

**A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF
SAN BERNARDINO**

TO BE HELD TELEPHONICALLY
March 9, 2021 AT 3:00 P.M.

Zoom Meeting – Board of Commissioners will be forwarded instructions
Members of the public may call:
Call In Number (669) 900-6833
Meeting ID: 850 0447 5625
Password: 778931

This meeting is being held in accordance with the Brown Act as currently in effect under the State of Emergency Services Act, the Governor's Emergency Declaration related to COVID-19 and the Governor's Executive Order N-29-20 issued on March 17, 2020, that allows attendance by the Board of Commissioners, Housing Authority staff, and the public to participate and conduct the meeting by teleconference, videoconference, or both.

Members of the public wishing to participate should call in using the teleconference information stated above. Public comments, limited to 250 words or less, can only be submitted via web at <https://hacsb.com/board-of-commissioners/> and/or via email at publiccomment@hacsb.com and will be read into the record, limited to 3 minutes per comment. Some comments may not be read due to time limitations.

AGENDA

PUBLIC SESSION

- 1) Call to Order and Roll Call
- 2) Additions or deletions to the agenda
- 3) General Public Comment - Any member of the public may address the Board of Commissioners on any matter not on the agenda that is within the subject matter jurisdiction of the Board. To make a comment on a specific agenda item, please submit your comments via email or online by 1:00 p.m. on the Tuesday of the Board meeting. Comments should be limited to 250 words or less Please submit your comments via web at <https://hacsb.com/board-of-commissioners/> and email at publiccomment@hacsb.com. Your comments will be placed into the record at the meeting. Efforts will be made to read the comments into the record, but some comments may not be read due to time limitations.

DISCUSSION CALENDAR

(Public comment is available for each item on the discussion calendar)

- 4) Receive the Executive Director's Report for March 9, 2021. (Page 1)
- 5) Receive the board building presentation for March 9, 2021, regarding an overview of the Housing Authority of the County of San Bernardino's cost reduction measures. (Page 2)
- 6) Discuss cost reduction measures for the Moving to Work Housing Choice Voucher program and provide direction to staff on next steps. (Pages 3)
- 7) Approve an increase in appropriations for agency-wide computer hardware and supplies with Dell Marketing L.P. by \$60,000 for a total amount not to exceed \$310,000 through July 31, 2021. (Pages 4-5)

CONSENT CALENDAR

APPROVAL OF CONSENT ITEMS: # 8 - 10

- 8) Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on February 9, 2021. (Pages 6-14)
- 9) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month ending in December 2020. (Pages 15-18)
- 10) Approve and file Agency-wide Financial Statements through November 2020. (Pages 19-21)
- 11) Individual Board member Comments
- 12) Adjourn

This agenda contains a brief description of each item of business to be considered at the meeting. In accordance with the Ralph M. Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting at the Housing Authority of the County of San Bernardino (HACSB) Building located at 715 East Brier Drive, San Bernardino, California, 92408. The agenda and its supporting documents can be viewed online at <http://www.hacsb.com>. However, the online agenda may not include all available supporting documents or the most current version of documents.

If you challenge any decision regarding any of the above agenda items in court, you may be limited to raising only those issues you or someone else raised during the public testimony period regarding that agenda item or in written correspondence delivered to the Board of Commissioners at, or prior to, the public hearing.

It is the intention of the HACSB to comply with the Americans with Disabilities Act (ADA). If you require special assistance, HACSB will attempt to accommodate you in every reasonable manner. Please contact Sylvia Robles at (909) 890-6318 at least 48 hours prior to the meeting to inform us of your particular needs.

HACSB ofrece asistencia idiomática gratis. Para ayuda con este documento, por favor llámenos al (909) 890-0644.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

March 9, 2021

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Executive Director's Report for March 9, 2021

RECOMMENDATION(S)

Receive the Executive Director's Report for March 9, 2021.
(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is no financial impact associated with this item.

