



# MINUTES

**SAN DIEGO HOUSING COMMISSION  
MINUTES OF THE REGULAR MEETING  
MARCH 15, 2024  
SMART CORNER  
4<sup>TH</sup> FLOOR CONFERENCE ROOM  
1122 BROADWAY  
SAN DIEGO, CA 92101**

## **ATTENDANCE**

Present:

Chair Eugene “Mitch” Mitchell  
Vice Chair Ryan Clumpner  
Commissioner Stephen P. Cushman  
Commissioner Johanna Hester  
Commissioner Kellee Hubbard  
Commissioner Melinda K. Vásquez  
President & CEO Lisa Jones  
General Counsel Chuck Christensen

Not present:

Commissioner Antoine “Tony” Jackson

## **10 CALL TO ORDER**

Chair Mitchell called the Regular Meeting to order at 9:05 a.m.

## **20 NON-AGENDA PUBLIC COMMENT**

Ellis Ros commented on conditions at a permanent supportive housing development.

Nora Alexander commented on housing needs.

Grace Guadalupe commented on the process of housing assistance.

## **30 COMMISSIONER COMMENTS**

Vice Chair Clumper welcomed Commissioner Cushman to the Housing Commission Board of Commissioners. He also requested the monthly update regarding shelter bed availability. Interim Senior Vice President of Homelessness Innovations Casey Snell stated that staff identified an issue with last month’s report, which misstated the percentage of completed shelter referrals. In January, 17 percent of the shelter referrals were completed. In February, 1,626 requests for shelter were received, of which 276 were completed, which is approximately 17 percent. The percentage has remained approximately 17 percent for the past three months. Fiscal Year-to-date, since July 1, 2023, the average completion rate is 20 percent of referrals. Of the incomplete shelter referrals, 87 percent were due to the



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unavailability of a bed that met the person’s needs. Shelter occupancy continues to be approximately 98-99 percent daily, with about 10 to 20 beds available each day.

Commissioner Hester acknowledged President and CEO Jones for the work she has done. She knows the issues and is the first in line to act to address them, including taking calls late into the night and finding placements for households affected by the January 22, 2024, floods in San Diego. President and CEO Jones said the Housing Commission has the right leadership team and the right staff, who always rise to the occasion.

Chair Mitchell said, at this time, empathy is important, and too often people express anger about homelessness instead of empathy. People do not make homelessness a hobby. Housing Commission staff should keep their heads up and keep doing what they are doing because it is vital.

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

##### **Storm Response Update**

The Housing Commission’s emergency short-term shelter program for storm-impacted families has now concluded. The Housing Commission is going through the process of reconciling invoices to determine final expenditures for the assistance provided. Overall, 313 households accessed the short-term lodging they were referred to—either at the Housing Commission’s Midway Drive property or the hotel rooms secured to assist these households. That represents approximately 588 adults, 299 children and 184 pets that the Housing Commission was able to assist with short-term lodging as they continued to recover from the floods. Of the 313 families housed, 175 have transitioned to the assistance program the County of San Diego is providing. An additional 66 households did not need further assistance. The Housing Commission is following up and reconciling with the County to obtain information about 72 additional families that the Housing Commission has not been able to reach and that are no longer in the Housing Commission’s program. On Tuesday, March 11, 2024, the County Board of Supervisors approved approximately \$10 million in additional funding to continue to provide lodging and meals for storm-impacted households. Also on Tuesday, the San Diego City Council received an informational presentation from the Federal Emergency Management Agency and the Governor’s Office of Emergency Services regarding storm response and recovery. The representative from the Governor’s Office of Emergency Services informed the City Council that the County and City, including the Housing Commission, will need to submit a request together for reimbursement. In the aftermath of the storm, the Housing Commission have been working closely with the County and the City to understand any requirements for any future reimbursement from the California Office of Emergency Services or the Federal Emergency Management Agency. President and CEO Jones thanked Housing Commission staff for their outstanding response to this crisis. They performed with compassion, dedication and professionalism as they put in long hours over many days. She also thanked the Housing Commission Board for their support for this initiative.

