



SAN DIEGO
HOUSING
COMMISSION

Regular Meeting Minutes of
February 17, 2012

MINUTES

**SAN DIEGO HOUSING COMMISSION
MINUTES OF THE REGULAR MEETING
FEBRUARY 17, 2012
SMART CORNER
4th FLOOR CONFERENCE ROOM
1122 BROADWAY
SAN DIEGO, CALIFORNIA**

ATTENDANCE

Present were Commissioners Khadija Basir, Chair Gary Gramling, Sam Guillen, Ben Moraga, Allen Sims, and Roberta Spoon. Also present were Walter Spath, General Counsel and President & CEO, Richard Gentry. Commissioner Jim Waring was absent.

10 CALL TO ORDER

Chair Gramling called the Regular Meeting to order at 9:07 a.m.

20 PUBLIC COMMENT

There were no public comments.

30 COMMISSIONER COMMENTS

Commissioner Basir thanked Mr. Gentry for choosing her for the cover of the 2011 Annual Report & Portfolio.

40 REPORT BY PRESIDENT & CHIEF EXECUTIVE OFFICER

Mr. Gentry announced the completion of the 2011 Annual Report & Portfolio, and that its presence online and interactive features are unique compared to similar documents from other public agencies in the nation. He thanked Maria Velazquez and her staff for their work on the Report.

Mr. Gentry announced that on January 26th, the Housing Commission participated in the kick off for Connections Housing, a one-stop shop for the homeless for which the Housing Commission has invested money and vouchers.



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On January 31st, the City, a local environmental task force, and the Housing Commission were recognized by the Environmental Protection Agency and presented with the 2010 National Achievement and Environmental Justice Award for programs related to the removal of lead-based paint in San Diego housing.

He also announced that on February 2nd through February 4th, a nationwide group of smart housing and mass transit proponents met in San Diego. Debbie Ruane and Wendy DeWitt's teams coordinated a tour of Housing Commission properties that demonstrate sensitivities to transportation and environmental issues.

On February 8th, Mr. Gentry and Matt Packard participated in a HUD Homeless event in Los Angeles.

Finally, Mr. Gentry introduced Jennifer Adams-Brooks as the Agency's new Executive Vice President & Chief of Staff.

CONSENT AGENDA:

MOTION BY COMMISSIONER GUILLEN TO APPROVE THE FOLLOWING ITEMS ON CONSENT:

101 HCR12-037 Award of Contract for Strategic Legal and Programmatic Services

- 1) That the San Diego Housing Commission ("Housing Commission") approve the award of a contract to HDW in an amount not to exceed \$100,000 annually for Strategic Legal and Programmatic Consulting Services for the period of one (1) year with options to renew for four (4) additional one-year periods, to be exercised at the sole option of the Commission (Attachment 1).
- 2) Authorize the President & Chief Executive Officer ("CEO") of the Housing Commission, or designee, to execute any and all necessary documents and instruments to effectuate the contract, in a form approved by General Counsel, and to take such actions as are necessary and appropriate to implement this approval.

102 HCR12-044 Amendment to Plumbing Services Contract

That the Housing Commission:

- 1) Approve the contract amendment to Denny & Son Plumbing that increases the not-to-exceed contract amount to \$225,000 for the contract term that expires on February 29, 2012.



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- 2) Authorize the President & Chief Executive Officer (“CEO”) of the Housing Commission, or designee, to execute any and all necessary documents and instruments to effectuate the contract amendment, in a form approved by General Counsel, and to take such actions as are necessary and appropriate to implement these approvals.

103 HCR12-048 Revisions to Temporary Employment Agency Services Contracts for FY12

That the Housing Commission approves a contract revision with an increase of \$50,000, respectively for temporary agency services in FY 2012 with Kelly Services and Manpower of San Diego (Attachments 1 & 2).

Walter Spath, General Counsel, stated that there is a packet associated with this report that shows some very minor changes to the associated attachments. They do not changes the substance but rather clarify the attachments.

SECONDED BY COMMISSIONER SPOON AND CARRIED BY A UNANIMOUS VOTE OF 6-0 WITH COMMISSIONER WARING ABSENT.

50 APPROVAL OF THE MINUTES

MOTION BY COMMISSIONER BASIR TO APPROVE THE MINUTES OF THE REGULAR HOUSING COMMISSION MEETING OF JANUARY 20, 2012. SECONDED BY COMMISSIONER MORAGA AND CARRIED BY A UNANIMOUS VOTE OF 6-0 WITH COMMISSIONER WARING ABSENT.

ACTION AGENDA:

100 HCR12-035 Election of Officers for 2012 Calendar Year and the appointment of Board Members to the San Diego Housing Commission Committees

MOTION BY COMMISSIONER SIMS TO RE-ELECT GARY GRAMLING TO SERVE AS CHAIR AND COMMISSIONER SPOON TO SERVE AS VICE CHAIR OF THE SAN DIEGO HOUSING COMMISSION, SECONDED BY COMMISSIONER GUILLEN AND CARRIED BY A VOTE OF 6-0 WITH COMMISSIONER WARING ABSENT.

CHAIR GRAMLING RE-APPOINTED COMMISSIONERS GUILLEN AND WARING TO THE REAL ESTATE COMMITTEE.

CHAIR GRAMLING RE-APPOINTED COMMISSIONERS BASIR AND SIMS TO THE INVESTMENT COMMITTEE.



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CHAIR GRAMLING APPOINTED COMMISSIONERS MORAGA AND SPOON TO THE
AUDIT FINANCE COMMITTEE.

