



AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA

**REGULAR BOARD OF COMMISSIONERS  
MEETING TO BE HELD**

**January 26, 2022**

1400 W. HILLCREST DRIVE  
NEWBURY PARK, CALIFORNIA

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**REGULAR MEETING OF THE AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA**

**Wednesday, January 26, 2022 at 3:00 P.M.**

**1400 W. Hillcrest Drive, Newbury Park, CA 91320**

"The Area Housing Authority of the County of Ventura shall be a leader in providing opportunities and assistance to people in need of affordable housing through development, acquisitions, and partnerships."

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**COVID-19 UPDATE:** The Area Housing Authority of the County of Ventura office building is currently closed to the public. Pursuant to California Government Code § 54953 and resolutions adopted by the Area Housing Authority of the County of Ventura, and due to concerns of COVID-19 and state and local measures regarding social distancing, this meeting will be conducted via conference and video calling services. The public can participate in this meeting by calling from a telephone or mobile phone.

**HOW TO PARTICIPATE VIA PHONE**

To access the meeting by phone:

Dial: **1-669-900-6833**

When prompted, enter meeting ID: **922 4213 5103**

Once connected, if you wish to speak during Public Comment, press \*9 to raise your hand

**PUBLIC COMMENT**

To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Board of Commissioners. The Chair has the discretion to further limit this time if warranted.

**HOW TO SUBMIT PUBLIC COMMENT**

Comments may be submitted by one of the following:

1. Connect to the meeting via phone (above), once connected **press \*9** on your phone to raise your hand and you will be recognized during **Agenda Item #5** to make your comment.
2. Comments may also be submitted prior to the meeting **via email by 5:00 p.m. Tuesday, January 25, 2022**. Please email your comment to [admin@ahaav.org](mailto:admin@ahaav.org) and include "Public Comment" in the subject line.
3. You may also leave your comments by a voice message at **805-480-9991 ext. 850**, please speak clearly. Your email or transcribed voice message will be distributed to the Board of Commissioners prior to the Board meeting.



## AGENDA

### REGULAR MEETING OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA

Wednesday, January 26, 2022 at 3:00 P.M.

**1. CALL TO ORDER/WELCOME**

**A. PLEDGE OF ALLEGIANCE**

**B. COMMISSIONER ATTENDANCE:** BRADLEY, CRUTCHFIELD, JOHNSON, LAINE, LECH, LUNN, MASON, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, AND WATSON

**2. ADOPTION OF AGENDA**

**3. APPROVAL OF MINUTES:**

**A. SPECIAL MEETING OF November 29, 2021**

**B. REGULAR MEETING OF December 1, 2021**

**C. SPECIAL MEETING OF December 27, 2021**

**4. CONSENT CALENDAR ITEMS**

Review and approve unless an item is pulled for separate action by the Board and moved to the Regular agenda for consideration. Consent items are to be routine and non-controversial. All items are approved as recommended without discussion.

**A. Receive Executive Director Report (Michael Nigh)**

**B. Receive Financial Report (Denise Howells)**

**C. Receive Section 8 Report (Carrie Sabatini & James Markot)**

**D. Receive Housing Programs Report (Carrie Sabatini)**

**E. Receive Housing Assets and Development Report (George McGehee, Jr.)**

**F. Receive Personnel/Human Resources Report (Patricia Friou)**

**5. PUBLIC COMMENTS**

Any member of the public may address the Board of Commissioners on an item appearing on the agenda or any subject within the jurisdiction of the Housing Authority. *Please note that public comments will not be responded to, acted on or discussed during the meeting, but may appear on a future agenda. If you wish to make a comment, please refer to meeting announcement on previous page.*

