



Boards of Commissioners Meeting

August 22, 2023

AGENDA

Regular Joint Meeting of the Boards of Commissioners of Fresno Housing

5:00 PM • AUGUST 22, 2023

This Board Meeting will be held via video and audio conferencing, and in person. The meeting can be accessed by members of the public as follows:

Meeting Location: 1260 Fulton Street (2nd Floor), Fresno, CA 93721

Via Zoom:

<https://us06web.zoom.us/j/82547656724?pwd=ZHlJTzNrbURpVjJOTUhhHTTRsUGJlUT09>

To join via teleconference, call: (669) 900-6833. Meeting ID: 825 4765 6724.

Passcode: 547565.

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) 443-8493 or ExecutiveOffice@fresnohousing.org, TTY 800-735-2929.

PAGE #

1. Call to Order and Roll Call

2. Approval of agenda as posted

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 of the Authority after the posting of this agenda.

3. Public Comment and Presentations

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. The public will have an opportunity to speak on each specific item of business. Comments must be delivered in person or via teleconference when prompted by the chair and must pertain to the specific item of business being heard by the Boards. At the start of your presentation, please state your name and 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. 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. Code section 87105)

5. Governance Matters

- a. CEO's Report – Presented by Tyrone Roderick Williams
- b. Commissioners' Report

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6. Consent Agenda

All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissions or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed from the Consent Agenda and considered following approval of the Consent Agenda.

- a. Governance: Consideration of the Minutes of July 25, 2023
Approval of the minutes of the Board Meeting
- b. Modification to Pest Control Contract with Tamarak Pest Services 18
Consideration of an increase to the contract compensation for services
- c. Consideration of an update to the Agency’s Performance Evaluation Policy 21
Update the Agency Policy
- d. Consideration of an update to the Agency’s Grievance Procedure Policy 25
Update the Agency Policy
- e. Consideration of an update to the Agency’s Tuition Reimbursement Policy 32
Update the Agency Policy

7. Information Item

- a. HCV update 40
- b. Real Estate update 44
- c. Mid-year update on financial results, multi-year forecast and launch of 2024 budget development process 45

8. CLOSED SESSION:

- a. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to section (2) of subdivision (d) of Section 54956.9.
Number of Cases: 1 (In re *Rosalda Gomez Lopez*).
- b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: 1790 E. Manning Ave, Reedley, CA 93654 (APN 363-070-49)
Agency Negotiator: Tyrone Roderick Williams
Negotiating Parties: Fresno Housing and United Health Centers of San Joaquin Valley
Under Negotiation: Price and Terms of Payment

9. Action

- a. Update on the Agency’s 2024 Plans 62
Per HUD 24 CFR 903.17, the Agency will conduct a public hearing on proposed changes to the Agency’s Plans
- b. Approval to Execute Master Lease Agreement with the Fresno County Department of Social Services for Rapid Rehousing Program – Monte Vista Terrace 78
Approval to continue a partnership with Fresno County for rapid rehousing program
- c. Consideration of Application for Leave to Present a Late Claim Submitted by Raffi and Associates on behalf of Rosalda Gomez Lopez. 83
- d. Consideration of a Memorandum of Understanding – Housing Mobility-Services 88

10. Adjournment

Minutes of the Joint Meeting
of the Boards of Commissioners of the
HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

Tuesday, July 25, 2023

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, July 25, 2023, at 1260 Fulton Street, Fresno, CA. The public was able to join in person and via teleconference.

1. The regular joint meeting was called to order at 5:05 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Adrian Jones, Chair
 Isaiah Green
 Ruby Yanez
 Sharon Williams
 Sabrina Kelley
 Areli Rios

The regular joint meeting was called to order at 5:05 p.m. by Board Chair, Commissioner Catalano, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Cary Catalano, Chair
 Valori Gallaher
 Sophia Ramos
 Amadeo Garcia
 Joey Fuentes
 Kyle Chaney

Also, in attendance were the following: Ken Price, Baker Manock and Jensen - General Counsel; Tammy Townsend, Deputy Executive Director

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

COUNTY MOTION: *Commissioner Gallaher moved, seconded by Commissioner Chaney to approve the agenda as posted.*

MOTION PASSED: 6 – 0

CITY MOTION: *Commissioner Green moved, seconded by Commissioner Yanez to approve the agenda as posted.*

MOTION PASSED: 6 – 0

There was no public comment.

3. PUBLIC COMMENT AND PRESENTATIONS

Eric Payne, Executive Director, Central Valley Urban Institute

Mr. Payne shared that through grant funding the HBCU Return Project was launched. In this program a student that attends a HBCU is selected. Jordan Jackson, a Freshman at Morgan State in Baltimore MD, joined the meeting. Mr. Jackson graduated from Edison High School. Mr. Jackson has partnered with ABC 30 as well as other community centered projects this summer. Per Mr. Payne, they are looking to expand in the future and partner with other institutions of higher education.

Brandi-Public

Expressed appreciation with Fresno Housing for hosting community meetings. There was a request to suggest an idea that something like that be developed for those in supportive housing and shelters that are managed by Fresno Housing. This is important to allow the people that reside in those developments to have a voice and a way to communicate concerns. Also, there was a concern regarding shelters. Brandi asked that Fresno Housing look into protocols for residents that are involuntarily exited. Brandi's suggestion was that there be some oversight to current protocols to ensure fairness as well as possibly reviewing the protocols currently in place to ensure they align with the residents needs.

4. POTENTIAL CONFLICTS OF INTEREST

There was no public comment.

5. GOVERNANCE MATTERS

- a. CEO's Report – Presented by Tammy Townsend on behalf of Tyrone Roderick Williams

In addition to the written report, Tammy shared:

- Thanked Commissioner Sabrina Kelley for her service as the July meeting will be her last meeting.
- Welcomed our two new City Commissioners, Ms. Emogene Nelson and Mr. Paul Idsvoog.
- Reminder provided to the board commissioners of our upcoming board retreat, 08/11-08/12. Confirmed the costs will be covered by the agency. A little detail surrounding what to expect both Friday and Saturday was shared as well.
- HUD Review in June went really well. Last review was in 2017.
- Tech Camp greatly expanded this year and thus far everything has gone smoothly and we were able to also incorporate our seniors that may not be very tech savvy.

There was no public comment.

- b. Commissioners' report - Presented by Chair Adrian Jones

- Chair Jones reported as follows:
- August advocacy will be starting shortly. Emails from NAHRO will be going out soon. They are preprinted letters to send out to our legislators.
- NAHRO is turning 90. The New Orleans conference was referenced as well.
- Commissioner Kelley was thanked for her service to the residents of the Fresno community. Chair Jones listed the names of developments that Ms. Kelley made decisions on as well as Tech Camp and CAN.

6. CONSENT AGENDA

- a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on July 25, 2023.

Approval of the minutes of the Board Meeting

Joint Board Meeting

Action Minutes: 07.25.23 Minutes

Adopted:

- b. Vehicle Allowance Policy
- c. Cal Card Use Policy
- d. Consideration to Award GCCM Contract-Parkside
- e. Consideration to Award GCCM Contract-Cordillera Commons
- f. Consideration of Approval to Submit Funding Application to the California Tax Credit Allocation Committee
- g. Approval of 2023-2025 Operation and Maintenance Funding Contract for Parlier Migrant Center

COUNTY MOTION: *Commissioner Gallaher moved, seconded by Commissioner Ramos to approve the amended consent agenda.*

MOTION PASSED: 6 – 0

CITY MOTION: *Commissioner Kelley moved, seconded by Commissioner Williams to approve the amended consent agenda.*

MOTION PASSED: 6 – 0

There was no public comment.

7. INFORMATION ITEMS

- a. 2024 Agency Plan Update

Yolanda Keiser, Melissa Ortiz, and Hilda Reeves, Housing Program Manager and staff, presented on this item

- b. HCV Update

Brandy Woodard, Chief of Housing Choice Programs and Initiatives, presented on this item.

- c. Overview of 2022 Financial Results for Mixed Finance Properties

Crystal Cox and Renae Machado, Accounting and Finance, presented on this item.

There was no public comment.

8. ACTION

- a. No Action Items at This Time

9. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 6:53 p.m.

Tyrone Roderick Williams, Secretary to the Boards of Commissioners

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EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Tyrone Roderick Williams

Chief Executive Officer

SUBJECT: CEO's REPORT

DATE: August 9, 2023

BOARD MEETING: August 22, 2023

AGENDA ITEM: 5a

AUTHOR: Various Staff

Executive Summary

The Boards of the Fresno Housing Authority have established the four strategic goals as: Place, People, Public, and Partnership. In addition, the following have been outlined as the management goals: Sustainability, Structure, and Strategic Outreach. The following report demonstrates the efforts of the Executive Leadership and Staff to progress towards the realization of these goals.

PLACE

Overview

Fresno Housing seeks to develop and expand the availability of quality affordable housing options throughout the City and County of Fresno by growing and preserving appropriate residential assets and increasing housing opportunities for low-income residents.

The matrix below outlines the Development Pipeline and status of each project.

Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
Esperanza Commons (<i>fka Mendota Farm Labor</i>)	Under Construction	241 Tuft Street Mendota, CA	60	68%
Corazón del Valle Commons (<i>fka Huron RAD</i>)	Under Construction HCD HOME Awarded	Fresno and 12 th Street Huron, CA	61	93%
The Arthur @ Blackstone (<i>fka Blackstone/Simpson</i>)	Under Construction	3039 N Blackstone Avenue Fresno, CA	41	70%
Sun Lodge (<i>fka Day's Inn</i>)	Under Construction	1101 N. Parkway Drive Fresno, CA	64	75%
Citrus Commons (<i>fka Citrus Gardens</i>)	Under Construction	201 Citrus & 451 10 th St. Orange Cove, CA	30	75%
Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>)	Under Construction	7521 N. Chestnut Ave. Fresno, CA	60	6%
La Joya Commons Phase I (<i>fka Firebaugh Family</i>)	Under Construction	1501 Clyde Fannon Road Firebaugh, CA	68	0%
Manzanilla Commons (<i>fka Step Up on 99, Motel 99</i>)	Under Construction	1240 & 1280 Crystal Ave Fresno, CA	63	0%
Heritage Estates (<i>fka Florence & Plumas</i>)	Pre-Development Pending City of Fresno PLHA Award	Southwest Fresno-TBD	33	N/A
Cordillera Commons Phase I (<i>fka San Joaquin Commons</i>)	Pre-Development Pending HCD SuperNOFA Application	Corner of West Colorado Avenue & 5th Street, San Joaquin, CA 93660	51	N/A
Parkside Inn/Golden State Triage	Pre-Development Pending HCD SuperNOFA Application Pending City of Fresno Application	1415 W. Olive Avenue, Fresno	39	N/A

	Pending CTCAC Application			
North Fulton Development	Pre-Development Pending IIG-C Application Pending City of Fresno Application	1302 Fulton Street, Fresno	TBD	N/A
Avalon Commons Phase II (<i>fka Chestnut/Alluvial</i>)	Pre-Development City of Fresno LHTF Awarded Pending HCD SuperNOFA Application Pending City of Fresno Application	7521 N. Chestnut Ave. Fresno, CA	45	N/A
La Joya Commons Phase II (<i>fka Firebaugh Family</i>)	Pre-Development	1501 Clyde Fannon Road Firebaugh, CA	TBD	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Awarded	Southwest Fresno - TBD	TBD	N/A

Project Highlights

A milestone for Citrus Gardens is that Final Interior Inspections for 20 units will begin in August 2023. On our Esperanza Commons project, nearly all residents have moved back into Phase I, and renovations on Phase II are underway.

PUBLIC

Overview

Fresno Housing seeks to build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing and supports the advancement of Fresno’s low-income residents.

Efforts are ongoing and we will report on those items as outcomes are achieved.

PARTNERSHIP

Overview

Fresno Housing seeks to collaborate to strengthen its ability to address the challenges facing Fresno communities.

Fresno Housing is exploring several partnerships in the course of pre-development activities.

Project	Organization	Role
The Arthur @ Blackstone (<i>fka Blackstone/Simpson</i>)	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>)	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Project Homekey	City of Fresno Turning Point Fresno County	Partner in application to the Homekey program and operational funding to provide housing to populations most vulnerable to COVID-19

MANAGEMENT GOALS

The goals of management include our efforts to stabilize, focus, and extend activities to meet the mandate of our mission through good decision making related to Sustainability (staffing, finances, effectiveness, evaluation, technology, facilities); Structure (governance); and Strategic Outreach (communications, image, visibility, public affairs, policy).

Sustainability

Build and maintain an innovative, engaged, visible, and sustainable organization, committed to its mission of providing housing for low-income populations.

Efforts are ongoing and we will report on those items as outcomes are achieved.

Human Resources

This month marks the beginning of the 3rd cohort of the Supervisor Academy and the 2nd cohort of Aspire Academy. The first Supervisor Academy module is “My Role as a Supervisor” and for the Aspire Academy participants they will review “The Role of a Supervisor and Inclusive Leadership”. Both Academies registrations are full and we are excited to see the impact these employees will have on the Agency once they have completed the courses.