##### **Community-Based Organization Advisory Committee**

To strengthen the Housing Commission’s partnerships with the many organizations doing impactful work throughout San Diego neighborhoods, the Housing Commission launched a Community-Based Organization Advisory Committee on March 6, 2024. This is part of the Housing Commission’s



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intentional effort to gather input from the community. This advisory committee will create an environment to share challenges, priorities, and available programs. This will help all participating organizations, including the Housing Commission, to better connect with the customers they serve. It will also help inform the Housing Commission's strategic planning efforts this year. The advisory committee will meet quarterly. The first meeting was an engaging and robust conversation, which included sharing challenges and opportunities and general discussion of how this new committee can make meaningful progress in collectively serving the diverse communities in San Diego. Three main priority areas for collaboration emerged through this initial conversation and will frame the focus of the next meeting: fund development, policy advocacy, and communication, including sharing resource information across agencies and collective outreach to better connect people to available resources. President and CEO Jones thanked Chair Mitchell for helping kick off the Committee, which will be a valuable resource. The Housing Commission looks forward to ongoing conversations and the collective positive impact on San Diego households moving forward.

### **Homekey Grant Award**

An additional infusion of State of California Homekey funds is coming to San Diego. The State announced last month that it has awarded \$35 million toward the Housing Commission's proposed purchase of an extended-stay hotel property on Hotel Circle in Mission Valley. This property would provide 161 permanent affordable rental housing units with supportive services for people experiencing homelessness. This is a collaborative effort among the City of San Diego, the County of San Diego and the Housing Commission. Recommended actions will be presented to the Housing Commission's Board—subject to review by the Housing Authority—to request approvals to move forward with this proposed project. Including this proposed project, the state has now awarded more than \$105 million to the Housing Commission since Homekey started in 2020. Those funds support the creation of more than 600 affordable housing units with supportive services for San Diego's most vulnerable unhoused neighbors.

### **Aspen Challenge**

Homelessness prevention was the focus of a presentation the Homelessness Innovations team made in February to some of the brightest young minds from 19 high schools in the San Diego Unified School District. These students are taking on local issues and developing proposed solutions through the Aspen Challenge. This is a program that provides tools and a platform for students to design solutions for some of society's most critical issues. Schools from cities across the country participate, including San Diego. Students received challenges in February and will spend 10 weeks working on proposed solutions, which will be presented to judges in the program in May. The Housing Commission's Director of Homelessness Operations Megan Burt and Housing Instability Prevention Program Supervisor Ilene Lozada were among the speakers who gave the students challenges. They challenged the students to lead a campaign that raises awareness about current homelessness prevention efforts in the City of San Diego and reduces the stigma that families might experience by accessing services.

### **Employee Awards of Excellence**

At the Housing Commission's All-Employee Meeting on March 1, 2024, the annual Employee Awards of Excellence for outstanding performance in 2023 were announced. The following Housing Commission employees were recognized with Individual Awards of Excellence, selected from among



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nominations from their peers throughout the Housing Commission: Anthony Boyd, Information Technology Department; Maria Collazo, Rental Assistance Division; Dulce Ochoa, Real Estate Division; and Caty Schmitter, Strategic Initiatives and Homelessness Innovations Division. The Team Award of Excellence was presented to the Housing Commission Grants team, which consists of Michelle Slingerland and Polly Toledo, under the leadership of Senior Vice President of Compliance and Equity Assurance Debra Fischle-Faulk. The individual CEO Award was presented to Genny Suarez of the Customer Experience Unit. The CEO Team Award was presented to the Housing Commission's Achievement Academy, which consists of Jonathan Arevalo, Diana Brunson, Tinesia Conwright, Silvia De La Mora, Monica Espinoza, Frances Flores, Anna Lopez, Del Marine, Stephanie Murphy, Erik Rodriguez-Palacios, Anna Silsbee, Esther Valdez, and Juanita Villalvazo.