**6. INTRODUCTION OF NEW HUMAN RESOURCES MANAGER,  
ROXANNE ROBINSON-JONES**

Michael Nigh, Executive Director

**7. RECOGNITION OF RETIREMENT - SHIRLEY BUMPUS 24 YEARS  
AND PATRICIA FRIOU 15 YEARS**

Jorgen Nielsen, Chair, and Michael Nigh, Executive Director

- 8. PRESENTATION OF THE FY2021 AUDITED FINANCIAL STATEMENTS**  
Denise Howells, Director of Finance  
Jonathan Foster CPA, Partner at Davis Farr LLP  
Motion to Accept, Second, Discuss, Roll Call Vote
- 9. ANNOUNCE AD HOC NOMINATING COMMITTEE'S SLATE OF NOMINEES FOR CHAIR AND VICE-CHAIR**  
Terry Wall, Committee Chair
- 10. APPROVE ELECTION PROCEDURES**  
Michael Nigh, Executive Director  
James McDermott, Esq., Ferguson Case Orr Paterson  
Motion to Approve, Second, Discuss, Roll Call Vote
- 11. RESOLUTION NO. 1111 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA REAUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF COMMISSIONERS OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA FOR THE PERIOD OF 30 DAYS PURSUANT TO THE RALPH M. BROWN ACT**  
James McDermott, Esq., and Ian Elsenheimer, Ferguson Case Orr Paterson  
Michael Nigh, Executive Director  
Motion to Approve, Second, Discuss, Roll Call Vote
- 12. STAFF COMMENTS**  
Information Only
- 13. EXECUTIVE DIRECTOR COMMENTS**  
Information Only
- 14. COMMISSIONER COMMENTS**  
Comments by Commissioners on matters they consider appropriate. The Board of Commissioners will not respond to comments but will take them into consideration and the item may appear on a future agenda if discussion is determined necessary. Commissioners are asked to limit their comments to three (3) minutes or less.
- 15. CHAIR COMMENTS (5 MIN)**

**NEXT SCHEDULED MEETING**  
**February 23, 2022**  
**1400 W. Hillcrest Drive**  
**Newbury Park, CA 91320 AT 3:00 P.M.**

Americans with Disabilities Act (ADA): In compliance with ADA, if you need special assistance to participate in this meeting, please contact the Area Housing Authority of the County of Ventura via email at [admin@ahacv.org](mailto:admin@ahacv.org) or by phone at (805) 480-9991 ext. 850. Notification at least 48 hours prior to the meeting will ensure that reasonable accommodations can be addressed appropriately.



**SPECIAL MEETING OF THE  
AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA  
BOARD OF COMMISSIONERS**

**MEMBERS OF THE BOARD:**

**Angela Bradley**, Resident Commissioner  
**Marques Crutchfield**, Simi Valley  
**Susan L. Johnson**, Fillmore  
**Steven Kueny**, Moorpark  
**Deborah Laine**, Simi Valley  
**Charles Lech**, Thousand Oaks  
**Mark Lunn**, Thousand Oaks  
**Steve Mason**, Ojai  
**Stephanie Mercer**, Camarillo  
**Jorgen Nielsen**, Moorpark  
**Nicole Norori**, Unincorporated County  
**Marci Ramos-Cruz**, Fillmore  
**Brent Reisender**, Camarillo  
**Terry Wall**, Unincorporated County  
**Betsy Watson**, Ojai

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**MINUTES – November 29, 2021**

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**DISCLAIMER:** These minutes are DRAFT minutes. These minutes do not constitute an official record of the Area Housing Authority and are subject to change upon further review by the Board of Commissioners of the Area Housing Authority. Official minutes, incorporating any approved revisions, are available after approval of the corresponding draft minutes by the Board of Commissioners at a subsequent meeting.

Pursuant to California Government Code § 54953 and resolutions adopted by the Area Housing Authority of the County of Ventura, this meeting was conducted via conference and video calling services. Public comment was able to be submitted in advance via email to [admin@ahacv.org](mailto:admin@ahacv.org) or voice message to 805-480-9991, extension 850. Public comment could also be submitted in real time by dialing 1-669-900-6833, meeting ID: 922 4213 5103.

