



Boards of Commissioners Meeting

May 26, 2020

AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Street
Fresno, California 93721
TTY (800) 735-2929

www.fresnohousing.org

Regular Joint Meeting of the Boards of Commissioners of the Fresno Housing Authority

5pm - May 26, 2020 – Per Executive Order N-25-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this Board Meeting will be held via Zoom and teleconference, and can be accessed as follows:

To join via Zoom: <https://bit.ly/FHBoardMeeting05262020>

**To join via teleconference, call: (669) 900-6833. Meeting ID: 935 9870 4227.
Password: 091811.**

Interested parties wishing to address the Boards of Commissioners regarding this meeting's Agenda Items, and/or regarding topics not on the agenda but within the subject matter jurisdiction of the Boards of Commissioners, are asked to email a "Request to Speak" to the Board's Secretary (Tiffany Mangum) by 4:30 p.m. of the aforementioned meeting date. You will be called to speak under Agenda Item 3, Public Comment. Please email executiveoffice@fresnohousing.org.

The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators should be made at least one (1) full business day prior to the meeting. Please call the Board Secretary at (559) 443-8475, TTY 800-735-2929.

5pm Board Meeting

1. **Call to Order and Roll Call**

2. **Approval of agenda as posted (or amended)**

The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention to the Authority after the posting of this agenda.

3. **Public Comment**

This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is not listed on the Agenda. At the start of your presentation, please state your name, address and/or the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.

4. **Potential Conflicts of Interest** – Any Commissioner who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter. (Gov. Code section 87105)

5. **Consent Agenda**

All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissions or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed the Consent Agenda and considered following approval of the Consent Agenda.

- a. Consideration of the Minutes of April 28, 2020 5
- b. Consideration of the Award of the Architectural Contract 13
 - Barstow Commons

6. **Informational**

- a. Real Estate Development Pipeline Overview 17

7. **Board Discussion**

- a. Board Bylaws 18

8. **Commissioners' Report**

9. **Executive Director's Report** 59

10. **Closed Session**

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Pursuant to Government Code § 54954.5(b))
Property: 8715 N. Chestnut Avenue, Fresno, CA 93720
(APN: 403-532-28); 8681 N. Chestnut Avenue, Fresno, CA
93720 (APN: 403-532-29)
Agency negotiator: Preston Prince

Negotiating parties: The Well Community Church,
Fresno/Madera Youth for Christ, Inc., and Housing
Authority of the City of Fresno

Under negotiation: Price and Terms

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: N. Chestnut Avenue/E. Alluvial Avenue,
Fresno, CA 93720 (APN: 404-071-50)

Agency negotiator: Preston Prince

Negotiating parties: Susan Brosi, Louis Brosi, Jr., and
Housing Authority of the City of Fresno

Under negotiation: Price and Terms

11. Report on Closed Session Items

12. Adjournment

Minutes of the Joint Meeting
Of the Boards of Commissioners of the
HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

Tuesday, April 28th, 2020

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular session on Tuesday, April 28, 2020, via teleconference.

1. The regular meeting was called to order at 5:06 p.m. by Board Chair, Commissioner Jones, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Adrian Jones, Chair
 Sharon Williams
 Ruby Yanez
 Stacy Vaillancourt
 Terra Brusseau

ABSENT: Caine Christensen, Vice Chair

The regular meeting was called to order at 5:06 p.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Stacy Sablan, Chair
 Mary G. Castro, Vice Chair
 Cary Catalano
 Valori Gallaher
 Joey Fuentes

ABSENT: Nikki Henry

Also, in attendance were the following: Preston Prince, CEO/Executive Director, and Ken Price, Baker Manock and Jensen -General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

COUNTY MOTION: *Commissioner Gallaher moved, seconded by Commissioner Castro, to approve the agenda as posted.*

MOTION PASSED: 5-0

CITY MOTION: *Commissioner Yanez moved, seconded by Commissioner Williams, to approve the agenda as posted.*

MOTION PASSED: 5-0

3. PUBLIC COMMENT

Eric Payne, Executive Director of Central Valley Urban Institute, wanted to thank the agency for its role in transformational leadership during the current pandemic for the many residents served within the City and the County of Fresno. He stated that there is deep concern, due to the Legislative Administrative Office (LAO) confirming that the state of California is in a recession. The LAO gave three-year budget projections that are very alarming for public agencies. He stated that this agency, over the course of the next few budget cycles, would possibly be faced with potential budget cuts. He wanted to ensure those budget cuts would not be impacted by HAP payments, delayed maintenance requests, or essential programming. He acknowledged that staff has been doing all that they can on the ground during this process. He has seen Fresno Housing staff, from Bridges at Florence, feeding the Senior Citizens in the community. He stated it was remarkable to see the unity that people are displaying during this pandemic. As we look at public participation, he recognized the value of the call in number but he believed there are other platforms that could be utilized. He stated that this is the first public meeting where he did not have the visual context of the Board Meeting. He stated that it brings up a number of challenges to the general public when informational items are presented and need to be referenced. He hoped the Boards would consider adding this option for future meetings.

Julie Dudley Najieb, Board Chair of the San Joaquin Valley African American Historical and Cultural Museum, wanted to extend their continued support of the Fresno Housing Authority. As the agency tries to upgrade properties on the behalf of the community, she wanted to remind the agency of their presence and their willingness to help with the community support and outreach to surrounding communities. She stated that perhaps there are future engagements they can participate in. On behalf of the Board of Directors of the African American Museum, they appreciate the continued amicable support from the Housing Authority and Preston Prince.

Lakisha, Jack Kelly's granddaughter, wanted to publicly state a long time issue regarding the African American Museum. She stated that the African American Museum is a public non-profit organization and that neither the community nor the Kelly family is aware of any proposed sale of the museum property. She stated that she does not support the sale of the African American Museum and will do anything in their power to prevent the sale of the African American Museum.

4. POTENTIAL CONFLICTS OF INTEREST

There were no potential conflicts of interest presented at this time.

5. CONSENT AGENDA

- a. Consideration of the Minutes of March 17, 2020
- b. Consideration of Acceptance of the 2019 Operations and Housing Assistance Payments Budget & Leasing Results
- c. Consideration of the 2020 Annual Salary Schedule
- d. Ratification of the Temporary COVID-19 Emergency Leave Policy
- e. Consideration of General Construction/Construction Management Award – Barstow Commons
- f. Consideration of HOME Tenant-Based Rental Assistance (TBRA) Program – City of Clovis

Commissioner Brusseau requested to pull items 5e & 5f for discussion.

CITY MOTION: Commissioner Yanez moved, seconded by Commissioner Brusseau to approve consent agenda items 5A-D.

MOTION PASSED: 5-0

COUNTY MOTION: Commissioner Catalano moved, seconded by Commissioner Gallaher to approve consent agenda items 5A-D.

MOTION PASSED: 5-0

A discussion ensued on Consent Agenda Items 5E and 5F.

CITY MOTION: Commissioner Yanez moved, seconded by Commissioner Williams to approve consent agenda item 5E.

MOTION PASSED: 4-1

Commissioner Brusseau voted no.

COUNTY MOTION: Commissioner Fuentes moved, seconded by Commissioner Catalano to approve consent agenda item 5E.

MOTION PASSED: 5-0

COUNTY MOTION: Commissioner Fuentes moved, seconded by Commissioner Gallaher to approve consent agenda item 5F.

MOTION PASSED: 5-0

CITY MOTION: Commissioner Vaillancourt moved, seconded by Commissioner Yanez to approve consent agenda item 5F.

MOTION PASSED: 4-1

Commissioner Williams voted no.

6. INFORMATIONAL

a. Agency Operational Update – COVID – 19

Emily De La Guerra, Director of Finance and Administration, presented on this item.

b. Real Estate Development Pipeline Update

Michael Duarte, Director of Real Estate Development, presented on this item.

7. ACTION

a. Consideration of Increase to Pre-Development Loan from the Housing Relinquished Fund Corp. - General

CITY MOTION: Commissioner Yanez moved, seconded by Commissioner Christensen to approve the increase to pre-development loan from the HRFC – General.

MOTION PASSED: 4-1

Commissioner Brusseau voted no.

COUNTY MOTION: Commissioner Catalano moved, seconded by Commissioner Castro to approve the increase to pre-development loan from the HRFC – General.

MOTION PASSED: 5-0

- b. Consideration of Increase to Loan from the Housing Relinquished Fund Corp. - Chinatown

CITY MOTION: *Commissioner Williams moved, seconded by Commissioner Vaillancourt to approve the increase to loan from the HRFC – Chinatown.*

MOTION PASSED: 4-1

Commissioner Brusseau voted no.

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Castro to approve the increase to loan from the HRFC – Chinatown.*

MOTION PASSED: 5-0

8. COMMISSIONERS' REPORT

Commissioner Brusseau wanted to commend Tiffany Mangum for her patience. She stated that she has been able to remain calm while she facilitated meetings and communications.