#### **50 APPROVAL OF THE MINUTES**

Motion by Commissioner Vásquez to approve the February 16, 2024, Regular Meeting Minutes. Seconded by Vice Chair Clumpner and passed by a vote of 5-0. Commissioner Cushman abstained.

#### **CONSENT AGENDA**

Motion by Commissioner Hester to approve Items 100, 101, 102 and 103 on consent. Seconded by Commissioner Hubbard and passed by a vote of 6-0.

#### **100 HCR24-036 Housing Authority Designation and Identification of the San Diego Housing Commission's Agency Representatives for Labor Negotiations**

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

- 1) Pursuant to California Government Code sections 3505 and 54957.6(a) and other applicable state and local laws and regulations, the Housing Authority designates and identifies the following individuals as the Housing Commission's labor representatives on the Management Team for negotiations with the Housing Commission's recognized employee organization and authorizes these representatives to attend closed session meetings for the purpose of providing information to the Housing Authority related to meet and confer and receiving instruction from the Housing Authority, so that the Housing Commission's labor representatives may participate in meet and confer on behalf of the Housing Commission, taking Housing Authority-approved bargaining positions:

Lisa Jones, President and Chief Executive Officer, San Diego Housing Commission

Jeff Davis, Deputy Chief Executive Officer, San Diego Housing Commission

Suket Dayal, Executive Vice President of Business Administration and Chief Financial Officer, San Diego Housing Commission

Michael McKenna, Vice President of Human Resources, San Diego Housing Commission



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Tina Holmes, Director of Human Resources, San Diego Housing Commission

Charles B. Christensen, General Counsel, San Diego Housing Commission

Joel Mason, General Counsel, San Diego Housing Commission

- 2) In accordance with California Government Code section 54954.5(f), the Housing Authority consents to the participation of an agent or designee for a specified designated representative if circumstances necessitate the absence of the specified designated representative; however, the name of the agent or designee must be announced at an open session meeting of the Housing Authority held prior to the closed session.
- 3) The Housing Authority authorizes the following Housing Commission labor representatives to execute tentative agreements and memoranda of understanding reached in meet and confer, and to present all tentative agreements and memoranda of understanding reached in meet and confer to the Housing Authority for final determination and approval by the Housing Authority as to policy and the Housing Authority General Counsel as to form or correctness:

Lisa Jones, President and Chief Executive Officer, San Diego Housing Commission

Jeff Davis, Deputy Chief Executive Officer, San Diego Housing Commission

Suket Dayal, Executive Vice President of Business Administration and Chief Financial Officer, San Diego Housing Commission

Michael McKenna, Vice President Human of Resources, San Diego Housing Commission

Tina Holmes, Director of Human Resources, San Diego Housing Commission

Charles B. Christensen, General Counsel, San Diego Housing Commission

Joel Mason, General Counsel, San Diego Housing Commission

- 4) The Housing Authority designates the following individuals from the Office of the Independent Budget Analyst as representatives within the meaning of California Government Code section 54957.6(a) to attend closed session meetings of the Housing Authority and to serve in the capacity as observers at “meet and confer” sessions, but they are not designated as labor negotiators for the Housing Authority of the City of San Diego:

Charles Modica, Independent Budget Analyst

Lisa Byrne, Fiscal and Policy Analyst, Office of the Independent Budget Analyst



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Amy Li, Fiscal and Policy Analyst, Office of the Independent Budget Analyst

- 5) The Housing Authority designates the following individuals from the Office of the General Counsel of the Housing Authority of the City of San Diego as representatives within the meaning of California Government Code section 54957.6(a) to attend closed session meetings of the Housing Authority; to perform legal work, as required by applicable law, and to serve in the capacity as observers at “meet and confer” sessions, but they are not designated as members of the Housing Commission’s labor representatives:

Mara W. Elliott, City Attorney, City Attorney’s Office and General Counsel, Housing Authority