**1. CALL TO ORDER / WELCOME**

This Special Meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Monday, November 29, 2021, at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Nielsen called the meeting to order at 9:02 am and Commissioner Mercer led the Pledge of Allegiance.

**ATTENDANCE:**

Commissioners participating via conference or video call: Angela Bradley, Marques Crutchfield<sup>1</sup>, Susan Johnson, Deborah Laine, Chuck Lech, Mark Lunn, Steve Mason, Stephanie Mercer, Jorgen Nielsen, Nicole Norori, Marci Ramos-Cruz, Brent Reisender, Terry Wall, Betsy Watson

Commissioners absent: Steven Kueny

Staff participating via conference or video call: Executive Director Michael Nigh, Linda Fisher-Helton, Jim Markot, Nancy Reidy

Legal Counsel participating via conference or video call: James McDermott, Ian Elsenheimer, Ferguson Case Orr Paterson LLP

**2. ADOPTION OF AGENDA**

Commissioner Reisender moved to adopt the Agenda; the motion was seconded by Commissioner Johnson. The Agenda for the Special Meeting of the Board on November 29, 2021 was adopted, following a voice vote.

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<sup>1</sup> Commissioner Crutchfield arrived at approximately 9:13 am.

**3. PUBLIC COMMENTS**

No public comments were received.

**4. RESOLUTION NO. 1109 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA REAUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF COMMISSIONERS OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA FOR THE PERIOD OF 30 DAYS PURSUANT TO THE RALPH M. BROWN ACT**

Ian Elsenheimer, Legal Counsel, reminded the Board of Commissioners that every 30 days it must consider whether circumstances still warrant the use of remote teleconferencing for conducting meetings of the AHA Board of Commissioners in accordance with the provisions of the Brown Act. Executive Director Michael Nigh stated that AHA continues to follow local county health department recommendations for social distancing and ensures that there is a means for public participation in remote teleconference meetings by posting information on its website with adequate notice, including the access number for the Zoom meetings.

Following a roll call vote, Resolution No. 1109 was approved.

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, LAINE, LECH, LUNN, MASON, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: KUENY

Chair Nielsen adjourned the meeting at 9:15 am.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael Nigh, Executive Director

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jim McDermott, Legal Counsel

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jorgen Nielsen, Chair



**REGULAR MEETING OF THE  
AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA  
BOARD OF COMMISSIONERS**

**MEMBERS OF THE BOARD:**

**Angela Bradley**, Resident Commissioner  
**Marques Crutchfield**, Simi Valley  
**Susan L. Johnson**, Fillmore  
**Steven Kueny**, Moorpark  
**Deborah Laine**, Simi Valley  
**Charles Lech**, Thousand Oaks  
**Mark Lunn**, Thousand Oaks  
**Steve Mason**, Ojai  
**Stephanie Mercer**, Camarillo  
**Jorgen Nielsen**, Moorpark  
**Nicole Norori**, Unincorporated County  
**Marci Ramos-Cruz**, Fillmore  
**Brent Reischer**, Camarillo  
**Terry Wall**, Unincorporated County  
**Betsy Watson**, Ojai

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**MINUTES – December 1, 2021**

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**1. CALL TO ORDER / WELCOME**

This regular meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Wednesday, December 1, 2021, at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Nielsen called the meeting to order at 3:07 pm. and Commissioner Lunn led the Pledge of Allegiance.

**ATTENDANCE:**

Commissioners participating via conference or video call: Angela Bradley, Marques Crutchfield, Susan Johnson<sup>1</sup>, Deborah Laine, Chuck Lech, Mark Lunn, Steve Mason, Jorgen Nielsen, Nicole Norori, Brent Reischer, Terry Wall, Betsy Watson

Commissioners absent: Steven Kueny, Stephanie Mercer, Marci Ramos-Cruz

Staff participating via conference or video call: Executive Director Michael Nigh, Linda Fisher-Helton, Denise Howells, Jim Markot, George McGehee, Jr., Nancy Reidy, Carrie Sabatini

Legal Counsel participating via conference or video call: James McDermott, Ferguson Case Orr Paterson LLP

**2. ADOPTION OF AGENDA**

Commissioner Reischer moved to adopt the Agenda; the motion was seconded by Commissioner Lunn. The Agenda for the Board meeting of December 1, 2021 was adopted, following a roll call vote.

