

# A G E N D A

## BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting  
Tuesday, September 15, 2015  
5:30 p.m.

Closed session immediately following

Housing Authority of the County of Merced  
Administration Building  
405 "U" Street  
Board Room – Building B (Second Floor)  
Merced, CA 95341  
(209) 386-4139

Rachel Torres, Chairperson  
Jose Delgadillo, Vice-Chair  
Lyle Davis  
Evelyne Dorsey  
Rick Osorio  
Margaret Pia  
Jose Resendez

**All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.**

All supporting documentation is available for public review in the office of the Administrative Assistant located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at [www.merced-pha.com](http://www.merced-pha.com)

**Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.**

**I. CALL TO ORDER AND ROLL**

**II. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA**

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**III. APPROVAL OF THE FOLLOWING MEETING MINUTES:**

A. August 18, 2015 Regular Meeting

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

#### IV. UNSCHEDULED ORAL COMMUNICATION

##### NOTICE TO THE PUBLIC

This portion of the meeting is set aside for members of the public to comment on any item within the jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

#### V. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Housing Authority and will be adopted by one action of the Board of Commissioners, unless any Board Member has any question(s), or wishes to discuss an item. In that event, the Chairperson will remove that item from the Consent Calendar and place it for separate consideration.

A. Rent Delinquency Report for August 2015

B. Financial Reports for August 2015

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

#### VI. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

A. Information/Discussion Item(s):

1.) Director's Updates

B. Resolution Item(s):

1.) **Resolution No. 2015-18:** Amending the previously approved salary schedule to reflect the additional allocation for the position of Farmworker Housing Manager.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

2.) **Resolution No. 2015-19:** Approving and adopting the Salary Schedule for the Housing Authority of the County of Merced between October 1, 2008 through February 16, 2015.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

C. Action Item(s):

1.) **Action Item 2015-A-02:** Accepting A133 Single Audit Report for Fiscal Year Ending 9/30/2014

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**VII. COMMISSIONER'S COMMENTS:**

**VIII. CLOSED SESSION ITEM(S):**

**IX. ADJOURNMENT**

# MINUTES

## BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

### Regular Meeting Tuesday, August 18, 2015

- I. The meeting was called to order by Chairperson Torres at 5:48 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Rachel Torres, Chairperson  
Evelyne Dorsey  
Jose Resendez

**Commissioners Absent:**

Jose Delgadillo  
Rick Osorio  
Margaret Pia

Chairperson Torres declared there was not a quorum present and entered an informational meeting.

**Staff Present:**

Rennise Ferrario, Executive Director/Board Secretary  
John Daugherty, Finance Officer  
Gina Thexton, Housing Programs Director  
Maria F. Alvarado, Executive Assistant

**Others Present:**

None

II. **BUSINESS** (INFORMATION AND DISCUSSION, RESOLUTION AND ACTION ITEMS):

A. Information/discussion Item(s):

1.) Director Updates:

- a. Migrant: Atwater, Merced, Los Banos, and Planada Year Round are fully leased. Planada Seasonal has 22 units leased up.
- b. Valley View is experiencing a high vacancy rate as Project Based Voucher tenants reach their one year tenancy.
- c. PNA work for all migrant centers have been completed, except for Los Banos which is still pending.
- d. Shelter + Care audit is being conducted.
- e. Approximately 47 out of the 55 VASH vouchers are leased up.
- f. PHA Annual plan has been submitted and pending approval.
- g. SEMAP conducted a remote audit, we submitted the documents and SEMAP has confirmed that the agency is high performer.

- h. CalPERS Audit: currently working with CalPERS to resolve three findings which are minor in nature.
- i. HVAC installation for Winton and Atwater is complete. 1<sup>st</sup> Street AC installation has begun. The following RFP's have been released or will be going out: rehab for the inside of the 1<sup>st</sup> Street apartments, concrete for Dos Palos, tree trimming and tree removal, pest control, landscaping and property management and janitorial.
- j. 2014 Audit has come in and was included in the board packet for the Board's review. Next meeting the audit will be brought as an action item.
- k. WestCare: Office Space Use agreement is still pending.

