

H&CD COMMISSION - REGULAR MEETING MINUTES

Thursday, September 22, 2022 – 10:00 a.m.

**COUNTY ADMINISTRATION SOUTH
CONFERENCE ROOM 103
601 N Ross
Santa Ana, CA 92705**

**An Nguyen, 1st District
Muriel Ullman, 2nd District
Mike Alvarez, 3rd District
Denise Barnes, 4th District
Sandy Rains, Vice Chair, 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.

Pursuant to Government Code Section 54953(e)(1), as amended by AB 361, this meeting will be held in person at the address above and via Microsoft Teams. Members of the public can listen to and participate in the live Teams meeting by accessing the following. To attend the meeting via teleconference please call: 1-949-543-0845 Phone Conference ID: 862 522 755# or <https://www.microsoft.com/microsoft-teams/join-a-meeting> Meeting ID: 286 796 455 360 Passcode: K2YopC

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

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

1. Real-time Teams Comment – To provide a real-time public comment during the meeting, please access the Teams information identified above. Speakers will be recognized by the Commission Clerk at the time the agenda item is to be considered. If attending virtually via Teams. If calling in via telephone, dial *5 to raise your hand, and when called upon *6 is used to mute and unmute yourself. A speaker's comments shall be limited to three minutes. Anyone causing disruption can be removed from the meeting at the discretion of the Chair.

** 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. Written Comment – You may submit comments to the H&CD Commission by emailing them to 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 general 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.*

3. 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

II. PLEDGE OF ALLEGIANCE: Cecilia Hupp, Chair

II. ROLL CALL: Jessica Villa

Present: M. Alvarez, D. Barnes, C. Wilkerson, S. Rains, C. Wilkerson, J. Mai, W. Carvalho, C. Hupp, M. Ullman, A. Nguyen, M. Frost, H. Smith-Gardner

Absent: A. Nguyen

IV. STAFF IN ATTENDANCE:

Julia Bidwell, Director, Housing Community Development/Executive Director of OCHA

Marie Vu, Manager, Housing Assistance Division

Craig Fee, Manager, Community Development

Michelle Zdeba, Manager, Housing Development

January Johnson, Manager, Housing Assistance Division

Jessica Villa, Commission Clerk

V. APPROVAL OF MINUTES:

RECOMMENDED ACTION:

Approve the Summary of Minutes of the meeting held on August 25, 2022

Motion to approve minutes: M. Alvarez

Motion was seconded: J. Mai.

Abstain: M. Frost (absent for August meeting)

All in favor: Vote was unanimous

(Votes taken via roll call)

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 jurisdiction of the Commission, provided that NO action shall be taken on off-agenda items unless authorized by law.*

- None

VIII. CONSENT CALENDAR: (1)

1. 2022-2023 Proposed Utility Allowance Schedule for Housing Choice Voucher Program

Marie Vu, Manager Housing Assistance Division

RECOMMENDED ACTION:

Receive and file the attached 2022 Utility Allowance Schedule effective October 1, 2022

Motion to approve: M. Alvarez

Motion was seconded: S. Rains.

All in favor: Vote was unanimous

(Votes taken via roll call)

IX. DISCUSSION CALENDAR: (4)

1. (OCHA) AD HOC Selection Committee for Tenant Member

Julia Bidwell, Executive Director/Secretary

RECOMMENDED ACTIONS:

Tenant Member representative are on a two-year term. With a new two-year term commencing, it is recommended that:

1. Three or more Commission Members volunteer as an ad hoc committee
2. Conduct interviews, select, and report back to Commission

Julia – Current tenant members cannot volunteer for the Ad Hoc Committee.
Chair requested volunteers: C. Hupp, S. Rains and M. Ullman volunteered

Motion to approve: M. Alvarez
Motion was seconded: J. Mai.