**AYES:** BRADLEY, CRUTCHFIELD, LAINE, LECH, LUNN, MASON, NIELSEN, NORORI, REISCHER, WALL, WATSON

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<sup>1</sup> Commissioner Johnson arrived at 3:22 pm

NOES: NONE

ABSTAIN: NONE

ABSENT: JOHNSON, KUENY, MERCER, RAMOS-CRUZ

**3. APPROVAL OF MINUTES - REGULAR MEETING OF OCTOBER 27, 2021**

Commissioner Wall moved to adopt the Minutes from the Regular Board Meeting of October 27, 2021; Commissioner Crutchfield seconded the motion. Following a roll call vote, the motion passed and the Minutes were approved.

AYES: BRADLEY, CRUTCHFIELD, LAINE, LECH, LUNN, MASON, NIELSEN, NORORI, REISENDER, WALL

NOES: NONE

ABSTAIN: WATSON

ABSENT: JOHNSON, KUENY, MERCER, RAMOS-CRUZ

**4. CONSENT CALENDAR ITEMS**

The following consent items required no discussion and had no objections: Executive Director Report, Financial Report, Section 8 Report, Housing Programs Report, Housing Assets & Development Report, and the Personnel/Human Resources Report.

Commissioner Lunn moved to adopt the Consent Calendar Items; the motion was seconded by Commissioner Lech. Following a roll call vote, the Consent Calendar Items were approved.

AYES: BRADLEY, CRUTCHFIELD, LAINE, LECH, LUNN, MASON, NIELSEN, NORORI, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: JOHNSON, KUENY, MERCER, RAMOS-CRUZ

**5. PUBLIC COMMENTS**

No public comments were received.

**6. ANNOUNCE AD HOC NOMINATING COMMITTEE CHAIR**

Chair Nielsen announced that Commissioner Wall has been appointed to serve as chair.

**7. RESOLUTION NO. 1106 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING CHANGES TO THE PROCUREMENT POLICY**

Denise Howells, Director of Finance, provided an overview of the changes incorporated in the Draft Procurement Policy. The Draft Procurement Policy has been updated to incorporate changes in the Code of Federal Regulations (CFR), specifically 2 CFR 200 Uniform Guidance. The Draft Procurement Policy was reviewed by AHA's auditing firm, Davis Farr LLP, which confirmed continued compliance with 2 CFR Uniform Guidance.

Ms. Howells highlighted the two significant changes regarding purchasing thresholds. The threshold for micro purchases has increased to \$10,000 and the simplified acquisition threshold has increased to \$250,000.

Upon approval by Board Resolution, the Draft Procurement Policy goes into effect and will be forwarded to the Department of Housing and Urban Development's Los Angeles Field Office for acceptance.

Commissioner Lech motioned to adopt Resolution No. 1106; the motion was seconded by Commissioner Mason. Following a roll call vote, Resolution No. 1106 was adopted.

AYES: BRADLEY, CRUTCHFIELD, LAINE, LECH, LUNN, MASON, NIELSEN, NORORI, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: JOHNSON, KUENY, MERCER, RAMOS-CRUZ

**8. RESOLUTION NO. 1107 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING CHANGES AND ADDITIONS TO THE ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

Carrie Sabatini, Deputy Executive Director/Director of Housing Programs, informed the Board that Section 8 Housing Choice Voucher Administrative Plans (Admin Plan) must be reviewed to ensure compliance with the changes in HUD regulations and that a review of the Admin Plan had been completed. In accordance with 24 CFR 982.54, HUD mandates that housing authorities revise their Admin Plan when new HUD regulations or changes in policy occur. In addition, housing authorities must adopt policies to ensure consistency in agency operations. Policy changes required by HUD were incorporated in the Draft Admin Plan provided to the Board.