**At 6:12 p.m. Commissioner Davis arrived and Chairperson Torres declared a quorum was present.**

**III. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA:**

None

(M/S/C): Commissioner Resendez/Commissioner Davis/passed unanimously

**IV. APPROVAL OF THE FOLLOWING MEETING MINUTES:**

A. May 19, 2015 Regular Meeting

(M/S/C): Commissioner Davis/Commissioner Resendez/passed unanimously

**V. UNSCHEDULED ORAL COMMUNICATION**

None

**VI. CONSENT CALENDAR:**

**A. Rent Delinquency Report for May and July 2015**

**B. Financial Reports for May and July 2015**

(M/S/C): Commissioner Resendez/Commissioner Dorsey/passed Unanimously

**VII. BUSINESS CONTINUED (INFORMATION AND DISCUSSION, RESOLUTION AND ACTION ITEMS):**

A. Resolution Item(s):

1.) **Resolution No. 2015-17:** Approving the PHA Operating Budget for Fiscal Year 2015-2016

(M/S/C): Commissioner Resendez/Commissioner Dorsey/passed unanimously

B. Action Item(s): None

**VIII. COMMISSIONER'S COMMENTS:**

- Commissioner Davis stated he will not be able to attend the retirement lunch. He also stated he is considering stepping down from the board effective the end of December.
- Chairperson thanked Gina Thexton and Blanca Arrate for their work with SEMAP.

**IX. CLOSED SESSION ITEM(S):**

None

**X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:25 p.m.

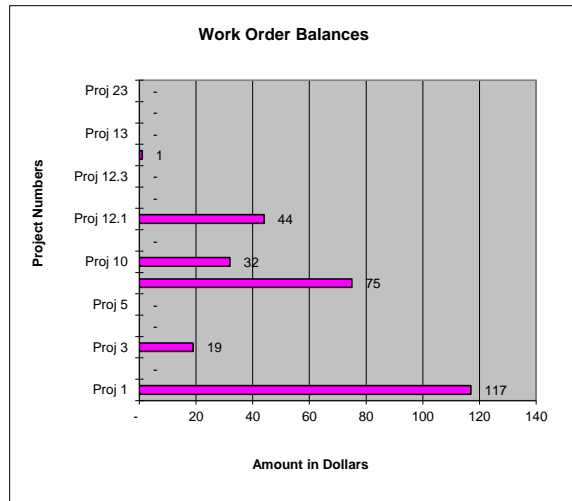
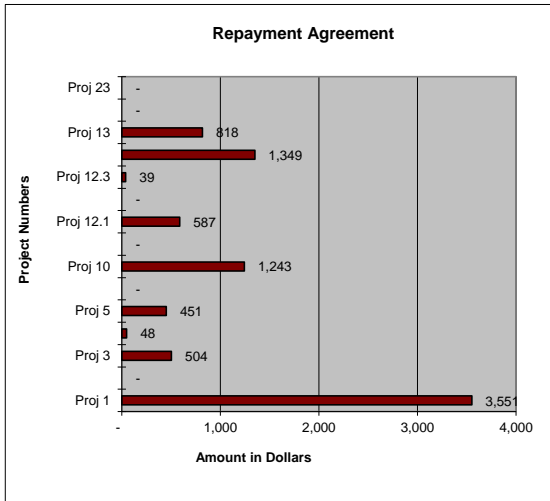
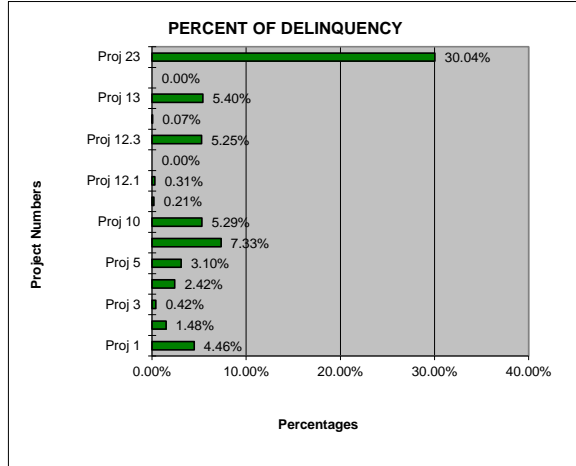
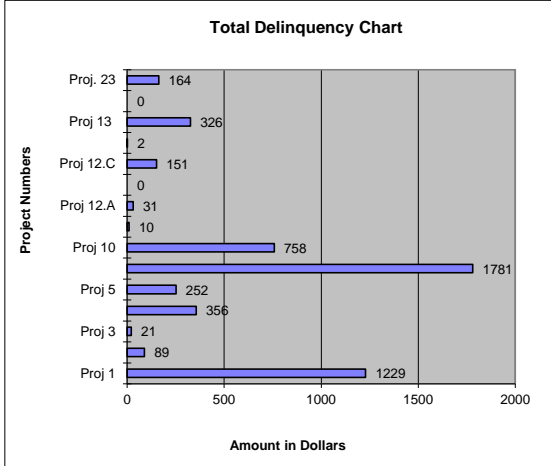
\_\_\_\_\_  
Chairperson Signature / Date