9. EXECUTIVE DIRECTOR'S REPORT

- Promotions
 - o Laura Gonzalez-Cortes, Quality Assurance Coordinator - Housing Choice (promoted from Office Assistant II – Records Management)
 - o Eleanore Jacques, Owner Services Specialist (promoted from Office Assistant II – Wait List)
 - o Steven Ruiz, Senior Housing Quality Inspector (promoted from Housing Quality Inspector)
 - o Lucinda Walls, Assistant Manager Resident Services (promoted from Resident Services Coordinator)
- First video highlighting the work of FHA coming tomorrow

Public Comments submitted prior to Closed Session:

Julia Dudley Najieb wanted to reiterate that they appreciated the continued amicable support of the Fresno Authority but wanted to put it on public record, that the African American

Museum has not made any negotiations or any deals regarding any property. She hoped the Boards of Commissioners would relay this information and make sure the members of the community are not misinformed. She stated that this misinformation could create unnecessary issues within the African American community and the African American Museum Board. She stated that the Board of Directors are a group of volunteers that operate the non-profit. A community run organization prides itself in its ability to provide cultural arts for all of the community. On behalf of the Board, she stated that their intention is to stay in the location near where Fresno Housing has the purchased properties - the Econo Inn. She would like to stay in constant communication to get the public involved in cultured arts and the African American arts.

Eric Payne added comments on the Econo Inn project. He understands the agency has done a significant amount of public outreach in terms of the preliminary efforts leading up to this development project. He stated that his desire would be that Fresno Housing continue that level of resident engagement throughout the development process. He believes that the outreach was very beneficial and there was a significant number of residents who were interested and engaged during the process.

10. CLOSED SESSION

The Board of Commissioners entered closed session at approximately 7:15 pm.

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: 8715 N. Chestnut Avenue Fresno, CA 93720 (APN: 403-532-28); 8681 N. Chestnut Avenue Fresno, CA 93720 (APN: 403-532-29)

Agency negotiator: Preston Prince

Negotiating parties: The Well Community Church, Fresno/Madera Youth for Christ, Inc., and the Housing Authority of the City of Fresno

Under negotiation: Price and Terms

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: 1840 Broadway Street, City of Fresno, Ca 93721 (APN: 466-191-10)

Agency negotiator: Preston Prince

Negotiating parties: Sukhwant Singh Bains and Gian Kaur Bains, Trustees of the Bains Living Trust dated September 17, 2004, Better Opportunities Builder, Inc., and the Housing Authority of the City of Fresno

Under negotiation: Price and Terms

The Boards of Commissioners returned to open session at approximately 8:50 pm. There was nothing to report from closed Session.

11. ACTIONS

- a. Consideration of Assignment of Purchase and Sale Agreement – Econo Inn North

CITY MOTION: *Commissioner Yanez moved, seconded by Commissioner Christensen to approve the assignment of purchase and sale agreement – Econo Inn North.*

MOTION PASSED: 3-2

Commissioner Brusseau & Commissioner Williams voted no.

COUNTY MOTION: *Commissioner Catalano moved, seconded by Commissioner Castro to approve the assignment of purchase and sale agreement – Econo Inn North.*

MOTION PASSED: 4-1

Commissioner Catalano voted no.

- b. Consideration of Purchase and Sale Agreement – Chestnut/Shepherd Properties

CITY MOTION: *Commissioner Williams moved, seconded by Commissioner Vaillancourt to approve the purchase and sale agreement – Chestnut/Shepherd Properties.*

MOTION PASSED: 4-1

Commissioner Brusseau voted no.

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Castro to approve the purchase and sale agreement – Chestnut/Shepherd Properties.*

MOTION PASSED: 5-0

12. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 9:00 p.m.

Preston Prince, Secretary to the Boards of Commissioners

BOARD MEMO

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TO: Boards of Commissioners
Fresno Housing Authority

FROM: Preston Prince
CEO/Executive Director

DATE: May 22, 2020

BOARD MEETING: May 26, 2020

AGENDA ITEM: 5a

AUTHOR: Brandon Gonzalez

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SUBJECT: Barstow Commons – Architectural Services Contract

Executive Summary

The Barstow Commons housing development submitted an application for Low Income Housing Tax Credits (LIHTC's) on March 9, 2020, and received a confirmation letter from the California Tax Credit Allocation Committee (CTCAC) that the project received full points on April 24, 2020. It is anticipated that the project will receive a reservation of LIHTC's at the June 17, 2020 CTCAC committee meeting.

At the January 22, 2019 Board meeting the Board authorized entering into a Memorandum of Understanding with the County of Fresno Department of Behavioral Health, (DBH) to collaborate on the development of permanent supportive housing for Fresno County residents and allocate \$2,183,000 in non-competitive NPLH funds, as well as \$6,168,706 in Special Needs Housing Program funds to the Fresno Housing Authority (FH) for the development of permanent supportive housing. The County of Fresno Department of Behavioral Health (DBH) served as the lead applicant and service provider, and FH's role is the development sponsor and project owner/borrower. Barstow Commons received an award of No Place Like Home (NPLH) housing funds on June 14, 2019.

The project will be located on a 2.71 acre vacant parcel at 130 W. Barstow Avenue, Fresno, CA (APN: 416-040-09). The project includes 42 units total consisting of 41 units targeting households with incomes at or below 60% AMI and one manager unit. The project will include 20 units of Project-Based Voucher (PBV) and 21 units of RAD PBV rental subsidy .

As the result of an Agency Request for Qualifications (RFQ No. Q16001) on March 6, 2017, R.L. Davidson was one of the selected successful proposers as part of a general architectural services vendor pool. R.L. Davidson was brought on board to complete preliminary architectural drawings for the submission of a site plan review to the City of Fresno for the Barstow Commons in January, 2019. Upon reservation of tax credits, the design team will launch on full construction drawings in anticipation of a potential December 2020 financial closing.

The purpose of this memo is to recommend an expansion of the R.L. Davidson architectural contract for the development of detailed construction drawings and the construction administration of the Barstow Commons housing development. It also includes the cost of hiring an energy consultant to model the current and proposed energy efficiency of the Barstow Commons building type, a requirement of the California Tax Credit Allocation Committee (CTCAC). The proposed contract totals \$525,198.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority approve the proposed contract totaling \$525,198 with R.L. Davidson, Inc, Architects, to perform architectural services for the Barstow Commons housing development and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all agreements and ancillary document in connection therewith.

Fiscal Impact

Staff is seeking approval for an architectural contract of \$525,198. The work will ultimately be paid for out of the development budget with the sources of funding generated for this project. Until the construction finance close, the design contract work will be funded with the approved pre-development budget.

Background Information

Barstow Commons (APN: 416-040-09) is a proposed 42-unit new construction project in Fresno, CA that will include twenty (20) one-bedroom units, fourteen (14) two-bedroom units, seven (7) three-bedroom units, and one (1) three-bedroom manager unit. The households will have access to common area facilities in an on-site community building with approximately 4,038 net square feet where resident services will be offered free of charge. The site is intended to serve a combination of 21 multi-family residential and 20 permanent supportive housing units in partnership with Fresno County Department of Behavioral Health. Residents of Barstow Commons will have access to interior community spaces, outdoor play spaces for children and picnic-relaxation areas. The community room at Barstow Commons will accommodate services for families and children, community events, and property management-related functions. The design of the project includes ideas, designs and discussions around the concept of “Trauma Informed Design”. The property will have two laundry facilities on-site and is being designed to Green Building standards.

Past Board Actions

- January 22, 2019: Approval to enter into an Assignment of Real Estate Purchase Contract
- January 22, 2019: Approval of submission of an application to the No Place Like Home program
- June 25, 2019: Award of up to twenty (20) project based vouchers
- June 25, 2019: Approval of submission of a 9% LIHTC application and other funding applications
- October 22, 2019: Approval of HRFC funding commitment for acquisition of real property
- October 22, 2019: Approval of acquisition of property located at 130 W. Barstow, Fresno, CA 93704
- April 28, 2020: Award of GC/CM contract for the Barstow Commons project

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

RESOLUTION APPROVING AWARD OF ARCHITECTURAL CONTRACT TO R.L. DAVIDSON FOR THE BARSTOW COMMONS DEVELOPMENT LOCATED AT 130 W. BARSTOW AVENUE, FRESNO, CALIFORNIA, 93704

WHEREAS, the mission of the Housing Authority of the City of Fresno, California ("HACF") includes the development and provision of affordable housing units within the City of Fresno; and,

WHEREAS, HACF is obligated to provide housing opportunities for low and moderate income households within a variety of neighborhoods; and,

WHEREAS, HACF has secured an award of funding from the State Housing and Community Development Department (HCD) No Place Like Home Program (NPLH) for the new construction of the Barstow Commons permanent supportive housing component that will serve households with incomes between 20-60% of the Area Median Income; and,

WHEREAS, a reservation of Low Income Housing Tax Credits (LIHTCs) is anticipated to be allocated to the Barstow Commons project from the California Tax Credit Allocation Committee in June 2020; and,

WHEREAS, HACF is the developer of the Barstow Common project, an affordable multi-family/permanent supportive housing development located at 130 W. Barstow Avenue, Fresno, CA (APN: 416-040-09); and,

WHEREAS, HACF issued a Request for Proposals (RFQ No. Q16001) on March 6, 2017 and R.L. Davidson was one of the successful proposers and was awarded a general architectural services contract; and,

WHEREAS, HACF desires to enter into a project specific Architectural contract with R.L. Davidson for architectural services at said project for a total of \$525,198 to complete construction permit drawings and construction administration; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California hereby authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director or their designee to negotiate the terms

of and execute the aforementioned contract and supporting documents with R.L. Davidson for architectural services at Barstow Commons, in Fresno, California.