Ms. Sabatini also discussed that in order for AHA to administer the Emergency Housing Voucher (EHV) program, certain program specific policies were required to be incorporated in the Admin Plan as a Temporary Supplemental Policy. The adoption of these policies was subject to the Coronavirus Aid, Relief and Economic Security (CARES) Act waiver authority which permitted the AHA to informally adopt the policies at program initiation, with formal adoption by the Board of Commissioners by December 31, 2021.

Ms. Sabatini stated that Resolution No. 1107, once approved, provided the necessary Board action to satisfy HUD's requirements.

Commissioner Mason motioned to adopt Resolution No. 1107; the motion was seconded by Commissioner Norori. Following a roll call vote, Resolution No. 1107 was adopted.

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, LAINE, LECH, LUNN, MASON, NIELSEN, NORORI, WALL, WATSON

NOES: NONE

ABSTAIN: REISENDER

ABSENT: KUENY, MERCER, RAMOS-CRUZ

**9. RESOLUTION NO. 1108 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA AUTHORIZING CHANGES AND ADDITIONS TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) FOR THE PUBLIC HOUSING PROGRAM**

Carrie Sabatini, Deputy Executive Director/Director of Housing Programs, stated that HUD's 24 CFR 903 Subpart B, mandates that housing authorities maintain policies and procedures as part of their Public Housing Authority Plan. Public Housing Authority Plan requires updates from time to time to incorporate new HUD regulations or changes in policy. These policies, Ms. Sabatini explained, are combined in the Public Housing Admissions and Continued Occupancy Policy (ACOP). AHA's Public Housing policies were reviewed to ensure compliance with the changes in HUD regulations and consistency in agency operations. In addition, the AHA must adopt policies in areas where housing authorities have discretion.

The CARES Act of 2020 authorized HUD to waive or establish alternative requirements to the Public Housing Program. As a result, HUD issued several notices making available temporary waivers and program changes. The changes were aimed at maintaining efficient operations that would continue to serve the best interests of public housing authorities and their clients. One

such provision of the waiver authority is to be able to make informal updates to the ACOP, contingent on the Board of Commissioners formally adopting the changes by December 31, 2021. In accordance with the CARES Act waiver authority, the AHA informally adopted a change to the waiting list selection order from date and time to random choice lottery, and presented the policy change for formal adoption by the Board.

Ms. Sabatini stated that Resolution No. 1108, once approved, provided the necessary Board action to satisfy HUD's requirements.

Commissioner Reischer motioned to adopt Resolution No. 1108; the motion was seconded by Commissioner Bradley. Following a roll call vote, Resolution No. 1108 was adopted.

AYES: BRADLEY, CRUTCHFIELD, JOHNSON, LAINE, LECH, LUNN, MASON, NIELSEN, NORORI, REISCHER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: KUENY, MERCER, RAMOS-CRUZ

**10. STAFF COMMENTS**

George McGehee Jr., Director of Housing Assets, shared updates and photos of the affordable housing developments under construction at Mountain View Apartments in Fillmore, and Vintage at Sycamore in Simi Valley.

Carrie Sabatini, Deputy Executive Director/Director of Housing Programs, reminded Board members about their opportunity to participate in this year's holiday program. The Resident Services department will accept donations through December 9<sup>th</sup>.

**11. EXECUTIVE DIRECTOR COMMENTS**

Mr. Nigh thanked Commissioners for their participation in the Special Meeting on November 29, 2021, and discussed the need to schedule a Special Meeting in late December. The Commissioners informally acknowledged their availability on Monday, December 27, 2021 at 9:00 am. Mr. Nigh stated that additional information would be distributed in the near future.