\_\_\_\_\_  
Secretary Signature/ Date

**HOUSING AUTHORITY OF THE COUNTY OF MERCED  
TENANTS' DELINQUENT BALANCES**

Aug-15

Project Name	Project #	Total Units	Total # delinquent	Delinquent	Work Orders	Retro Charges	Repay. Agreements	Total Rent	% of Delinq.
Gateway Homes	Proj 1	101	12	1229	117	-	3551	27,535	4.46%
Linda Vista Homes	Proj 2	20	4	89	-	-	0	6,004	1.48%
Cameo Court Homes	Proj 3	15	4	21	19	-	504	5,038	0.42%
Abby Circle Homes	Proj 4	40	6	356	-	-	48	14,698	2.42%
Globe Ave. Homes	Proj 5	30	4	252	-	-	451	8,141	3.10%
Livingston Homes	Proj 6	60	14	1781	75	2,656	0	24,299	7.33%
Merced Turnkey Homes	Proj 10	44	5	758	32	-	1243	14,332	5.29%
Los Banos Homes	Proj 11	10	1	10	-	-	-	4,843	0.21%
Atwater Homes	Proj 12.A	36	8	31	44	-	587	10,129	0.31%
Winton Homes	Proj 12.B	6	0	0	-	-	0	2,870	0.00%
Dos Palos Homes	Proj 12.C	12	2	151	-	-	39	2,878	5.25%
So. Dos Palos Homes	Proj 12.D	10	5	2	1	-	1349	2,670	0.07%
Merced Elderly Complex	Proj 13	28	3	326	-	-	818	6,032	5.40%
Merced 1st Acquisition	Proj. 21	1	0	0	-	-	0	292	0.00%
Atwater Acquisition	Proj. 23	2	1	164	-	-	0	546	30.04%
		415	69	5170	288	2656	8590	130307	3.97%



	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Percent Delinquent <b>2015</b>	3.15%	3.12%	3.36%	3.34%	2.03%	1.72%
Percent Delinquent	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
	2.81%	3.97%				

Average  
Delinquency **2.94%**

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
Percent Delinquent <b>2014</b>	3.14%	4.28%	4.07%	2.70%	3.15%	2.06%
Percent Delinquent	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
	2.13%	2.47%	2.92%	2.18%	2.13%	2.87%

