

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
BOARD MEETING MINUTES
August 15, 2017**

Present:	Chairman:	Mr. Harry Ovitt
	Commissioners:	Mr. Tracey Hockett Mr. Earl Ward Mr. David Anderson Ms. Beatriz Espinoza
	Sec/Dir:	Mr. David Cooke
	Director of Finance:	Mr. Brent Weickert
	Staff:	Liz Lopez Byrnes Betian Webb
	Recorder:	Ms. Amanda Mansfield
Absent:	City Liaison:	Steve Martin
	Vice Chairman:	Mr. Wes Willhoit

Meeting called to order by Mr. Harry Ovitt at 5:30 p.m.

1. **Public Comment:** None
2. **City Liaison Report:** None
3. **Consent Agenda:** Mr. Anderson motioned to approve consent items, Ms. Espinosa seconded, the motion passed.
 - a. **Approval of July 11, 2017 minutes**
 - b. **Financials:** Mr. Weickert reported that there are no big changes in financials.
4. **Director's Summary Report:**
 - a. **Summary Report:** Mr. Cooke reported that thirty-eight 60-day notices have went out for tenants with no benefits to move, and nineteen 90-day notices have gone out for tenants that do qualify for moving benefits. He expects vacancies to picking up as the end of August gets closer. As tenants are moving out, we are securing the empty units by screwing the windows shut and turning off all the appliances, gas, and electricity. Mr. Cooke reported that there was not much change in Oak Park 1, just one vacancy currently with another coming soon after an eviction. Oak Park 2 has two vacancies; PRHA staff is working to fill all the vacancies with tenants moving from Old Oak Park. Mr. Cooke also

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reported that the PRHA office is still looking to fill the position of Oak Park 2 On-Site Manager. They have received many applications, however none so far have been a good fit. The previous site manager, Nicole Brown, was found to be embezzling money in the form of doctored money orders and payroll check tampering for a total of \$1,300. Mr. Cooke is considering turning her over to the police.

- b. **Oak Park 3 (OP3) Preliminary Organizational Chart:** Mr. Cooke walked the Board through the preliminary Organizational Chart for OP3.
- c. **Resident Services:** Ms. Webb reported that Youthworks has had a very busy summer with 74 different activities provided for the kids. Some included going to the pool, running through the sprinklers, cooking classes, smoothie making, going to the fair, welding classes, robotics classes, and a scooter repair clinic. Ms. Webb said that Literacy for Life has classes twice a week and has had a great turnout. Cal Poly came for 1-1 diabetes coaching, and Family Literacy hour run by First 5 for little ones have all been successful. She said she had 40-45 kids working all summer long doing mostly landscaping around the properties, as well as tending the garden, picking up trash, and general cleaning around. 4H may start up after school starts. Also looking into starting a robotics team for the school year and is in talks with Flamson Middle School about starting a martial arts program here at Oak Park.

5. Old Business:

- a. **Land Acquisition:** Mr. Cooke reported to the board he was still interested in the 10-acre parcel for a senior project, but the price at \$7 million is too high at the moment. He is still interested in the Avalon Motel located at 3231 Spring St. in Paso Robles and would like to acquire the 1.75 acre piece of property for future development of affordable housing.
- b. **Landscaping Maintenance Bids:** Mr. Cooke reported that he has received multiple bids for landscaping for OP1 and OP2, and that he has chosen to contract with Mari Landscaping. The current crew will be laid off August.
- c. **Ratification:** With the laying off of our 2 groundsmen, the Board has motioned to provide ratification in the form of an additional 1 months' severance pay for each man at the time of termination. Mr. Anderson motioned to approve, Ms. Espinosa seconded and the motion passed unanimously.

6. New Business:

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a. **Ongoing Oak Park 3 & 4:** Previously discussed in Director's Report.

7. Adjourn to Private Session:

8. Re-Adjourn to Regular Meeting: No action taken at this time.

9. Adjournment: Mr. Ovitt adjourned the meeting at 6:58 PM. The next scheduled meeting is September 12, 2017 at 5:30 PM in the Oak Park Community, Oak Room.

Chairman  Secretary _____

Date 10/10/17