**12. COMMISSIONER COMMENTS**

Enthusiastic comments voiced by some recent visitors to the Mountain View Apartments project in Fillmore were shared. Commissioners expressed appreciation for a well-run meeting and exchanged wishes for safe and joyous holidays.

**13. CHAIR COMMENTS**

Chair Nielsen thanked the AHA staff for their efforts and informative presentations and wished everyone happy holidays. In closing, Chair Nielsen said that he would see everyone at the Special Meeting on December 27<sup>th</sup>; the Chair adjourned the meeting at 3:52 pm.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael Nigh, Executive Director

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jim McDermott, Legal Counsel

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jorgen Nielsen, Chair



**SPECIAL MEETING OF THE  
AREA HOUSING AUTHORITY  
OF THE COUNTY OF VENTURA  
BOARD OF COMMISSIONERS**

**MEMBERS OF THE BOARD:**

**Angela Bradley**, Resident Commissioner  
**Marques Crutchfield**, Simi Valley  
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**Betsy Watson**, Ojai

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**MINUTES – December 27, 2021**

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Pursuant to California Government Code § 54953 and resolutions adopted by the Area Housing Authority of the County of Ventura, this meeting was conducted via conference and video calling services. Public comment was able to be submitted in advance via email to [admin@ahacv.org](mailto:admin@ahacv.org) or voice message to 805-480-9991, extension 850. Public comment could also be submitted in real time by dialing 1-669-900-6833, meeting ID: 922 4213 5103.

**1. CALL TO ORDER / WELCOME**

This Special Meeting of the Area Housing Authority of the County of Ventura's Board of Commissioners was held on Monday, December 27, 2021, at 1400 W. Hillcrest Drive, Newbury Park, California. Chair Nielsen called the meeting to order at 9:01 am. and Commissioner Laine led the Pledge of Allegiance.

**ATTENDANCE:**

Commissioners participating via conference or video call: Angela Bradley, Susan Johnson, Deborah Laine, Chuck Lech, Mark Lunn, Steve Mason, Stephanie Mercer, Jorgen Nielsen, Nicole Norori, Marci Ramos-Cruz, Brent Reisender, Terry Wall, Betsy Watson

Commissioners absent: Marques Crutchfield, Steven Kueny

Staff participating via conference or video call: Executive Director Michael Nigh, Linda Fisher-Helton

Legal Counsel participating via conference or video call: Ian Elsenheimer, Ferguson Case Orr Paterson LLP

**2. ADOPTION OF AGENDA**

Commissioner Lech moved to adopt the Agenda; the motion was seconded by Commissioner Watson. The Agenda for the Special Meeting of the Board on December 27, 2021 was adopted, following a roll call vote.

**AYES:** BRADLEY, JOHNSON, LAINE, LECH, LUNN, MASON, MERCER,  
NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

**NOES:** NONE

ABSTAIN: NONE

ABSENT: CRUTCHFIELD, KUENY

**3. PUBLIC COMMENTS**

No public comments were received.

**4. RESOLUTION NO. 1110 - A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA REAUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF COMMISSIONERS OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA FOR THE PERIOD OF 30 DAYS PURSUANT TO THE RALPH M. BROWN ACT**

Ian Elsenheimer, Legal Counsel, reminded the Board of Commissioners that every 30 days it must re-evaluate whether circumstances still warrant the use of remote teleconferencing for conducting meetings of the AHA Board of Commissioners pursuant to the provisions of the Brown Act. If circumstances apply, then the Board may adopt the Resolution and continue to meet via Zoom and teleconferencing without abiding by the requirement that there be a physical meeting space open to the public.

Commissioner Reischer moved to approve Resolution No. 1110; Commissioner Lunn seconded the motion. Following a roll call vote, Resolution No. 1110 was approved.