Fire Prevention is the safety topic for the month. Employees will review how to prevent fires in the office, workshops and in housing units. They will also be provided with instruction regarding fire assessment to gauge if a fire extinguisher is the right approach to extinguishing a fire. As part of this review we will discuss how to use a fire extinguisher, where they are located and the importance of keeping the path to the extinguishers and fire sprinklers clear from any obstructions.

The Human Resources department is in varying stages of conducting recruitments for the job titles noted below. Over the last month, 45 interviews have been conducted.

<u>Working Title</u>	<u>Internal/External</u>	<u>Vacancies</u>	<u>Department</u>
Asst. Construction Project Manager	Both	1	Property Management
Asst. Project Manager	Both	1	Real Estate Development
HMIS Data Quality Coordinator	Both	1	Resident Empowerment
HQS Inspections Scheduler	Both	1	Housing Choice
Maintenance Assistant	Both	1	Property Management
Maintenance Lead	Both	1	Property Management
Maintenance Technician	Both	4	Property Management
Program Coordinator	Both	1	Housing Choice
Real Estate Development Manager	Both	1	Real Estate Development

The Human Resources department is proud to announce the following **new hires and promotion**.

Type	Date of Hire	Name	Title	Department
New Hire	8/14/2023	Erika Gonzalez	District Manager	Property Management
New Hire	8/14/2023	Jose Mandujano	Maintenance Technician	Property Management
Promotion	8/14/2023	Samuel De La Pena	Asst Construction Project Manager	Real Estate Development

Structure

Maintain a committed, active, community-based Boards of Commissioners.

Efforts are ongoing and we will report on those items as outcomes are achieved.

Strategic Outreach

Heighten agency visibility, facilitate community dialogue about housing solutions; and build support for the agency and quality affordable housing.

Efforts are ongoing and we will report on those items as outcomes are achieved.

Resident Empowerment

National Night Out – August 1, 2023 – 5:00pm – 7:00pm

National Night Out (NNO) is a community-police awareness-raising event that is held on the first Tuesday of August. This event was started in 1984 and is celebrated annually. Fresno Housing will be hosting National Night Out at several of our sites and welcome the community to join us at one of the sites below:

1. Fairview Heights/Desoto - 2195 S. Maud Avenue, Fresno, CA 93706
2. Yosemite Village – 709 W. California Avenue, Fresno, CA 93706
3. Pinedale – 160 West Minarets Avenue, Fresno, CA 93650
4. Cedar Courts – 4430 E. Hamilton Avenue, Fresno, CA 93721
5. Viking Village – 4250 N. Chestnut Avenue, Fresno, CA 93726
6. Blossom Trails – 285 J Street, Sanger, CA 93657
7. Parlier Migrant Center – 8800 South Academy Avenue, Parlier, CA 93648
8. Magnolia Commons – 325 East Vine Street, Fowler, CA 93625

Indigenous People’s Awareness Workshop (DEI Focused for August)

This workshop will highlight significant historical events for Indigenous Americans, the struggle of indigenous people/ groups, and ways residents can respond.

Workshop will be held at the following sites:

- Renaissance at Alta Monte - 8/7 at 10am
- Renaissance at Trinity - 8/8 at 10am
- Villages at Broadway - 8/8 at 1pm
- Alegre Commons - 8/9 at 3pm
- Renaissance at Santa Clara - 8/10 at 10am
- Villages at Paragon - 8/14 at 10am
- Parc Grove Commons-8/9 at 10-11 am featuring Picayune Rancheria of Chukchansi Indians

High Blood Pressure Workshop:

Thursday, August 10, 2023, 9-11:30 am @ Parc Grove Commons

This workshop is specific for resident adults to learn about High Blood Pressure with our partner, Family Healthcare Network. Residents will learn about symptoms, when to contact a doctor, and will have access to a high blood pressure wellness check on site.

Resident Empowerment Partnership Meeting

Friday, August 11, 2023, 9-11 am @ Legacy Commons

An annual meeting for partnerships to be introduced, focusing on our new MOU process, and introducing our Resident Empowerment Department Team. This event will highlight our work, processes of forming a partnership and logo guidelines.

Big Fresno Fair Job Opportunity Workshop

Wednesday, August 16, 2023 from 3pm – 5pm @ Cedar Courts

The 2023 Big Fresno Fair Job Fair is schedule for Thursday, August 24th. This workshop will give participants a guideline on what how to prepare for the event. Workshop will cover I-9/Work permit requirements, dressing for the job interview and available positions. Paper applications will be available.

Information is provided by Peggy at Big Fresno Fair and presented by Sheng Xiong, Admin. Program Coordinator.

African American Coalition Community Outreach Event

This event will provide information on services in the community, free diaper distribution, free flu and COVID vaccines, and ppe supplies. Provided by Elizabeth Balboa-Brooks of African American Coalition.

Program Schedule:

- Tuesday August 15, 2023 from 1-5pm @ Bridges at Florence
- Wednesday August 16, 2023 from 10:30am-2:30pm – Yosemite Village
- Monday, August 21, 2023 from 10am – 3pm @ Legacy Commons
- Tuesday August 22, 2023 from 1-5pm – The Monarch at Chinatown
- Tuesday August 29, 2023 from 1-5pm at Pacific Gardens

Innovation Technology and Information Systems

The Innovation and Technology (IT) department attended the Black Hat conference to stay up-to-date with the latest threats and protective measures. This proactive approach ensures that we remain at the forefront of cybersecurity practices, safeguarding our systems and data. Continuing our efforts to upgrade technology at remote sites, the IT team upgraded the computer labs in Mendota, Firebaugh, and Fowler. A new office has also been set up in Del Rey; connectivity and equipment were added to support staff at the site. Additionally, Nick Sellai, Systems Administrator, has completed the installation of the Mosaic boardroom technology, enhancing our ability to conduct meetings and presentations seamlessly.

The Information Systems (IS) department, in collaboration with the finance department, has taken proactive steps to strengthen communication with our vendors by automating the notification of account details. The HMD mobile inspection implementation and training has been completed. This new process will streamline their tasks and enhance productivity. Laura Kerns, Data Systems Administrator, has been working with the data collected from our summer Tech Connect and scholarship programs by creating surveys and dashboards to analyze the impact of these initiatives. This will help gain a deeper understanding of the programs' effectiveness and the demographics of the participants through these insights.

Property Management

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 03/01/2023-03/31/2023			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	1185	24	97.55%
COUNTY OF FRESNO			
County of Fresno	1181	40	96.35%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	190	19	90.00%
Hold/In Construction	178	63	64.04%

On August 1st we hosted National Night Out at 14 Fresno Housing properties across the City and County. Staff and partners worked together to provide food, games, backpacks and back-

to-school supplies for our residents. We had a great turn out at all fourteen events and hope to add more next year. Two of our sites also participated in city wide events that took place in Mendota and Sanger. Our Executive Director and other members of our Executive Team were in County West on Thursday, August 17, to visit with Property Management Staff who work at FH properties west of Freeway 99. His next visit will be to County East. Staff is looking forward to spending some time with Mr. Williams and the rest of the leadership team.



BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: August 22, 2023
AGENDA ITEM: 6b
SUBJECT: Increase Current Contract Value with Tamarack Pest Control

AUTHOR: Rebecca Kelley
DEPARTMENT: Administrative Services
MEMO DATE: August 3, 2023

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to increase the Tamarack Pest Control Service contractual amount from \$212,600.00 to \$280,000.00 annually.

On April 12th, 2019, staff issued a Request for Proposal (RFP – P19002) for Pest Control Services. Solicitation efforts included publication in the Fresno Bee, Central Valley Builder’s Exchange, Fresno Housing’s E-procurement website, and public job walks.

The proposed scope of work included: monthly pest preventative services for the interior and exterior building units, club houses, storage, offices, uninhabited locations, and any additional services on an “as needed” basis to treat and prevent pest infestation in the City and County of Fresno properties. From this solicitation staff contracted with three vendors to service our properties. Recently, one of the selected vendors was deemed no longer fit to provide services at safely and effectively. After much investigation, we determined that reassigning the services of these properties to Tamarack Pest Control, one of the current contracted vendors (RFP noted above), would be the most cost effective and advantageous direction to move for the agency.

Tamarack Pest Control is currently servicing roughly 41 properties and continues to do so with diligence to address the needs of residents and of property management staff; as well as meeting budgetary constraints.

Recommendation

It is recommended that the Boards of Commissioners agree to increase the contract limit for Tamarack Pest Services to \$280,000 in order to include services to the additional 12 properties, special incidental treatments, and future properties that FH may develop. It is further recommended to authorize Tyrone Roderick Williams, Chief Executive Officer, and/or his designee to negotiate and execute the contracts subject to satisfactory review and approval by legal counsel.

Fiscal Impact

The proposed contract with Tamarack Pest Control Services total value is Not-To- Exceed (NTE) \$280,000.00. Funding for pest control services already exists within property budget as this action is simply a change of vendor.

Background Information

As part of maintaining the health of our communities and protecting property investments, Fresno Housing employs Pest Services to help maintain a pest free environment. In order to make sure all areas are treated effectively, pest control services come in on a monthly basis for treatments and any follow up work.

RESOLUTION NO. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO, CA**

**RESOLUTION APPROVING THE CONTRACT EXPANSION WITH TAMARAK PEST
CONTROL SERVICES**

WHEREAS, the Housing Authority of the City of Fresno, California (the “Agency”) seeks to expand the availability of pest services provided to permanent housing to residents in Fresno County; and,

WHEREAS, the City of Fresno was awarded City of Fresno Funds to maintain pest services at all property sites managed and owned; and

WHEREAS, the Agency released a Request for Proposals for Pest Services; and

WHEREAS, the Request for Proposals was available on the Agency E-procurement website, advertised in the Fresno Bee and listed with the local Builders Exchange; and,

WHEREAS, the Agency seeks to expand the contract with Tamarak Pest Services to \$280,000 in order to take on properties which are no longer being serviced; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA do hereby authorize Tyrone Roderick Williams, Chief Executive Officer, or his designee, to negotiate and execute the contract for the cost expansion of our contract with Tamarak Pest Services C19018 and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF August 2023. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY, CA**

**RESOLUTION APPROVING THE CONTRACT EXPANSION WITH TAMARAK PEST
CONTROL SERVICES**

WHEREAS, the Housing Authority of Fresno County, California (the “Agency”) seeks to expand the development and availability of pest services provided to permanent housing to residents in Fresno County; and,

WHEREAS, the City of Fresno was awarded City of Fresno Funds to maintain pest services at all property sites managed and owned; and

WHEREAS, the Agency released a Request for Proposals for Pest Services; and

WHEREAS, the Request for Proposals was available on the Agency E-procurement website, advertised in the Fresno Bee and listed with the local Builders Exchange; and,

WHEREAS, the Agency seeks to expand the contract with Tamarak Pest Services to \$280,000 in order to take on properties which are no longer being serviced; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA do hereby authorize Tyrone Roderick Williams, Chief Executive Officer, or his designee, to negotiate and execute the contract for the cost expansion of our contract with Tamarak Pest Services C19018 and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF August 2023. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 08/22/2023
AGENDA ITEM: 6c
SUBJECT: Consideration of the Performance Evaluation Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 08/15/2023

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve the revised Performance Evaluation Policy Agreement which was last updated in May 2009.

In summary, the policy revisions remove language contained in the Memorandum of Understanding (MOU) with Service Employees International Union (SEIU) and identifies when Unrepresented employees are scheduled to receive evaluations.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Performance Evaluation Policy.

Fiscal Impact

There is no fiscal impact associated with adoption of the Performance Evaluation Policy.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Performance Evaluation Policy has been revised in collaboration with Senior Leaders and our labor partners. The significant revisions to the Policy include:

- Replacing language that details the schedule when Represented employees are to be evaluated with a statement that indicates the Memorandum of Understanding provides the performance evaluation schedule for Represented employees.
- Adding language to identify when Unrepresented employees are scheduled to receive their performance evaluations based on the performance evaluation phase for the job classification.

Performance Evaluation Policy

Purpose

Performance evaluations are designed to measure and improve employee performance, encourage professional development and provide a record of work history that may be used to support employment decisions. In addition, evaluations are intended to recognize employee achievement, to identify strengths as well as opportunities for improvement. All evaluations shall be discussed between the supervisor and the employee in a confidential setting.

Performance evaluations shall be prepared and presented in written format to all regular employees.

- (a) The Memorandum of Understanding provides the performance evaluation schedule for represented employees.
- (b) Unrepresented employees receive an annual performance evaluation either in January, February or March dependent upon which employee performance evaluation phase the job is assigned.

Performance evaluations may be conducted on an as-needed basis whenever a supervisor deems it appropriate and useful. It is not uncommon for a supervisor to arrange a quarterly evaluation schedule, that is every three (3) months for a period up to one (1) year, to assist an employee to improve in specific areas of job performance.

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE REVISED PERFORMANCE EVALUATION
POLICY**

WHEREAS, the Board of Commissioners approved the Performance Evaluation Policy in May 2009; and

WHEREAS, the Performance Evaluation Policy is being revised to delete language that is contained in the Memorandum of Understanding for Represented Employees and to delineate the performance evaluation schedule for Unrepresented employee;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the amended Performance Evaluation Policy.