BACKGROUND INFORMATION

The Executive Director's report summarizes ongoing initiatives of HACSB's strategic plan, Moving to Work activities, overall agency updates, as well as other initiatives federally regulated by the United States Department of Housing and Urban Development.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on February 19, 2021.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

March 9, 2021

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Board Building Presentation for March 9, 2021

RECOMMENDATION(S)

Receive the board building presentation for March 9, 2021, regarding an overview of the Housing Authority of the County of San Bernardino's cost reduction measures.
(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is no financial impact associated with this item.

BACKGROUND INFORMATION

Per the United States Department of Housing and Urban Development (HUD) Commissioner Lead the Way Training, board building is required to provide the Board of Commissioners with information regarding ongoing initiatives of HACSB's strategic plan, Moving to Work (MTW) activities, overall agency updates, as well as other initiatives federally regulated by HUD.

This month's board building presentation will include an overview of HACSB's cost reduction measures.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on February 19, 2021.

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

March 9, 2021

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Cost Reduction Measures Discussion

RECOMMENDATION(S)

Discuss cost reduction measures for the Moving to Work Housing Choice Voucher program and provide direction to staff on next steps.

(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB clients live in safe and desirable homes and communities where they can develop and prosper.

FINANCIAL IMPACT

This item may reduce or increase Housing Assistance Payment (HAP) expense and may temporarily increase administrative expense.

BACKGROUND INFORMATION

During the December 2020 regular meeting of the HACSB Board of Commissioners (BOC), HACSB presented information about updates to the Local Payment Standards (LPS) for its Moving to Work (MTW) Housing Choice Voucher program. The presentation included information about the potential financial impact of updates to the LPS and related cost reduction measures. Staff received direction from the BOC to prepare updates to the LPS and further analysis of the related cost reduction measures. Updates to the LPS were presented to and approved by the BOC at its February 2021 regular meeting. This item is to review and discuss the related potential cost reduction measures.

The potential cost reduction measures for discussion and staff recommendations are:

1. Cap the Housing Assistance Payment (HAP) for over-housed families at the average HAP for right-sized families. Staff recommends against this measure due to the negative impact to families.
2. Implement a requirement for over-housed families to relocate to right-sized units. Staff recommends against this measure due to the negative impact to families.
3. Disallow over-housing for moves and new leases. Staff recommends implementation of this measure because it offers long-term cost reduction with no impact to in-place families.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on February 25, 2021.

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

March 9, 2021

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Increase Appropriations for Agency-Wide Computer Hardware and Supplies with Dell Marketing L.P.

RECOMMENDATION(S)

Approve an increase in appropriations for agency-wide computer hardware and supplies with Dell Marketing L.P. by \$60,000 for a total amount not to exceed \$310,000 through July 31, 2021.
(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB has secured the resources needed for accomplishing its mission.

HACSB is a leading developer and provider of affordable housing in the County of San Bernardino.

HACSB clients live in safe and desirable homes and communities where they can develop and prosper.

FINANCIAL IMPACT

This item is not expected to exceed \$310,000 through July 31, 2021 and is funded by the Housing Authority of the County of San Bernardino's (HACSB) property operations budget. The amount of \$60,000 is included in the budget for fiscal year ending 2021.

BACKGROUND INFORMATION

On June 15, 2017, HACSB initiated a contract with Dell Marketing L.P., with a purchase limit of \$250,000, utilizing the Master Cooperative Agreement under the Minnesota WSCA-NASPO Contract No. MNWNC-108 through July 31, 2021.

After further analysis of the agency desktop computer replacement plan, it was determined that we could save approximately \$16,000 by replacing the computers in one phase, versus the three phased approach that was originally planned. Due to all computers being replaced at one time it increases the amount budgeted for this year. Approval of this item will increase appropriations by \$60,000 for the additional computer hardware and supplies.

PROCUREMENT

HACSB's Procurement Policy states, "Competitive Exceptions – Cooperative Intergovernmental Agreements: Consistent with the requirements of 2 CFR 200.318 and in order to promote efficiency and competition in the procurement of goods and services, HACSB may enter into agreements with other governmental agencies and regional or national intergovernmental purchasing networks or associations. The purpose of a cooperative intergovernmental agreement is to take advantage of a competitive selection process already conducted by another agency and thus save HACSB the time and expense of conducting its own selection process. In evaluating the use of a cooperative intergovernmental agreement, the Contracting Officer shall review for

Increase Appropriations for Agency-Wide Computer Hardware and Supplies with Dell Marketing L.P.

