July 22, 2015 and August 19, 2015
- b. Review of the Tentative Agenda for the next regularly scheduled Board Meeting and the Board Retreat
- c. Development Update
- d. Administrative Matters Update

4. **Closed Session**

CONFERENCE WITH LEGAL COUNSEL

ANTICIPATED LITIGATION – *Pursuant to Government*

Code Section 54956.9(b) – 1 case

5. **Adjournment**

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

EXECUTIVE COMMITTEE

Wednesday, July 22, 2015

12:00 p.m.

There was a duly noticed meeting of the Executive Committee of the Boards of Commissioner on July 22, 2015, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order by Commissioner Scharton at 12:07 p.m., and members present and absent were as follows:

PRESENT: Craig Scharton
 Stacy Sablan
 Adrian Jones
 Rueben Scott
 Jim Petty
 Preston Prince

ABSENT: Reneeta Anthony

Also in attendance were: Tracewell Hanrahan, Deputy Executive Director; Jim Barker, Chief Finance Officer; Ken Price, Baker Manock and Jensen-General Counsel; Michael Duarte, Director of Planning and Community Development; Emily De La Guerra, Senior Manager of Finance and Administration; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

2. **PUBLIC COMMENT**

No public comment.

3. **DISCUSSION ITEMS**

- a. ACTION: Consideration of the minutes of June 17, 2015

Commissioner Scott motioned for the Committee's approval of the June 17, 2015 Executive Committee meeting minutes. This action was seconded by Commissioner Jones, and by unanimous vote of the Executive Committee, the minutes for June 17, 2015 were approved.

- b. Review of the Tentative Agenda for the next regularly scheduled Board Meeting

The Committee discussed the ongoing analysis of the HCV process: abatement analysis and overview. The discussion focused on the language to include in the Administrative Plan that was provided in the June Board Update.

Commissioner Scott expressed concern on the impact abatements and the amended policy will have on residents. Staff will review these items and return to the Boards with recommended direction. Staff will post for public comment on August 1st.

Inspections for 2016 Admin Plan will impact RAD and will be detailed in the Boards' report, that will be posted August 1st; and will be prepared for Board adoption during the September 23rd Board Meeting.

Jim Barker spoke about the 2014 Financial Statements and described the opinion letters have been received which were clean opinions. He further explained that there was one finding on a prior year adjustment that was incurred on the wrong fiscal year on a development and was cured. Several recommendations were issued for increased efficiency for internal controls. Jim announced that the Auditor, Ken Al-Imam from Mayer Hoffman McCann, will also be in the Audit Committee Meeting that will be held on next Tuesday, just prior to the Board Meeting.

Mr. Barker discussed the 2015 Audit - Mayer Hoffman McCann firm has separated their audit arm and is now the Davis Farr agency. Thus, the Agency's 2015 audit will now be with Davis Farr as our auditors. Mr. Barker recommended moving forward with Davis Farr to retain the same auditing staff. Mr. Barker stated that there was no need to do a new RFP for auditing services. He also explained that there would be no loss or liability in moving forward with this firm, and there will be no change in price for audit services. He further explained that RFP's can be done for 2016 and future years, but we currently have 4, one- year options with Davis.

The Committee recommended that the Boards' action on approving the new firm for auditing services be added to the August 2015 Agenda.

Emily De La Guerra discussed the Property Management RFP Award to Winn Residential and GSF for Property Management services and partnership. She explained that the Agency only enters in to the contract for 3 properties, as Silvercrest, Inc. and BoB Boards are the managing general partners for the other LPs.

Commissioner Scharton expressed some concerns about property management issues with our current properties. Tracewell Hanrahan clarified that is why we have the Property Management partnership with both companies, providing an alternative. Owner expectations will be communicated to all parties.

The Committee discussed Asset Management Post Occupancy Evaluation surveys for residents and internal staff to gauge performance on new properties. The Committee requested the surveys also consider the design, management companies, staff, and other items; it was expressed that this discussion and information be shared with Housing Management and Planning & Community Development. The Committee announced that they would like to be privy to the analysis of the results.

Commissioner Jones requested that surveying be done with our HCV residents as well.