Leslie Fitzgerald, Assistant City Attorney, City Attorney’s Office and Assistant General Counsel, Housing Authority

Jim McNeill, Assistant City Attorney, City Attorney’s Office and Assistant General Counsel, Housing Authority

Joan Dawson, Senior Deputy City Attorney, City Attorney’s Office and Senior Deputy General Counsel, Housing Authority

**101 HCR24-026 Fiscal Year 2025 Admissions and Continued Occupancy Policy Update for Public Housing**

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

- 1) Approve the revised Admissions and Continued Occupancy Policy for Public Housing (Attachment 1), pursuant to the authority delegated to the Housing Commission Board by the Housing Authority of the City of San Diego (Housing Authority) in Housing Authority Resolution HA-1036, adopted December 7, 1999.
- 2) Authorize the Housing Commission’s President and Chief Executive Officer (President and CEO), 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 as are necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.

**102 HCR24-022 Fiscal Year 2025 Section 8 Housing Choice Voucher Administrative Plan Approval**

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



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- 1) Approve the proposed revisions to the Fiscal Year (FY) 2025 Section 8 Housing Choice Voucher Administrative Plan.
- 2) Authorize the President and Chief Executive Officer, or designee, to execute all documents and instruments necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions as are necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.

**103 HCR24-043 Revisions to the Previously Approved Housing Authority Resolutions HA-1882 and HA-1924 That Authorized the San Diego Housing Commission to Submit an Application for State of California CalHome Program Funds**

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

- 1) Approve revisions to the previously approved Housing Authority Resolutions HA-1882 and HA-1924 (Attachments 1 and 2) that authorized the Housing Commission's President and Chief Executive Officer (President and CEO), or designee, in a form of an amended resolution, a revised resolution, or a new resolution, or such other form of resolution, as determined by the office of the City Attorney, to apply to the California Department of Housing and Community Development (HCD) for up to \$5 million in CalHome Program funds.
- 2) Affirm that Lisa Jones, President and CEO of the San Diego Housing Commission, or designee, is authorized to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, and to take such actions as are necessary and/or appropriate to implement these approvals as previously approved in Resolutions HA-1882 and HA-1924.
- 3) Authorize such budget amendments as are necessary to allow for the utilization of any CalHome Program Funds.

**DISCUSSION AGENDA**

**104 HCR24-037 Amendment to Agreement with Insight Public Sector Inc. for Microsoft Enterprise Licensing**

Suket Dayal, Executive Vice President of Business Administration and Chief Financial Officer, and Geof Bartell, Vice President of Information Technology and Chief Information Officer, Information Technology Department, presented the request for approval.

Motion by Commissioner Hester to approve the staff recommendations. Seconded by Vice Chair Clumpner and passed by a vote of 6-0.



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

- 1) Authorize an amendment to the Housing Commission’s agreement with Insight Public Sector Inc. for the Microsoft Enterprise License Agreement to increase the maximum allowable compensation in the amount of \$318,749.40 for a maximum total compensation amount of \$915,872.88
- 2) Authorize the President and Chief Executive Officer (President and CEO), or designee, to substitute the funding sources with other available funding sources so long as the total program/project budget amount after substitution does not exceed the approved total budget, and to increase compensation by not more than percent of the total agreement amount, if necessary, should the operational need arise without further action by the Housing Commission Board.
- 3) Authorize the President and CEO, 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 take such actions as are necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.

**105    HCR24-041    2024-2025 Procurement of Property Insurance Coverage**

Suket Dayal, Executive Vice President of Business Administration and Chief Financial Officer, and Tracy Bryson, Manager of Finance – Audit and Reporting, Financial Services Department, presented the request for approval.

Motion by Commissioner Hubbard to approve the staff recommendations. Seconded by Commissioner Vásquez and passed by a vote of 6-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) authorize the procurement and binding of property insurance coverage for the Housing Commission from Public Risk Innovation, Solutions, and Management (PRISM) in an amount not to exceed \$1,693,000 plus 5 percent as a contingency reserve, with effective dates of March 31, 2024, to March 31, 2025.

