

## H&CD COMMISSION - REGULAR MEETING AGENDA MINUTES

Thursday, March 23, 2023 – 10:00 a.m.

**County Administration South**  
**601 North Ross, First Floor, Room 103/105**  
**Santa Ana, California 92701**

**An Nguyen, 1st District**  
**Muriel Ullman, 2nd District**  
**Mike Alvarez, 3rd District**  
**Vacant, 4th District**  
**Stephanie Oddo, 5th District**

**James Mai, At-Large**  
**Wayne Carvalho, At-Large**  
**Carla Wilkerson, Tenant Representative**  
**Helen Smith-Gardner, Tenant Representative**  
**Mike Frost, City Selection Representative**  
**Cecilia Hupp, Chair, City Selection Representative**

The Housing and Community Development (H&CD) Commission has been established to perform two functions. (1) As to Orange County Housing Authority matters, the H&CD Commission is to review and make recommendations on those Agenda items, which will be presented to the Orange County Board of Supervisors, sitting as the Board of Commissioners of the Orange County Housing Authority. These items are noted on this Agenda by the designation "OCHA". (2) As to other matters, the H&CD Commission is to provide advice to the Housing & Community Development Department of the County of Orange. These items are noted on this Agenda by the designation "H&CD".

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda.

**In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Orange County Housing & Community Development Commission Clerk 72 hours prior to the meeting at (714) 480-2920 or via email at: [ochcdcommission@occr.ocgov.com](mailto:ochcdcommission@occr.ocgov.com)**

Members of the public may address the H&CD Commission regarding any item in the following ways:

**1. Written Comment –** You may submit comments to the H&CD Commission by emailing them to [ochcdcommission@occr.ocgov.com](mailto:ochcdcommission@occr.ocgov.com). The comments will be made available to the H&CD Commission members. If you wish to comment on a specific agenda item, please identify the item in your email. General public comments will be addressed during the public comment item on the agenda. In order to ensure that staff has the ability to provide comments to the Commission members in a timely manner, please submit your comments by noon the day prior to the meeting.

*\* Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the H&CD Commission, please state your name (or pseudonym) for the record prior to providing your comments.*

**2. In-Person -** If you wish to comment on a specific agenda item in-person, please complete a Speaker Request Form(s) identifying the item(s) number, your name, and deposit the completed form(s) in the box located next to the clerk. To speak on a matter not appearing in the agenda, but under the jurisdiction of the H&CD Commission, you may do so during Public Comments item at the end of the meeting. Speaker Request Forms must be deposited prior to the beginning of the consent calendar, the reading of the individual agenda items, the opening of the public hearing and/or the beginning of Public Comments item. Members of the public desiring to speak should address all remarks and questions to the Commission. Speakers may address the Commission on up to three occasions, with three minutes allotted to the speaker per occasion.

*\* Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the H&CD Commission, please state your name (or pseudonym) for the record prior to providing your comments.*

All supporting documentation is available for public review in the Orange County Housing Authority office located at 1501 E. St. Andrew Pl., Santa Ana, CA 92705 during regular building hours, 8:00 a.m. – 5:00 p.m., Monday through Thursday.

**I. CALL TO ORDER:** Cecilia Hupp, Chair

**Meeting called to order at 10:14 am**

**II. PLEDGE OF ALLEGIANCE:** Cecilia Hupp, Chair

**III. ROLL CALL:** Jessica Villa

**Present:** C. Hupp, M. Alvarez, S. Oddo, J. Mai, W. Carvalho, C. Wilkerson, A. Nguyen, H. Smith-Gardner

**Absent:** M. Ullman, M. Frost

**Clerk: Oral re:** Mr. John Koos name was not called out as we received his resignation notice effective

March 22nd

**IV. STAFF IN ATTENDANCE:**

January Johnson, Manager, Housing Assistance Division  
Michelle Zdeba, Manager, Housing Development  
Jessica Villa, Commission Clerk

