



## MINUTES

**SAN DIEGO HOUSING COMMISSION  
MINUTES OF THE SPECIAL MEETING  
SEPTEMBER 13, 2018  
SMART CORNER  
4<sup>th</sup> FLOOR CONFERENCE ROOM  
1122 BROADWAY  
SAN DIEGO, CALIFORNIA 92101**

### **ATTENDANCE**

Present:

Commissioner Stefanie Benvenuto  
Commissioner Ryan Clumpner  
Commissioner Margaret Davis  
Commissioner Kellee Hubbard  
Commissioner Tim Walsh  
President & CEO Richard C. Gentry  
General Counsel Charles Christensen

Absent:

Chair Frank Urtasun  
Commissioner Johanna Hester

### **10 CALL TO ORDER**

General Counsel Charles Christensen called the Special Meeting to order at 9:03 a.m.

### **100 HCR18-086 Election of Vice Chair**

General Counsel Charles Christensen presented the request for approval.

Motion by Commissioner Walsh to elect Commissioner Stephanie Benvenuto as Vice Chair.  
Seconded by Commissioner Davis and passed by a vote of 5-0.

That the San Diego Housing Commission (Housing Commission) take the following action:

- 1) Elect the Housing Commission's Vice Chair, for such terms as the Housing Commission may establish.

**After election of the Vice Chair, the Vice Chair presided over the balance of the meeting.**



Special Meeting Minutes of September 13, 2018

**20 NON-AGENDA PUBLIC COMMENT**

Martha Welch spoke about affordable housing.  
Joy Sunyata spoke about housing preservation.

**30 COMMISSIONER COMMENTS**

There were no Commissioner comments.

**40 REPORT BY PRESIDENT & CHIEF EXECUTIVE OFFICER**

**San Diego Housing Commission Notices of Funding Availability Announced**

On September 4, San Diego Mayor Kevin L. Faulconer and City Councilmember Georgette Gómez joined San Diego Housing Commission (Housing Commission) Chairman Urtasun to announce that up to \$50 million is available for the development and rehabilitation of affordable rental housing units for low-income and homeless San Diegans. These funds will be awarded competitively to developers through three new Notices of Funding Availability (NOFA) released by the Housing Commission. These NOFAs are accessible on the Housing Commission's Vendor Portal on PlanetBids, which is linked on the Housing Commission's website, [www.sdhc.org](http://www.sdhc.org)

**Paseo La Paz Groundbreaking**

City Councilmember David Alvarez and Chairman Urtasun spoke at the groundbreaking for the Paseo La Paz development on September 6, 2018. This is a Housing Commission partnership development with Chelsea Investment Corporation and Casa Familiar that will provide 137 new affordable rental apartments for low-income families in San Ysidro, within walking distance of the Beyer Boulevard Trolley Station.

**U.S. Department of Housing and Urban Development Deputy Secretary's Visit**

President & CEO Gentry and the Housing Commission's senior leadership met with U.S. Department of Housing and Urban Development (HUD) Deputy Secretary Pamela Patenaude on August 8, 2018, to hear about SDHC's programs in affordable housing, rental assistance and homelessness. Immediately after the meeting, she toured the award-winning, historic Hotel Churchill and spoke with residents there. Deputy Secretary Patenaude was joined by HUD Assistant Deputy Secretary Matthew Hunter; HUD Los Angeles Field Office Director Ray Brewer; and for the Hotel Churchill tour, HUD Regional Administrator Jimmy Stracner.

**National Procurement Award**

For the second consecutive year, the Housing Commission's Procurement Department has received an Achievement of Excellence in Procurement Award from the National Procurement Institute, Inc. This national award honors organizations that demonstrate excellence by obtaining a high score based on standardized criteria designed to measure innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization.



Special Meeting Minutes of September 13, 2018

**Housing Commission Leadership Structure**

The Housing Commission's senior leadership has been restructured. In addition to President & CEO Gentry, senior leaders are: Executive Vice President & Chief of Staff Jeff Davis; Senior Vice President of Rental Assistance Azucena Valladolid; Senior Vice President of Business Administration Suket Dayal; Senior Vice President of Real Estate Michael Pavco; and three staff who have been promoted, Senior Vice President of Housing Finance & Portfolio Management Emily Jacobs; Senior Vice President of Homeless Housing Innovations Lisa Jones; and Senior Vice President & Chief Financial Officer Tracey McDermott.