PASSED AND ADOPTED THIS 22nd day of August, 2023, by the following vote,
to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF FRESNO**

**RESOLUTION TO APPROVE THE REVISED PERFORMANCE EVALUATION
POLICY**

WHEREAS, the Board of Commissioners approved the Performance Evaluation Policy in May 2009; and

WHEREAS, the Performance Evaluation Policy is being revised to delete language that is contained in the Memorandum of Understanding for Represented Employees and to delineate the performance evaluation schedule for Unrepresented employees;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the amended Performance Evaluation Policy.

PASSED AND ADOPTED THIS 22nd day of August, 2023, by the following vote,
to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 08/22/2023
AGENDA ITEM: 6d
SUBJECT: Consideration of the Grievance Procedure for Unrepresented Employees

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 08/15/2023

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve the Grievance Procedure for Unrepresented employees. The Grievance policy was last revised in May 2009. The primary purpose of revising this policy is to establish it as a policy specific to the Unrepresented employees since the Memorandum of Understanding (MOU) with Service Employees International Union (SEIU) contains the Grievance Procedure that is applicable to the Represented employees.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Grievance Procedure for Unrepresented Employees

Fiscal Impact

There is no fiscal impact associated with adoption of the Grievance Procedure for Unrepresented Employees.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Grievance Procedure has been revised in collaboration with Senior Leaders and our labor partners. The significant revisions to the Policy include:

- Specifying that the policy is for the unrepresented employees and that the MOU with SEIU contains the Grievance Procedure for the Represented employees.
- The Definitions section has been moved to immediately follow the Purpose section of the Grievance Procedure.
- The selection of the Arbitrator and the arbitration hearing process have been expressly stated instead of referring to another policy.

Grievance Procedure for Unrepresented Employees

Purpose

Employee morale is an important factor in maintaining a high level of public service. Agency administration has a responsibility to provide an orderly and expeditious method for resolving problems which may arise from working relationships and conditions. This procedure is intended to provide an orderly method for processing grievances in the interest of obtaining fair and equitable solutions for Unrepresented employees. This procedure is separate from and distinctly different from the arbitration clause in at will employment agreements.

Definitions

Arbitrator: A mutually selected neutral person with labor law experience who shall be selected by the parties.

Day: The time period for grievance purposes begins on the first day following the day the grievance is filed or submitted to the next step. When the time period for a given step in the grievance procedure ends on either a weekend or a holiday, it shall be automatically extended to the next regular workday.

Department Head: The administrative head or acting head of the department involved or a designated representative.

Employee: An individual appointed by the Executive Director of the Agency to any regular position within the Agency.

Executive Director: The Executive Director of the Agency or a designated representative.

Grievance: Disciplining proceedings and all disputes related thereto are not subject to the grievance procedure. A grievance is a complaint relating to any aspect of employment or working conditions which the employee or the employer believes has been adversely affected because of an actual misapplication of either:

- (a) A Resolution of the Boards of Commissioners; or
- (b) Written policies of the Agency relating to the employment of the aggrieved individual; provided, however, that such complaint shall not include an action otherwise reviewable pursuant to the disciplining procedures provided for in the Agency's Personnel Policies.

Representative: The person selected by the employee to appear along with the employee in the presentation of a grievance.

Rules and Regulations

1. Any regular employee shall have the right to present a grievance arising from their employment. The Grievance Procedure for represented employees is contained in the Memorandum of Understanding. Disciplining proceedings and all disputes related thereto, are not subject to this grievance procedure.
2. All parties so involved must act in good faith and strive for objectivity while endeavoring to reach a solution at the earliest possible step of the procedure. The aggrieved employee shall have the assurance that filing a grievance will not result in reprisal of any nature.
3. The aggrieved employee shall have the right to be represented or accompanied by a person of the employee's choice if the complaint is not resolved at the informal level as provided for in Step 1 of the grievance procedure (noted below). This representation may commence when the grievance is presented in writing to the department head, as provided in Step 2 of the grievance procedure.
4. The processing of a grievance shall be considered as official business and the employee and their representative shall have reasonable time and facilities allocated. The use of office time for this purpose shall not be excessive, nor shall this privilege be abused.
5. Certain time limits in the grievance procedure are designed to settle a grievance quickly. It is realized, however, that occasionally the parties concerned may be unable to comply with the established limitations. In such instances, the limitations may be extended upon the mutual agreement of all parties concerned.
6. Failure of the aggrieved employee to file an appeal within an agreed time limit for any step of the procedure shall constitute abandonment of the grievance. Management personnel involved shall abide by the prescribed time limits. Failure to do so without good cause shall be considered an automatic ruling in favor of the grievant in any instance where management would have had the authority to grant such settlement. No such ruling shall be considered precedent-setting.
7. Any person responsible for conducting any conference, meeting, or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.
8. When two or more employees experience a common grievance, they may initiate a single grievance proceeding. If the employees do not have a common supervisor, the grievance shall be presented to the department head at Step 2 of the procedure. If the employees work in separate departments,
Grievance Procedure. 8/22/23

the grievance shall be presented to the Executive Director at Step 3 of the procedure.

9. At any formal hearing, the employee and management have the right to produce evidence and present witnesses to the benefit of their case; and shall have the right to confrontation and cross-examination of any witnesses so presented. Such hearings shall not be bound to any of the rules of evidence governing trial procedure.

Grievance Procedure

Step 1: When an employee becomes aware that a problem exists, the employee shall discuss the matter informally with their immediate supervisor. This discussion shall be sought by the employee not later than fifteen (15) FH work days after the alleged problem occurred or was discovered. The provisions out-lined in Steps 2 and 3 do not act to restrict the employee or the immediate supervisor from seeking advice and counsel when it appears that settlement of a pending grievance can be reached informally.

Step 2: If, within fifteen (15) FH work days, a mutually acceptable solution has not been reached during Step 1, and the employee wishes to pursue the grievance, the employee shall submit it in writing to the department head with a copy to the Human Resources Director no later than the end of the seventh calendar day. A grievance placed in writing (a "formal grievance") at Step 2 of the grievance procedure shall set forth the nature of the grievance, the facts on which it is based, Board Resolution and/or written policy that relate to the employment of the individual that has been allegedly violated, and the remedy being sought. The department head will give notice and hear the grievance and render a written decision within fifteen (15) FH work days of receipt of the formal grievance from the employee.

Step 3: An employee that is dissatisfied with the decision of the department head, may, within fifteen (15) FH work days of receipt of the reply, request a review by the Executive Director. The Executive Director shall review the grievance and render a written decision within fifteen (15) FH work days after receipt of the request for review.

Step 4: If an employee is dissatisfied with the decision of the Executive Director, the parties may mutually agree to mediate before a neutrally selected mediator within fifteen (15) FH work days following written notice from the grievant that they are not satisfied with the decision at Step 3. With the assistance of the Mediator, the parties shall attempt to mediate a settlement to the grievance. In no instance will the form or matter of the discussion and/or proposals during the mediation process be publicly revealed. Only the terms of a settlement, if any, may be publicly revealed. Mediation shall be held within thirty (30) FH work days unless the parties agree, in writing, to extend this time limit.

Step 5: If mediation is unsuccessful, or if the parties choose not to mediate, then the employee may, within fifteen (15) FH work days of the receipt of that decision, request that the grievance be presented to an Arbitrator for review. The Arbitrator shall hold a hearing at the earliest possible date and render a

written decision within fifteen (15) FH work days of the hearing. The Arbitrator's decision and/or determination shall be final and binding. All of the arbitrator's fees and the court reporter's fee shall be shared equally (50/50).

The parties shall mutually agree upon a neutral person to serve as the arbitrator. If such agreement is not promptly forthcoming, then the arbitrator shall be selected by the Fresno County Superior Court in accordance with the provisions of the California Arbitration Act. The arbitration shall be conducted before a certified court reporter and shall take place within the County of Fresno. The arbitrator shall select such time and place promptly after being appointed, and the arbitrator shall give written notice (of the selection) to each party at least thirty (30) days before the arbitration date.

At the arbitration hearing, either party may present all relevant evidence. However, on all other respects, the arbitrator shall follow, award and decide in accordance with all applicable California Law and all applicable Federal Law. The arbitrator shall hear and determine the matter and shall execute, acknowledge and issue an award and a written decision, therein fully explaining the basis of the arbitrator's ruling. Prior to the arbitration hearing, the parties shall have the right to conduct reasonable discovery, with reasonableness of each parties' discovery request to be decided in advance by the neutral arbitrator based on the nature of the dispute being arbitrated.

The arbitrator may award all remedies normally available in other relevant forums where similar claims might have otherwise been raised by either party. In other words, the arbitrator will have the power to grant the type of relief normally and reasonably available to either a plaintiff or a defendant in the statutory arenas and forums where the parties might have otherwise litigated their claims against one another.

The arbitrator's written decision shall be issued within fifteen (15) days after the hearing. It shall be served by the Arbitrator on the Executive Director and Director of Human Resources and on the employee and their representative. The arbitration's final award, (after requests for corrections and clarification are ruled upon by the arbitrator) shall be final and binding on the employee and on FH. Thereafter any judicial review of the arbitrator's final award shall be solely made pursuant to section 1094.6 of the California Code of Civil Procedure. A party seeking such judicial review of the arbitrator's final decision must file the review petition with the Superior Court within ninety (90) days from the date that the California Code of Civil Procedure section 1094.6 notice of decision is served on the employee and/or his representative.

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE GRIEVANCE PROCEDURE FOR
UNREPRESENTED EMPLOYEES**

WHEREAS, the Board of Commissioners approved the Grievance Procedure in May 2009; and

WHEREAS, the Grievance Procedure is being revised to apply specifically to Unrepresented employees and delineate the process of selection an arbitrator and conduct of an arbitration hearing;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Grievance Procedure for Unrepresented Employees.

PASSED AND ADOPTED THIS 22nd day of August, 2023, by the following vote,
to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF FRESNO**

**RESOLUTION TO APPROVE THE GRIEVANCE PROCEDURE FOR
UNREPRESENTED EMPLOYEES**

WHEREAS, the Board of Commissioners approved the Grievance Procedure in May 2009; and

WHEREAS, the Grievance Procedure is being revised to apply specifically to Unrepresented employees and delineate the process of selection an arbitrator and conduct of an arbitration hearing;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Grievance Procedure for Unrepresented Employees.

PASSED AND ADOPTED THIS 22nd day of August, 2023, by the following vote,
to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 08/22/2023
AGENDA ITEM: 6e
SUBJECT: Consideration of the Tuition Reimbursement Program

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 08/15/2023

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve the revised Tuition Reimbursement Program that was last approved by the Boards in December 2011. The primary reason the policy is being revised to provide clarity on the reimbursement when a Graduate program provides a passing grade other than a letter grade.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Tuition Reimbursement Program.

Fiscal Impact

There is no immediate fiscal impact associated with adoption of the revised Tuition Reimbursement Program. Between 2018 and 2022, the program has reimbursed on average \$24,618 per year in eligible expenses. The amount of reimbursement that has been provided to an employee has ranged from \$315 to the maximum of \$7500 in a calendar year. In 2023, employees have received reimbursements totaling \$35,480 thus far which is similar to the average of the pre-pandemic years.

Background Information

As part of the continuing effort to ensure the Agency's Personnel and Financial Policies remain current, the Tuition Reimbursement Program has been revised in collaboration with Senior Leaders and our labor partners. The significant revisions to the Program include:

- Identifying the percentage of eligible expenses that are eligible for reimbursement for Graduate degree programs when the passing grade that is provided is other than a letter grade.
- Providing the opportunity to seek reimbursement of eligible expenses for educational programs other than those listed in the policy on a case by case basis.

FRESNO HOUSING

- Eliminating the Objective section of the program because it was redundant of the Purpose section.
- Replacing Fresno Housing Authority with Fresno Housing throughout the program.

Since 2018, a total of 21 unique employees have received reimbursement for eligible courses through the Tuition Reimbursement Program. Only 2 of these employees are Senior Leaders in the Agency and 15 of the employees who received tuition reimbursement remain employed with the Agency. The average number of employees participating in the program from 2018 to 2022 has been 6 employees. Eight employees have received reimbursement for eligible courses, thus far this year, which is closer to the average number of program participants in the pre-pandemic years.

Tuition Reimbursement Program

Purpose

To provide a policy and procedure for reimbursing a portion of tuition costs to eligible Fresno Housing employees who successfully complete approved courses of instruction.

Policy

Fresno Housing supports an employee's desire to continue their education. This includes enrollment in seminars, short courses and degree programs, when the completion of the educational process can be expected to help an employee in the performance of their current job or provide the tools needed for advancement.

Maximum Reimbursement. Tuition reimbursement will be processed on a semester-to-semester or course-by-course basis.

Reimbursement for tuition, books and fees shall be distributed to those individuals who successfully complete approved course work based on the following scale not to exceed \$7,500 per calendar year: 90% for a grade of A, 75% for a grade of B and 50% for a grade of C. If an employee receives a grant (i.e. Pell Grant), the grant amount will be deducted from the total prior to the reimbursement calculation. For Graduate degree programs that provide a final grade other than a letter grade the reimbursement will be 90% if the final grade is satisfactory or better.

