



Executive Committee Meeting of the Boards of Commissioners of Fresno Housing

December 5, 2023

5:45 P.M.

1331 Fulton Street (3rd Floor – Caucus Room)

Fresno, CA, 93721

Caucus Conference Room

Meeting Book - Executive Committee Meeting of the Boards of Commissioners of Fresno Housing

1. Call to Order and Roll Call

2. Approval of agenda as posted (or amended)

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

- a. Consideration of the Minutes of the Meeting for November 7, 2023

11.07.2023 - Executive Committee Meeting Minutes

6. Discussion Matters

- a. Governance
- b. Administrative Matters
- c. Executive Director Update
- d. HCV Status and Events
- e. Real Estate Development Update
- f. Review of the Draft Board Agenda

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: CEO

7. Adjournment

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

EXECUTIVE COMMITTEE

Tuesday, November 7, 2023

5:00 PM

There was a duly noticed meeting of the Executive Committee of the Boards of Commissioners of the Housing Authority of the City and County of Fresno which met on November 7, 2023, at Fresno Housing Board Room located at 1331 Fulton Street Fresno, CA 93721.

1. The meeting was called to order by Chair Jones at approximately 5:10 p.m., and members present and absent were as follows:

PRESENT: Cary Catalano
Adrian Jones
Sharon Williams
Valori Gallaher
Kyle Chaney

Also in attendance: Tammy Townsend, Executive Deputy Director; and Craig Armstrong, General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

***MOTION PASSED:** 5 – 0*

There were no public comments.

3. PUBLIC COMMENT

There were no public comments.

4. POTENTIAL CONFLICTS OF INTEREST

No action was taken on this item.

5. ACTION ITEMS

Action Item: Consideration of the Minutes of the Meeting for October 10, 2023.

MOTION: Commissioner Chaney moved, seconded by Commissioner Catalano to approve the Minutes.

MOTION PASSED: 5 – 0

There were no public comments.

6. DISCUSSION MATTERS

a. Governance Matters

Cary Catalano, Board Chair, and Tammy Townsend, Executive Deputy Director, presented on this item.

- Tammy presented the findings on the 1995 JPA Agreement that outlined the reasons our board is structured the way it is. Chair Catalano added that after discussing the board structure with Mr. Jim Petty he advised the reasons why the board structure is as it is. One reason provided was to eliminate duplicated efforts in terms of staff time because there were 2 separate board meetings so having one board meeting and collaborative conversations was the goal. Mr. Jim Petty advised that the City and the County would have to agree to change the board structure and get rid of the two votes.
- Tammy reviewed the 2024 draft Agency Calendar and asked for any feedback or recommendations. Chair Catalano suggested the Board Retreat be added to the Agency Calendar before it is finalized and voted on at the upcoming Joint Board meeting.

There were no public comments.

b. Administrative Matters

Jeff Cardell, Director of Human Resources, presented on this item.

- There will be no policies taken to the November Joint Board meeting, but in the month of December, there will be 5.

c. Executive Director Update

Tammy Townsend, Executive Deputy Director, presented on this item.

- Tammy advised Mr. Williams, CEO, will be out for several weeks and he is in good spirits.

- Kresge Foundation luncheon and tour scheduled 11/8/23. Kresge Foundation partnered with Fresno Housing to receive 2 loans. Kristina worked on a handout to highlight how we utilized the funds. The different tour stops were shared.
- In December there will be a presentation surrounding the work of Ed Corp. and the possibility of posting a position to lead the Ed Corp. work.
- Fresno Housing is partnering with HUD (Treasurer Office) to get the word out on the available education funds and savings accounts for kids. Tammy is also planning to meet with Tammy Lundberg, Chief of Technology at FUSD in hopes of assisting with spreading the word on the different available funds.
- There have been discussions surrounding engaging the Board in the Strategic Plan work.
- Housing Choice Department's upcoming customer service training has been scheduled for 11/16/23; the Housing Choice Department and lobby at 1331 Fulton Street will be closed.
- Additional lighting is being added in the CVS parking lot due to safety concerns.
- Marc' is reaching out and getting feedback to improve our strategic plan.

There were no public comments.

d. HCV Status and Events

Tammy Townsend, presented on this item.

- HCV is making changes to the dual HCV roles and reducing it back to one role. Senior Specialist is going away, 9 staff were notified.

There were no public comments.

e. Real Estate Development Update

Michael Duarte, Chief Real Estate Officer, presented on this item.

- Updates provided during the review of the draft Joint Board Agenda.

There were no public comments.

f. Review of the Draft Board Agenda

Adrian Jones, Board Chair, presented on this item.

There were no public comments.

7. ADJOURNMENT

There being no further business to be considered by the Executive Committee, the meeting was adjourned at approximately 6:15 p.m.

Tyrone Roderick Williams, Secretary



Meeting Book - Joint Meeting of the Boards of Commissioners of Fresno Housing

Regular Joint Meeting Agenda

1. Call to Order

2. Approval of the Agenda as Posted

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5. Governance Matters

a. CEO's Report - Presented by Tammy Townsend

b. Commissioner's Report

c. Election of City Commission Chair and Vice Chair

The City Board will vote to elect the Chair and Vice Chair

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 Commissioners 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 from November 14, 2023

Approval of the minutes of the Board Meeting

11.14.23- Joint Board Minutes

b. Consideration of the Payroll Taxes and Other Deductions from Pay Policy

Request approval of the Payroll Taxes and Other Deductions from Pay Policy

c. Consideration of the Pay Period Policy

Request approval of the Consideration of the Pay Period Policy

d. Consideration of the Reasonable Accommodation Policy

Request approval of the Reasonable Accommodation Policy

e. Consideration of the Return-to-Work Policy

Request Consideration of the Return-To-Work Policy

f. Consideration of the Government Claims Act Policy

Request Consideration of the Government Claims Act Policy

7. Information Item

a. Presentation on the launch of the new Fresno Housing Foundation

Allysunn Walker will present an update on work to re-launch an Agency nonprofit with the goal of improving educational outcomes and workforce opportunities for residents

b. Housing Choice Voucher (HCV) Update

Staff will present an update on the Voucher Incentive Program and recent customer service training

c. Development Update

Staff will provide an update on development activities

8. Action

a. Approval of Heritage Estates DDA, PLHA, Successor Funds

b. Authorization to apply for funding from the Rural Energy for America Program

Staff will request approval to submit a request for financing from this program which rural renewable energy systems

c. Adopt the Agency Disposition Policy

Staff will present and request approval on changes to the Agency disposition policy as requested by HUD.

9. Adjournment

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