



Housing Authority

PORT HUENEME HOUSING AUTHORITY SPECIAL MEETING

MAY 16, 2016

6:30 PM

(Immediately following the City Council and Surplus Property Authority meetings)

**PORT HUENEME CITY HALL - CITY COUNCIL CHAMBER
250 NORTH VENTURA ROAD
PORT HUENEME, CA 93041**

A G E N D A

Public Communications: Each member of the public may speak on any item appearing on the Agenda or that is within the subject matter jurisdiction of the Housing Board. Speakers will be allowed three minutes per Agenda item to address the Board. Members of the public who want to address the Board should fill out a speaker card located on the back table in the City Council Chamber and provide the speaker card to the Authority Clerk. If a speaker wishes to address an item on the Agenda please note the Agenda item number or topic on the speaker card to ensure that you are called to speak before the Board takes action on the Agenda item. All speakers wishing to address the Board on items not on the Agenda will be called on to speak during the Open Forum portion of the Agenda.

- 1. CALL TO ORDER, ROLL CALL**
- 2. AGENDA:** *(Amend / Approve)*
- 3. CONSENT AGENDA:**
 - A. APPROVAL OF MINUTES**

Action: It is recommended the Board approve the Minutes of the May 2, 2016 Regular Meeting.
 - B. APPROVAL OF OUT OF STATE TRAVEL FOR THREE EMPLOYEES**

Action: It is recommended the Port Hueneeme Housing Authority Board authorize out of state travel for three employees to Columbia, SC.
- 4. NEW BUSINESS:**

5. **COMMENTS BY EXECUTIVE DIRECTOR:**
6. **COMMENTS FROM BOARD MEMBERS:**
7. **OPEN FORUM:**

Anyone wishing to speak to the Board on any matter NOT on the Agenda may do so. Please approach the podium and give your name and city of residence clearly for the record. The Board cannot enter into a detailed discussion or take any action on comments, but may refer them to the Executive Director for follow up or scheduling on a subsequent agenda for discussion. Each speaker shall limit comments to three minutes.

8. **CLOSED SESSION** (None)

ADJOURNMENT: Adjourn to the next Regular Meeting to be held June 6, 2016 in the City Council Chamber, immediately following the 6:30 p.m. City Council meeting.

Copies of staff reports or other written documentation relating to each item of business referred to in this Agenda are available for public inspection in the Office of the City Clerk and on the City's website at www.cityofporthueneme.org. Materials received after agenda packet distributions are made available to the public on the City's website and in the City Clerk's office at the same time they are provided to the Board. **IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE OFFICE OF THE CITY CLERK AT 986-6503 OR THE CALIFORNIA RELAY SERVICE. NOTICE 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ALLOW PARTICIPATION IN THIS MEETING.**

**HOUSING AUTHORITY OF THE CITY OF PORT HUENEME
REGULAR MEETING**

MAY 2, 2016

MINUTES

The Regular Meeting of the Housing Authority of the City of Port Hueneme was called to order by Chair Breeze at 8:52 p.m. in the City Council Chamber at City Hall, 250 North Ventura Road, Port Hueneme, California. The Authority Clerk called the roll:

PRESENT: Members Tom Figg, Jim Hensley, Sylvia Muñoz Schnopp, Vice Chair Jonathan Sharkey; Chair Douglas A. Breeze.

ABSENT: Member Raymond Straley

Staff members present were: John Baker, Interim Executive Director, Karl H. Berger, Deputy Authority Counsel; Carmen Nichols, Deputy City Manager, Robert Albertson, Interim Chief of Police; Alvin Burrell, Interim Finance Director; Chris Theisen, Public Works Director, Housing Program Manager, Gabby Basua, Authority Clerk, Michele Kostenuik

AGENDA:

The Board had previously received copies of the Agenda.

Member Schnopp requested to pull Item 3.C. for discussion.

Vice Chair Sharkey, seconded by Member Schnopp, moved to approve Agenda as amended. Motion carried 5-0 (Member Straley absent).

CONSENT AGENDA:

- A. APPROVAL OF MINUTES
Action: It is recommended the Board approve the Minutes of the April 4, 2016 Regular Meeting.

- B. CASH DISBURSEMENTS RATIFICATION
Action: It is recommended the Board ratify the cash disbursements listing for the period March 26, 2016 through April 22, 2016.

Vice Chair Sharkey, seconded by Member Schnopp, moved to approve the Consent Agenda Items 3.A and 3.B. Motion carried 5-0 (Member Straley absent)

(Item 3.C. was pulled for discussion)

- C. A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PORT HUENEME APPROVING THE FY 2016-2017 PUBLIC HOUSING ANNUAL AND 5-YEAR PLAN CONSISTING OF THE CAPITAL FUND PROGRAM ANNUAL STATEMENT AND UPDATED CAPITAL FUND FIVE-YEAR ACTION PLAN AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT ALL PLAN DOCUMENTS AND CERTIFICATIONS TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Action: It is recommended the Board adopt Resolution No.542 for FY 2016-2017 Public Housing Annual and 5-Year Plan, and authorization to execute and submit to HUD.

Member Schnopp inquired about the date of the forms. Housing Programs Manager, Gabby Basua clarified the information.

Member Schnopp, seconded by Vice Chair Sharkey, moved to approve the staff recommendation as presented. Motion carried 5-0 (Member Straley absent)

OPEN FORUM: None.

CLOSED SESSION: None.

ADJOURNMENT:

Chair Breeze, without objection, adjourned the meeting at 8:55 p.m. to the next Regular Meeting to be held June 6, 2016 in the City Council Chamber, immediately following the 6:30 p.m. City Council meeting.

Respectfully submitted,

Michele Kostenuik
Authority Clerk

APPROVED:

CHAIR BREEZE



Housing Authority

AUTHORITY AGENDA STAFF REPORT

TO: Housing Authority Board

FROM: Al Burrell, Interim Director of Finance and Housing

SUBJECT: APPROVE OUT OF STATE TRAVEL FOR THREE EMPLOYEES

DATE: May 16, 2016

RECOMMENDATION:

It is recommended the Port Hueneme Housing Authority Board authorize out of state travel for three employees to Columbia, SC.

BACKGROUND/ANALYSIS:

It is essential for The Housing Authority of the City of Port Hueneme to establish an up-to-date and comprehensive Procurement Policy in order to comply with the Housing and Urban Development (HUD) rules and regulation. The conference titled "Procurement and Section 3" will provide up-to-date procurement policy guidelines for staff, thereby allowing staff to comply with applicable laws and policies.

The three (3) day seminar will be held in Columbia, SC on June 3, 2016 through June 9, 2016. The total cost of this seminar which includes, conference fees, hotel, airfare and meals are \$4895.00 for three (3) employees. This cost will be paid by the Port Hueneme Housing Authority capital fund grant.

FISCAL IMPACT:

Costs for this training are included in the 2016 Housing Authority budget.

Attachments.

-None