PASSED AND ADOPTED THIS 26th DAY OF May 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

BOARD MEMO

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TO: Boards of Commissioners
Fresno Housing Authority
FROM: Preston Prince
CEO/Executive Director

DATE: May 22, 2020

BOARD MEETING: May 26, 2020

AGENDA ITEM: 6a

AUTHOR: Michael Duarte

SUBJECT: Real Estate Development Update

#

Executive Summary

Staff will present an update on projects in the development pipeline.

Recommendation

None at this time. Informational only.

MEMORANDUM

TO: Boards of Commissioners
FRESNO HOUSING AUTHORITY

FROM: Kenneth J. Price
BAKER MANOCK & JENSEN, PC

DATE: May 22, 2020

RE: PROPOSED REVISED BYLAWS

Kenneth J. Price
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Chairs Adrian Jones and Stacy Sablan appointed an Ad Hoc Committee (the "Committee") to review the Bylaws for the City and County Housing Authorities. The Committee consisted of Chairs Jones and Sablan, City Commissioner Terra Brusseau and County Commissioner Cary Catalano, as well as CEO Preston Prince and myself. The Committee conducted two meetings via video conferencing.

It is worth noting that the City and County Bylaws differ in one material respect. Fresno County has an absenteeism policy for appointed board members, which is reflected in Article III, Section 6 of the Bylaws. The following is a hyperlink to Section 2.68 of the County Ordinance: https://library.municode.com/ca/fresno_county/codes/code_of_ordinances?nodeId=TIT2AD_CH_2.68BOCOCOCO. The City of Fresno does not have such a policy.

The Committee reached consensus on revisions to the Bylaws for both the City and the County. The following is a high level summary of the revisions, which are attached in redline form:

- Changes involving the appointment and activities of the Chairs in Article II as follows:
 - (1) No Board of Commissioners member may be elected Chair without first serving on the Board of Commissioners for two years (Section 2).
 - (2) Effective January 1, 2021, upon completion of the Chair's term, the Chair shall not be eligible to serve as an officer (either Chair or Vice Chair) for a two-year period unless the Vice Chair declines to run, or is otherwise unavailable to serve, as Chair. (Section 6).

(3) Should the Chair become vacant, the Vice Chair may serve out the remainder of the Chair's term and then run to serve a full two-year term (Section 7).

- The Committee recommended a new Article IV entitled "Commissioner Activities", which provides:

(1) Incorporates the powers given to Housing Authority Boards in the California Health and Safety Code and the United States Housing Act (Section 1).

(2) Reiterates that Commissioners have a fiduciary obligation to act in the best interest of the Housing Authority (Section 2).

(3) Reiterates that Commissioners have certain ethics and training obligations as provided under law and requires the counsel to facilitate these trainings (Section 3).

(4) Specifies that the Boards may determine whether or not a Board member is acting within the course and scope of his or her duties as a Board member when seeking indemnity, which is consistent with state law (Section 4).

- The Committee recommended a few revisions to Article V regarding the creation of standing committees:

(1) Executive Committee duties are described in greater detail (Section 1.1.2).

(2) The composition of the Audit Committee shall be the Executive Committee (Section 1.2.2)

(3) An *ad hoc* nominating committee has been eliminated (Section 2).

During the Board meeting, I will make a brief presentation regarding the recommended changes. This is for information purposes only. The Board of Commissioners may discuss and entertain any further revisions to the Bylaws. If there is consensus among the Board of Commissioners, the item approving the Bylaws could be placed on consent during the June meeting.

**BY-LAWS FOR THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE COUNTY OF FRESNO**

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be “Housing Authority of County of Fresno, California.”

Section 2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at 1331 Fulton Mall in the City of Fresno, State of California, but the Authority may hold its meetings at such places as it may designate, pursuant to applicable law.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority’s Board of Commissioners shall be a Chair, a Vice Chair and a Secretary/Treasurer.

Section 2. Chair. The Chair shall preside at all meetings of the Board of Commissioners. The Chair shall make appointments to all committees on behalf of the Board of Commissioners and lead the supervision of the CEO/Executive Director. At each meeting, the Chair shall submit such recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Authority. No member of the Board of Commissioners may be elected Chair without first serving on the Board of Commission for at least two (2) years.

Section 3. Vice Chair. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair pursuant to Section 7 below ~~until such time as the Board of Commissioners shall select a new Chair.~~

Section 4. Secretary/Treasurer. The Secretary/Treasurer shall be the CEO/Executive Director of the Authority and, as CEO/Executive Director, he or she shall have general supervision over the administration of its business and affairs, subject to the direction of the Board of Commissioners. He or she shall be charged with the management of the operations of the Authority. Additionally, the Secretary/Treasurer shall sign all contracts, deeds, and other instruments on behalf of the Board of Commissioners, as authorized by resolution of the Board of Commissioners.

As Secretary, he or she shall keep the records of the Authority, shall act as Secretary of the meetings of the Board of Commissioners and record all votes, and shall keep a record of the proceedings of the Board of Commissioners in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his or her office. He or she shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners.

As Treasurer, he or she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of Commissioners may select. He or she shall pay out and disburse moneys under the direction of the Board of Commissioners, as delegated to him or her by Board

of Commissioners adopted policy and in the annual budget. He or she shall be responsible for management and oversight of all fiscal records and activities of the Authority and shall render a quarterly account of the financial conditions of the Board of Commissioners. The Secretary/Treasurer shall give such bond for the faithful performance of his or her duties as the Authority may determine. Checks may be signed and countersigned by any two individuals designated as "Executive Staff" under a Board resolution, including the annual salary resolution or succession policy, of the following persons: CEO/Executive Director, Deputy Director/CFO, Chair, Vice Chair, Chief Administrative Officer, Chief Operations Officer, or any other designee as identified pursuant to resolution of the Board of Commissioners.

The CEO/Executive Director and Secretary/Treasurer shall be approved by the Board of Commissioners, upon such terms as it determines. No Commissioner shall be eligible for this office.

Section 5. Additional Duties. The officers shall perform such other duties and functions as may from time to time be required by the Board of Commissioners or the bylaws or rules and regulations of the Board of Commissioners.

Section 6. Election or Appointment. The Chair and Vice Chair shall be elected at the annual meeting of the Board of Commissioners from among the commissioners of the Board of Commissioners, and shall hold office for two years or until their successors are elected and qualified. The election of the Chair and Vice Chair shall occur at the annual meeting in even numbered years, unless rescheduled by the Board of Commissioners. Effective as of January 1, 2021, upon the completion of the Chair's

term, the Chair shall not be eligible to serve as an officer of the Board of Commissioners for a two-year period unless the Vice Chair declines to run, or is otherwise ineligible to serve, as Chair.

Any Commissioner wishing to be considered for Chair or Vice-Chair shall make his or her interest known to the Board of Commissioners at a regular meeting ~~one~~two months or more before the meeting at which the election is to take place.

Notwithstanding anything to the contrary, w~~hen~~ the term of an officer ~~commissioner~~ expires, he/she shall continue to serve until reappointed or a successor is named.

Section 7. Vacancies. Should the Chair become vacant, the Vice Chair may serve the remainder of the Chair's term as well as one entire two-year term. Should the ~~offices of Chair or~~ Vice Chair become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of the Vice Chair~~said office~~. If both the Chair and Vice Chair become vacant, the Board of Commissioners shall elect the successors from its membership at the next regular meeting, and such election shall be for the unexpired terms of the positions.

Section 8. Additional Personnel. The CEO/Executive Director is the only employee appointed and supervised by the Board of Commissioners. The selection of personnel, their compensation and the terms of employment shall be at the discretion of the CEO/Executive Director subject to the laws of the State of California and the personnel policies of the Authority. The terms and compensation of the CEO/Executive

Director shall be set forth in a written contract signed by the Chair of the Board of Commissioners.

Section 9. Accounting and Legal Professionals. The Board of Commissioners shall retain appropriate accounting and legal professionals to assist it in such areas as auditing, legal compliance, and otherwise as it may determine is appropriate and convenient to carry out the business of the Authority.

ARTICLE III – MEETINGS

Section 1. Annual Meetings. The annual meetings of the Board of Commissioners shall be held in December at the regularly scheduled meeting of the Board of Commissioners. With the consent of the Chair, the annual meeting may be postponed until no later than the next regularly scheduled meeting in January of the very next year.