Fresno Housing also reimburses for additional expenses directly related to taking approved courses, such as books and some required fees. These additional expenses must be listed on the Request for Tuition Reimbursement Form, which can be found on the Agency's Intranet. Reimbursement for these additional expenses will follow the same disbursement schedule above. Fresno Housing does not reimburse for parking or other fees not directly related to taking approved courses (i.e. medical coverage through the school.)

Employee Eligibility. Participation in the Tuition Reimbursement Program is available to full-time regular, full-time conditional-limited term, and full-time at-will employees of the Fresno Housing Authority who have successfully completed his/her probationary period.

Continued availability of tuition reimbursement is contingent upon continued full time employment of each eligible employee. Additionally, employees must be in good standing to receive the benefit (i.e. no discipline or performance issues while attending/receiving benefit.)

Participation eligibility. Participation in the Tuition Reimbursement Program is limited to the availability of financial resources of Fresno Housing.

Course and/or Program Eligibility. Individual courses directly related to the work of Fresno Housing are eligible for reimbursement. Courses taken as a required part of a certificate or degree (Associate's, Bachelor's, Master's, Doctorate or Juris Doctorate) program are eligible for reimbursement if the degree is directly related to the work of Fresno Housing .

Eligible programs directly related to the work of the Fresno Housing include the following degree programs:

Accountancy	Business Admin./Mgmt.	Child Development
Civil Engineering	Cognitive Sciences	Communication
Computer Science	Construction Management	Counseling
Economics	Education	Engineering
Food & Nutritional Sciences	Health Science	Human Services
Industrial Technology	Information Systems	Interior Design
Legal	Liberal Studies	Mass Communication/Journalism
Mathematics	Organizational Leadership/Management	Plant Science
Political Science	Psychology	Project Management
Public Administration	Social Work	Sociology
Spanish	Technology Management	

* Programs other than those above will be considered on a case-by-case basis.

If the course is required as part of the degree program but not directly related to the work of Fresno Housing (i.e. physical education), the course is eligible for reimbursement.

Work Schedule Limitations. Unless specific approval of an employee's Director or direct Supervisor is obtained in advance, an employee may not take a course during scheduled working hours. When an educational program requires being away from one's job during normal work hours, the employee and his/her Director or direct Supervisor must make necessary arrangements to assure that expectations for ongoing work assignments are met. No legal or contractual obligations for overtime premium can be incurred as a result of an employee taking a course that will be reimbursed under this Policy during his/her scheduled work hours.

Tax Considerations. Subject to change by the Internal Revenue Service (IRS) employer-provided educational assistance of an amount up to \$5,250.00 per year is considered a tax-free benefit by the I.R.S. and applies to graduate and undergraduate level courses only. Educational assistance in excess of \$5,250.00 per year must be reported on the employee's Form W-2 as taxable income.

Procedures

Application for Pre-Approval of Tuition Reimbursement. Fresno Housing employees must obtain pre-approval for tuition reimbursement under this Policy. To do so, they must complete and return to their Director or direct Supervisor a Request for Tuition Reimbursement form at least 2 weeks prior to registration for course or degree program for approval. This form may be found on the Intranet. The form is then sent to the CAO for the final pre-approval and reimbursement decision. The employee must retain the original form after approval and a copy will be kept in his/her personnel file.

Application for Reimbursement upon Completion of Course or Semester. Upon completion of the pre-approved course(s), the employee must return the approved original Request for Tuition Reimbursement form to their Director or direct Supervisor, along with an official transcript of grades and proof of payment. In order to be eligible for reimbursement, the Request for Tuition

Reimbursement form must be submitted no later than 30 business days after successful completion of the course(s). Proof of payment(s) can be established by either a bursar's receipt or a copy of cancelled check (front and back.)

Withdrawals and Cancellations. If the employee withdraws, cancels, drops, or substitutes the approved course(s), they must advise their Director or direct Supervisor in writing of the

Revised
8/22/2023

status of enrollment for approved course(s) within 15 days of the enrollment change. All substitutions and changes must be submitted on a Course Substitution Request form and pre-approved by the employee's Director or direct Supervisor. Requests for substitutions after the completion of a course will not be approved.

Exceptions

Any exception to this procedure requires the approval of the CEO/Executive Director or the Deputy Executive Director.

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE REVISED TUITION REIMBURSEMENT
PROGRAM**

WHEREAS, the Board of Commissioners approved the Tuition Reimbursement Program in December 2011; and

WHEREAS, the Tuition Reimbursement program is being revised to identify the percentage of eligible expenses that are eligible for reimbursement for Graduate degree programs when the passing grade that is provided is other than a letter grade;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the revised Tuition Reimbursement Program.

PASSED AND ADOPTED THIS 22nd day of August, 2023, by the following vote,
to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF FRESNO**

**RESOLUTION TO APPROVE THE REVISED TUITION REIMBURSEMENT
PROGRAM**

WHEREAS, the Board of Commissioners approved the Tuition Reimbursement Program in December 2011; and

WHEREAS, the Tuition Reimbursement program is being revised to identify the percentage of eligible expenses that are eligible for reimbursement for Graduate degree programs when the passing grade that is provided is other than a letter grade;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the revised Tuition Reimbursement Program.

PASSED AND ADOPTED THIS 22nd day of August, 2023, by the following vote,
to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 08/22/2023
AGENDA ITEM: 7a
SUBJECT: Housing Choice Voucher Update

AUTHOR: Brandy Woodard
Chief of Housing Choice Vouchers
DEPARTMENT: HCV
MEMO DATE: 08/16/2023

Executive Summary

Staff will provide an update on Housing Choice Vouchers.

Recommendation

None currently.



Housing Choice Voucher (HCV) Program Updates

Presentation by Brandy Woodard

August 22nd, 2023



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED
RESIDENTS



What I will Cover Today:

- The Voucher Incentive Program



Voucher Incentive Program

- 136 families in the pipeline and \$241,460 invested
 - 67 families moved into a unit
 - 5 families that have turned in paperwork for a unit to be inspected
 - 55 new units to the program
 - 21 new owners to the program
 - 102 households have attended Resident Education



BOARD MEMO

TO:	Boards of Commissioners	AUTHOR:	Michael Duarte
FROM:	Tyrone Roderick Williams, CEO		Chief Real Estate Officer
MEETING DATE:	08/22/2023	DEPARTMENT:	Real Estate Development
AGENDA ITEM:	7b	MEMO DATE:	08/16/2023
SUBJECT:	Real Estate Development Update		

Executive Summary

Staff will provide an overview of real estate development activities.

Recommendation

None at this time.

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
SUBJECT: 2023 Mid-Year Financial Results

AUTHOR: Crystal Cox
DEPARTMENT: Finance
MEMO DATE: 08/15/2023

Executive Summary

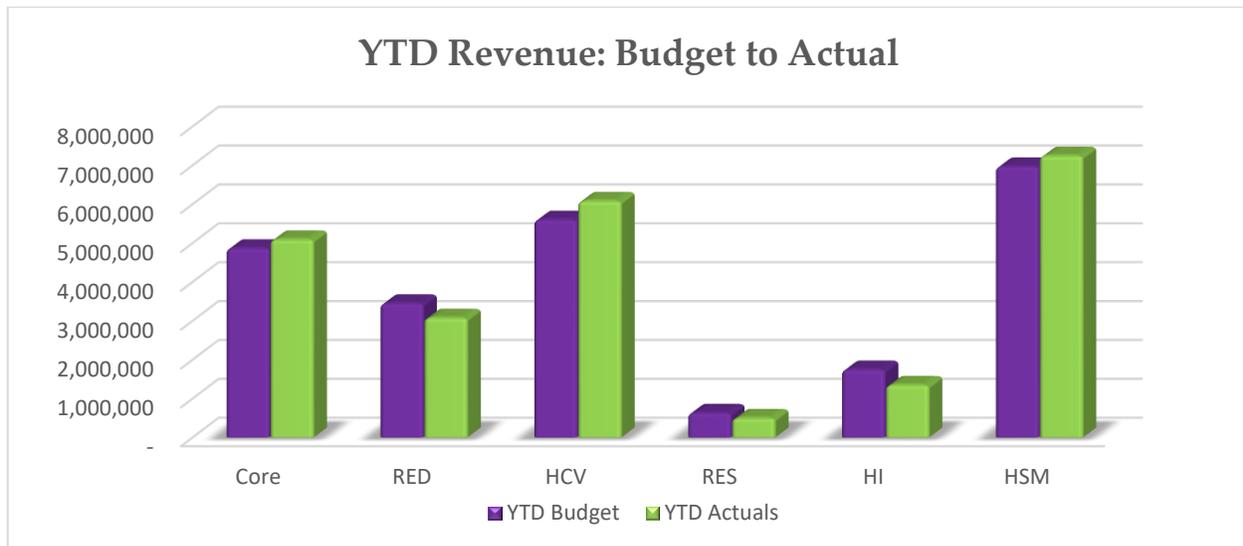
The purpose of this update is to present an overview of the financial operating results as of June 30, 2023. The attached financial report shows the consolidation of all Agency operational budgets combined into six divisions. Projections have been incorporated into the year-to-date budget to account for the timing of cash flows and known variable expenses. These adjustments were based on historical trends and the most current information available.

The 2023 Operating Budget was approved by the Boards of Commissioners in December 2022 with total revenues of \$47.7 million and total operating expenses of \$47.1 million. As of June, total revenues are \$83 thousand more than anticipated at \$23.4 million through June. Total operating expenses are \$22.5 million, which is \$1 million less than budgeted. This puts net operating income at \$820 thousand, which is \$1.1 million more than budgeted. As of June, the Agency has utilized \$853 thousand in unrestricted reserves, which is \$522 thousand more than budgeted at this point in the year. The majority of the variance in unrestricted net income is mainly due to timing delays in the receipt of Developer fees. Staff anticipates this variance to decrease once Developer Fees are received in the second half of the year.

	Fresno Housing Authority		
OPERATING BUDGET	Annual Budget	YTD Budget	YTD Actuals
TOTAL INCOME	47,780,488	23,274,433	23,357,247
TOTAL EXPENSES	47,109,146	23,554,574	22,536,888
NET OPERATING INCOME	671,342	(280,141)	820,359
TOTAL NON-OPERATING EXPENSES	1,119,021	559,511	826,336
NET INCOME	(447,679)	(839,651)	(5,977)
UNRESTRICTED NET INCOME	570,102	(330,761)	(853,222)

FRESNO HOUSING

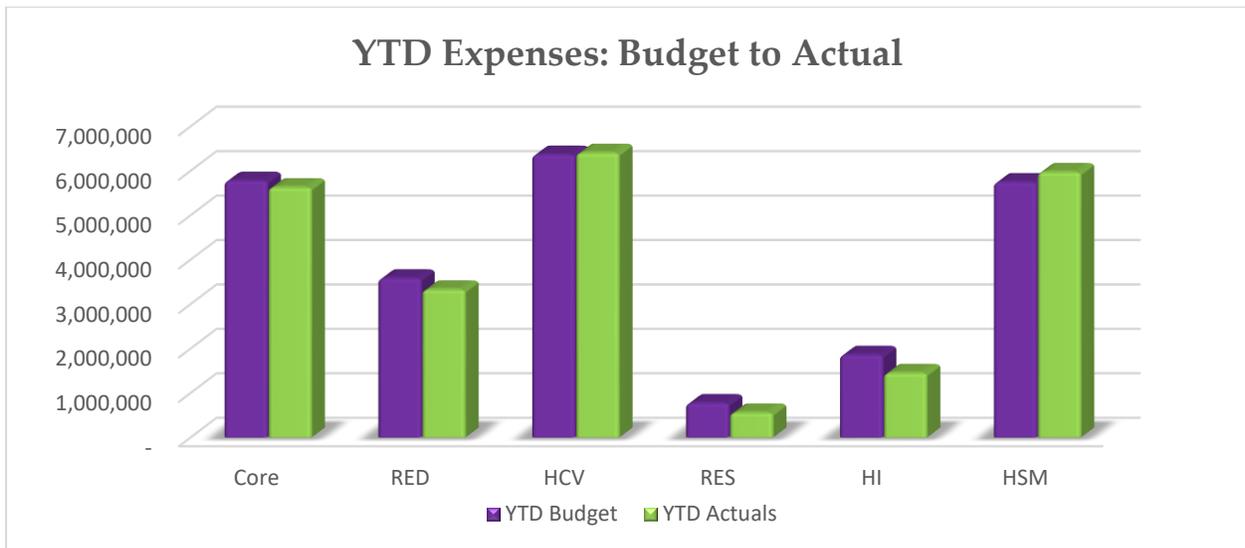
Agency Revenue



- Overall, year-to-date revenue is \$23 million, which is in line with the year-to-date budget.
- **CORE:** Admin & Management Fee income is higher than budgeted due to an increase in HUD's proration for Administrative Fees.
- **RED:** Developer Fees were received for Avalon Commons, Lowell, and Orange Cove RAD were received in June. Developer Fee income is less than budgeted due to the timing of fees collected; however, staff anticipates ending the year slightly better than budgeted due to a projected increase in Developer Fees to be received through 2023.
- **HCV:** HUD Grant Income is more than budgeted due to an increase in proration for HCV-Admin Fees.
- **HI:** HUD Grant Income is less than budgeted however, the net effect on the overall budget is neutral as most of these grants operate on a reimbursement basis.

