

## **NOTICE OF A SPECIAL MEETING**

YOU ARE HEREBY NOTIFIED THAT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ IS TO BE HELD ON MONDAY, JULY 29, 2019 AT 2:00 P.M. AT THE HOUSING AUTHORITY OFFICES LOCATED AT 2160 41<sup>ST</sup> AVENUE, CAPITOLA, CALIFORNIA 95010

REMOTE LOCATIONS: COMMISSIONER BERG, 10090 EMPIRE GRADE ROAD, SANTA CRUZ, CA 95060, COMMISSIONER POMERANTZ, 215 GHARKEY STREET, SANTA CRUZ, CA 95060, COMMISSIONER SCHIFFRIN, SANTA CRUZ COUNTY BOARD OF SUPERVISORS OFFICES, 701 OCEAN STREET, ROOM 500, SANTA CRUZ, CA 95060

### **HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ** **AGENDA OF THE SPECIAL BOARD MEETING**

1. Roll Call
2. Consideration of Late Additions and Changes to the Agenda
3. Oral Communications (All oral communications must be directed to an item not listed on this agenda and must be within the jurisdiction of the Board. Presentations must not exceed three minutes in length. The Board will not take action or respond immediately to any Oral Communication presented, but may choose to follow up at a later time or schedule item for a subsequent agenda. The Board may limit the total amount of time allowed for oral communication). Anyone addressing the Board of Commissioners is asked to complete a card and leave it with the Board secretary so that their names may be accurately recorded in the Minutes.
4. Buena Vista Migrant Center Operations Contract for FY2019-2021  
  
Motion to Adopt Resolution No. 2019-08: Resolution Authorizing Approval of a 2019 2021 Fiscal Year Operations and Maintenance Contract for the Buena Vista Migrant Center, Watsonville, California (Operations Contract No. 19-OMS-12707)
5. Additional Staff Holiday for 2019  
  
Motion to Adopt Resolution No. 2019-09: Authorizing the Granting of One Additional Holiday to All Housing Authority Employees for 2019
6. Adjournment

The Housing Authority complies with the Americans with Disabilities Act. If you are a person with disabilities and you require special assistance in order to participate, please contact the Board secretary at 831-454-9455, ext. 201 persons with disabilities may request a copy of the agenda in an alternative format.

Spanish language translation is available on an as needed basis by contacting the Housing Authority at 831-454-9455, ext. 280.

*Agendas and Board Packets can be obtained from the Housing Authority of the County of Santa Cruz Administration Department.*

## AGENDA ITEM SUMMARY

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**MEETING DATE:** July 29, 2019

**ITEM NUMBER:** 4

**FROM:** Executive Director

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**SUBJECT:** Buena Vista Migrant Center Operations Contract for FY2019-2021

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**RECOMMENDATION:** **Resolution No. 2019-08:** Resolution Authorizing Approval of a 2019-2021 Fiscal Year Operations and Maintenance Contract for the Buena Vista Migrant Center, Watsonville, California (Operations Contract No. 19-OMS-12707)

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### **BACKGROUND SUMMARY:**

The Department of Housing and Community Development (HCD) has developed a final negotiated contract for the operation of the Buena Vista Migrant Center in the amount of \$429,445 for fiscal year 2019-2020 and \$432,905 for fiscal year 2020-2021, not to exceed \$862,350 for the biennial contract. HCD has requested that the resolution exceed the amount of the negotiated contract by 10% as an allowance for future contract amendments. As a result, this resolution seeks authorization to execute a contract, and any amendments, in an amount not to exceed \$948,585. Although staff has been working with HCD for months attempting to finalize a contract, we have only recently been informed of the final negotiated contract amount. However, given that our previous contract expired on 6/30/19, HCD has requested this approval as quickly as possible so that a new agreement may be signed.

The biennial contract for FY2019-2021 includes an increase in funding of \$100,748, or 13%, compared to the biennial contract for FY2017-2019. The contract covers anticipated operating and maintenance expenses, salary and benefits for onsite Housing Authority staff, and administrative support funding which serves as a management fee to cover indirect personnel costs and overhead.