Section 2. Regular Meetings. Regular meetings shall be noticed in compliance with the Ralph M. Brown Act at the regular meeting place of the Board of Commissioners, or at a location designated by the Board of Commissioners. On or before the annual meeting, the Board shall adopt a schedule of meetings for the next calendar year. However, any meeting may be rescheduled upon a majority vote of the Board of Commissioners.

Section 3. Special Meetings. Upon written request of ~~two or~~ no less than two and no more than three members of the Board of Commissioners or as deemed necessary by the Chair or CEO/Executive Director, a special meeting of the Board of Commissioners may be called for the purpose of transacting any business designated in

the call. Special meetings shall be noticed and held in compliance with the Ralph M. Brown Act. The call for a special meeting may be delivered to each member of the Board of Commissioners at any time prior to the meeting via electronic mail, ~~or may be mailed to the business or home address of each member of the Board of Commissioners~~ at least twenty-four (24) hours prior to the date of such special meeting, or may be waived by written waiver signed by all the members of the Board of Commissioners prior to the meeting. Upon delivery of notice via electronic mail, Authority staff shall make reasonable efforts to follow up with a phone call to ensure that each member of the Board of Commissioners received such notice. At such special meeting, no business shall be considered other than as designated on the agenda.

Section 4. Quorum. The powers of the Authority shall be vested in the Board of Commissioners thereof in office from time to time. Four (4) commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board of Commissioners upon a vote of a majority of the commissioners even if a simple majority constitutes three (3) commissioners, unless otherwise provided. In the event that the Board of Commissioners has ~~less than~~ five (5) or fewer Commissioners appointed, then three (3) Commissioners shall constitute a quorum.

Section 5. Alternate Chair. In the event a quorum of the Board of Commissioners is present for a meeting, but both the Chair and Vice Chair are absent, the

commissioners present shall select from among themselves a commissioner to preside for that meeting.

- Section 6. Absenteeism. Commissioner attendance shall be consistent with Section 2.68 of the Fresno County Ordinance Code or as amended by the Fresno County Board of Supervisors.

Section 7. Resolutions. All resolutions shall be in writing and shall be entered in a journal of the proceedings of the Board of Commissioners.

Section 8. Manner of Voting. All questions coming before the Board of Commissioners shall be determined by voice vote, and the yeas and nays shall be entered upon the minutes of such meeting.

Section 9. Brown Act Compliance. All Authority activities, including meetings and communications, shall be in compliance with the Ralph M. Brown Act (Government Code section 54950 et seq., as amended).

ARTICLE IV – COMMISSIONER ACTIVITIES

Section 1. Powers. The Authority shall have all powers granted pursuant to the law including the California Housing Authorities Act (Health and Safety section 34200 et seq.) and Section 8 of the United States Housing Act of 1937.

Section 2. Fiduciary Obligation. The Board of Commissioners and its officers shall have the fiduciary obligation to take actions in the best interests of the Authority. A commissioner shall disclose and recuse himself or herself from voting on or influencing

any business where the commissioner has a conflict or is not able or willing to take actions in the best interests of the Authority.

Section 3. Ethics Requirements. Commissioners shall provide to the clerk of the Board of Commission sufficient proof of participation in qualified AB1234 ethics and AB1825 sexual harassment trainings once every two years, and comply with all other requirements applicable to them under California law. The Authority's General Counsel shall facilitate Commissioner trainings. Additionally, commissioners shall annually complete and submit a Statement of Economic Disclosure (Form 700) disclosing their economic interests.

Section ~~49~~. Indemnity of Board Members. The Authority shall indemnify and hold a commissioner harmless against any lawsuit or threat of lawsuit arising out of or resulting from acts of ~~thesaid~~ commissioner which are performed within the scope of his or her duties as a commissioner; including reasonable attorneys' fees (from reasonably competent counsel selected by the Authority), and judgments incurred in connection with such litigation or threat of litigation, to the extent permitted by law. The Board of Commissioners shall have discretion to determine whether or not any tender for indemnity arises out of or results from actions that were performed within the scope of the commissioner's duties as a commissioners. Moreover, a commissioner shall repay any amount(s) paid by the Authority pursuant to the preceding paragraph, if the Board of Commissioners~~it is~~ later determined~~d~~ that the act or acts of the commissioner (giving rise to the suit or threat of suit) were performed outside the scope of the commissioner's duties as a commissioner.

Section ~~510~~. Insurance of Board Commissioners. The Authority, through the action of its Board of Commissioners will procure Errors and Omissions and Director and Officers insurance coverage therein naming the Authority, and also the individual commissioners as joint and several beneficiaries of said insurance policies. Any deductible shall be paid by the Authority under its aforementioned duty to indemnify its Board Members.

ARTICLE ~~IV~~-COMMITTEES

Section 1. Standing Committees. The Board of Commissioners shall have the following standing committee, which will perform the duties and responsibilities as herein set forth, together with such other duties and responsibilities as the Board of Commissioners may, by resolution, determine. ~~Any member of the Board of Commissioners may attend any meeting of the committee.~~ A Standing Committee shall comply with the Ralph M. Brown Act and have regularly scheduled meetings.

1.1 Executive Committee.

~~1.1.1 Membership. The Board of Commissioner's Executive Committee shall be comprised of its Chair, Vice-Chair, an appointee of the Chair (so long as such appointment does not give rise to a violation of the Ralph M. Brown ———Act), and the CEO/Executive Director.~~

~~1.1.2 Duties of the Executive Committee. The Executive Committee shall meet monthly , as needed, at some time prior to the Board of Commissioner's meeting to, in part, determine what items should be placed on the agenda for the Board of Commissioner's meeting, discuss~~

administrative, development and operational matters, and develop the agenda for a Commissioners' retreat, if applicable.

1.2.4 Audit Committee.

1.2.1.121. ~~Membership.~~ The Board of Commissioners' Audit Committee shall be comprised of the Executive Committee ~~membersits Chair, Vice-Chair, an appointee of the Chair, and the CEO/Executive Director.~~

1.2.1.2 Duties of the Audit Committee. The Audit Committee shall meet with the Authority's auditor each year prior to the annual audit and review the plan of audit and identify other areas of the Authority's operations and affairs that should be reviewed; shall meet with the Authority's auditor after the preparation of the first draft of the auditor's management letter and/or findings to review the initial findings and to discuss the auditor's recommendations for changes or improvements; shall meet with the Authority's staff on a periodic basis to review the draft budgets and to receive the views of the Authority's staff as to the rationales for budget proposals, including any reconciliation of the prior fiscal year's budget; and shall recommend an annual budget to the Board of Commissioners for adoption. The Audit Committee is not empowered to undertake any actions upon its own initiative. Instead, its role is simply to report its

findings and recommendations to the Board of Commissioners, who may accept or adopt such findings and/or recommendations.

~~1.2 — Executive Committee.~~

~~1.2.1 — Membership. The Board of Commissioner's Executive Committee shall be comprised of its Chair, Vice Chair, an appointee of the Chair, and the CEO/Executive Director.~~

~~1.2.2 — Duties of Executive Committee. The Executive Committee shall meet monthly, as needed, at some time prior to the Board of Commissioner's meeting to, in part, determine what items should be placed on the agenda for the Board of Commissioner's meeting.~~

Section 2. Ad Hoc Committees. In addition to the standing committees specified in this Article, the Board of Commissioners may, at any time, establish an ad hoc committee of the Board of Commissioners and fix its duties and responsibilities for any purpose where, in the judgment of the Board of Commissioners, the Authority is better served by a temporary committee. Each ad hoc committee shall consist of such commissioners as the Chair shall determine. Notwithstanding the forgoing, all ad hoc committees will be advisory in nature only and have no power to undertake any action upon their own initiative. Instead, the role of each *ad hoc* committee will be to simply report its findings and make recommendations to the Authority, who may accept or reject such findings and/or

recommendations. In no event shall ~~more than three (3)~~ a quorum of Commissioners be assigned to an *ad hoc* committee. The Board of Commissioners contemplate that it may from time to time utilize an *ad-hoc* executive committee (of the Chair, Vice-Chair, an appointee of the Chair) to make reports, investigate, and make recommendations to the Board of Commissioners regarding topics that may be assigned to it by the Board of Commissioners regarding such topics as personnel matters, Authority operations, future projects, and other topics that may be assigned to it. ~~Further, the Board of Commissioners may from time to time utilize a Nominating Committee to investigate, interview, and recommend persons to the appointing Supervisors of the County of Fresno regarding potential persons to serve as commissioners and resident commissioners, recommend commissioners to serve as Chair and Vice-Chair, and other such topics as the Board of Commissioners may direct.~~

ARTICLE VI – AMENDMENTS

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least four (4) of the members of the Board of Commissioners at a regular or a special meeting.

Revised 4/14/82

Revised 2/27/85

Revised 1/22/97

Revised 3/26/97

Revised 9/25/13

Revised __/__/20

**BY-LAWS FOR THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF FRESNO**

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be “Housing Authority of City of Fresno, California.”