**50 APPROVAL OF THE MINUTES**

The minutes of the Regular Housing Commission meeting of July 13, 2018, were approved on a motion by Commissioner Walsh, seconded by Commissioner Hubbard, and passed by a vote of 5-0.

**ACTION AGENDA:**

**101 HCR18-078 Appointments to San Diego Housing Commission Committees**

President & CEO Richard C. Gentry presented the request for approval.

Motion by Commissioner Hubbard to take the following staff recommended actions. Seconded by Commissioner Davis and passed by a vote of 5-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners confirm the following recommended appointments to Housing Commission Committees, as referenced in this report:

- 1) **Audit Committee:** Commissioner Margaret Davis; Commissioner Johanna Hester; and Roberta Spoon.
- 2) **Investment Committee:** Chairman of the Board Frank Urtasun; Commissioner Ryan Clumpner; and Commissioner Kellee Hubbard.
- 3) **Real Estate Committee:** Commissioner Johanna Hester; Commissioner Ryan Clumpner; and Gary Gramling.
- 4) **Strategic Plan Committee:** Chairman of the Board Frank Urtasun; Commissioner Stefanie Benvenuto; and Commissioner Tim Walsh.





Special Meeting Minutes of September 13, 2018

**102 HCR18-079 Appoint Board Members to Housing Development Partners (HDP) and HDP Mason Housing Corporation**

President & CEO Richard C. Gentry presented the request for approval.

Motion by Commissioner Davis to take the following staff recommended actions. Seconded by Commissioner Hubbard and passed by a vote of 5-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners take the following actions:

- 1) Appoint Housing Commission Commissioners Stefanie Benvenuto and Tim Walsh as members of the Boards of Directors of Housing Development Partners (HDP) and HDP Mason Housing Corporation.

**103 HCR18-064 Building Rehabilitation and Site Improvements of La Jolla Marine Apartments Affordable Housing**

Michael Pavco, Senior Vice President, Real Estate Division, and Tom Mudd, Director of Development Services, presented the request for approval.

Motion by Commissioner Davis to take the following staff recommended actions. Seconded by Commissioner Walsh and passed by a vote of 5-0.

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Authorize the President & Chief Executive Officer (President & CEO), or designee, to enter into a design-build contract, and all necessary contracts arising as a result of this procurement solicitation based on competitively bid solicitations and appropriate procurement methodologies, without further approvals by the Housing Commission Board of Commissioners (Board) or the Housing Authority of the City of San Diego (Housing Authority), provided that the aggregate amount of the contracts do not exceed the budget listed in Staff Recommendation No. 2, below;
- 2) Approve total development plan and ratification of the budget (Attachment 1) in an amount not to exceed \$1,355,968;
- 3) Authorize the President & CEO, or designee, to substitute the identified contract funding sources with other available funding sources, as long as the total activity budget amount after substitution does not exceed the total approved budget, should the operational need arise or should actions be to the benefit of the Housing Commission and its mission; and



Special Meeting Minutes of September 13, 2018

- 4) Authorize the President & CEO, or designee, to execute all documents and instruments necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and take such actions as are necessary and/or appropriate to implement these approvals.

**104    HCR18-077    Contracts for Fiscal Year 2019 People Assisting the Homeless (PATH) of San Diego County's Rapid Rehousing Programs**

Jeff Davis, Executive Vice President & Chief of Staff, and Lisa Jones, Senior Vice President, Homeless Housing Innovations, presented the request for approval.

Motion by Commissioner Davis to take the following staff recommended actions. Seconded by Commissioner Walsh and passed by a vote of 5-0.

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Authorize an amendment to the current agreement with People Assisting the Homeless (PATH) of San Diego County to increase the current Fiscal Year 2019 Emergency Solutions Grant (ESG) funded agreement to operate a Rapid Rehousing program by \$50,000 bringing the full agreement amount to \$239,000 for the term of July 1, 2018, to June 30, 2019;
- 2) Authorize the execution of an agreement with PATH in the amount of \$198,736 of Continuum of Care (CoC) funds to operate a Rapid Rehousing program from September 15, 2018, to February 28, 2019, with an option for a four-month extension to June 30, 2019; and approve a further additional one-year option to extend to June 30, 2020, at the discretion of the President & Chief Executive Officer (President & CEO), or designee;
- 3) Authorize the execution of an agreement with PATH in the amount of \$19,013 of Affordable Housing Funds to support a Housing Specialist position for the aforementioned ESG and CoC funded Rapid Rehousing program(s) for fiscal year 2019;
- 4) Authorize the President & CEO, or designee, to execute all necessary documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals; and
- 5) Authorize the President & CEO to substitute funding sources and/or increase compensation by not more than 20 percent of the total agreement amount for each of the proposed agreements, if necessary, without further action by the Housing Commission Board of Commissioners (Board), but only if and to the extent that funds are determined to be available for such purposes.