March 9, 2021

reasonableness of the standards in the competitive selection process conducted by the other agency.”

The State of Minnesota and WSCA-NASPO entered into a Cooperative Agreement with Dell Marketing, L.P. on April 1, 2015 through March 17, 2017 and has extended the agreement through July 31, 2021. HACSB Procurement staff exercised the option to piggyback on the contract with Dell Marketing L.P. through the Master Intergovernmental Cooperative Agreement with the State of Minnesota.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on February 23, 2021.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

March 9, 2021

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Regular Meeting Minutes for Meeting Held on February 9, 2021

RECOMMENDATION(S)

Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on February 9, 2021.
(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB communication is open, honest and consistent.

FINANCIAL IMPACT

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there are no financial impacts associated with this item.

BACKGROUND INFORMATION

The HACSB Board of Commissioners (Board) Regular Meeting took place on February 9, 2021 and attached are the comprehensive minutes for review and approval by the Board.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on February 26, 2021.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
February 9, 2021**

The Board of Commissioners of the Housing Authority of the County of San Bernardino met in a regular meeting via teleconference and videoconference (Zoom at call-in number (669) 900-6833, Meeting ID 873 6367 3127, Password 085297) at 3:00 p.m. on February 9, 2021.

The meeting was called to order, and upon roll call, the following were present:

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

Also in attendance were: Maria Razo, Executive Director; Gus Joslin, Deputy Executive Director; Rishad Mitha, Director of Operations; Jennifer Dawson, Director of Human Resources; Nicole Beydler, Sr. Management Analyst; Renee Kangas, Management Analyst; Jesse Diaz, Finance Manager; Angie Lardapide, Procurement and Contracts Supervisor; Ron Ruhl, Real Estate Development Manager; Kristin Maithonis, Assistant Director of Housing Services; Perlie Liu, Asset Management Analyst; Remy Gaither, Family Empowerment Services Manager; and Claudia Hurtado, Executive Assistant.

Also present, Fred Galante, Legal Counsel to the Housing Authority.

The Chairman called for additions or deletions to the February 9, 2021 agenda. There were none.

The Chairman provided an opportunity for members of the public to address the Board of Commissioners. Secretary of the Board, declared that no public comment had been submitted.

The Executive Director's Report was requested.

Executive Director Razo gave the Executive Director's Report.

Commissioner MacDuff had a question in regards to the public charge rule and wondered if it had been eliminated by an Executive Order. Executive Director Razo explained that the public charge rule made it to final rule, with an effective date of August 14, 2019. Due to HACSB not being able to provide legal advice to the residents, the information regarding the public charge rule is available on the agency's website.

The Board Building Presentation for February 9, 2021 regarding an overview of the Housing Authority of the County of San Bernardino's 2020 Moving to Work Report, was requested.

The Board Building Presentation for February 9, 2021 regarding an overview of the Housing Authority of the County of San Bernardino's 2020 Moving to Work Report, was presented by Sr. Management Analyst, Nicole Beydler.

Commissioner MacDuff asked if the tenant rent average change of 7% was per year. Sr. Management Analyst, Nicole Beydler answered the question by confirming, yes, the tenants rent has increased by an average of 7% each year, since implemented in 2015, which can be driven by a variety of factors, such as family income, family size and/or changes in the economy. Commissioner Johnson added that due to significant rent increases since 2015, 7% is still a very small percentage, in comparison to the rent increases the last 7 years. Executive Director Razo added that another factor is that if the family is over housed and the contracted rent increases then family pays the difference.