Section 2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at 1331 Fulton Mall in the City of Fresno, State of California, but the Authority may hold its meetings at such places as it may designate, pursuant to applicable law.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority’s Board of Commissioners shall be a Chair, a Vice Chair and a Secretary/Treasurer.

Section 2. Chair. The Chair shall preside at all meetings of the Board of Commissioners. The Chair shall make appointments to all committees on behalf of the Board of Commissioners and lead the supervision of the CEO/Executive Director. At each meeting, the Chair shall submit such recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Authority. No member of the Board of Commissioners may be elected Chair without first serving on the Board of Commissioners for at least two (2) years.

Section 3. Vice Chair. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the

Chair, the Vice Chair shall perform such duties as are imposed on the Chair pursuant to Section 7 below~~until such time as the Board of Commissioners shall select a new Chair.~~

Section 4. Secretary/Treasurer. The Secretary/Treasurer shall be the CEO/Executive Director of the Authority and, as CEO/Executive Director, he or she shall have general supervision over the administration of its business and affairs, subject to the direction of the Board of Commissioners. He or she shall be charged with the management of the operations of the Authority. Additionally, the Secretary/Treasurer shall sign all contracts, deeds, and other instruments on behalf of the Board of Commissioners, as authorized by resolution of the Board of Commissioners.

As Secretary, he or she shall keep the records of the Authority, shall act as Secretary of the meetings of the Board of Commissioners and record all votes, and shall keep a record of the proceedings of the Board of Commissioners in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his or her office. He or she shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners.

As Treasurer, he or she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of Commissioners may select. He or she shall pay out and disburse moneys under the direction of the Board of Commissioners, as delegated to him by Board of Commissioners' adopted policy and in the annual budget. He or she shall be responsible for management and oversight of all fiscal records and activities of the Authority and

shall render a quarterly account of the financial conditions of the Board of Commissioners. The Secretary/Treasurer shall give such bond for the faithful performance of his or her duties as the Authority may determine. Checks may be signed and countersigned by any two individuals designated as "Executive Staff" under a Board resolution, including the annual salary resolution or succession policy~~of the following persons: CEO/Executive Director, Deputy Director/CFO, Chair, Vice Chair, Chief Administrative Officer, Chief Operations Officer,~~ or any other designee as identified pursuant to resolution of the Board of Commissioners.

The CEO/Executive Director and Secretary/Treasurer shall be approved by the Board of Commissioners, upon such terms as it determines. No Commissioner shall be eligible for this office.

Section 5. Additional Duties. The officers shall perform such other duties and functions as may from time to time be required by the Board of Commissioners or the bylaws or rules and regulations of the Board of Commissioners.

Section 6. Election or Appointment. The Chair and Vice Chair shall be elected at the annual meeting of the Board of Commissioners from among the commissioners of the Board of Commissioners, and shall hold office for two years or until their successors are elected and qualified. The election of the Chair and Vice Chair shall occur at the annual meeting in odd numbered years, unless rescheduled by the Board of Commissioners. Effective as of January 1, 2021, upon completion of the Chair's term, the Chair shall not be eligible to serve as an officer of the Board of Commissioners for a

two-year period unless the Vice Chair declines to run, or is otherwise ineligible to serve, as Chair.

Any Commissioner wishing to be considered for Chair or Vice-Chair shall make his or her interest known to the Board of Commissioners at a regular meeting two months or more before the meeting at which the election is to take place.

Notwithstanding anything to the contrary, wWhen the term of an officer ~~commissioner~~ expires, he/she shall continue to serve until reappointed or a successor is named.

Section 7. Vacancies. Should the Chair become vacant, the Vice Chair may serve the remainder of the Chair's term as well as one entire two-year term. Should the offices of ~~Chair or~~ Vice Chair become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of the Vice Chair~~said office~~. If both the Chair and Vice Chair become vacant, the Board of Commissioners shall elect the successors from its membership at the next regular meeting, and such election shall be for the unexpired terms of the positions.

Section 8. Additional Personnel. The CEO/Executive Director is the only employee appointed and supervised by the Board of Commissioners. The selection of personnel, their compensation and the terms of employment shall be at the discretion of the CEO/Executive Director subject to the laws of the State of California and the personnel policies of the Authority. The terms and compensation of the CEO/Executive Director shall be set forth in a written contract signed by the Chair of the Board of Commissioners.

Section 9. Accounting and Legal Professionals. The Board of Commissioners shall retain appropriate accounting and legal professionals to assist it in such areas as auditing, legal compliance, and otherwise as it may determine is appropriate and convenient to carry out the business of the Authority.

ARTICLE III – MEETINGS

Section 1. Annual Meetings. The annual meetings of the Board of Commissioners shall be held in December at the regularly scheduled meeting of the Board of Commissioners. With the consent of the Chair, the annual meeting may be postponed until no later than the next regularly scheduled meeting in January of the very next year.

Section 2. Regular Meetings. Regular meetings shall be noticed in compliance with the Ralph M. Brown Act at the regular meeting place of the Board of Commissioners, or at a location designated by the Board of Commissioners. On or before the annual meeting, the Board shall adopt a schedule of meetings for the next calendar year. However, any meeting may be rescheduled upon a majority vote of the Board of Commissioners.

Section 3. Special Meetings. Upon written request of ~~two or more~~ no less than two and no more than three members of the Board of Commissioners or as deemed necessary by the Chair or CEO/Executive Director, a special meeting of the Board of Commissioners may be called for the purpose of transacting any business designated in the call. Special meetings shall be noticed and held in compliance with the Ralph M. Brown Act. The call for a special meeting may be delivered to each member of the

Board of Commissioners at any time prior to the meeting via electronic mail, ~~or may be mailed to the business or home address of each member of the Board of Commissioners~~ at least twenty-four (24) hours prior to the date of such special meeting, or may be waived by written waiver signed by all the members of the Board of Commissioners prior to the meeting. Upon delivery of notice via electronic mail, Authority staff shall make reasonable efforts to follow up with a phone call to ensure that each member of the Board of Commissioners received such notice. At such special meeting, no business shall be considered other than as designated on the agenda.

Section 4. Quorum. The powers of the Authority shall be vested in the Board of Commissioners thereof in office from time to time. Four (4) commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board of Commissioners upon a vote of a majority of the commissioners even if a simple majority constitutes three (3) commissioners, unless otherwise provided. In the event that the Board of Commissioners has ~~less than~~ five (5) or fewer Commissioners appointed, then three (3) Commissioners shall constitute a quorum.

Section 5. Alternate Chair. In the event a quorum of the Board of Commissioners is present for a meeting, but both the Chair and Vice Chair are absent, the commissioners present shall select from among themselves a commissioner to preside for that meeting.

Section 6. Absenteeism. If a commissioner is absent from three (3) consecutive regular meetings or five (5) regular meetings within a calendar year, this shall be reported to the appointing authority, unless the absence is excused by the Board of Commissioners due to illness, absence from the county or extreme weather conditions.

Section 7. Resolutions. All resolutions shall be in writing and shall be entered in a journal of the proceedings of the Board of Commissioners.

Section 8. Manner of Voting. All questions coming before the Board of Commissioners shall be determined by voice vote, and the yeas and nays shall be entered upon the minutes of such meeting.

Section 9. Brown Act Compliance. All Authority activities, including meetings and communications, shall be in compliance with the Ralph M. Brown Act (Government Code section 54950 *et seq.*, as amended).

ARTICLE IV – COMMISSIONER ACTIVITIES

Section 1. Powers. The Authority shall have all powers granted pursuant to the law including the California Housing Authorities Act (Health and Safety section 34200 *et seq.*) and Section 8 of the United States Housing Act of 1937.

Section 2. Fiduciary Obligation. The Board of Commissioners and its officers shall have the fiduciary obligation to take actions in the best interests of the Authority. A commissioner shall disclose and recuse himself or herself from voting on or influencing any business where the commissioner has a conflict or is not able or willing to take actions in the best interests of the Authority.

Section 3. Ethics Requirements. Commissioners shall provide to the clerk of the Board of Commission sufficient proof of participation in qualified AB1234 ethics and AB1825 sexual harassment trainings once every two years, and comply with all other requirements applicable to them under California law. The Authority's General Counsel shall facilitate Commissioner trainings. Additionally, commissioners shall annually complete and submit a Statement of Economic Disclosure (Form 700) disclosing their economic interests.

ARTICLE IV – COMMISSIONER ACTIVITIES

Section 1. Powers. The Authority shall have all powers granted pursuant to the law including the California Housing Authorities Act (Health and Safety section 34200 *et seq.*) and Section 8 of the United States Housing Act of 1937.

Section 2. Fiduciary Obligation. The Board of Commissioners and its officers shall have the fiduciary obligation to take actions in the best interests of the Authority. A commissioner shall disclose and recuse himself or herself from voting on or influencing any business where the commissioner has a conflict or is not able or willing to take actions in the best interests of the Authority.