Special Meeting Minutes of September 13, 2018

**105    HCR18-076    Fiscal Year 2019 City of San Diego Temporary Bridge Shelter Programs Nine-Month Operating Agreements**

Jeff Davis, Executive Vice President & Chief of Staff, and Lisa Jones, Senior Vice President, Homeless Housing Innovations, presented the request for approval.

The City of San Diego's Chief of Homelessness Strategies & Housing Liaison Keely Halsey commented on the City's partnership.

Motion by Commissioner Clumpner to take the following staff recommended actions. Seconded by Commissioner Davis and passed by a vote of 5-0.

That the San Diego Housing Commission (Housing Commission) recommend that the Housing Authority of the City of San Diego (Housing Authority) take the following actions:

**Housing Authority:**

- 1) Authorize the execution of the second option to renew agreements with Alpha Project for the Homeless (Alpha Project), for the operation of the Single Adult Shelter, in the amount of \$3,987,907; Veterans Village of San Diego (VVSD), for the operation of the Veterans Shelter, in the amount of \$2,640,481; and Father Joe's Villages (FJV), for the operation of the Shelter for Families and Single Women, in the amount of \$1,854,368, in accordance with Housing Authority Resolution Number HA-1755. Total funding for the renewal option is \$8,482,756 and is currently funded from Housing Commission Property Reserves, with the expressed understanding that the Successor Agency or City of San Diego, as appropriate, will approve the transfer of funds from the Low-Moderate Housing Fund or any other eligible funds, as determined by the City of San Diego, to backfill the costs advanced by the Housing Commission for the Temporary Bridge Shelter Programs;
- 2) Authorize the President & Chief Executive Officer (President & CEO) of the Housing Commission, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals;
- 3) Authorize the President & CEO to increase compensation to Alpha Project, VVSD, and FJV to provide for flexible spending subsidies to help clients secure housing exits without further action by the Board of Commissioners (Board) of the Housing Commission, through allocated state grant funding for grant-eligible activities, but only if and to the extent that funds are determined to be available for such purposes.
- 4) Authorize the President & CEO to increase compensation to Alpha Project, VVSD, and FJV to allow each service provider to assume responsibility for facility support at the shelters, without further action by the Board of Commissioners (Board) of the Housing Commission,



Special Meeting Minutes of September 13, 2018

provided that the City demonstrates that the funding has already been provided in the FY19 budget for such purpose.

- 5) Authorize the President & CEO to increase compensation to VVSD, to increase the total number of beds available to 250, and open up the shelter to non-veterans if the expansion is determined to be appropriate and achievable, without further action by the Board of Commissioners (Board) of the Housing Commission, through allocated state grant funding for grant-eligible activities or other identified eligible funding sources, but only if and to the extent that funds are determined to be available for such purposes.
- 6) Authorize the President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 10 percent of the total agreement amount for the proposed agreement, if necessary, without further action by the Board of Commissioners (Board) of the Housing Commission, but only if and to the extent that funds are determined to be available for such purposes.

**106    HCR18-074    Workshop and Discussion: SDHC Strategic Plan 2016 – 2020**

**NO ACTION WAS REQUIRED ON THE PART OF THE HOUSING COMMISSION**

Suket Dayal, Senior Vice President of Business Administration, and Rachel Keefer, Portfolio Administrator, Project Management Office, presented a workshop regarding the agency-wide four-year Strategic Plan, which was approved by the Housing Commission Board (Board) on September 9, 2016.

This workshop provided the Board with an update of the progress made in the second fiscal year of the four-year Strategic Plan.

**ADJOURNMENT:**

Vice Chair Benvenuto adjourned the Regular Meeting at 10:55 a.m.

Respectfully submitted,

Scott Marshall  
Vice President  
Communications and Government Relations  
San Diego Housing Commission

Approved by,

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