Average  
Delinquency **2.45%**

## PHAS Tracking Summary Fiscal Year Ending 09/30/15

Indicators		Estimated Status at End of Month											
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Sub-Indicator #1</b>	<b>Performance Scoring</b>												
<b>Lease Up Days</b>		4	16	32	33	57	58	57	57	70	101	108	
Average Lease Up Days		1	4	5	4	4	3	3	3	3	3	3	
<b>Make Ready Time</b>		18	55	76	94	117	151	159	179	245	339	364	
Average Make Ready Days		5	14	12	12	9	9	8	9	9	9	9	
<b>Down Days</b>		0	0	0	0	0	0	0	0	0	7	7	
Average Down Days		0	0	0	0	0	0	0	0	0	0	0	
<b>Total # Vacant Units Turned</b>		1	4	6	8	13	17	19	21	27	38	41	
<b>Total # Turn Around Days</b>		22	71	107	127	174	209	216	225	315	447	479	
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	6	18	18	16	13	12	11	11	12	12	12	

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Average # days to complete Non-Emergency Work Orders	A = 25 days or less3 B=26-360 C=31-40 D=41-50 E=51-60 F= greater than 60	4	6	5	5	5	5	6	6	6	6	6	



## MEMORANDUM

**TO:** Board of Commissioners,  
Housing Authority of the County of Merced

**FROM:** Rennise Ferrario, Executive Director

**DATE:** September 15, 2015

**SUBJECT:** Request for Board approval of **Resolution No. 2015-18:** Amending the previously approved salary schedule to reflect the additional allocation for the position of Farmworker Housing Manager.

On July 21, 2015, the Board of Commissioners adopted Resolution No. 2015-16, approving the addition of the position of Farmworker Housing Manager to the current position allocation schedule.

This position has been reclassified from the Planada Migrant Manager position and developed to meet the agency needs, changing staff and resource needs, and to increase efficiency.

### **RECOMMENDATION**

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2015-18:** Amending the previously approved salary schedule to reflect the additional allocation for the position of Farmworker Housing Manager. Supporting documentation is attached to Resolution 2015-18 for your review.

**RESOLUTION 2015-18**

**RECOMMENDATION TO ADOPT RESOLUTION NO. 2015-18 AMENDING THE PREVIOUSLY APPROVED SALARY SCHEDULES TO REFLECT THE ADDITIONAL ALLOCATION FOR THE POSITION OF FARMWORKER HOUSING MANAGER**

**WHEREAS**, the Board of Commissioners of the Housing Authority of the County of Merced previously adopted Resolution No. 2015-16 on July 21, 2015, approving an additional allocation for the position of Farmworker Housing Manager and subsequent revision of the Position Allocation Schedule for the Housing Authority of the County of Merced; and

**WHEREAS**, this position has been reclassified from the Planada Migrant Manager position and developed to meet the agency needs, changing staff and resource needs, and to increase efficiency;

**WHEREAS**, the Salary Schedules have been corrected to reflect the approved additional allocation for the position of Farmworker Housing Manager;

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced hereby adopts Resolution No. 2015-18: amending the previously approved salary schedules to reflect the additional allocation for the position of Farmworker Housing Manager.

Attachments:

Exhibit A – Salary Schedule **Effective** 8/21/15 **Revised** 9/15/15

Motion:

Second:

Ayes:

Nayes:

Absent:

Abstain:

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Chairperson, Board of Commissioners  
Housing Authority of the County of Merced

Dated: September 15, 2015

EXHIBIT A  
**MANAGEMENT & CONFIDENTIAL (Non-Represented) SALARIES**  
 Effective 2/17/2015

Job Title	# of Positions	Annual Salary Range	
		Low	High
Finance Officer	1	\$72,800.00	\$114,300.00
Deputy Executive Director	1	\$62,500.00	\$98,200.00
Housing Programs Director	1	\$58,500.00	\$92,000.00
Human Resources Officer	1	\$55,200.00	\$86,700.00
Dir of Dev & Asset Mangement	1	\$45,200.00	\$71,000.00
Compliance Analyst	1	\$43,500.00	\$68,300.00
Accounting Manager	1	\$43,000.00	\$67,600.00
Purchasing Agent	1	\$40,000.00	\$62,800.00
Maintenance Manager	1	\$39,100.00	\$61,500.00
Construction Project Supv.	1	\$39,000.00	\$61,400.00
Human Resources Manager	1	\$37,800.00	\$59,300.00
Asset Manager	3	\$33,600.00	\$52,800.00
HCV Manager	1	\$30,900.00	\$48,500.00
Confidential Secretary	1	\$29,900.00	\$47,000.00
Administrative Assistant	1	\$29,300.00	\$46,100.00
Farmworker Housing Manager	1	\$25,000.00	\$44,000.00
<b>Total # of Positions</b>	<b>18</b>		