Approval for discussion calendar item number 6, to Adopt Resolution No. 104 approving the Housing Authority of the County of San Bernardino's Annual Moving to Work Plan, Amendment 1, for Fiscal Year 2020-2021, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve the discussion calendar item number 6, Adopt Resolution No. 104 approving the Housing Authority of the County of San Bernardino's Annual Moving to Work Plan, Amendment 1, for Fiscal Year 2020-2021, which motion was duly seconded by Commissioner Muñoz, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

Nays

Approval for the discussion calendar item number 7, to adopt Resolution No. 105 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve the discussion calendar item number 7, to adopt Resolution No. 105 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs, which motion was duly seconded by Commissioner Muñoz, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller

Nays

Commissioner Muñoz
Commissioner Pinedo

Approval for the discussion calendar item number 8, to adopt Resolution No. 106 approving updates to the Local Payment Standards for the Moving to Work Housing Choice Voucher Program effective March 1, 2021, was requested.

Executive Director Razo explained the item.

Commissioner Cooper asked if a family is over housed does the family still pay the market rate rent? Executive Director Razo answered the question by stating if the landlord requests an increase in the contract rent and the increased amount is within the allowable payment standard, the majority of the portion will be the responsibility of the participant. Sr. Management Analyst, Nicole Beydler added by stating that the family is responsible for any portion of the lease rent that exceeds the local payment standard as well as their traditional income-based rent portion.

Commissioner Miller moved to approve the discussion calendar item number 8, to adopt Resolution No. 106 approving updates to the Local Payment Standards for the Moving to Work Housing Choice Voucher Program effective March 1, 2021, which motion was duly seconded by Commissioner Cooper, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

Nays

Approval of discussion calendar item number 9, to Adopt Resolution No. 107 approving revisions to the Admissions and Continued Occupancy Policies governing the Housing Authority of the County of San Bernardino's Public Housing program, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 9, to Adopt Resolution No. 107 approving revisions to the Admissions and Continued Occupancy Policies governing the Housing Authority of the County of San Bernardino's Public Housing program, which motion was duly seconded by Commissioner Pinedo, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner MacDuff

Nays

Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

Executive Director Razo stated there was a correction to agenda item number 9 located on page 66 of the board packet, to change the date from June 31, 2021 to June 30, 2021.

Legal Counsel, Fred Galante added that since it is a minor correction made after the item was motioned, if the board had no objection, the motion could proceed.

Commissioner Miller and Commissioner Pinedo had no objection to the correction of board agenda number 9.

Approval of discussion calendar item number 10, to Adopt Resolution No. 108 approving the Employer-Employee Relations Resolution pertaining to communication and labor relations between the Housing Authority of the County of San Bernardino, its employees and their employee organizations, was requested.

Executive Director Razo explained the item.

Commissioner Muñoz moved to approve discussion calendar item number 10, Adopt Resolution No. 108 approving the Employer-Employee Relations Resolution pertaining to communication and labor relations between the Housing Authority of the County of San Bernardino, its employees and their employee organizations, which motion was duly seconded by Commissioner Miller, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

Nays

Approval of the discussion calendar item number 11, to approve the write-off of portability accounts for the Housing Choice Voucher Program that have been deemed uncollectible in the amount of \$16,244.22, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar agenda item number 11, Approve the write-off of portability accounts for the Housing Choice Voucher Program that have been deemed uncollectible in the amount of \$16,244.22, which motion was duly seconded by Commissioner Muñoz, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

Nays

Commissioner Cooper asked when the initial PHA voucher expires. Director of Operations, Rishad Mitha answered the question by stating that the expiration of the voucher is based on the PHA's Administrative Plan, for HACSB, the expiration is within 60 days unless there is a reasonable accommodation, then extensions in increments of 30 days are granted, and the billing timeline is extended as well. Executive Director Razo stated that the PHA has 90 days to bill and submit the packet to the other PHA for the transaction of the port. Commissioner Cooper asked if the majority of the amount was uncollectable due to lack of timely billing. Executive Director added that the uncollectable amount could be as a result of several factors such as the amount billed not matching the amount HACSB paid or updates to the administrative fee percentage.

Commission MacDuff commended staff for going through the audit and was glad that the remaining amount was a small amount.

Executive Director Razo added that when HACSB begins leasing again, the priority is to absorb the families that have ported in from another jurisdiction. Executive Director Razo further explained that HASB is currently billing for approximately 140 families.