Section 3. Ethics Requirements. Commissioners shall provide to the clerk of the Board of Commission sufficient proof of participation in qualified AB1234 ethics and AB1825 sexual harassment trainings once every two years, and comply with all other requirements applicable to them under California law. Additionally, commissioners shall annually complete and submit a Statement of Economic Disclosure (Form 700) disclosing their economic interests.

Section 4. Indemnity of Board Members. The Authority shall indemnify and hold a commissioner harmless against any lawsuit or threat of lawsuit arising out of or resulting from acts of said commissioner which are performed within the scope of his or her duties as a commissioner; including reasonable attorneys' fees (from reasonably competent counsel selected by the Authority), and judgments incurred in connection with such litigation or threat of litigation, to the extent permitted by law. The Board of Commissioners shall have discretion to determine whether or not any tender of indemnity arises out of or results from actions that were performed within the scope of the commissioner's duties as commissioners. Moreover, ~~a~~A commissioner shall repay any amount(s) paid by the Authority pursuant to the preceding paragraph, if the Board of Commissioners ~~it is~~ later determines~~d~~ that the act or acts of the commissioner (giving rise to the suit or threat of suit) were performed outside the scope of the commissioner's duties as a commissioner.

Section ~~510~~. Insurance of Board Commissioners. The Authority, through the action of its Board of Commissioners will procure Errors and Omissions and Director and Officers insurance coverage therein naming the Authority, and also the individual commissioners as joint and several beneficiaries of said insurance policies. Any deductible shall be paid by the Authority under its aforementioned duty to indemnify its Board Members.

ARTICLE ~~IV~~-COMMITTEES

Section 1. Standing Committees. The Board of Commissioners shall have the following standing committee, which will perform the duties and responsibilities as

herein set forth, together with such other duties and responsibilities as the Board of Commissioners may, by resolution, determine. ~~Any member of the Board of Commissioners may attend any meeting of the committee.~~ Any Standing Committee shall comply with the Ralph M. Brown Act and have regularly scheduled meetings.

1.1 Executive Committee.

1.1.1 Membership. The Board of Commissioner's Executive Committee shall be comprised of its Chair, Vice-Chair, an appointee of the Chair (so long as such appointment does not give rise to a violation of the Ralph M. Brown Act), and the CEO/Executive Director.

1.2.2 Duties of Executive Committee. The Executive Committee shall meet monthly prior to the Board of Commissioner's meeting to, in part, determine what items should be placed on the agenda for the Board of Commissioner's meeting, discuss administrative, development and operational matters, and develop the agenda for a Commissioners' retreat, if applicable.

1.2~~1~~ Audit Committee.

1.2~~1~~.1 Membership. The Board of Commissioners' Audit Committee shall be comprised of its Chair, Vice-Chair, an appointee of the Chair, and the CEO/Executive Director.

1.2~~1~~.2 Duties of the Audit Committee. The Audit Committee shall meet with the Authority's auditor each year prior to the annual audit and review the plan of audit and identify other areas of the Authority's

operations and affairs that should be reviewed; shall meet with the Authority's auditor after the preparation of the first draft of the auditor's management letter and/or findings to review the initial findings and to discuss the auditor's recommendations for changes or improvements; shall meet with the Authority's staff on a periodic basis to review the draft budgets and to receive the views of the Authority's staff as to the rationales for budget proposals, including any reconciliation of the prior fiscal year's budget; and shall recommend an annual budget to the Board of Commissioners for adoption. The Audit Committee is not empowered to undertake any actions upon its own initiative. Instead, its role is simply to report its findings and recommendations to the Board of Commissioners, who may accept or adopt such findings and/or recommendations.

~~1.2 — Executive Committee.~~

~~1.2.1 — Membership. The Board of Commissioner's Executive Committee shall be comprised of its Chair, Vice Chair, an appointee of the Chair, and the CEO/Executive Director.~~

~~1.2.2 — Duties of Executive Committee. The Executive Committee shall meet monthly, as needed, at some time prior to the Board of Commissioner's meeting to, in part, determine what items should be placed on the agenda for the Board of Commissioner's meeting.~~

Section 2. Ad Hoc Committees. In addition to the standing committees specified in this Article, the Board of Commissioners may, at any time, establish an ad hoc committee of the Board of Commissioners and fix its duties and responsibilities for any purpose where, in the judgment of the Board of Commissioners, the Authority is better served by a temporary committee. Each *ad hoc* committee shall consist of such commissioners as the Chair shall determine. Notwithstanding the forgoing, all *ad hoc* committees will be advisory in nature only and have no power to undertake any action upon their own initiative. Instead, the role of each *ad hoc* committee will be to simply report its findings and make recommendations to the Authority, who may accept or reject such findings and/or recommendations. In no event shall ~~more than three (3)~~ a quorum of Commissioners be assigned to an *ad hoc* committee. The Board of Commissioners contemplate that it may from time to time utilize an *ad-hoc* executive committee (of the Chair, Vice-Chair, an appointee of the Chair) to make reports, investigate, and make recommendations to the Board of Commissioners regarding topics that may be assigned to it by the Board of Commissioners regarding such topics as personnel matters, Authority operations, future projects, and other topics that may be assigned to it. ~~Further, the Board of Commissioners may from time to time utilize a Nominating Committee to investigate, interview, and recommend persons to the appointing Mayor of the City of Fresno regarding potential persons to serve as commissioners and resident commissioners, recommend commissioners to serve as Chair and Vice Chair, and other such topics as the Board of Commissioners may direct.~~

ARTICLE V – AMENDMENTS

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least four (4) of the members of the Board of Commissioners at a regular or a special meeting.

Revised 4/14/82

Revised 2/27/85

Revised 1/22/97

Revised 3/26/97

Revised 9/25/13

Revised __ / __ /20

**BY-LAWS FOR THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE COUNTY OF FRESNO**

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be “Housing Authority of County of Fresno, California.”

Section 2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at 1331 Fulton Mall in the City of Fresno, State of California, but the Authority may hold its meetings at such places as it may designate, pursuant to applicable law.

ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority’s Board of Commissioners shall be a Chair, a Vice Chair and a Secretary/Treasurer.

Section 2. Chair. The Chair shall preside at all meetings of the Board of Commissioners. The Chair shall make appointments to all committees on behalf of the Board of Commissioners and lead the supervision of the CEO/Executive Director. At each meeting, the Chair shall submit such recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Authority. No member of the Board of Commissioners may be elected Chair without first serving on the Board of Commission for at least two (2) years.

Section 3. Vice Chair. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair pursuant to Section 7 below.

Section 4. Secretary/Treasurer. The Secretary/Treasurer shall be the CEO/Executive Director of the Authority and, as CEO/Executive Director, he or she shall have general supervision over the administration of its business and affairs, subject to the direction of the Board of Commissioners. He or she shall be charged with the management of the operations of the Authority. Additionally, the Secretary/Treasurer shall sign all contracts, deeds, and other instruments on behalf of the Board of Commissioners, as authorized by resolution of the Board of Commissioners.

As Secretary, he or she shall keep the records of the Authority, shall act as Secretary of the meetings of the Board of Commissioners and record all votes, and shall keep a record of the proceedings of the Board of Commissioners in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his or her office. He or she shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments authorized to be executed by the Board of Commissioners.

As Treasurer, he or she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of Commissioners may select. He or she shall pay out and disburse moneys under the direction of the Board of Commissioners, as delegated to him or her by Board

of Commissioners adopted policy and in the annual budget. He or she shall be responsible for management and oversight of all fiscal records and activities of the Authority and shall render a quarterly account of the financial conditions of the Board of Commissioners. The Secretary/Treasurer shall give such bond for the faithful performance of his or her duties as the Authority may determine. Checks may be signed and countersigned by any two individuals designated as "Executive Staff" under a Board resolution, including the annual salary resolution or succession policy, or any other designee as identified pursuant to resolution of the Board of Commissioners.

The CEO/Executive Director and Secretary/Treasurer shall be approved by the Board of Commissioners, upon such terms as it determines. No Commissioner shall be eligible for this office.

Section 5. Additional Duties. The officers shall perform such other duties and functions as may from time to time be required by the Board of Commissioners or the bylaws or rules and regulations of the Board of Commissioners.

Section 6. Election or Appointment. The Chair and Vice Chair shall be elected at the annual meeting of the Board of Commissioners from among the commissioners of the Board of Commissioners, and shall hold office for two years or until their successors are elected and qualified. The election of the Chair and Vice Chair shall occur at the annual meeting in even numbered years, unless rescheduled by the Board of Commissioners. Effective as of January 1, 2021, upon the completion of the Chair's term, the Chair shall not be eligible to serve as an officer of the Board of Commissioners

for a two-year period unless the Vice Chair declines to run, or is otherwise ineligible to serve, as Chair.

Any Commissioner wishing to be considered for Chair or Vice-Chair shall make his or her interest known to the Board of Commissioners at a regular meeting one month or more before the meeting at which the election is to take place.

Notwithstanding anything to the contrary, when the term of an officer expires, he/she shall continue to serve until reappointed or a successor is named.