Commissioner Scharton asked that the Agency evaluate the building materials, equipment used for an ongoing dialogue of materials, design, and the quality of what we use for our sites.

Committee recommended that there be a Board action, to include, within the contracts an aggregate "not to exceed" amounts for the Property Management companies, and not provisions that are site by site. Staff will invite the Property Management consultants to the July Board Meeting.

c. Development Update

Michael Duarte provided the Committee with an update on the following projects: CityView commercial space, Firebaugh, Trailside, Edison, Fowler sites, Selma, Calaveras, Lowell Neighborhood Project, and the North Fulton Mall planning.

d. Administrative Matters Update

The Committee discussed the Administrative matters that concerned the HCV Analysis work and operational review, an Audit update, and agency goals with sustainability and structure. The announcement of the new Commissioner, Joey Fuentes appointed to replace Rachel Zuloaga on the County's Board. Additionally, Commissioner Lowe will submit his resignation from the City Board.

4. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION – *Pursuant to Government Code Section 54956.9(b)*

There was no reportable action taken by the Executive Committee.

5. ADJOURNMENT

There being no further business to be considered by the Executive Committee, the meeting was adjourned at approximately 1:10 p.m.

Preston Prince, Secretary

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

EXECUTIVE COMMITTEE

Wednesday, August 19, 2015

12:00 p.m.

There was a duly noticed meeting of the Executive Committee of the Boards of Commissioner on August 19, 2015, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order by Commissioner Sablan at 12:15 p.m., and members present and absent were as follows:

PRESENT: Craig Scharton
 Stacy Sablan
 Reneeta Anthony
 Adrian Jones
 Rueben Scott
 Jim Petty

ABSENT: None.

Also in attendance were: Tracewell Hanrahan, Deputy Executive Director; Jim Barker, Chief Finance Officer; Ken Price, Baker Manock and Jensen-General Counsel; Michael Duarte, Director of Planning and Community Development; Emily De La Guerra, Senior Manager of Finance and Administration; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

2. **PUBLIC COMMENT**

No public comment.

3. **DISCUSSION ITEMS**

- a. Review of the Tentative Agenda for the next regularly scheduled Board Meeting

Tracewell Hanrahan, Deputy Executive Director, announced to the Committee that Staff may have a few more items added to the draft that was presented. Ms. Hanrahan explained how staff is doing their due diligence on the background of the new auditors and conducting research to report to the Boards of Commissioners. Additionally, Ms. Hanrahan described the work that was being done to improve the Housing Choice Voucher Program and that staff is currently working to finalize the August presentation to the Boards.

- b. Development Update

Michael Duarte, Director of Planning and Community Development, provided a brief overview of the pending applications for Selma, Fowler, and Fresno sites. Mr. Duarte announced that Shockley Terrace and the Lowell property received the max points. A full update will be provided at the September Board Meeting, including the pipeline developments. He explained that staff will prepare the spreadsheet on development that has been previously prepared.

c. **Administrative Matters Update**

Tracewell Hanrahan gave a high level overview on Sierra Pointe. Ms. Hanrahan's overview described the 53 single family homes built using the HOPE IV funds. Ms. Hanrahan explained that the mortgages are currently being serviced by the Housing Authority and that there are issues with the home owners. She further explained that there 12 out of 53 owners who are currently behind, with 2 being over a year behind; 7 are behind on property taxes; and 8 are not currently insured. The Housing Authority is insured as the lender.

Ms. Hanrahan discussed that Resident Services is working with residents from a services perspective, as well as the Housing Authority working with general counsel from a legal perspective. She expressed to the Committee that Staff is mindful of the public relations concerns and is working through an action plan to report to the Boards. Ms. Hanrahan further clarified that the owner is the Fresno Housing Authority, with HRFC administering the loans.

4. **CLOSED SESSION**

At approximately 12:40 p.m., the Executive Committed went into closed session.

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION – *Pursuant to Government Code Section 54956.9(b) – 1 case*

The Executive Committee meeting went into open session at approximately 12:55 and there was no reportable activity.

5. **ADJOURNMENT**

There being no further business to be considered by the Executive Committee, the meeting was adjourned at approximately 12:56 p.m.

Preston Prince, Secretary