FRESNO HOUSING

Agency Expenses



Overall, year-to-date operating expenses are \$22.5 million and non-operating expenses are \$826 thousand, which together are about 3% lower than budgeted.

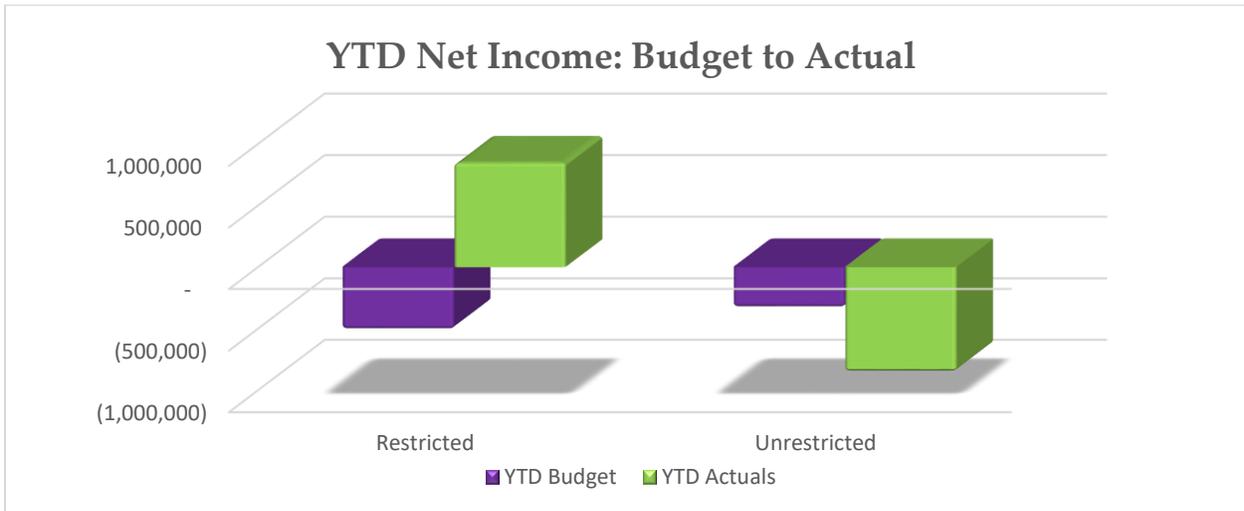
Agency-wide: Payroll expenses are approximately \$278 thousand (3%) lower than anticipated primarily due to vacancies. As the year progresses and these vacancies are filled, the variance in this line item will decrease.

Agency-wide: Administrative Expenses are approximately \$538 thousand (7%) lower than budgeted across the Agency. IT Services, Professional & Consulting Fees and Administrative Contracts will increase as planned projects begin and expenses are incurred during 2023.

HI: Tenant Services Expenses are lower than budgeted at this point in the year. These represent tenant rent payments within homeless service and rental assistance grants. If these dollars remain unspent, they can roll over into the next grant period.

FRESNO HOUSING

Agency Net Income



- Unrestricted net income is approximately \$522 thousand lower than budgeted as of June, mainly due to timing delays in the receipt of Developer fees. Staff expects this variance to decrease once Developer Fees are received in the third and fourth quarters of 2023.
- Restricted net income is approximately \$1.4 million higher than budgeted due to higher HUD grant revenue in the Housing Management division and Housing Choice Voucher program.

Fresno Housing Authority
Financial Results as of June 30, 2023

	Core			RED			HCV			RES			HI			HSM			Fresno Housing Authority		
	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals
OPERATING BUDGET																					
INCOME																					
NET TENANT INCOME	180,000	90,000	90,000	619,960	309,980	412,272	-	-	-	-	-	-	-	-	-	8,277,666	4,138,833	4,366,665	9,077,626	4,538,813	4,868,937
INTEREST INCOME	24,000	12,000	52,537	500,000	250,000	31,381	-	-	3,397	-	-	-	-	-	70,014	-	-	-	524,000	262,000	166,440
OTHER INCOME	171,783	85,892	27,537	420,000	210,000	105,676	-	-	34	777,484	388,742	465,977	30,273	15,137	90,744	521,251	260,626	43,275	1,920,791	960,396	733,243
ADMIN & MANAGEMENT FEE INCOME	9,358,577	4,679,289	4,924,010	100,000	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	9,458,577	4,729,289	4,924,010
DEVELOPER FEE INCOME	-	-	-	3,237,089	1,002,733	364,303	-	-	-	-	-	-	-	-	-	-	-	-	3,237,089	1,002,733	364,303
HUD GRANT INCOME	-	-	-	-	-	-	10,671,966	5,335,983	6,090,025	66,413	33,207	35,476	2,808,990	1,404,495	929,808	3,679,348	1,839,674	1,969,048	17,226,717	8,613,359	9,024,357
OTHER GRANT INCOME	-	-	-	3,255,425	1,627,713	2,165,888	533,333	266,667	(8,119)	425,000	212,500	-	657,462	328,731	259,210	1,464,468	732,234	858,978	6,335,688	3,167,844	3,275,957
TOTAL INCOME	9,734,361	4,867,180	5,094,085	8,132,474	3,450,426	3,079,521	11,205,299	5,602,650	6,085,337	1,268,897	634,449	501,453	3,496,725	1,748,363	1,349,775	13,942,733	6,971,367	7,247,077	47,780,488	23,274,433	23,357,247
EXPENSES																					
PAYROLL EXPENSES	7,491,051	3,745,526	3,780,118	2,385,240	1,192,620	1,147,225	7,433,300	3,716,650	3,650,979	1,034,366	517,183	419,368	781,374	390,687	211,766	2,519,437	1,259,719	1,334,674	21,644,767	10,822,384	10,544,131
ADMINISTRATIVE EXPENSES	3,150,218	1,575,109	1,435,419	3,852,453	1,926,227	1,537,399	5,186,861	2,593,431	2,635,088	239,215	119,608	123,384	344,769	172,385	216,678	2,192,339	1,096,170	997,408	14,965,855	7,482,928	6,945,376
TENANT SERVICES EXPENSES	50,085	25,043	21,160	21,996	10,998	4,091	100,000	50,000	89,708	30,000	15,000	13,233	2,593,072	1,296,536	1,023,512	271,399	135,700	58,910	3,066,552	1,533,276	1,210,615
UTILITY EXPENSES	251,185	125,593	120,753	506,165	253,083	251,978	-	-	-	-	-	-	-	-	-	2,003,660	1,001,830	950,192	2,761,009	1,380,505	1,322,923
MAINTENANCE EXPENSES	469,370	234,685	218,496	270,794	135,397	236,218	12,000	6,000	32,979	243,765	121,883	6,243	4,766	2,383	2,013	2,673,244	1,336,622	1,554,114	3,673,938	1,836,970	2,050,063
TAXES & INSURANCE EXPENSES	47,171	23,586	6,286	115,715	57,858	75,101	-	-	-	2,000	1,000	-	-	-	-	832,136	416,068	382,394	997,022	498,511	463,780
TOTAL EXPENSES	11,459,080	5,729,540	5,582,233	7,152,363	3,576,182	3,252,012	12,732,161	6,366,081	6,408,754	1,549,347	774,673	562,228	3,723,982	1,861,991	1,453,970	10,492,215	5,246,108	5,277,692	47,109,146	23,554,574	22,536,888
NET OPERATING INCOME	(1,724,720)	(862,360)	(488,148)	980,111	(125,756)	(172,491)	(1,526,862)	(763,431)	(323,418)	(280,450)	(140,225)	(60,775)	(227,257)	(113,628)	(104,194)	3,450,518	1,725,259	1,969,385	671,341	(280,141)	820,359
NON-OPERATING EXPENSES																					
TOTAL NON-OPERATING EXPENSES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,004,123	502,062	499,661	1,004,123	502,062	499,661
TOTAL FINANCING EXPENSES	99,898	49,949	49,941	15,000	7,500	79,522	-	-	-	-	-	-	-	-	-	-	-	197,212	114,898	57,449	326,675
TOTAL ADJUSTMENTS & OPERATING TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-OPERATING EXPENSES	99,898	49,949	49,941	15,000	7,500	79,522	-	-	-	-	-	-	-	-	-	1,004,123	502,062	696,872	1,119,021	559,511	826,336
NET INCOME	(1,824,618)	(912,309)	(538,089)	965,110	(133,256)	(252,013)	(1,526,861)	(763,431)	(323,418)	(280,450)	(140,225)	(60,775)	(227,257)	(113,628)	(104,194)	2,446,396	1,223,198	1,272,512	(447,679)	(839,651)	(5,977)
UNRESTRICTED NET INCOME	(1,824,618)	(912,309)	(538,089)	827,729	(201,947)	(972,355)				(280,450)	(140,225)	(60,775)	(227,257)	(113,628)	(104,194)	2,074,697	1,037,348	822,191	570,102	(330,761)	(853,222)



Financial Update and 2024 Budget Development

August 2023



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED RESIDENTS



Today we will:

- Provide a mid-year financial update on 2023
- Outline the timeline for 2024 budget development
- Highlight recommended changes to the budget development process
- Agency Revenue Sources
- Agency Expense Categories
- Next Steps

2023 Mid-Year Financial Results

Fresno Housing Authority Financial Results as of June 30, 2023

OPERATING BUDGET	Annual Budget	YTD Budget	YTD Actuals
TOTAL INCOME	47,780,488	23,274,433	23,357,247
TOTAL EXPENSES	47,109,146	23,554,574	22,536,888
NET OPERATING INCOME	671,342	(280,141)	820,359
TOTAL NON-OPERATING EXPENSES	1,119,021	559,511	826,336
NET INCOME	(447,679)	(839,651)	(5,977)
UNRESTRICTED NET INCOME	570,102	(330,761)	(853,222)

Variiances:

- Net Income higher due to increased proration in HCV Admin Fees
- Unrestricted Net Income lower due to:
 - Developer Fees received through 6/30 were lower than budgeted

Unrestricted Reserves

Unrestricted Reserves	\$ Change	Balance
2013 Financial Results	1,570,359	1,570,359
2014 Financial Results	1,368,730	2,939,089
2015 Financial Results	153,228	3,092,317
2016 Financial Results	261,439	3,353,756
2017 Financial Results	920,239	4,273,995
2018 Financial Results	1,545,106	5,819,101
2019 Financial Results	197,958	6,017,059
2020 Financial Results	1,758,190	7,775,249
2021 Financial Results	(958,498)	6,816,751
2022 Sales/ Refinancing Proceeds Transferred to HRFC	(3,052,260)	3,764,491
2022 Results	418,103	4,182,594
<i>As of June 30, 2023</i>	<i>(853,222)</i>	3,329,371
Total Unrestricted Reserves	3,329,371	

- Including the budgeted deficit of \$853 thousand as of June 30, the current unrestricted reserve is about \$3.3 million
- Staff anticipates to end the year better than budgeted due to the projected increase in Developer Fees

2023 Mid-Year HAP Results

HAP BUDGET	2023 BUDGET	As of 06/30/23
HAP REVENUE	104,799,005	56,406,187
HAP EXPENSES	104,748,697	57,102,818
NET HAP INCOME	50,308	(696,631)