104 HCR12-043 Proposed Fiscal Year 2012 Budget Revision

Jerry Lohla, Director of Portfolio Management and Vicki Monce, Loan Services Manager presented a staff report.

Commissioners asked a variety of questions as to the current status of the Neighborhood Stabilization Program (“NSP”) applications status. Mr. Gentry provided clarification on the NSP program.

Commissioner Gramling stated that if the reserve amount is more than what is required by the City, staff should come back to the Commission in order to re-apply the funds to the program.

MOTION BY COMMISSIONER SPOON TO APPROVE THE FOLLOWING
RECOMMENDATION: HOUSING COMMISSION RECOMMENDS THE HOUSING
AUTHORITY APPROVE THE TRANSFER OF \$241,391 OF EXCESS NEIGHBORHOOD
STABILIZATION PROGRAM (“NSP”) ADMINISTRATIVE FUNDS FROM RESERVES TO
SITE ACQUISITION. SECONDED BY COMMISSIONER SIMS AND CARRIED BY A
UNANIMOUS VOTE OF 6-0 WITH COMMISSIONER WARING ABSENT.

105 HCR12-038 Hotel Churchill Development Plan

Debbie Ruane, Senior Vice President of Real Estate introduced Dan Turpin, Director of Construction Services and Ann Kern, Director of Acquisitions and Finance, who subsequently provided a staff report.

Commissioners asked clarifying questions regarding the current state of the property and provided suggestions on financing options. Mr. Gentry provided a brief description of the different forms of financing typically applied to affordable housing.

MOTION BY COMMISSIONER SIMS TO APPROVE THE FOLLOWING
RECOMMENDATIONS: THAT THE HOUSING COMMISSION AND HOUSING
AUTHORITY: 1) RATIFY THE ISSUANCE OF A REQUEST FOR
PROPOSALS/QUALIFICATIONS (“RFP/Q”) SEEKING A DEVELOPER/TAX CREDIT
PARTNER/CONTRACTOR TEAM (“DEVELOPER”) TO PARTNER WITH THE HOUSING
COMMISSION TO ACQUIRE FINANCING, REHABILITATE AND OPERATE THE
HOTEL CHURCHILL. 2) AUTHORIZE THE PRESIDENT & CHIEF EXECUTIVE OFFICER
 (“CEO”) OF THE HOUSING COMMISSION, OR DESIGNEE, TO SELECT THE
DEVELOPER BASED UPON RESPONSES TO THE RFQ AND SUBSEQUENT RFP,
SUBJECT TO SUBSEQUENT APPROVAL BY THE HOUSING COMMISSION BOARD



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AND THE HOUSING AUTHORITY AND SUBJECT TO THE APPROVAL OF THE HOUSING AUTHORITY OF THE SUBSEQUENT APPROVAL OF THE CAPITAL BUDGET FOR THE PROJECT. 3) APPROVE A CAPITAL COSTS BUDGET IN THE AMOUNT NOT TO EXCEED \$250,000, TO BE USED TO PAY FOR PREDEVELOPMENT AND DUE DILIGENCE EXPENSES NEEDED TO CONTINUE DUE DILIGENCE EFFORTS FOR THE DEVELOPMENT OF HOTEL CHURCHILL. APPROVE A CONTINGENCY AMOUNT OF UP TO AN ADDITIONAL \$100,000.00 TO BE UTILIZED BY THE HOUSING COMMISSION UPON THE APPROVAL OF THE PRESIDENT & CEO OR DESIGNEE, WITH ADVICE FROM GENERAL COUNSEL. 4) AUTHORIZE THE PRESIDENT & CEO OF THE HOUSING COMMISSION, OR DESIGNEE: 4a) TO EXECUTE THE CONTRACT DOCUMENTS AND ANY AND ALL NECESSARY OR CONVENIENT DOCUMENTS AND INSTRUMENTS REQUIRED TO IMPLEMENT THE ABOVE ACTIONS AND APPROVALS IN CONNECTION WITH THE HOTEL CHURCHILL PROJECT IN A FORM APPROVED BY GENERAL COUNSEL, AND FURTHER AUTHORIZE THE PRESIDENT & CEO, OR DESIGNEE, TO TAKE SUCH ACTIONS AS ARE NECESSARY, CONVENIENT AND/OR APPROPRIATE TO IMPLEMENT THESE APPROVALS BY THE HOUSING COMMISSION AND THE HOUSING AUTHORITY. SECONDED BY COMMISSIONER GUILLEN AND CARRIED BY A UNANIMOUS VOTE OF 6-0 WITH COMMISSIONER WARING ABSENT.

106 HCR12-005 Workshop Presentation and Discussion: Moving to Work (MTW) Initiative Update and Proposed Fiscal Year 2013 MTW Annual Plan

Richard Gentry, President & Chief Executive Officer, provided a brief history on the Moving to Work program. Jeff Davis, Senior Vice President and Jennifer Kelly, Project Manager, Rental Assistance Program, introduced the MTW initiative update and details on the proposed Fiscal Year 2013 MTW Annual Plan. Mr. Davis and Ms. Kelly assisted Mr. Gentry in answering questions from Commissioners regarding the MTW program. Commissioners provided suggestions and feedback on portions of the proposed Annual Plan.

This was an informational item only. No action was taken during this meeting.

ADJOURNMENT:

Chair Gramling adjourned the Regular meeting at 11:23 a.m.

Respectfully submitted,

Approved by,



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Pari Ryan
Legislative Coordinator
San Diego Housing Commission

Richard C. Gentry
President & Chief Executive Officer
San Diego Housing Commission