Section 7. Vacancies. Should the Chair become vacant, the Vice Chair may serve the remainder of the Chair's term as well as one entire two-year term. Should the Vice Chair become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of the Vice Chair. If both the Chair and Vice Chair become vacant, the Board of Commissioners shall elect the successors from its membership at the next regular meeting, and such election shall be for the unexpired terms of the positions.

Section 8. Additional Personnel. The CEO/Executive Director is the only employee appointed and supervised by the Board of Commissioners. The selection of personnel, their compensation and the terms of employment shall be at the discretion of the CEO/Executive Director subject to the laws of the State of California and the personnel policies of the Authority. The terms and compensation of the CEO/Executive Director shall be set forth in a written contract signed by the Chair of the Board of Commissioners.

Section 9. Accounting and Legal Professionals. The Board of Commissioners shall retain appropriate accounting and legal professionals to assist it in such areas as auditing, legal compliance, and otherwise as it may determine is appropriate and convenient to carry out the business of the Authority.

ARTICLE III – MEETINGS

Section 1. Annual Meetings. The annual meetings of the Board of Commissioners shall be held in December at the regularly scheduled meeting of the Board of Commissioners. With the consent of the Chair, the annual meeting may be postponed until no later than the next regularly scheduled meeting in January of the very next year.

Section 2. Regular Meetings. Regular meetings shall be noticed in compliance with the Ralph M. Brown Act at the regular meeting place of the Board of Commissioners, or at a location designated by the Board of Commissioners. On or before the annual meeting, the Board shall adopt a schedule of meetings for the next calendar year. However, any meeting may be rescheduled upon a majority vote of the Board of Commissioners.

Section 3. Special Meetings. Upon written request of no less than two and no more than three members of the Board of Commissioners or as deemed necessary by the Chair or CEO/Executive Director, a special meeting of the Board of Commissioners may be called for the purpose of transacting any business designated in the call. Special meetings shall be noticed and held in compliance with the Ralph M. Brown Act. The call for a special meeting may be delivered to each member of the Board of Commissioners at

any time prior to the meeting via electronic mail at least twenty-four (24) hours prior to the date of such special meeting, or may be waived by written waiver signed by all the members of the Board of Commissioners prior to the meeting. Upon delivery of notice via electronic mail, Authority staff shall make reasonable efforts to follow up with a phone call to ensure that each member of the Board of Commissioners received such notice. At such special meeting, no business shall be considered other than as designated on the agenda.

Section 4. Quorum. The powers of the Authority shall be vested in the Board of Commissioners thereof in office from time to time. Four (4) commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board of Commissioners upon a vote of a majority of the commissioners even if a simple majority constitutes three (3) commissioners, unless otherwise provided. In the event that the Board of Commissioners has five (5) or fewer Commissioners appointed, then three (3) Commissioners shall constitute a quorum.

Section 5. Alternate Chair. In the event a quorum of the Board of Commissioners is present for a meeting, but both the Chair and Vice Chair are absent, the commissioners present shall select from among themselves a commissioner to preside for that meeting.

- Section 6. Absenteeism. Commissioner attendance shall be consistent with Section 2.68 of the Fresno County Ordinance Code or as amended by the Fresno County Board of Supervisors.

Section 7. Resolutions. All resolutions shall be in writing and shall be entered in a journal of the proceedings of the Board of Commissioners.

Section 8. Manner of Voting. All questions coming before the Board of Commissioners shall be determined by voice vote, and the yeas and nays shall be entered upon the minutes of such meeting.

Section 9. Brown Act Compliance. All Authority activities, including meetings and communications, shall be in compliance with the Ralph M. Brown Act (Government Code section 54950 *et seq.*, as amended).

ARTICLE IV – COMMISSIONER ACTIVITIES

Section 1. Powers. The Authority shall have all powers granted pursuant to the law including the California Housing Authorities Act (Health and Safety section 34200 *et seq.*) and Section 8 of the United States Housing Act of 1937.

Section 2. Fiduciary Obligation. The Board of Commissioners and its officers shall have the fiduciary obligation to take actions in the best interests of the Authority. A commissioner shall disclose and recuse himself or herself from voting on or influencing any business where the commissioner has a conflict or is not able or willing to take actions in the best interests of the Authority.

Section 3. Ethics Requirements. Commissioners shall provide to the clerk of the Board of Commission sufficient proof of participation in qualified AB1234 ethics and AB1825 sexual harassment trainings once every two years, and comply with all other requirements applicable to them under California law. The Authority's General Counsel shall facilitate Commissioner trainings. Additionally, commissioners shall annually complete and submit a Statement of Economic Disclosure (Form 700) disclosing their economic interests.

Section 4. Indemnity of Board Members. The Authority shall indemnify and hold a commissioner harmless against any lawsuit or threat of lawsuit arising out of or resulting from acts of the commissioner which are performed within the scope of his or her duties as a commissioner; including reasonable attorneys' fees (from reasonably competent counsel selected by the Authority), and judgments incurred in connection with such litigation or threat of litigation, to the extent permitted by law. The Board of Commissioners shall have discretion to determine whether or not any tender for indemnity arises out of or results from actions that were performed within the scope of the commissioner's duties as a commissioners. Moreover, a commissioner shall repay any amount(s) paid by the Authority pursuant to the preceding paragraph, if the Board of Commissioners later determine that the act or acts of the commissioner (giving rise to the suit or threat of suit) were performed outside the scope of the commissioner's duties as a commissioner.

Section 5. Insurance of Board Commissioners. The Authority, through the action of its Board of Commissioners will procure Errors and Omissions and Director and

Officers insurance coverage therein naming the Authority, and also the individual commissioners as joint and several beneficiaries of said insurance policies. Any deductible shall be paid by the Authority under its aforementioned duty to indemnify its Board Members.

ARTICLE V-COMMITTEES

Section 1. Standing Committees. The Board of Commissioners shall have the following standing committee, which will perform the duties and responsibilities as herein set forth, together with such other duties and responsibilities as the Board of Commissioners may, by resolution, determine. A Standing Committee shall comply with the Ralph M. Brown Act and have regularly scheduled meetings.

1.1 Executive Committee.

1.1.1 Membership. The Board of Commissioner's Executive Committee shall be comprised of its Chair, Vice-Chair, an appointee of the Chair (so long as such appointment does not give rise to a violation of the Ralph M. Brown Act), and the CEO/Executive Director.

1.1.2 Duties of the Executive Committee. The Executive Committee shall meet monthly prior to the Board of Commissioner's meeting to, in part, determine what items should be placed on the agenda for the Board of Commissioner's meeting, discuss administrative, development and operational matters, and develop the agenda for a Commissioners' retreat, if applicable.

1.2. Audit Committee.

1.2.1 Membership. The Board of Commissioners' Audit Committee shall be comprised of the Executive Committee members.

1.2.2 Duties of the Audit Committee. The Audit Committee shall meet with the Authority's auditor each year prior to the annual audit and review the plan of audit and identify other areas of the Authority's operations and affairs that should be reviewed; shall meet with the Authority's auditor after the preparation of the first draft of the auditor's management letter and/or findings to review the initial findings and to discuss the auditor's recommendations for changes or improvements; shall meet with the Authority's staff on a periodic basis to review the draft budgets and to receive the views of the Authority's staff as to the rationales for budget proposals, including any reconciliation of the prior fiscal year's budget; and shall recommend an annual budget to the Board of Commissioners for adoption. The Audit Committee is not empowered to undertake any actions upon its own initiative. Instead, its role is simply to report its findings and recommendations to the Board of Commissioners, who may accept or adopt such findings and/or recommendations.

Section 2. Ad Hoc Committees. In addition to the standing committees specified in this Article, the Board of Commissioners may, at any time, establish an ad hoc committee of the Board of Commissioners and fix its duties and responsibilities for any purpose where, in the judgment of the Board of Commissioners, the Authority is better served by a temporary committee. Each ad hoc committee shall consist of such commissioners as the Chair shall determine. Notwithstanding the forgoing, all ad hoc committees will be advisory in nature only and have no power to undertake any action upon their own

initiative. Instead, the role of each *ad hoc* committee will be to simply report its findings and make recommendations to the Authority, who may accept or reject such findings and/or recommendations. In no event shall a quorum of Commissioners be assigned to an *ad hoc* committee. The Board of Commissioners contemplate that it may from time to time utilize an *ad-hoc* executive committee (of the Chair, Vice-Chair, an appointee of the Chair) to make reports, investigate, and make recommendations to the Board of Commissioners regarding topics that may be assigned to it by the Board of Commissioners regarding such topics as personnel matters, Authority operations, future projects, and other topics that may be assigned to it.

ARTICLE VI – AMENDMENTS

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least four (4) of the members of the Board of Commissioners at a regular or a special meeting.

Revised 4/14/82
Revised 2/27/85
Revised 1/22/97
Revised 3/26/97
Revised 9/25/13
Revised __/__/14
Revised __/__/20

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EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners
Fresno Housing Authority
DATE: May 22, 2020
BOARD MEETING: May 26, 2020
FROM: Preston Prince
CEO/Executive Director
AGENDA ITEM: 9
AUTHOR: Staff
SUBJECT: May 2020 Executive Director's Report

Executive Summary

The Boards of the Fresno Housing Authority have established the four strategic goals as: Place, People, Public, and Partnership. In addition, the following have been outlined as the management goals: Sustainability, Structure, and Strategic Outreach. The following report demonstrates the efforts of the Executive Leadership and Staff to progress towards the realization of these goals.