**V. APPROVAL OF MINUTES:**

Chair: Motion to correct section "V" of the minutes for the February 23, 2023, meeting to reflect that Ms. Oddo was not absent but rather abstained from a vote for the January 12, 2023, minutes, by striking the word "absent" from the January meeting and replacing it with "abstained"

**RECOMMENDED ACTION:**

Approve the Summary of Minutes of the meeting held on February 23, 2023, as amended

**Motion to approve minutes: S. Oddo**

**Motion was seconded: M. Alvarez**

**All in favor: Vote was unanimous**

Public Comment (1)

1. **Mary Cameron – Oral re:** Commented that she does not agree the February meeting was properly noticed. She confirms the meeting agenda was posted but contends the website reflected the meeting was canceled. Gave her opinion on members of the Commission.

**Chair** - I understand that the February 23, 2023, meeting agenda was properly posted in a location that was freely accessible to members of the public and on the County's website as required under the Brown Act. But members of the public have contacted the Commission regarding a website error that purportedly made members of the public believe the meeting was cancelled, even though the posted agendas indicated the meeting was going forward. Our assigned Deputy County Counsel is here today, and I would like to ask him whether any member of the Commission controls or operates the County's website so that the public can understand the Commission members' role with respect to the website?

**COUNTY COUNSEL**- No, the members of the Commission do not control or operate the technical aspects of the County's website. The Commission members do not have website permissions that would allow for revising the County's website.

**VI. PRESENTATIONS/INTRODUCTIONS: (0)**

**VII. PUBLIC COMMENTS:** *At this time, members of the public may address the H&CD Commission regarding any items within the subject matter jurisdiction of the Commission, provided that NO action shall be taken on off-agenda items unless authorized by law.*

1. **Mary Cameron – Oral re:** Asked if this meeting was being recorded. (**Clerk response:** *Yes, we have an audio recording*)  
Speaker mentioned her request for a projector to share personal experiences. The speaker mentioned she is a participant in the Secretary of State, Safe at Home program in which the speaker gave a description of the program. Speaker spoke additionally on her personal beliefs and opinions on members of the Commission.

**VIII. CONSENT CALENDAR: (None)**

**IX. DISCUSSION CALENDAR: (4)**

1. **(OCHA) REAFFIRM COMMISSION'S FEBRUARY 23, 2023 RECEIPT AND RECORDING OF THE DRAFT - ANNUAL PUBLIC HOUSING AGENCY (PHA) PLAN FOR FY 2023**  
January Johnson, Manager, Housing Assistance Division

**RECOMMENDED ACTION:**

1. Reaffirm Commission's February 23, 2023 receipt and recording of draft - Annual Public Housing Agency (PHA) Plan for FY 2023
2. Receive and record comments

**Motion to move Agenda Discussion item #1: W.Carvalho**

**Motion was seconded: S. Oddo**

**All in favor: Vote was unanimous**

**2. (HCD) REAFFIRM COMMISSION'S FEBRUARY 23, 2023 ELECTION OF VICE-CHAIR FOR TERM ENDING JULY 2023**

January Johnson, Manager, Housing Assistance Division

**RECOMMENDED ACTION:**

1. Reaffirm Commission's February 23, 2023 nomination and election of Wayne Carvalho as Vice-Chair for term ending July 2023

**Motion to move Agenda Discussion item #2: M. Alvarez**

**Motion was seconded: J. Mai**

**All in favor: Vote was unanimous**

**3. (OCHA) AD HOC Selection Committee for Tenant Member**  
January Johnson, Manager, Housing Assistance Division

**RECOMMENDED ACTIONS:**

1. Amend current Ad Hoc Selection Committee for Tenant Member to allow for a membership consisting of two to five Commission members
2. Nominate and elect a minimum of two, and up to a total of five, volunteers for Ad Hoc Selection Committee for Tenant Member
3. Authorize Ad Hoc Selection Committee for Tenant Member to conduct interviews, select, and report back to Commission