2024 Budget Development Timeline

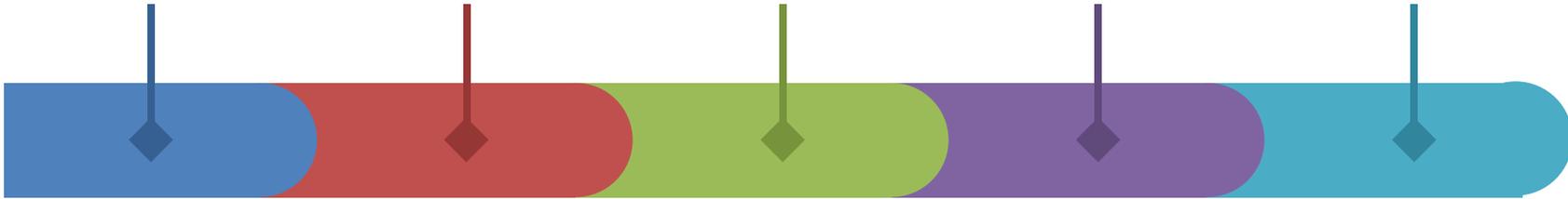
August

September

October

November

December



Note:
Mixed Finance Budgets come to the Boards in January

Board

- Examine mid-year results
- Review Strategy and timeline

Board

- Multi-year perspective including estimated actuals and forecasts

Board

- First draft of the budget presented for review and feedback

Board

- Second draft of the budget presented for review and feedback

Board

- Staff requests adoption of the 2024 Agency Budget

Staff

- Strategic discussions
- Templates / instructions provided to departments

Staff

- Staff prepares initial budgets

Staff

- Refinement of budgets based on new information and feedback received

Staff

- Refinement of budgets based on new information and feedback received

Staff

- Entry of approved budget into Yardi

2024 Budget Process Recommendations

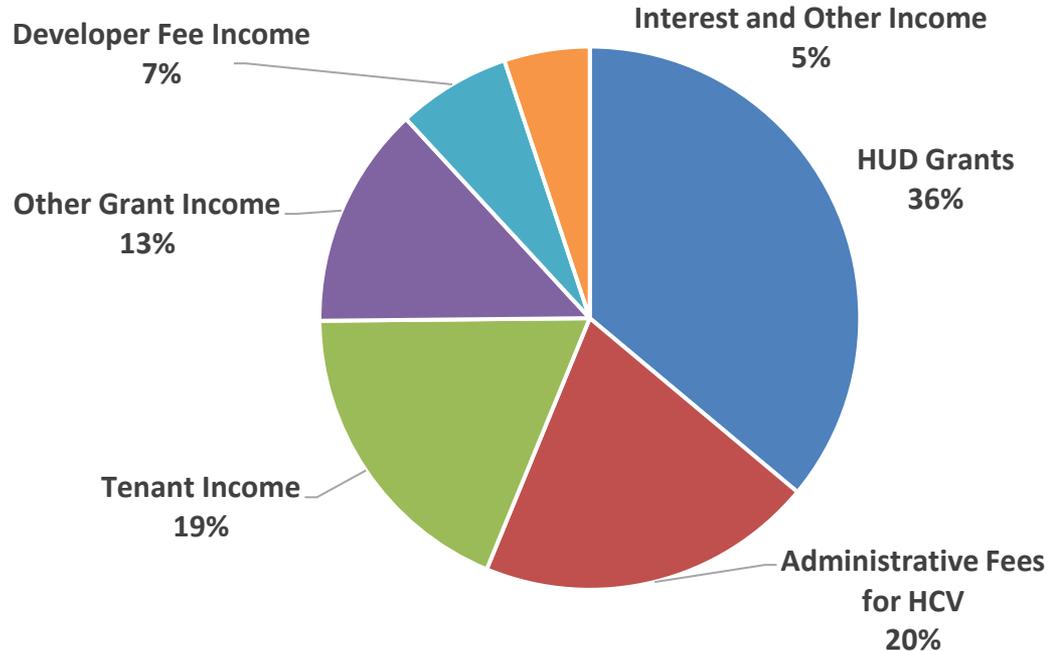
- Initiating in August vs. September last year
- Building in a multi-year component to initiate planning
 - Will include 2023 estimated actuals, 2024 and 2025 projections
 - Will give Agency staff and Board more time for thoughtful planning
- Budget will be presented to the Boards with proposed staff recommendations

Agency Operating Budgets – Six Divisions



2023 Agency Operating Revenue Sources

Based on 2023 Budget

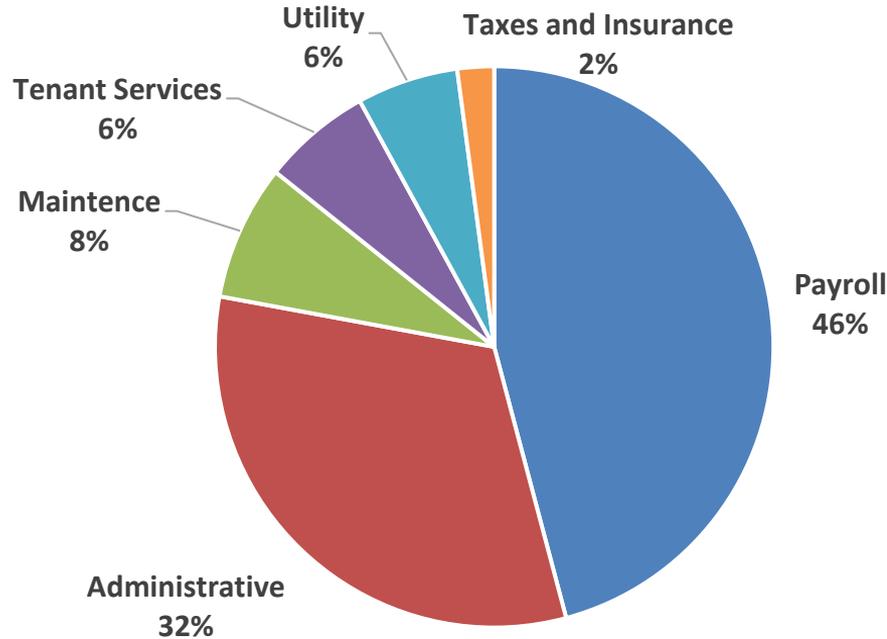


Source	Revenue
HUD Grants	\$ 17,227
Administrative Fees for HCV	\$ 9,639
Tenant Income	\$ 8,898
Other Grant Income	\$ 6,336
Developer Fee Income	\$ 3,237
Interest and Other Income	\$ 2,445
Total	\$ 47,781

*HAP budget is not included

2023 Agency Operating Expense Categories

Based on 2023 Budget



Expense Category	Expenses
Payroll	\$ 21,559
Administrative	\$ 15,066
Maintenance	\$ 3,674
Tenant Services	\$ 2,967
Utility	\$ 2,761
Taxes and Insurance	\$ 997
Total	\$ 47,024

*HAP budget is not included

Next Steps: September 2023

- Staff discussions around budget priorities
- Staff reviews multi-year projections to understand longer term financial needs of the Agency
- Board discussion on the following
 - Forecasted Agency needs
 - Recommended considerations to address forecasted needs

Feedback and discussion

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 08/22/2023
AGENDA ITEM: 9a
SUBJECT: Update on the 2024 Agency Plans – Public Comment Period

AUTHOR: Aurora Ibarra,
Assistant Director - HCV
DEPARTMENT: Housing Choice
MEMO DATE: 08/15/2023

Executive Summary

The purpose of this memo is to provide the Boards of Commissioners with an update to the Agency Plan since it's been posted for public comment. As reported to the Board previously, the Agency commenced the 45-day public comment period for the 2024 Agency Plan on July 28, 2023. The comment period will close on September 11, 2023. The Agency Plans are available on our website for review at <http://fresnohousing.org/agencyplans>.

Public comments are welcomed via mail, email, online and by phone. The direct email address, phone number, mailing and website addresses have been made available to all FH residents by email, public notice, and also available on our website.

The Housing Choice Voucher (HCV) Resident Advisory Board (RAB) meeting was held on August 9, 2023; seven RAB members were in attendance. Housing Management Division (HMD) held the Low Income Public Housing (LIPH) RAB meeting on August 10, 2023; two RAB members attended.

The next RAB meetings will be held accordingly:

- HCV RAB meeting will be held on September 7, 2023 at 5:30 p.m.
- Public Housing RAB meeting will be held August 30, 2023 at 5:00 p.m.

All meetings are held using a hybrid method via Zoom and in-person.

During this meeting, the RAB members received a thorough explanation of what each of the Plans entail, in addition to the Proposed Summary of Changes for the Administrative Plan and the Admissions and Continued Occupancy Policy (ACOP) as presented to the public and the Boards in July. During the meeting, the process and role of the RAB was discussed along with an opportunity to comment or question FH's Agency Plans that are on display for public comment. Members were advised of the timeline and process for submitting comments.

As mentioned above, the Agency has multiple methods to receive comments. Thus far all comments and questions have been received through our website and at the August 9th and 10th RAB meetings. HCV RAB members asked questions about portability, virtual inspections, home ownership, and commented on the struggles with locating affordable housing. Public Housing RAB members asked questions about over-income, flat rents and credit reporting. Three comments were received online

FRESNO HOUSING

regarding increased rents and project-based vouchers. The RAB meeting minutes and comments received online are attached.

Staff re-directs residents to the appropriate department when matters unrelated public comment arise.

Please follow this link to view the draft Plans: <http://fresnohousing.org/agencyplans>.

Attachment:

- Housing Choice Voucher Program – Resident Advisory Board Meeting Minutes
- Public Housing Program - Resident Advisory Board Meeting Minutes
- Online comments

Recommendation

Informational only. No action is necessary.



2024 Agency Plan Update

August 22, 2023

Boards of Commissioners Meeting



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING
ENGAGED RESIDENTS



Presentation Overview

- Timeline
- RAB & Public Comment Update
- Public Comment Period
- Questions

Timeline

- June 27: Presented Timeline to the Board.
- July 25: Present proposed changes and/or accept Board feedback prior to posting for Public Comment.
- July 28: 45-day Public Comment period begins. Post Agency Plan on website for inspection.
- August 9: Housing Choice Voucher Resident Advisory (RAB) Meeting
- August 10: Public Housing Resident Advisory Board (RAB) Meeting
- **August 22: Public Hearing: Board Meeting: Update on public comments**
- September 7: HCV& Public Housing Resident Advisory (RAB) Meetings
- September 11: Official 45-day Public Comment period closes
- September 26: Boards of Commissioners Meeting. Staff requests Board Adoption
- October 17: Final Submission to HUD



RAB & Public Comment

- Resident Advisory Board (RAB) Meetings
 - 8/9 Meeting - 7 HCV RAB members were present.
 - 8/10 Meeting – 2 LIPH RAB members were present.
- Upcoming RAB Meetings
 - HCV RAB meeting will be held on September 7, 2023 at 5:30 p.m.
 - LIPH RAB meeting will be held on August 30, 2023 at 5:00 p.m.
- Public Comment
 - Three public comments were received online

All meetings are held using a hybrid method via Zoom and in-person.



Public Comment Period & HUD Submission

- Public Comments: via mail, email, online or phone call
- September 11: Official 45-day Public Comment period closes
- September 26th: Board Meeting
 - Update on public comments
 - Request for Board adoption
- October 17th: Deadline to submit to HUD





Questions?

2024 Agency Plan - Public Comments regarding plan changes

16-Aug-23

Responder	Date	Topic	Enter your comments here
1	8/1/2023	Affordable Housing	lower the prices of houses
2	8/8/2023	Project-Based Vouchers	Project Based Housing Choice Vouchers should be made available to non Fresno Housing affordable housing developments on a routine basis. Fresno Housing is effectively restricting new affordable housing to be built in the community by reserving project based vouchers for their own developments instead of collectively sharing this resource with other affordable housing organizations that serve very low income households in the community. PBVs were made available to homeless serving projects this past year, but more needs to be done by Fresno Housing in terms of partnering with other affordable housing providers to meet the needs of the community. There is a lot of affordable housing needs throughout the county and Fresno Housing can do more by sharing this resource, project based vouchers, with other affordable housing providers, particularly non profit affordable housing providers.
3	8/11/2023	Affordable Housing	They have provided some new property sites and managed to reopen the waiting list which since I have needed housing back in 2019 when the list was open, I was on that list and did not find housing because I do not make enough to qualify for any of the apartments in Fresno County nor can I afford anything new that is being built. Yes, the amount increased on the housing vouchers but not enough to qualify for anything due to the property managers raising the rents and qualifications of making three times the rent and no bad credit. I do not know any person that comes from the low-income bracket that is debt free or making more than 800 a month. How are we supposed to qualify for any housing when the odds are stacked against us from the beginning.

Meeting Minutes
Resident Advisory Board of the
City & County Housing Choice Voucher Program

Wednesday, August 9, 2023

5:30 p.m.

The Resident Advisory Board (RAB) for the Housing Choice Voucher (HCV) program held a meeting on Wednesday, August 9th, 2023, via Zoom and in-person at the office located at 1260 Fulton Street, Fresno, California.

1. The meeting was called to order by Yolanda Keiser at 5:30p.m. The staff and members present and virtual were as follows:

PRESENT: Housing Choice Voucher Participants

Adriana Dominguez, HCV resident (In-Person)
Dora Castillo, HCV resident (In-Person)
Gina Sosa Gutierrez, HCV resident (In-Person)
Mary Barajas, HCV resident (Virtual)
Michael Fuller, HCV resident (In-Person)
Michelle Hambrick-Patterson, HCV resident (Virtual)
Rosa Benitez, HCV resident (In-Person)
Salina Barbo, HCV resident (In-Person)
Tammie Nickles, HCV resident (Virtual)
Victor Townsend, HCV resident (In-Person)

ABSENT: Deborah Williams, HCV resident
Edward Hudson, HCV resident
Kawetta Taylor, HCV resident
Linear Akines, HCV resident
Michelle Gonzales, HCV resident
Rebecca Doyle, HCV resident
Veronica Lemus, HCV resident

Also in Attendance Were the Following:

Yolanda Keiser, Quality Assurance Manager (In-Person)
Aurora Ibarra, Assistant Director - Housing Choice Department (In-Person)
Melissa Ortiz, Senior Quality Assurance Analyst (In-Person)
Anna Barajas, Program Integrity Specialist (In-Person)
Florinda Holguin, Quality Assurance Office Assistant II (In-Person)
Joseph Martinez, Information Technology Support (In-Person)
Michelle Lockhart, LIPH resident (In-Person)
Hyasha Anderson, HCV resident (Virtual)

PRESENTATION:

2. 2024 ANNUAL PLAN TIMELINE

Mrs. Keiser thanked everyone for attending, explained the role of a RAB member and how that role is used to govern our programs, and that the meeting would consist of the proposed summary of changes in the Administrative Plan and the Regulations upheld by HUD. All members in attendance were informed that the meeting would be recorded. Virtual members were reminded that a meeting packet could be sent to them by them contacting Melissa Ortiz with the request. The Annual Plan time line dates were presented with a reminder that Fresno Housing has just over 30 days to have all recommendations submitted for approval to the board. The date of the second RAB meeting that will be held on September 7th, 2023 was announced.