Commissioner Johnson inquired about the bad debt write off for this fiscal year and the related policy. Finance Manager, Jesse Diaz answered by stating that HACSB is currently rewriting the policy to include portability write offs.

Approval of discussion calendar agenda item number 12, to approve an amended Conflict of Interest Code pursuant to the Political Reform Act of 1974, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar agenda item number 12, approval of an amended Conflict of Interest Code pursuant to the Political Reform Act of 1974, which motion was duly seconded by Commissioner Cooper, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

Nays

Approval of the discussion calendar agenda item number 13, to 1) Award Contract No. PC1203, effective March 1, 2021, to Intergraded Security Management Group for Armed Guard Services for an amount not to exceed \$327,551 for a two-year base period through February 28, 2023, with three single-year options to extend the contract until no later than February 28, 2026, 2) Authorize and direct the Executive Director to execute and deliver the contract to Intergraded Security Management Group and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, was requested.

Executive Director explained the item.

Commissioner Miller moved to approve discussion calendar agenda item number 13, to 1) Award Contract No. PC1203, effective March 1, 2021, to Intergraded Security Management Group for Armed Guard Services for an amount not to exceed \$327,551 for a two-year base period through February 28, 2023, with three single-year options to extend the contract until no later than February 28, 2026, 2) Authorize and direct the Executive Director to execute and deliver the contract to Intergraded Security Management Group and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, which motion was duly seconded by Commissioner Cooper, and upon roll call the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

Nays

Approval of the consent calendar agenda items numbers 15-22, to:

15) 1- Approve a contract extension of the Project-Based Voucher Program Housing Assistance Payments Contract with Housing Partners I, Inc. at 27 scattered site units for the Continuum of Care Program, for a five-year period from February 1, 2021 through January 31, 2026.

2- Authorize and direct the Executive Director to execute and deliver the contract extension to Housing Partners I, Inc., and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

16) Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on December 8, 2020.

17) **CONTINUED FROM TUESDAY, December 8, 2020, ITEM NO. 18**

Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on November 10, 2020.

18) **CONTINUED FROM TUESDAY, JANUARY 12, 2021, ITEM NO. 14**

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month ending in October 2020.

19) **CONTINUED FROM TUESDAY, JANUARY 12, 2021, ITEM NO. 15**

Approve and file Agency-wide Financial Statements through September 2020.

20) Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on January 12, 2021.

21) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month ending in November 2020.

22) Approve and file Agency-wide Financial Statements through October 2020, was requested.

Commissioner Miller moved to approve consent calendar agenda items numbers 15-22 to:

15) 1- Approve a contract extension of the Project-Based Voucher Program Housing Assistance Payments Contract with Housing Partners I, Inc. at 27 scattered site units for the Continuum of Care Program, for a five-year period from February 1, 2021 through January 31, 2026.

2- Authorize and direct the Executive Director to execute and deliver the contract extension to Housing Partners I, Inc., and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

16) Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on December 8, 2020.

17) **CONTINUED FROM TUESDAY, December 8, 2020, ITEM NO. 18**

Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on November 10, 2020.

18) **CONTINUED FROM TUESDAY, JANUARY 12, 2021, ITEM NO. 14**

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month ending in October 2020.

19) **CONTINUED FROM TUESDAY, JANUARY 12, 2021, ITEM NO. 15**

Approve and file Agency-wide Financial Statements through September 2020.

20) Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on January 12, 2021.

21) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month ending in November 2020.

22) Approve and file Agency-wide Financial Statements through October 2020, which motion was duly seconded by Commissioner Muñoz, and upon roll call the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

Nays

Chairman provided an opportunity for individual Board member comments. There were no comments.

There being no other business, Commissioner Miller moved for the regular meeting of Tuesday, February 9, 2021 to be adjourned, which motion was duly seconded by Commissioner Muñoz, and upon roll call, the Ayes and Nays were as follows:

Ayes

Nays

Minutes of a Regular Meeting of the Board of Commissioners of the Housing Authority of the
County of San Bernardino for February 9, 2021

Page 8

Commissioner Johnson
Commissioner MacDuff
Commissioner Cooper
Commissioner Miller
Commissioner Muñoz
Commissioner Pinedo

The meeting adjourned at 4:27 p.m.