**106    HCR24-034    Loan Recommendation for Kindred Apartments**

Jennifer Kreutter, Vice President, Multifamily Housing Finance, Real Estate Division, presented the request for approval.

Public testimony by Jeff Williams.





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Motion by Vice Chair Clumpner to approve the staff recommendations. Seconded by Commissioner Vásquez and passed by a vote of 6-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board), take the following actions as described in this report:

- 1) Approve a proposed residual receipts loan in an amount not to exceed \$7,955,600 to Kindred Cortez Hill LP, a California limited partnership, to facilitate the acquisition and new construction of Kindred Apartments, a development at 1501 Sixth Ave., in the Downtown Community Plan Area, which will consist of 125 units that will remain affordable for 55 years. Of the development's 126 total units, 59 units will be reserved as permanent supportive housing units for seniors aged 55 and older who experienced homelessness with income up to 30% of San Diego's Area Median Income (AMI), 66 units will be reserved for families earning 30% to 60% of AMI, and one unit will be an unrestricted manager's unit.

The Housing Commission's proposed loan will be contingent upon the developer receiving all necessary third-party funding commitments as described in this report. Such third-party funding commitments will be subject to the Housing Commission General Counsel's approval.

- 2) Authorize the President and Chief Executive Officer (President & CEO), or designee, to:
  - a. Execute all necessary documents and instruments to effectuate the transaction and implement the project, in a form approved by the General Counsel, and to take such actions as are necessary, convenient, and/or appropriate to implement the approvals upon advice of the General Counsel, provided that a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.
  - b. To adjust financing terms/conditions, as necessary, for consistency with requirements of other funding sources or to accommodate market changes that may occur, provided that the proposed \$7,955,600 maximum loan amount may not increase.
  - c. Substitute approved funding sources with any other available funds as deemed appropriate, contingent upon budget availability, and further authorize the Interim President & CEO, or designee, to take such actions as are necessary, convenient, and/or appropriate to implement this approval and delegation of authority by the Housing Commission upon advice of the General Counsel.

**107    HCR24-025    Workshop & Discussion: Section 8 Housing Choice Voucher Program**

Azucena Valladolid, Executive Vice President of Rental Assistance and Workforce Development, Rental Assistance Division, and Maria Christopher, Vice President of Special Programs, Rental Assistance Division, presented an informational workshop to provide an overview of the San Diego Housing Commission's rental assistance programs.



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## **CLOSED SESSION**

The San Diego Housing Commission met in closed session on Friday, March 15, 2024, at 10:55 a.m. with the following agenda:

- I. Announcement by Counsel of the Matters to be discussed in Closed Session and the basis upon which each will be discussed, as referenced within the Brown Act.
- II. Public Testimony and Comment, if any, concerning any matter on the Closed Session Agenda.  
  
There were no public comments.
- III. Commissioner comments, if any.  
  
There were no Commissioner comments.
- IV. Commission will convene in closed session to consider the following agenda:
  - A. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code section 54957.6:  
  
Agency Representatives: Lisa Jones, Jeff Davis, Suket Dayal, Michael McKenna, Tina Holmes, Charles B. Christensen and Joel Mason for the San Diego Housing Commission  
  
Employee Organization: Service Employees International Union, Local 221, AFL-CIO  
  
Counsel's Description of General Nature of Closed Session: Agency Representatives will seek direction from the Commission concerning labor negotiations.
- V. Announcement of Actions Taken in Closed Session.  
  
The Housing Commission met in closed session to discuss labor negotiations. The matter was for discussion only. No action was taken.

## **ADJOURNMENT**

Chair Mitchell adjourned the Regular Meeting at 11:41 a.m.



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Respectfully submitted,

*Scott Marshall*

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

Approved by,

*Jeff Davis*

Jeff Davis  
Deputy Chief Executive Officer  
San Diego Housing Commission