3. 2024 ADMINISTRATIVE PLAN

A. HOTMA

An explanation of the word HOTMA (Housing Opportunity through Modernization Act of 2016) was given for informational purposes. An overview of the proposed changes for the 2024 Administrative Plan were provided. An explanation of the color coding used to track changes was given and what each color represented.

4. BREAK

The virtual residents were experiencing difficulties and could not hear any audio from the meeting. IT support addressed the issue to repair audio. During this time the opportunity for general questions was offered to the RAB members.

i. Question: What do you have to do to port out?

Answer: An explanation of Fresno Housing's current requirements on Portability were given.

ii. A member stated that she had requested to port out in the past but was told she could not. It was explained to her that more research would be required due to the time frame of the occurrence and how the requirements have varied in these past recent years.

iii. For informational purposes members were explained how they are able to provide their comments online, by email, or dropped off at the Central Office.

iv. Virtual question submitted: There used to be a program that if you were on the Section 8 program for so many years and you could work towards owning a home. Do you still have that program?

Answer: We have not had that program for quite a few years but we will be adding it to our 2024 Administrative Plan in January.

It was clarified that the Home Ownership program would not be immediately available in January, but the process to implement the program will begin in January.

v. Question: Why do you not provide the Section 8 listings anymore?

Answer: We were printing out information that was provided online but the locations and the unit availability changed so frequently that it was more beneficial to clients and applicants to provide a link that is constantly providing the most recent information and is up to date.

vi. Question: Will there no longer be virtual inspections?

Answer: We have moved back to all in person Inspection appointments. If you need information on what is required to pass an Inspection you can request a “What to expect” list to be prepared for your Inspections.

vii. A RAB member expressed concern regarding the challenges of being a single member household and the difficulty of finding a Section 8 unit in a better area due to cost.

Aurora Ibarra provided information regarding subsidy for a one bedroom stating that Fresno Housing currently exceeds the range for our payment standards from the allowable amount due to a HUD waiver. Fresno Housing has uses Small Area Fair Market Rents (SAFMRs) to set higher Payment Standard in several zip code areas to expand housing options which includes areas that accept the 1 bedroom vouchers using the SAFMR. RAB members were offered the opportunity to stay after the meeting to learn how to use the SAFMR to search those areas for units and homes.

5. MEETING RESUMED WITH AUDIO REPAIRED
6:00 p.m.

Continuation of Housing Opportunity through Modernization Act of 2016 information. HUD changes mandated by HOTMA in Green discussed were updated definitions such as survivor vs. victim.

i. Question: What does VAWA stand for?

Answer: The Violence against Women Act which provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. An example would be if someone was being evicted or terminated due to violence, with the VAWA act they are protected against it.

B. Chapters 1, 4, 6, 7, 11, 12, 16 and 28 were all chapters with green color coding representing a HUD regulation and/or regulatory changes mandated per the Housing Opportunities through Modernization Act of 2016 (HOTMA). The changes to these chapters were summarized in brief detail for a better understanding.

C. Yellow text represents significant proposed changes, defined as those that impact the eligibility and admissions policies as delineated by HUD. Chapter 2 is a chapter with these types of such changes.

D. Staff recommendations color coded in Blue represent additional changes suggested by staff that are discretionary at the local level, permitted by HUD, and can be adopted by the Boards. Chapters 2, 3, 4, 6, 7, 8, 9, 10, 12, 19, 21, and 27 all have noted changes in Blue.

A RAB member stated they had a friend whose daughter was removed because of her income and the head of household lost her voucher and couldn't pass the voucher to the daughter.

The explanation given for this statement was that it depended on whether the daughter had eligible citizenship status or was a live-in aide which would have prevented the daughter from keeping the voucher; there may have also been other factors, as well. The remaining household member must also have legal authority to sign leases and have already been in the household.

- ii. Question: So is housing going to start the home ownership program soon?
Answer: Fresno Housing may start with ten families who may have to be on the FSS (Family Self Sufficient program). This program will be going into the Administrative Plan in 2024 but will still require a lot of staff training and HUD cooperation.
- iii. Question: Can you buy a manufactured home with a voucher?
Answer: If you own a manufactured home you can use the voucher for the space rental that the home sits on which would be a completely different voucher calculation.
- iv. Question: Is a broken window from a tenant a cause for a fail?
Answer: It would be considered a fail on the tenant's part.
- v. Question: My voucher changed. Did payment standards change?
Answer: It was explained that the voucher issuance policy did change. Payment standards also changed. Fresno Housing revised its voucher issuance policy from two heartbeats per bedroom to where a single head of household is issued their own bedroom.

A RAB member asked for confirmation of the link for available listings: [affordable housing.com](https://affordablehousing.com).

6. HOTMA FACTS SHEETS

Fact sheets were provided with a follow up of review. These sheets consisted of the Annual Income Exclusions, Income from Assets, Excluded Assets, Interim Income Reexaminations, Student Aid and Financial Assistance.

- i. Question: For all the changes you make per year, do you look at cash aid changes? Because welfare changes negate sec. 8 changes.

Answer: We don't look at CalWORKs changes. HUD sets the rules for the voucher program and in general, your rent portion is based on your income. If your income goes up like Social Security your rent goes up.

- ii. Question: I would like more information on the FSS program where can I get that?
Answer: Melissa Ortiz can send you the information on that program.

7. QUESTIONS OR FEEDBACK

Aurora Ibarra asked the Resident Advisory Board for feedback on the process and encouraged them to send feedback and questions. Questions could be emailed to Melissa Ortiz so that answers would be ready to discuss at the next meeting. She advised the members to ask neighbors or friends if they had any questions they would like answered and for the members to email them.

All of the members were thanked for participating and were invited to attend the next meeting.

A member wanted confirmation on whether to contact their Housing Specialist for Portability information.

Answer given was: Yes, or we can provide you with any information needed by emailing Melissa Ortiz with any requests.

Another member stated that owners get confused about prorated rent. All members were informed that Fresno Housing has an Owner Services unit specifically for owners; and residents can remind the owners to utilize that department in which they can contact and ask questions.

Yolanda Keiser stated that it was her goal to keep the members participating to help other participants as well as themselves.

8. ADJOURNMENT

There being no further business to be considered by the RAB members and Fresno Housing staff, the meeting was adjourned at approximately 6:54p.m.

Meeting Minutes

**Resident Advisory Boards (RAB) of the
City & County Public Housing Program**

Thursday, August 10, 2023

5:00 P.M.

The Resident Advisory Board (RAB) for the Public Housing (LIPH) program held a meeting on Thursday, August 10th, 2023, via Zoom and in-person at the office located at 1260 Fulton Street, Fresno, California.

1. The meeting was called to order by Hilda Reeves at 5:15p.m. The staff and members present in person and virtual were as follows:

PRESENT: Public Housing Participants

Michelle Lockhart, LIPH Resident (In-Person)
Griselda Mendez, LIPH Resident (Virtual)

ABSENT: Public Housing

Beatriz Acre-Castro
Michelle Gonzalez
Luz Casillas
Maria Fuentes

Also in Attendance Were the Following:

Hilda Reeves, Assistant Director of Property Operations (In-Person)
Stephanie Moreira, Compliance Manager (In-Person)
Crystal Aldape, Compliance Coordinator (Virtual)
Monica Solorio, Compliance Coordinator (Virtual)
Brittany Wiley, Compliance Coordinator (In-Person)
Joseph Martinez, Information Technology Support (In-Person)
Edgar Rodriguez, Senior Systems Administrator (In-Person)

2. **Presentation:**

1. Ms. Reeves thanked everyone for attending and explained the role of the RAB members and how their feedback is used to govern our Public Housing Program policies.
2. Ms. Moreira went through the summary of changes including all HOTMA changes.
3. Ms. Wiley presented a PowerPoint on Over Income section 103 of HOTMA.

3. Questions OR Feedback

Question: My son is moving out and my income will decrease, will this stop me from being over income?

Answer: Yes, if you are under the Over Income limit for your family size.

Question: Once my son moves out will I still have to pay flat rent?

Answer: You will be given the option to choose between flat rent and income based.

Question: I received a letter in the mail regarding credit reporting what is that?

Answer: Credit reporting allows us to report to the credit bureau that you are paying your rent on time. You will have to create an account. Please contact Angela Dundore for further information.

Comment: Topics discussed were a little hard to understand.

Answer: Information was clarified for that resident. We are clarifying the information for the second meeting.

4. Adjournment

There being no further business to be considered by the RAB members and Fresno Housing staff, the meeting was adjourned at approximately 5:50p.m.

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 08/22/2023
AGENDA ITEM: 9b
SUBJECT: Consideration of Master Lease Agreement with County of Fresno Department of Social Services for Rapid Rehousing Program – Monte Vista Apartments

AUTHOR: Michael Duarte
DEPARTMENT: Property Management
MEMO DATE: 08/15/2023

Executive Summary

Fresno Housing (FH) has had a long-term partnership with the County of Fresno Department of Social Services (DSS) to operate a variety of critical housing programs for over 40 years. Most recently, at the May 23, 2023 Fresno Housing Board meeting, the Board approved a three (3) year Agreement with a 2 year extension option that will provide rapid rehousing with stays of up to 12 months at the Sierra Terrace Upper housing complex. Sierra Terrace Upper consist of 46 units including 1 Laundry Room located at 937 Klette Avenue in Fresno, CA and has been utilized by DSS on a referral basis to temporarily house families who need stable housing. DSS and/or their contracted service provider assist clients as they develop a permanent housing plan and work to address potential barriers. DSS and FH Staff would like expand their rapid rehousing partnership and enter into an agreement to master lease the Monte Vista Apartments. Monte Vista Apartments, owned by FH, is located near Olive and First streets in Fresno and consist of 44 units. FH will provide housing and clerical services and the DSS and/or a contracted service provider will provide case management and support services. The new agreement will provide rapid rehousing with stays of up to 12 months. This will allow more time for households to prepare for their transition to stable housing.

The proposed Monte Vista Agreement for rapid rehousing is for a term of up to five (5) years. The total contract budget amount for the five (5) year term is \$3,770,420. If approved by the FH Board and County Board of Supervisors, the agreement could be effective on or about October 1, 2023.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolution approving an Agreement with the County of Fresno Department of Social Services for the purpose of a rapid rehousing program at Monte Vista Apartments and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute said Agreement with DSS.

Fiscal Impact

FRESNO HOUSING

Approval of this agreement will secure funding for the contract term of up to five (5) years to operate a rapid rehousing program in partnership with DSS. The funding amount approved in the Agreement will cover all expected FH direct operating costs and allow FH to provide management services. The total proposed contract amount for the five (5) year term is \$3,770,420.

Fiscal year 09/2023-06/2024 - \$490,264 partial year

Fiscal year 07/2024-06/2025 - \$765,200

Fiscal year 07/2025-06/2026 - \$800,703

Fiscal year 07/2026-06/2027 - \$837,816

Fiscal year 07/2027-06/2028 - \$876,437

Background Information

Since 1984, Fresno Housing in collaboration with the County of Fresno - DSS has operated a 32 unit complex which transitioned in 2018 into a 46 unit complex (Sierra Terrace Upper) for the purpose of providing an emergency housing program. This collaboration will expand to 88 units and two locations once the Agreement to operate the 44 units located at the Monte Vista Apartments is approved. The operating funds for the family unification program are provided through a contract with the County of Fresno - DSS. Clients are eligible participants with DSS and referred to the facility through their program. This Agreement allows FH to provide rapid rehousing for clients of DSS as they develop a permanent housing plan and work to remove barriers to that plan. The average length of stay will be up to 12 months.

RESOLUTION NO. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO, CA**

**RESOLUTION APPROVING A MASTER LEASE & PROPERTY MANAGEMENT
AGREEMENT WITH THE COUNTY OF FRESNO DEPARTMENT OF SOCIAL SERVICES
FOR A RAPID REHOUSING PROGRAM AT MONTE VISTA APARTMENTS**

WHEREAS, the County of Fresno Department of Social Services (DSS) has partnered with the Housing Authority of the City of Fresno, California (the "Authority") to operate a variety of emergency housing programs for approximately 40 years; and

WHEREAS, DSS and the Authority desire to start a partnership at Monte Vista Apartments to operate a rapid rehousing program for a five (5) year term; and

WHEREAS, the total agreement contract amount is \$3,770,420 for the five (5) year term; and

WHEREAS, the objective is to provide housing for DSS program participants and referrals under a rapid rehousing program, supported by DSS lead services, for a term of up to 12 months; and

WHEREAS, Monte Vista Apartments is a 44-unit apartment complex that includes an employee unit and an office space located at 1132 N Sherman Court in Fresno, CA and is owned by Fresno Housing; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby approves the Agreement with the County of Fresno Department of Social Services and authorizes Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, and Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute said Agreement.

PASSED AND ADOPTED THIS 22nd DAY OF AUGUST, 2023. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary to the Boards of Commissioners

Partnership with Fresno County DSS

- Monte Vista Apartments (near Olive/First St., Fresno)
- Rapid Rehousing Program for housing insecure families
- Master lease of Monte Vista of 42 housing units
- Initial term of 3 years, with option to extend two additional years
- FH provides management services, DSS provides case management and support services
- County to provide referrals via Coordinated Entry System



BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 08/22/2023
AGENDA ITEM: 9c
SUBJECT: Consideration of Application for Leave to Present a Late Claim Submitted by Rafii and Associates on behalf of Rosalda Gomez Lopez

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 08/16/2023

Executive Summary

The purpose of this memo is to advise the Boards of the application for leave to present a late claim and provide a recommendation for your consideration.