**BEFORE THE HOUSING AUTHORITY OF THE COUNTY  
OF SANTA CRUZ, STATE OF CALIFORNIA**

**RESOLUTION NO. 2019-08**

On the motion of Commissioner  
Duly seconded by Commissioner

The Following Resolution is Adopted:

**RESOLUTION AUTHORIZING A 2019-2021 FISCAL YEAR  
OPERATIONS AND MAINTENANCE CONTRACT BETWEEN  
THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT AND THE HOUSING  
AUTHORITY OF THE COUNTY OF SANTA CRUZ CONTRACT  
#19-OMS-12707**

WHEREAS, The California Department of Housing and Community Development has provided an Operations and Maintenance Contract Amount for the 2019-2021 Fiscal Year for the Buena Vista Migrant Center, and;

WHEREAS, the Housing Authority of the County of Santa Cruz, acting through its desires to approve this Operations and Maintenance Contract for the 2019-2021 operation of the Buena Vista Migrant Center.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Housing Authority of the County of Santa Cruz hereby authorizes the approval of an Operation and Maintenance Contract #19-OMS-12707 in the amount not to exceed \$948,585 and authorizes Executive Director, Jennifer Panetta, to execute said contract, and any amendments to said contract, on behalf of the Housing Authority of the County of Santa Cruz.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Santa Cruz, State of California, this Twenty Ninth Day of July, 2019 by the following vote:

AYES:

NOES:

ABSENT:

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Chairperson of the Authority

ATTEST:

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Secretary of the Authority

## AGENDA ITEM SUMMARY

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**MEETING DATE:** July 29, 2019

**ITEM NUMBER:** 5

**FROM:** Executive Director

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**SUBJECT:** Additional Staff Holiday for 2019

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**RECOMMENDATION:** Adopt Resolution No. 2019-09: Authorizing the Granting of One Additional Holiday to All Housing Authority Employees for 2019

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### **BACKGROUND SUMMARY:**

Over the course of the past year, the Housing Authority has accomplished several major achievements through the extraordinary work of staff. In July 2018, the Agency moved to our new mid-County location in Capitola. Once we settled into our new location, work began immediately on preparing for and implementing a Section 8 waiting list opening after a nearly ten-year closure. Within days of successfully completing the waiting list opening, the Agency entered into a contract with a new software vendor and began a lengthy and complex conversion to a new software platform to run our day to day operations. For each of these major Agency achievements, especially the recent software conversion, staff at all levels of the organization worked long and hard to ensure these efforts were successful.

Management would like to thank and reward all staff for their extremely hard work and positivity over the course of this uncharacteristically challenging year by granting one additional paid holiday, to be used in 2019.

Management has been advised by legal counsel that: 1- A public agency employer's provision of benefits to its employees, including bonuses, serves a public rather than private purpose by helping to recruit and retain qualified and competent employees; and 2- a bonus holiday approved by the Board would therefore not constitute a gift of public funds, which would be illegal under California law.

**BEFORE THE HOUSING AUTHORITY OF THE COUNTY  
OF SANTA CRUZ, STATE OF CALIFORNIA  
RESOLUTION NO. 2019-09**

On the motion of Commissioner  
Duly seconded by Commissioner  
The following resolution is adopted:

**RESOLUTION AUTHORIZING THE GRANTING OF ONE  
ADDITIONAL HOLIDAY TO ALL HOUSING AUTHORITY  
EMPLOYEES FOR 2019.**

WHEREAS, the Housing Authority of the County of Santa Cruz recently underwent an office move, a waiting list opening, and a lengthy and complex conversion to a new software platform, all in one single year; and

WHEREAS, staff at all levels of the organization worked tirelessly and successfully to ensure these endeavors would be accomplished as seamlessly as possible and provide the greatest possible benefit to the Authority's applicants, participants, and landlords; and

WHEREAS, California law permits public agencies to provide benefits to employees, including bonuses, if said bonuses serve a public purpose such as helping retain qualified and competent employees and therefore do not constitute a gift of public funds.

NOW, THEREFORE, BE IT RESOLVED THAT

1. The Housing Authority of the County of Santa Cruz hereby grants, on a one-time basis, one eight (8) hour holiday (prorated for part-time employees) to all employees who were employed on July 1, 2019. This holiday shall be taken on December 26<sup>th</sup>, 2019, during the agency closure when staff would have ordinarily been required to use a vacation day, except for employees who terminate their employment prior to that date, who may take the holiday as a floating holiday as described in the Personnel Policies.

PASSED AND ADOPTED by the Commissioners of the Housing Authority of the County of Santa Cruz, State of California, this Twenty Ninth day of July, 2019 by the following vote:

AYES:

NOES:

ABSENT:

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Chairperson of the Authority

ATTEST:

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Secretary of the Authority