

## H&CD COMMISSION - REGULAR MEETING AGENDA MINUTES

Thursday, June 22, 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 9a.m. the Tuesday 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:** Chair or Vice-Chair  
**Meeting called to order at 10:06 a.m.**

**II. PLEDGE OF ALLEGIANCE:** Wayne Carvalho, Vice-Chair

**II. ROLL CALL:** Commission Clerk  
**Present:** , M. Alvarez, S. Oddo, J. Mai, W. Carvalho, H. Smith-Gardner, M. Ullman  
**Absent:** M. Frost, C. Hupp, A. Nguyen

**IV. STAFF IN ATTENDANCE:**

Julia Bidwell, Director, Housing Community Development/Executive Director of OCHA  
Juana Munoz, Assistant Housing Manager, Housing Assistance Division  
Craig Fee, Manager, Community Development  
Michelle Zdeba, Manager, Housing Development  
Jessica Villa, Commission Clerk

**V. APPROVAL OF MINUTES:**

**RECOMMENDED ACTION:**

Approve the Summary of Minutes of the meeting held on April 27, 2023

**Motion to approve minutes: M. Alvarez**

**Motion was seconded: M. Ullman**

**All in favor: Vote was unanimous**

**VI. PRESENTATIONS/INTRODUCTIONS: (None)**

**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.*

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

**IX. DISCUSSION CALENDAR: (2)**

**1. EXTEND TERM OF CURRENT CHAIR and VICE-CHAIR THROUGH DECEMBER 2023**

Julia Bidwell, Executive Director/Secretary

**RECOMMENDED ACTION:**

Extend term of Current Chair and Vice-Chair through December 2023 to be consistent with adopted H&CD Commission Bylaws to elect Chair and Vice-Chair annually during the last H&CD Commission meeting of each calendar year

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

**Motion was seconded: J. Mai**

**All in favor: Vote was unanimous**

**2. REVISIONS TO HOUSING & COMMUNITY DEVELOPMENT COMMISSION BYLAWS**

Julia Bidwell, Executive Director

**RECOMMENDED ACTION:**

Approve revisions to H&CD Commission Bylaws as outlined in attached revised Bylaws document and direct staff to forward changes to the Board of Supervisors for final approval and adoption.

**S. Oddo - Asked for clarification on the suggested updates regarding Absenteeism and Public Comment. Asked to confirm if a member does not show for 3 consecutive meetings do they automatically vacate position?**

**J. Bidwell- Yes, that is correct**

**S. Oddo- Under Public Comments- confirm these are two separate sections in the meeting that accept same type of comments.**

**J. Bidwell- confirmed the two items where public comments are on current agenda and one indicates off agenda items.**

**S. Oddo - confirmed that public comments can be made on any item on agenda and under general public comments. Is there a reason we wouldn't have public comments at the beginning of the agenda?**

**There was much discussion on the location of public comments on the agenda.**

**C. Wilkerson – Asked what constitutes and excused absence and can we adopt language regarding unexcused absences?**

**J Bidwell – Addressed the question and confirmed with Deputy County Counsel that the changes can be general, and the Commission could adopt a policy after the bylaws are adopted, as necessary. Mentioned AB 2449 which includes "Just Cause" reasons for telecommuting which may be a guide.**

**There was much discussion on excused and unexcused absences.**

**Deputy County Counsel helped further clarify that the word excused or unexcused absence needs to be in the language in order to then define it later, as necessary.**

**There was additional discussion.**

**S. Oddo – Motioned to move to approve the revisions to the H&CD Commission Bylaws with two amendments.**

- 1) Article VI, Item G to read: Any member of the H&CD Commission who has an unexcused absence for three consecutive regular meetings or half the regular meeting in a calendar year should automatically vacate the position of Commission member.**
- 2) Article VIII, Item I, Order of Business keep item 5 "Public Comments" in the order of business and remove the second public comments item 9 (what would be item 10) "Public Comments."**

**All in favor as amended: Vote was unanimous**

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

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

**A. Community Development:**

Craig Fee, Manager

- **Discussed Cooperation Agreements going to the Board on July 25<sup>th</sup>.**
- **Discussed Annual Action Plan was approved at the Board of Supervisors meeting on May 9<sup>th</sup>.**

**B. Housing Development:**

Michelle Zdeba, Housing Development Manager

- **Discussed the Notice of Availability (NOFA) that was released March 2023 with five applications received and under review.**
- **Discussed previous Project Review Advisory Panel meeting where HB Oasis project was passed on threshold review and will bring back the project for underwriting review then to the Board of Supervisors.**
- **Discussed Homekey Round 3 and application due by July 28, 2023. Staff is still reviewing submissions under the RFI that was released for Homekey Round 3.**