Tim Johnson, Chair

Beau Cooper, Vice Chair

Cassie MacDuff

Sylvia Miller

Jessie Muñoz

Dr. Ciriaco “Cid” Pinedo

Attest:

Secretary

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

March 9, 2021

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss for the Month Ending December 2020

RECOMMENDATION(S)

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month ending in December 2020.

(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB communication is open, honest and consistent.

HACSB has secured the resources needed for accomplishing its mission.

FINANCIAL IMPACT

The accounts receivable losses for the month ending December 31, 2020 is \$1,637.34. The Housing Authority of the County of San Bernardino (HACSB) projects and anticipates collection losses in their annual budget. The monthly losses as detailed below are in line with the budgeted losses and historical trends.

BACKGROUND INFORMATION

On a monthly basis, HACSB records vacated tenant accounts for the Authority Owned Portfolio for the purpose of being written off to collection losses. The agency's Authority Owned Portfolio units are owned by HACSB and were either acquired or developed through a variety of partnerships with local governments and/or HACSB's non-profit affiliate Housing Partners I, Inc., and also include public housing developments converted through the United States Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. Despite the agency's reasonable efforts to collect the debts listed in the attached reports, it has been determined that such debts are uncollectible. However, collection efforts will continue with the agency's contracted collection agency. As part of HACSB's standard property management business practices, Board of Commissioners approval is requested to write off these accounts as accounts receivable losses to the Authority Owned Portfolio. Please note that due to the rental eviction moratorium, all of the losses during this time period are for voluntary move outs and skips. The total write off for the month of December 2020 is \$1,637.34 as delineated in the table below. Attached is a worksheet that itemizes the individual accounts.

SUMMARY BY PROPERTY MANAGEMENT		
PROPERTY	NO. VACATED	TOTAL
203 – Maplewood	1	\$558.00
207 – Barstow	2	\$199.39
407 – Sunset Pointe	0	-
408 – Sunrise Vista	0	-

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss
for the Month Ending December 2020
March 9, 2021

SUMMARY BY PROPERTY MANAGEMENT		
PROPERTY	NO. VACATED	TOTAL
410 – Merrill	1	\$2,107.00
425a – Sequoia	1	\$803.00
Concessions Write Off		-
TOTAL RENT WRITE OFF	5	\$3,667.39
Miscellaneous Charges		\$50.00
Maintenance Charges		\$2,298.95
Legal Charges		-
Security Deposits Applied		(\$4,379.00)
NET TOTAL WRITE OFF		\$1,637.34

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on February 19, 2021.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

12/31/20

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
203 - Maplewood													
1	E.	S.		V	540.00	558.00		50.00	406.00		1,014.00	705.00	309.00
2													
TOTALS:						558.00	-	50.00	406.00	-	1,014.00	705.00	309.00

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
1	Voluntary Move Out	NA	N/A	N/A	N/A	N/A		N/A		12/01/20
2										

207 - Barstow													
1	S.	B.		V	651.00	124.39			1,167.17	-	1,291.56	800.00	491.56
2	C.	D.		V	752.00	75.00	-	-	1,902.17	-	1,977.17	1,229.00	748.17
3													
TOTALS:						199.39	-	-	3,069.34	-	3,268.73	2,029.00	1,239.73

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
1	VAWA	N/A	N/A	N/A	N/A	N/A		N/A	N/A	12/10/20
2	Voluntary Move Out	N/A	N/A	N/A	N/A	N/A		N/A	N/A	12/22/20
3										

407 - Sunset Pointe													
1	W.	E.					-		(549.79)		(549.79)		(549.79)
2	M.	A.					-		(725.00)		(725.00)		(725.00)
3	M.	J.					-		(180.00)		(180.00)		(180.00)
4	H.	J.					-		(55.80)		(55.80)		(55.80)
							-				-		-
TOTALS:						-	-	-	(1,510.59)	-	(1,510.59)	-	(1,510.59)

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
1	Payment on bad debt									
2	Adjustment to deposit accounting from previous month									
3	Collection on bad debt									
4	Collection on bad debt									