**Volunteers:**

**James Mai**

**Mike Frost**

**Wayne Carvalho**

**Motion to nominate and elect James, Wayne, and Mike: H. Smith-Gardner**

**Motion was seconded: M. Alvarez**

**All in favor: Vote was unanimous**

**4. (OCHA) AD HOC Selection Committee for At-Large Member**  
January Johnson, Manager, Housing Assistance Division

**RECOMMENDED ACTIONS:**

1. Amend current Ad Hoc Committee for At-Large member to allow for a membership consisting of two to five Commission members
2. Nominate and elect a minimum of two, and up to a total of five volunteers for Ad Hoc Selection Committee for At-Large Member
3. Authorize Ad Hoc Selection Committee for At-Large Member to conduct interviews, select, and report back to Commission

**Volunteers:**  
**Cecilia Hupp**  
**Helen Smith-Gardner**  
**Mike Frost**  
**Stephanie Oddo**

**Alternate**  
**Carla Wilkerson**

**Motion to appoint Cecilia Hupp, Helen Smith-Gardner, Mike Frost, and Stephanie Oddo**  
**Motion was seconded: M. Alvarez**  
**Carla Wilkerson volunteered to be an alternate**

**All in favor: Vote was unanimous**

**X. PUBLIC HEARINGS: (None)**

**XI. REPORTS OF STAFF AND/OR COMMISSION MEMBERS:**

**A. Community Development: (No Report)**

**B. Housing Development:**

Michelle Zdeba, Housing Development Manager

**Discussed:**

- Project Review Advisory Panel met on Feb. 9th and reviewed recommended changes to Policy and Process for the 2023 Notice of Funding Availability
- Anticipate releasing Notice of Funding Availability in March to make \$67M in capital funding available in addition to 210 Project Based Vouchers

**C. Orange County Housing Authority Update:**

January Johnson, Manager, Housing Assistance Division

**Discussed:**

- Landlord Incentive Program
- Tenant Move-In Assistance Program
- Plan to pull from Waiting List each month through first quarter of 2023
- **H. Smith-Gardner:** How many people are on the waitlist?  
*J. Johnson: Approximately 2,600*
- **C. Wilkerson:** can we share the flyer?  
*J. Johnson: Absolutely*
- **J. Mai:** How long does it take a landlord to get approval?  
*J. Johnson: Landlords are required to submit documents so it depends on how soon items are submitted and once all documents have been submitted then it can take up to 60 days to be approved*

**D. Executive Director/Secretary's Report: (No Report)**

**XII. PUBLIC COMMENTS: At this time, members of the public may address the Commission regarding any off-agenda items within the subject matter jurisdiction of the H&CD Commission, provided that **NO** action shall be taken on off-agenda items unless authorized by law.**

- 1. Mary Cameron – Oral re:** Gave her opinion on Commission member J. Mai
- 2. Jasmin - Oral Re:** Spoke about her personal matters

**XIII. MEMBER COMMENTS:** *At this time, Members of the H&CD Commission may comment on agenda or non-agenda matters and ask questions of or give directions to staff; provided that **NO** action shall be taken on non-agenda items unless authorized by law.*

- **Wayne Carvalho:** When will ad hoc interviews begin?

*J. Johnson: They will coordinate with the ad hoc schedule availability*

Followed up on Commission attendance policy

*J. Johnson: Will look into and follow-up with commission with a response*

If the Commissioners term expires, they can continue to serve until they are replaced?

Chair: *Yes, that is correct*

- **S. Oddo** – Does the ad hoc meeting have to be in person, or can we do virtual?

*J. Johnson: We will work with everyone's schedule and coordinate what will work best with staff*

- **H. Smith-Gardner** – Asked to confirm if the member who resigned was John Koos?

*Clerk: Confirmed*

- **C. Hupp** – Asked if we knew when they would replace City nominated member

*Clerk: The Clerk of the board will send out an Opportunity Notice to the cities and they will nominate at the next City Selection meeting.*

**XIV. ADJOURNMENT**

**The meeting adjourned at 11:02 am**

**XV. NEXT SCHEDULED MEETING:**

**April 27, 2023**

**County Administration South**

**601 North Ross, First Floor, Room 103/105**

**Santa Ana, California 92701**