

**HOUSING AUTHORITY OF THE CITY OF PASO ROBLES**  
**BOARD MEETING MINUTES**  
**January 16, 2018**

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

Meeting called to order by Mr. Harry Ovitt at 5:31 PM.

1. **Public Comment:** None
2. **City Liaison Report:** None
3. **Consent Agenda:** Mr. Willhoit motioned to approve consent items, Mr. Anderson seconded, the motion passed.
  - a. **Approval of December 12, 2017 minutes**
  - b. **Financials:** Mr. Weickert reviewed the financial report.
4. **Director's Summary Report:**
  - a. **Summary Report:**  
**Oak Park 1 & 2:** Mr. Cooke reported currently there are 0 vacancies in Oak Park 1, although there may be 2 by the end of January. There is 1 vacancy in Oak Park 2, which we expect to be filled by the beginning of February. We had to "weed" out some bad tenants, one of which did over \$4,000 in damage to a brand new unit. The problems with our old on-site manager are finally settled. Brenda, the current on-site manager, is doing well. She is in her fourth month of employment and starting to take on more tasks and getting more into the technical aspects of her role. Mr. Cooke reported that Jorge and Eloisa, the on-site managers for OP1, will also be taking on more tasks as well, such as handling more of the paperwork side of the job. Ms. Webb will be attempting to start a running club at Oak Park to help the youth and may interest some of the more troublesome youth, in particular a band of boys that like to hang out and

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sometimes destroy property. The goal is to redirect their energies into a productive outlet while still allowing them to hang out together.

**Oak Park 3:** Defer to AHPR Board Meeting following.

**Oak Park 4:** Mr. Cooke stated that we have started the TCAC applications for Phase 4, which are due by the end of February. We had applied for Home Funds back in October; however, we were disappointed to find we did not receive the allocation of funds, especially since we received it for phases 1, 2, and 3. We are still waiting on the waiver from the Tax Credit Allocation Committee (TCAC). If we do not get the waiver, it will delay Phase 4 for 6 months or more. Expecting to hear about it in the next day or two from now. Mr. Cooke reported that we are scheduled to make a presentation to the Paso Robles Planning Commission next Tuesday for Phase 4. We anticipate going to City Council in February for approval of their deferred loan of approximately \$1.5 million.

**Resident Services:** Defer to AHPR Board Meeting following.

**5. Old Business:**

- a. **Audit Report:** The audit report was previously discussed. Mr. Willhoit motioned to approve the audit, Mr. Anderson seconded the motion. The motion passed.

**6. New Business:**

- a. **Board Resolution:** In order to apply for certain grants, PRHA needs to have an established nondiscriminatory policy in place. Mr. Anderson motioned to approve Resolution 011618-1. Mr. Willhoit seconded, the motion passed.

- 7. Close to Private Session:** The board met and held Mr. Cooke's annual performance review. After the evaluation the Board voted and agreed that Mr. Cooke should extend his term another year and his salary will be raised to \$142,000 annually effective March 1, 2018.

- 8. Adjourn to AHPR Board Meeting:** Mr. Ovitt adjourned the meeting at 6:18 pm to the AHPR Board meeting.

- a. The next scheduled meeting is February 13, 2018 at 5:30 PM in the PRHA Community Oak Room.

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Chairman \_\_\_\_\_ Secretary \_\_\_\_\_

Date \_\_\_\_\_