**J. Mai- Asked about the permanent name of the HB Oasis project?**

**M. Zdeba- clarified that HB Oasis is current name but the developer may change it later.**

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

Juana Munoz, Assistant Manager, Housing Assistance Division

- **Discussed HUD Family Unification Program. Indicated that HUD opened a new a non-competitive opportunity called Foster Youth Independence (FYI) vouchers and OCHA will submit an intent to apply.**
- **OCHA continues to pull from the waitlist and plans to open the waitlist Fall 2023.**

**S. Oddo-** Ask in the packet where to find reports that relate to the updates being given.

**J. Bidwell-** *Indicated where in the packet to find the reports*

**H. Smith-** Clarified FYI vouchers are for over age 18.

**J. Munoz-** *Confirmed it is ages 18-24.*

**H. Smith-** Asked if I someone has a foster child does it change my ability to have a one-bedroom, two bedroom status?

**J. Munoz-** *under the HCV program if someone has a foster child then they could be approved for an additional bedroom.*

**D. Executive Director/Secretary's Report:**

Julia Bidwell, Executive Director/Secretary

- **Mentioned that as requested at the last meeting, a video/PowerPoint of staff in action at the Annual Apartment Association Tradeshow will be shown (video was shown).**
- **Discussed OCHA that received their HUD funding letter for the 2023 Calendar Year. OCHA received the same base amount as last year plus 7.5% to account for inflation, which HUD calls an inflation factor. This amount is sufficient to allow us to continue to serve the same volume of voucher holders that we served in 2022.**
- **Discussed that the Federal Government came to an agreement on the debt ceiling which included agreement to raise the debt ceiling that caps spending in the next fiscal year at approximately current funding levels. Because of inflation and high rent increases, the HUD spending bill will need an estimated \$13 billion to \$15 billion in additional funding over current spending levels just to keep all families who are currently receiving rental assistance in their homes. Currently, the House Appropriations Committee approved a \$22 billion or 25% cut in FY 2024 to the HUD spending bill. We will continue to track on this as it goes through Congress.**

**S. Oddo-** Asked about the number of families.

**J. Bidwell-** *Confirmed that we will continue to track on this and get information from NAHRO "National Association of Housing and Redevelopment Officials", the industry group for housing authorities.*

**M. Ullman-** Does this affect general housing funding or also affect vouchers.

**J. Bidwell-** *this affects rental assistance.*

**M. Ullman-** does this mean people could lose vouchers.

**J. Bidwell-** *this would affect cuts to funding, which could mean stop issuing vouchers.*

- **Discussed that OCHA has been experiencing staffing shortages, however, OCHA has hired 23 staff since August 2022 and have several more vacancies in the recruitment phase.**

**H. Gardner-** Asked about 23 short in staffing.

**J. Bidwell-** *Indicated that we did fill 23 positions and clarified that shortages in staff has impacted workload, but we have worked on many different things to maintain a full staffing compliment.*

**H. Gardner-** Mentioned that annual voucher renewals are taking a really long time. And asked what is the average timeline for these.

**J. Munoz-** *We work 4 months ahead for annual recertifications. Ask for these early to make sure we have time to process.*

There was additional discussion.

**S. Oddo-** requested staff continue to provide update about tracking on the House bill.

**Apartment Association Tradeshow Video was shown**

**H. Smith Gardner-** Challenged all Commission members to attend the next Tradeshow.

**XII. PUBLIC COMMENTS: (1)**

- **Dinorah Echavarria – Oral re: Discussed her personal experience in coming to America from Cuba. Talked about various housing authorities in Orange County and her experiences in trying to receive a housing voucher.**

**XIII. MEMBER COMMENTS: (3)**

1. **J. Mai – Oral re: Gave thanks to J. Bidwell and staff for providing content for a public event he attended and spoke at regarding housing.**
2. **S. Oddo – Oral re: Attended an event for elected officials for Finamore Place in Anaheim and mentioned their open house.**
3. **H. Smith-Gardner – Oral re: Asked how public gets notified of the Order of Business update and gave positive feedback on the Resident Virtual Inspection (RVI).**

***J. Bidwell – Mentioned the Agendas are public and the public interface is our website.***

4. **W. Carvalho – Oral re: Asked if we post meeting dates for calendar year and notices of meetings?**

***J. Bidwell – Confirmed that our website has all future meeting dates and will be updated accordingly if any cancellation etc.***

J. Bidwell- Indicated that our next month meeting will be in a different room in the CAS building, and we will note that.

**XIV. ADJOURNMENT**

**Meeting Adjourned at 11:09 a.m.**

**XV. NEXT SCHEDULED MEETING:**

July 27, 2023

County Conference Center

425 West Santa Ana Blvd., Rooms 104/106

Santa Ana, CA 92701