Recommendation

It is recommended that the Boards of Commissioners deny the application for leave to present a late claim by minute order.

Fiscal Impact

There is no immediate fiscal impact associated with denying the application for leave to file a late claim.

Background Information

It is alleged that on July 25, 2022, Rosalda Gomez Lopez tripped and fell on the sidewalk of 218 Citrus Avenue in Orange Cove. This location is nearby the Fresno Housing Authority property known as Citrus Gardens. As a result of the fall, Ms. Gomez Lopez alleges that she incurred injuries to her right elbow, humerus and knee. In a letter dated April 17, 2023, her legal representative advised the Agency that they had been retained to pursue bodily injury claims. The Agency responded with a letter dated April 24, 2023, advising her attorney that Fresno Housing is a public entity and that the April 17, 2023 letter does not constitute a formal tort claim as defined in the California Government Code.

In the application for leave to present a late claim, Ms. Gomez Lopez' law firm acknowledges that it was initially believed that area where the incident occurred was owned and maintained by Fresno Housing Authority and/or Citrus Gardens Limited Partnership. They assert that the claim was timely filed with the County of Fresno and the City of Orange Cove. The application further asserts that initial investigation was that Citrus Gardens is a private entity excusing why a Government Claim was not filed with Fresno Housing.

1 RAFII & ASSOCIATES, P.C.
2 DANIEL J. RAFII, SBN 244174
3 *litigation@rafiilaw.com*
4 9100 Wilshire Boulevard, Suite 465E
5 Beverly Hills, California 90212
6 Telephone: 310.777.7877
7 Facsimile: 310.777.7855

8
9 Attorneys for Claimant, ROSALDA GOMEZ
10 LOPEZ, an individual

11 ROSALDA GOMEZ LOPEZ, an individual,
12 Claimant,
13 v.
14 FRESNO HOUSING AUTHORITY,
15 Respondents.

**CLAIMANT ROSALDA GOMEZ LOPEZ'S
APPLICATION FOR LEAVE TO
PRESENT A LATE CLAIM FOR
DAMAGES**

Government Code § 911.4, et seq.

16 **TO THE BOARD OF SUPERVISORS OF THE FRESNO HOUSING AUTHORITY:**

17 Claimant, ROSALDA GOMEZ LOPEZ, (hereinafter "Claimant"), hereby applies to the
18 FRESNO HOUSING AUTHORITY (hereinafter "FHA") for leave to present a claim for damages
19 against the FHA pursuant to *Government Code § 911.4, et seq.*

20 1. The cause of action of Claimant, as set forth in her proposed claim attached to this
21 application, accrued on July 25, 2022, a period within one year from the filing of this application.

22 2. The time for presentation of such claim under *Government Code § 911 .2* expired on
23 or about January 25, 2023.

24 3. Claimant's failure to timely present her claim for damages against FHA was due to
25 mistake, inadvertence, surprise, and excusable neglect.

26 4. Claimant, Ms. Gomez, was injured by tripping and falling due to metal plates placed
27 along the sidewalk and/or premises at or near the Citrus Gardens Apartments. It was initially
28 believed that these plates were owned and maintained by the FHA of Orange Grove and/or Citrus

1 Gardens LP.

2 5. Initial investigation appeared to reveal that Citrus Gardens LP was a private entity,
3 therefore, a Government Claim was not anticipated and therefore one was not filed.

4 6. A Government Claim was filed timely filed against the City of Orange Grove and
5 the County of Fresno.

6 7. In April, 2023, for the first time, the City of Orange Grove denied ownership or
7 maintenance of the sidewalk/premises.

8 8. It was at that time that it was surprisingly discovered that Fresno Housing Authority
9 (FHA) owned, managed, and or controlled the Citrus Gardens Apartments.

10 9. In correspondence dated April 24, 2023 from Jeffrey Cardell of the FHA we were
11 advised that FHA may or may not control the premises, but a Government Claim was required. A
12 copy is attached as exhibit 2.

13 10. On April 25, 2023 in an email from Rick Gehlhaar, Director of Claims, this office
14 was further advised that FHA was awaiting the Government Claim and had opened an incident file.
15 A copy of this email is attached as exhibit 3.

16 11. The failure to file the Government Claim with FHA was the result of the surprise in
17 discovering that Citrus Gardens LP was connected with FHA and any error in discovery of that fact
18 is the result of inadvertent mistake in discovering that fact, otherwise a timely claim would have
19 been filed as it was against The City of Orange Grove and County of Fresno.

20 12. Pursuant to *Government Code* §911.6 the Application to present a Late Claim must
21 be granted as the failure to file this claim was the result of mistake, inadvertence, surprise, and
22 excusable neglect.

23 13. FHA will not be prejudiced by Claimant's failure to present her claims within the
24 time required by *Government Code* § 911.2, as FHA has forty-five (45) days to properly and
25 meaningfully investigate the facts alleged in the proposed claim attached to this application. FHA
26 will further avoid any prejudice since a claim for injuries was made with the County of Fresno,
27 which owns the Citrus Gardens Apartments, along with the City of Fresno, through the FHA.

28 ///

1 14. All notices and communications concerning this claim should be sent to RAFII &
2 ASSOCIATES, P.C., 9100 Wilshire Boulevard, Suite 465E Beverly Hills, California 90212.

3
4 WHEREFORE, Claimant asks that you grant this application, deem the attached claim to
5 have been presented on your receipt of this Application, and act on the claim as required by
6 *Government Code* § 911.6.

7
8 DATED: July 24, 2023

Respectfully submitted,
RAFII & ASSOCIATES, P.C.

9
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11 By: 
12 DANIEL J. RAFII, Esq.
13 Attorneys for Claimant
14 ROSALDA GOMEZ LOPEZ

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CLAIM FORM
(Please Type Or Print)

CLAIM AGAINST Fresno Housing Authority
(Name of Entity)

Claimant's Name Rosalda Gomez Lopez S.S. #:

Claimant's Date of Blrth [REDACTED] Telephone # ([REDACTED]) [REDACTED]

Claimant's Address [REDACTED]

Address where Notices about Claim are to be sent, if different from above:

Rafii & Associates, PC - 9100 Wilshire Blvd. Ste. 465E, Beverly Hills, CA 90212

Date of Incident/Accident/Arrest: 7/25/2022

Date Injuries, Damages or Losses were discovered: 7/25/2022

Location of Incident/Accident/Arrest: On the sidewalk of 218 Citrus Ave. Orange Cove, CA 93646

What did Entity or Employee do to cause this Loss, Damage or Injury?

Metal plates were left covering a walkway, these metal plates were not anchored to the ground. They were skewed from their proper location, bent and warped. There was a gap which contributed to claimant falling. Investigation is ongoing.

(Use back of this Form or Separate Sheet if necessary to answer this Question in Detail.)

What are the Names of the Entity's Employees who caused this Injury, Damage or Loss (if known)?

Fresno Housing Authority and its agents and employees negligently, owned, managed, controlled, supervised and maintained the premises resulting in injuries and damages to claimant.

What specific Injuries, Damages or Losses did Claimant receive? Shattered right elbow, fractured right humerus and knee involvement. Further medicals will be provided upon receipt from treating providers.

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking, or if amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]

Unlimited Civil Case in Excess of \$25,000.00

Medical bills received to date \$68,617.47

(Use back of this form or separate sheet if necessary to answer this question in detail.)

How was this amount calculated (please itemize)? past, present and future medical expenses, pain and suffering

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Date Signed: 7/24/2023 Signature: [Signature]

If signed by Representative:

Representative's Name Daniel Rafii, Esq.

Address 9100 Wilshire Blvd. Ste. 465E, Beverly Hills, CA 90212

Telephone # 310-777-7877

Relationship to Claimant Attorney

BOARD MEMO

TO: Boards of Commissioners **AUTHOR:** Brandy Woodard, Chief of HCV & Initiatives

FROM: Tyrone Roderick Williams, CEO

MEETING DATE: August 22, 2023 **DEPARTMENT:** Housing Choice Voucher

AGENDA ITEM: 9d **MEMO DATE:** August 16, 2023

SUBJECT: Consideration of a Memorandum of Understanding – Housing Mobility-Services

Executive Summary

The Department of Housing and Urban Development (HUD) is awarding nationally a total of \$25 million in grant funds to up eleven (11) public housing authorities (PHA), up to \$5 million each, for mobility-related services to be provided to existing Housing Choice Voucher (HCV) families with children 17 and under, in an effort to provide housing opportunities in high opportunity neighborhoods. In order for the Fresno Housing Authority to submit an application and compete for the grant funds, it must present a fully executed memorandum of understanding (MOU) between each agency -- the Housing Authority of the City of Fresno and the Housing Authority of Fresno County -- for the purposes of establishing and administering mobility-related services for the HCV Program.

Although the MOU is still being developed with legal counsel, staff will be providing a supplemental memo to the Commissioners explaining the essential terms of the MOU and Brandy Woodard, Chief of Housing Choice Programs & Initiatives, will be providing additional information to the Board of Commissioners regarding this grant opportunity. At the meeting of the Boards of Commissioners, the Boards will be asked to approve submittal of the grant application and to authorize the execution of the MOU.

As mentioned, the Mobility Program is being developed in response to a HUD-sponsored funding opportunity to support families with children in their transition from high-poverty neighborhoods to high opportunity neighborhoods. Through this effort, comprehensive services and support opportunities will be made available to families in an effort to ensure their success in finding affordable housing opportunities in areas that include access to quality employment, low crime rates, good health outcomes, and high performing schools.

Recommendation

It is recommended that the Boards of Commissioners (i) approve the Housing Authority of the City of Fresno Board of Commissioners to submit a joint funding application with the Housing Authority of Fresno County for housing mobility-related services; and (ii) as part of that effort, adopt the terms of the MOU between the Housing Authority of the City of Fresno and the Housing Authority of Fresno County, authorizing the CEO, Tyrone Roderick Williams, to sign on behalf of each entity, for the purpose of establishing a partnership in providing mobility-related services for HCV program participants.

FRESNO HOUSING

Fiscal Impact

There is no fiscal impact at this time.

Background Information

If successful, the mobility services grant program will be implemented over a 5-year period, with a goal of transitioning approximately 400-500 HCV families to high opportunity neighborhoods. Outreach will be targeted and participation will be open to all HCV families with at least one household member under the age of 18. The program will include mobility related services, such as assistance with housing search, pre-move services, landlord outreach, lease up assistance, and other support services – expanding upon the existing Voucher Incentive Program, launched in April 2023.

If awarded, a memorandum of understanding (MOU) must be approved by the governing boards, and include the following:

- The functions to be performed by each entity
- The partnership structure and administrative operations
- Terms for joining or withdrawing from the partnership
- Processes for determining costs and processing payments related to the implementation of program services

Additionally, HUD requires there be one lead agency, to whom grant funds will be disbursed and with whom the grant agreement will be made.

Prior to the board meeting, staff will provide to the Boards of Commissioners a summary of the material provisions of the MOU and Ms. Woodard will make a verbal presentation during the meeting of the Boards of Commissioners.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING THE APPROVAL OF THE MEMORANDUM OF
UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE CITY OF FRESNO
AND THE HOUSING AUTHORITY OF FRESNO COUNTY

WHEREAS, the Housing Authority of the City of Fresno (the “Agency”) desires to submit as a “Lead Applicant” in a joint funding application with the Housing Authority of Fresno County; and

WHEREAS, the Agency will enter into an agreement with the Housing Authority of Fresno County; and

WHEREAS, if awarded, agree as the Lead Applicant to receive mobility-related services funding;

WHEREAS, if awarded, The Agency will comply with the HUD grant agreement and reporting requirements;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the memorandum of understanding for mobility-related services, and authorizes Tyrone Roderick Williams, CEO, or his designee, to negotiate and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF August 2023. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION AUTHORIZING THE APPROVAL OF THE MEMORANDUM OF
UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE CITY OF FRESNO
AND THE HOUSING AUTHORITY OF FRESNO COUNTY

WHEREAS, the Housing Authority of Fresno County (the “Agency”) desires to submit as a “Partnership” in a joint funding application with the Housing Authority of the City of Fresno; and

WHEREAS, the Agency will enter into an agreement with the Housing Authority of the City of Fresno; and

WHEREAS, if awarded, agree as the partner agency to receive mobility-related services funding;

WHEREAS, if awarded, The Agency will comply with the HUD grant agreement and reporting requirements;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the memorandum of understanding for mobility-related services, and authorizes Tyrone Roderick Williams, CEO, or his designee, to negotiate and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 22nd DAY OF August 2023. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary



Housing Mobility-Related Services

*Brandy Woodard
Chief of Housing Programs and Initiatives*

August 22, 2023



Housing Mobility-Related Services

- **Overview**

- Expand housing choices for HCV families with children

- **Services**

- Pre-move support and housing search assistance
- Landlord outreach

- **Agency Impact**

- Funding opportunities
- Administrative policy adoption