Revised 8/21/2015

## MEMORANDUM

**TO:** Board of Commissioners,  
Housing Authority of the County of Merced

**FROM:** Rennise Ferrario, Executive Director

**DATE:** September 15, 2015

**SUBJECT:** Request for Board approval of **Resolution No. 2015-19:** Approving and adopting the salary schedule for the Housing Authority of the County of Merced between October 1, 2008 through February 16, 2015.

THE HACM and Local 2703, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) had, in effect from October 1, 2008, through September 30, 2011, a Memorandum of Understanding (MOU), ratified by all Parties and establishing prior salary schedules described in Appendix 1 to that MOU for HACM employees. THE MOU between the HACM and AFSCME establishing the prior salary schedule described above was extended by a duly ratified agreement of the Parties through September 30, 2014.

THE terms of the MOU, including the prior salary schedule, remained in effect during negotiations between HACM and AFSCME over a successor MOU, from September 30, 2014 through February 16, 2015.

On February 17, 2015, the Board of Commissioners adopted Resolution No. 2015-13, approving the current Salary Schedule that took effect February 17, 2015.

### **RECOMMENDATION**

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2015-19:** Approving and adopting the salary schedule for the Housing Authority of the County of Merced between October 1, 2008 through February 16, 2015.

**RESOLUTION 2015-19**

**APPROVING AND ADOPTING THE SALARY SCHEDULE FOR THE HOUSING  
AUTHORITY OF THE COUNTY OF MERCED BETWEEN OCTOBER 1, 2008  
THROUGH FEBRUARY 16, 2015**

**WHEREAS**, THE current salary schedule for the Housing Authority of the County of Merced (HACM) was approved by resolution 2015-03 to take effect on February 17, 2015; and,

**WHEREAS**, THE HACM and Local 2703, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) had, in effect from October 1, 2008, through September 30, 2011, a Memorandum of Understanding (MOU), ratified by all Parties and establishing prior salary levels described in Appendix 1 to that MOU for HACM employees; and,

**WHEREAS**, THE MOU between the HACM and AFSCME establishing the prior salary schedule described above was extended by a duly ratified agreement of the Parties through September 30, 2014; and,

**WHEREAS**, THE terms of the MOU, including the prior salary schedule, remained in effect during negotiations between HACM and AFSCME over a successor MOU, from September 30, 2014 through February 16, 2015;

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced hereby adopts Resolution No 2015-19 approving the Salary Schedule which was in effect from October 1, 2008 through February 16, 2015.

Motion:

Second:

Ayes:

Nayes:

Absent:

Abstain:

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Chairperson, Board of Commissioners  
Housing Authority of the County of Merced

Dated: September 15, 2015

**MEMORANDUM**

**TO:** Board of Commissioners,  
Housing Authority of the County of Merced

**FROM:** Rennise Ferrario, Executive Director

**DATE:** September 15, 2015

**SUBJECT:** Action Item 2015-A-02: Accepting A133 Single Audit Report for  
Fiscal Year ending September 30, 2014

The Independent Financial Audit, for Fiscal Year ending September 30, 2014, has been completed by Michael Oxenreider, Certified Public Accountant, and provided for your review.

**RECOMMENDATION**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced accept Action Item No. 2015-A-02, to receive, approve, and file the A133 Single Audit Report for Fiscal Year Ending September 30, 2014 as submitted by Michael Oxenreider, Certified Public Accountant.

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Chairperson Signature/Date

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Secretary Signature/Date