PLACE

Overview

Fresno Housing seeks to develop and expand the availability of quality affordable housing options throughout the City and County of Fresno by growing and preserving appropriate residential assets and increasing housing opportunities for low-income residents.

The matrix below outlines the Development Pipeline and status of each project.

Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
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Mariposa Commons	Lease-Up	1011 W Atchison Avenue, Fresno, CA	40	100%
Orchard Commons	Lease-Up	295 S Newmark Avenue, Parlier, CA	41	100%
The Villages at Paragon	Under Construction	4041 Plaza Drive West, Fresno, CA	28	28%
Linnaea Villas	Under Construction	2530 Sierra Street, Kingsburg, CA	47	23%
Solivita Commons	Under Construction	725 W Alluvial Avenue, Clovis, Ca	60	19%
The Villages at Broadway	Under Construction	1828 Broadway Street, Fresno, CA	26	0%
Barstow Commons	Pre-Development NPLH funds awarded TCAC Award Pending	130 W Barstow Avenue, Fresno, CA	42	N/A
The Monarch @ Chinatown	Pre-Development TCAC/CDLAC Allocation Rec'd Proposed July 2020 Closing	1101 F Street, Fresno, CA	57	N/A
Blackstone/Simpson	Pre-Development 2020 NPLH, IIG, AHP applications submitted (Pending). Potential July 2020 TCAC application	3039 N Blackstone Avenue, Fresno, CA	41	N/A
Elderberry at Bethel	Year 15 Investor Buyout (June 2020)	2505 Fifth Street, Sanger, CA	75	N/A
Mendota Farm Labor	Predevelopment Potential July 2020 TCAC application	241 Tuft Street, Mendota, CA	60	N/A
Huron RAD	Predevelopment	Fresno and 12 th Street, Huron, CA	61	N/A
California Avenue Neighborhood	Pre-Development Planning	Southwest Fresno - TBD	TBD	N/A

Project Highlights

Orchard Commons is on track to completing the last punch list items before the end of May, 2020, and lease-up activities are ongoing. The Villages at Barstow has received notification from the California Tax Credit Allocation Committee (CTAC) that it has received full points, a preliminary reservation of tax credits is anticipated in June 2020.

HMD Operations

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 04/01/2020-04/30/2020			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	962	21	97.81%
COUNTY OF FRESNO			
County of Fresno	1223	15	98.77%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	192	36	81.25%

Property Management

Property Management (PM) is continuing its operations and finding new ways to keep providing support to our residents. PM has proactively been communicating with residents that have been impacted to process interim recertifications, modify rent amounts, make repayment arrangements, connecting them to other services, etc. Processes have been modified to ensure the health and safety while we continue to lease, make emergency and urgent repairs and maintain compliance with program requirements.

The lease up of Mariposa Commons in Fresno is currently underway; to date 19 families have moved in. Lease up activities are also underway for Orchard Commons in Parlier and anticipate moving families in starting in early June 2020.

Overview

Fresno Housing works to respect community needs and knowledge – by listening, learning and researching – and responding to issues compassionately, intelligently, intentionally – by developing exceptional programs based on shared expectations.

Efforts are ongoing and we will report on those items as outcomes are achieved.

PUBLIC

Overview

Fresno Housing seeks to build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing and supports the advancement of Fresno's low-income residents.

Efforts are ongoing and we will report on those items as outcomes are achieved.

PARTNERSHIP

Overview

Fresno Housing seeks to collaborate to strengthen its ability to address the challenges facing Fresno communities.

Fresno Housing is exploring several partnerships in the course of pre-development activities.

Project	Organization	Role
844 S. Chance Avenue	Habitat for Humanity Fresno City College	Partner in the rehabilitation of a former Neighborhood Stabilization Program (NSP) property to provide a homeownership opportunity for a low-income family
The Villages at Paragon	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
The Villages at Broadway	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Barstow Commons	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Blackstone and Simpson	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations

There are additional Community Development Block Grant Funds (CDBG-CV) available to Fresno County through the first round of CARES Act in two ways. For communities that have a joint partnership agreement with the County of Fresno to participate in the HUD administered Entitlement Program, funds have been allocated using their entitlement community formula. The County has provided a list of eligible activities to their partnering communities and each is submitting their proposal to the County for approval of how they intend to spend their allocation. For communities who do not have a joint partnership with the County of Fresno, they have an opportunity to apply for the balance of state funds through a competitive process through the State's Housing and Community Development office (HCD). The Notice of Funds Availability (NOFA) has been drafted but has not yet been released.

The HCD staff are hosting weekly virtual office hours every Tuesday and share information as it is available. Since the NOFA has not officially released, the information is limited. Some of the general areas covered by these funds will be: Public Services, Public Facility Improvements, Public Facility Acquisition, and Economic Development. Applicants must show a direct nexus between the activity they are applying for and COVID-19. Additionally, the Applicant will need to demonstrate that there will be no duplication of benefits with the use of CDBG-CV funds.

Although it appears only the eligible city/county jurisdictions are eligible to apply and or have received these funds through entitlement process, they are strongly encouraged to partner with organizations with capacity and experience to administer the funds. Fresno Housing (FH) has been contacted by both Fresno

County and the City of Firebaugh as potential partner. The City of Firebaugh is looking to partner with FH to administer a rental assistance and utility assistance program. More details will be provided upon the release of the CDBG-CV NOFA.

Resident Services

During the month of May 2020; the Resident Empowerment team engaged in the following activities

- In collaboration with Every Neighborhood Partnership, 105 Food boxes were donated and distributed to County seniors and families
- In collaboration with Catholic Charities, 160 Food bags were distributed to HCV and City site senior residents
- 105 Educational packets were given out to youth at City and County sites to further youth education activities
- Through our involvement with Book Rich Environments, over 200 books given out to youth at City and County sites
- Teens That Cares made and donated 160 mask for youths and adults which have been given to residents

MANAGEMENT GOALS

The goals of management include our efforts to stabilize, focus, and extend activities to meet the mandate of our mission through good decision making related to Sustainability (staffing, finances, effectiveness, evaluation, technology, facilities); Structure (governance); and Strategic Outreach (communications, image, visibility, public affairs, policy).

Sustainability

Build and maintain an innovative, engaged, visible, and sustainable organization, committed to its mission of providing housing for low-income populations.

Fiscal Services

Accounting and Finance staff have been working diligently to adapt to a remote work environment, close the books in a timely manner and submit necessary financial reports. Most accounting and finance functions are being done remotely through paperless processes. As a result of the COVID-19 pandemic, staff have requested and received extensions for various financial reports on an as-needed basis. Staff is pleased to report that all annual deadlines have been met regarding 2019 limited partnership (LP) tax returns and audits. Staff continues to work remotely with DavisFarr, the Agency auditor, to submit information for the Agency audit and are on track to submit our audited financial statements in a timely manner. Additionally, staff are working with HUD staff to remotely monitor the agency's Continuum of Care (CoC) grants.

Staff have developed systems, accounts and reports to track COVID-19 expenses, in an effort to mitigate the financial impact and maximize the agency's eligibility for CARES Act funding. Accounting and Finance staff have reached out to HUD, industry experts and other agencies to determine the best practices and methods to track and account for eligible COVID-19 expenses.

Human Resources

On Wednesday, April 13th, Aysha Hills joined the Council of Large Public Housing Authorities (CLPHA) kick off for the new Human Resource Work Group. This group was created to help foster collaboration with HR professionals in other large housing authorities across the nation related to COVID-19 response as well as in the long term to share information about policies, practices and other helpful information.

The Human Resources Team has continued with open recruitment and has organized a series of virtual interview panels since we began our remote work in March. Training & Development Analyst Damian Rivera and Human Resources Coordinator Kayla Giosa are converting our Agency's entire new hire orientation process to be delivered virtually, and they have partnered with our IT Department to prepare all necessary equipment to be shipped to candidates ahead of time so that they will have all information and equipment that they need Day 1!

There are no new hires to announce at this time, and the Human Resources Team is proud and excited to announce the following promotions!

- Aysha Hills, Human Resources Manager (promoted from Senior Human Resources Analyst)
- Lucille Kirchman, Accounting Manager (promoted from Senior Accountant)
- Arlene Wood, Accounting Manager (promoted from Senior Accountant)
- Samuel Zamora, Property Specialist II (promoted from Maintenance Technician)

Structure

Maintain a committed, active, community-based Boards of Commissioners.

Efforts are ongoing and we will report on those items as outcomes are achieved.

Strategic Outreach

Heighten agency visibility, facilitate community dialogue about housing solutions; and build support for the agency and quality affordable housing.

Efforts are ongoing and we will report on those items as outcomes are achieved.