*Reasons: E=Eviction S=Skip V=Voluntary T=Terminated Tenancy

** Unpaid Misc: Stipulated agreements for rent, maintenance charges, late charges, etc.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

12/31/20

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
408 - Sunrise Vista													
5	P.	E.					-		(303.60)		(303.60)		(303.60)
6	K.	S.					-		(541.20)		(541.20)		(541.20)
							-			-	-		-
TOTALS:						-	-	-	(844.80)	-	(844.80)	-	(844.80)

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
5	Collection on bad debt									
6	Collection on bad debt									

410 - Merrill													
7	M.	A.		S	1,149.00	2,107.00	-		544.00		2,651.00	800.00	1,851.00
							-				-		-
TOTALS:						2,107.00	-	-	544.00	-	2,651.00	800.00	1,851.00

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
7	Skip									11/25/20

425a - Sequoia													
8	M.	W.		S	825.00	803.00			635.00		1,438.00	845.00	593.00
											-		-
TOTALS:						803.00	-	-	635.00	-	1,438.00	845.00	593.00

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
8	Skip									12/01/20

ALL PROPERTY TOTALS:						3,667.39	-	50.00	2,298.95	-	6,016.34	4,379.00	1,637.34
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Submitted by: Lucy Leslie Date: 1/15/2021 Reviewed by: Rishad Mitha Date: 1/26/2021

*Reasons: E=Eviction S=Skip V=Voluntary T=Terminated Tenancy **Unpaid Misc.:

Stipulated agreements for rent, maintenance charges, late charges, etc.

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

March 9, 2021

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Agency-wide Financial Statements through November 2020

RECOMMENDATION(S)

Approve and file Agency-wide Financial Statements through November 2020.
(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

We have a healthy organization marked by financial stability and a culture of respect, empowerment, and passion for the mission.

FINANCIAL IMPACT

The Housing Authority of the County of San Bernardino's (HACSB) year-to-date agency-wide net income through November 2020 for Federal Fiscal Year (FFY) 2020-21 is \$1,658,994. The net income is currently greater than the anticipated \$(570,049) net loss, with a variance of \$2.2 million, primarily due to physical needs assessment work that was budgeted, but not completed in the amount of \$1.8 million (reflected in the extraordinary maintenance expenses line and the grant expense item). There were also lower than anticipated costs in administrative and maintenance expenses mainly due to pending computer equipment and software purchases, lower maintenance and contract costs due to deferred internal maintenance as a result of the pandemic, and several vacant positions.

Financial Summary	FY 2021 YTD
Revenues	\$26,003,683
Expenses	\$23,369,374
Operating Gain	\$2,634,309
Operating Transfers/Non-Operating Items	\$(975,315)
Net Income/(Loss)	\$1,658,994

BACKGROUND INFORMATION

HACSB administers multiple housing programs and is the largest provider of affordable housing in the County of San Bernardino. The FFY 2020-21 budget and financial operations continue to support the vision and mission of HACSB and are in line with its Strategic Plan and Moving to Work Annual Plans. Overall, HACSB has demonstrated fiscal stability even through the challenges presented by the pandemic. FFY 2020-21 is expected to be another challenging year due to the following:

- COVID-19 pandemic related:
 - Continued increases in housing assistance payment costs in the Housing Choice Voucher Program *related to families income decreasing*, which causes a

- corresponding increase on the portion that the agency pays the landlord on behalf of the program participating family.
- Increases in agency costs (i.e. Office modifications, cleaning costs, paid leave, technology, etc.)
- Rental income losses related to the eviction moratorium in the Authority Owned portfolio.
- Inconsistent staffing levels due to childcare and health issues
- Continued increases in housing assistance payment costs in the Housing Choice Voucher Program related to increases in the *total contract rent*, which causes a corresponding increase on the portion that the agency pays the landlord.
- The need to continue to address the physical needs assessment identified repairs within the Authority Owned Portfolio. Maintenance of aging properties is extremely costly, but it is needed to preserve our affordable housing developments. Some of this work has been deferred to account for rental income losses resulting from the pandemic.
- Increases to employer paid medical, dental and pension benefits.