All in favor: Vote was unanimous
(Votes taken via roll call)

2. (OCHA) AD HOC Selection Committee for At-Large
Julia Bidwell, Executive Director/Secretary

RECOMMENDED ACTIONS:

At-Large representative are on a two-year term. With a new two-year term commencing, it is recommended that:

1. Three or more Commission Members volunteer as an ad hoc committee
2. Conduct interviews, select, and report back to Commission

Julia – Current At-Large members cannot volunteer for the At-Large Ad Hoc Committee. Posting of vacancies will be available on the website

Chair requested volunteers: M. Alvarez, H. Smith-Gardner, C. Hupp, D. Barnes volunteered

Motion to approve: M. Alvarez
Motion was seconded: H. Smith-Gardner

All in favor: Vote was unanimous
(Votes taken via roll call)

3. (HCD) Proposed Amended 2022 H&CD Commission Meeting Schedule
Julia Bidwell, Executive Director/Secretary

RECOMMENDED ACTIONS:

1. Adopt the Amended 2022 H&CD Commission Meeting Schedule
2. Direct the H&CD Commission clerk to publish the public notices as required

Motion to approve: M. Alvarez
Motion was seconded: D. Barnes

All in favor: Vote was unanimous
(Votes taken via roll call)

4. (HCD) AB 361 (Government Code § 54953(e)(3) Review and Findings
Julia Bidwell, Executive Director/Secretary

RECOMMENDED ACTION:

Review and reconsider state of emergency under AB 361 and make findings to continue hybrid meetings (i.e. virtual/remote and in-person attendance) due to the proclaimed state of emergency arising from COVID-19 as required by Government Code subsection 54953(e)(3)

Motion to approve: D. Barnes
Motion was seconded: J. Mai

All in favor: Vote was unanimous
(Votes taken via roll call)

X. PUBLIC HEARINGS: *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.*

- None

XI. REPORTS OF STAFF AND/OR COMMISSION MEMBERS:

A. Community Development: (1)

Craig Fee, Manager

1. Review of the FY 2021-22 Consolidated Annual Performance and Evaluation Report

Craig - Mentioned the 2021-22 Consolidated Annual Performance and Evaluation Report compares the goals that are set and what is accomplished. Report was posted for the public review and comment on September 12th through September 27th. Report is due to HUD on September 28th.

B. Housing Development:

Michelle Zdeba, Housing Development Manager

Michelle - Mentioned that with the adoption of the H&CD By-Laws the name change to Project Review Advisory Panel (PRAP).

Last meeting with PRAP was held on September 8th where two projects were presented for review:

1. Lincoln Ave Apartments in Buena Park - Threshold review
2. Meadows Senior Apartments in Lake Forest - Underwriting review
3. Staff is working on reviewing and updating the County's Notice of Funding Availability and will return to PRAP with recommended policy changes.

C. Orange County Housing Authority Update: (1)

Marie Vu, Manager, Housing Assistance Division

1. Review of 2023 Payment Standards

Marie - HUD issued the 2023 Fair Market rents, and they are about 10% increase from 2022. OCHA is current working on evaluating the rent burden per HUD requirements to determine the Payment Standards effective 10/1/2022. Marie concluded with mentioning that she would send the updated Payment Standards to all members once available.

D. Executive Director/Secretary's Report:

Julia Bidwell, Executive Director/Secretary

Julia - Welcomed Mike Frost as the new City Selection H&CD Commission member

- Thanked Rhonda Shader for her service to the H&CD Commission
- Announced January Johnson as the new OCHA manager as Marie Vu will be retiring January 2023. Julia thanked Marie Vu for her service
- Reported that OCHA received 97 Fair Share Vouchers that can be used without special needs requirements. These vouchers represent \$1.7 million dollars and mentioned the last time regular vouchers were received was 20 years ago
- Four different developments were up for awards at the Affordable Housing Awards Breakfast that included participation from the county and the Commission

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.***

- None

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.***

1. Denise Barnes requested to place an item on the next regular meeting agenda to discuss, deliberate, and take action, if needed, regarding emailed public comments regarding alleged social media posts by Housing & Community Development Commission member received in connection with Housing & Community Development Commission meetings held on August 25, 2022 and September 22, 2022.

2. Denis Barnes made a motion in furtherance of this request and the motion was seconded by H. Smith-Gardner; however, the Commission did not vote on the motion. Instead, Ms. Barnes and Ms. Smith-Garner, with the concurrence of acting Chair Sandy Rains, directed the item be placed on the next regular meeting agenda.
3. All members thanked Marie Vu for her excellent work provided in her years of service.

XIV. ADJOURNMENT

- XV. NEXT SCHEDULED MEETING:**
October 13, 2022 - Special Meeting
ORANGE COUNTY HOUSING AUTHORITY
CONFERENCE ROOM A
1501 E. St. Andrew Pl.
Santa Ana, CA 92705