Despite these challenges, we continue to focus on maintaining the agency's fiscal stability, customer service, innovation, enhancing partnerships that will assist our staff and families, and a continued passion for our agency's mission.

Based on HUD's guidance to routinely present key information to HACSB's Board of Commissioners, HACSB is presenting the financial statements on a monthly basis.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on February 23, 2021.

HACSB Budget Comparison

Period = Oct 2020-Nov 2020

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TENANT INCOME					
Total Rental Income	4,484,351.35	4,112,370.70	371,980.65	9.05	24,674,224.00
Total Other Tenant Income	73,581.16	100,264.80	-26,683.64	-26.61	600,191.42
NET TENANT INCOME	4,557,932.51	4,212,635.50	345,297.01	8.20	25,274,415.42
GRANT INCOME					
TOTAL GRANT INCOME	20,617,136.55	21,702,518.56	-1,085,382.01	-5.00	130,215,111.52
OTHER INCOME					
TOTAL OTHER INCOME	828,614.27	757,010.00	71,604.27	9.46	5,541,077.00
TOTAL INCOME	26,003,683.33	26,672,164.06	-668,480.73	-2.51	161,030,603.94
EXPENSES					
GRANT EXPENSES					
TOTAL GRANT EXPENSES	879,815.63	2,299,548.32	1,419,732.69	61.74	13,797,289.92
ADMINISTRATIVE					
Total Administrative Salaries	1,840,249.77	2,455,913.96	615,664.19	25.07	14,734,031.87
Total Legal Expense	52,950.49	46,179.72	-6,770.77	-14.66	277,685.37
Total Other Admin Expenses	1,023,865.91	945,675.81	-78,190.10	-8.27	5,685,777.65
Total Miscellaneous Admin Expenses	346,120.93	738,941.07	392,820.14	53.16	2,428,595.22
TOTAL ADMINISTRATIVE EXPENSES	3,263,187.10	4,186,710.56	923,523.46	22.06	23,126,090.11
TENANT SERVICES					
TOTAL TENANT SERVICES EXPENSES	15,736.96	86,518.68	70,781.72	81.81	519,252.04
UTILITIES					
TOTAL UTILITY EXPENSES	426,334.46	635,278.14	208,943.68	32.89	3,825,948.61
MAINTENANCE AND OPERATIONS					
Total General Maint Expense	368,108.67	422,281.81	54,173.14	12.83	2,535,690.41
Total Materials	104,980.42	169,271.46	64,291.04	37.98	1,015,965.47
Total Contract Costs	296,468.94	740,613.08	444,144.14	59.97	4,401,220.92
TOTAL MAINTENANCE EXPENSES	769,558.03	1,332,166.35	562,608.32	42.23	7,952,876.80
GENERAL EXPENSES					
TOTAL GENERAL EXPENSES	115,585.13	216,792.46	101,207.33	46.68	1,141,404.47
EXTRAORDINARY MAINTENANCE EXPENSES					
TOTAL EXTRAORDINARY MAINTENANCE EXPENSES	350,516.37	768,888.34	418,371.97	54.41	5,468,747.04
HOUSING ASSISTANCE PAYMENTS					
TOTAL HOUSING ASSISTANCE PAYMENTS	17,289,381.97	17,462,115.22	172,733.25	0.99	104,772,691.36
FINANCING EXPENSE					
TOTAL FINANCING EXPENSES	259,258.62	254,195.34	-5,063.28	-1.99	1,525,172.00
TOTAL OPERATING EXPENSES	23,369,374.27	27,242,213.41	3,872,839.14	14.22	162,129,472.35
OPERATING NET INCOME	2,634,309.06	-570,049.35	3,204,358.41	562.12	-1,098,868.41
NET OPERATING TRANSFER IN/OUT	0.00	0.00	0.00	N/A	0.00
NON-OPERATING ITEMS					
TOTAL NON-OPERATING ITEMS	975,314.89	0.00	-975,314.89	N/A	0.00
NET INCOME	1,658,994.17	-570,049.35	2,229,043.52	391.03	-1,098,868.41