AYES: BRADLEY, JOHNSON, LAINE, LECH, LUNN, MASON, MERCER, NIELSEN, NORORI, RAMOS-CRUZ, REISENDER, WALL, WATSON

NOES: NONE

ABSTAIN: NONE

ABSENT: CRUTCHFIELD, KUENY

Chair Nielsen adjourned the meeting at 9:08 am.

Prepared by: \_\_\_\_\_  
Michael Nigh, Executive Director

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Jim McDermott, Legal Counsel

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Jorgen Nielsen, Chair

Date: \_\_\_\_\_



**Meeting Date:** January 26, 2022  
**Agenda Item:** 4A  
**Subject:** Executive Director Report  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Information Only

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This report reflects progress for the period of December 1, 2021 to January 20, 2022. I continue to actively pursue the goals established by the Board of Commissioners.

- Participated in Ventura County Board of Supervisors meeting requesting and successfully receiving approval of the Rancho Sierra Senior Apartments ground lease in unincorporated Ventura County outside Camarillo
- Participated in virtual biweekly development meeting for Rancho Sierra Senior Apartments
- Continued to work with legal counsel regarding holding virtual public meetings in accordance with CA legislature's AB 361, which allows public agencies to use teleconferencing until January 2024 without complying with specified Ralph M. Brown Act restrictions in certain situations
- Participated in virtual meeting with the Ventura County Continuum of Care Board of Directors
- Facilitated introductions and orientation of Roxanne Robinson-Jones, Human Resources Manager
- Continued to follow city council and planning meetings for our jurisdictions
- Following California, Cal-OSHA, CHWCA (Workers Comp) and Ventura County Public Health Officer guidelines to monitor protocols for safe operations during Covid-19 pandemic
- Continue to meet with the executive team to discuss Covid-19 impacts, response plans, and to plan future actions
- Continue to communicate with staff providing timely updates addressing operations during the Covid-19 health emergency
- Continue to monitor HUD communications on waivers and funding due to Covid-19
- Continue to discuss with management team the future of our operations, the physical and organizational changes necessary to continue to serve our clients



**Meeting Date:** January 26, 2022  
**Agenda Item:** 4B  
**Subject:** Financial Report  
**Prepared by:** Denise Howells, Director of Finance  
**Requested Action:** Information Only

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### **November 2021 Financial Statements**

Please find following the financial reports for the month ended November 30, 2021.

- **Summary Financial Statement**

Below are unusual items to note for October and November 2021:

1. Housing Choice Voucher - A \$9,996 non-budgeted purchase to replace the main copier and HUD reduced grant funding by \$299,705 for excess grant funds received in FY 6/30/21.
2. General Fund – A \$9,923 non-budgeted purchase to replace the color copier and the receipt of \$55,907 in dividends from Housing Authority Insurance.

- **Statement of Revenue, Expenditures and Changes in Net Position**

The following budgeted maintenance repairs and improvements occurred in October and November 2021:

1. Whispering Oaks (Ojai) - \$4,545 for tub refinishing and painting on two units
2. Florence Janss (Thousand Oaks) - \$8,582 for appliances, tub refinishing, painting, flooring and vacancy repairs on three units
3. Tafoya Terrace (Moorpark) - \$5,928 for appliances, flooring and vacancy repairs on two units
4. Ellis Terrace (Camarillo) - \$17,500 for fascia board painting
5. Fiore Gardens (Thousand Oaks) - \$6,774 for tub refinishing, painting and flooring
6. Glenn Oaks (Thousand Oaks) - \$6,343 for appliances, tub refinishing, painting, flooring and vacancy repairs on two units
7. Pepper Tree Court (Simi Valley) - \$3,452 for tub refinishing, painting and flooring; \$19,700 for new flooring and baseboards in corridors

The following non-budgeted expenses occurred in October and November 2021:

3. Los Arboles (Thousand Oaks) - \$14,000 for four tankless water heaters
4. Pepper Tree Court (Simi Valley) - \$4,872 for water damage repairs on vacant unit

- **Analysis of Reserve Summary**

This report includes all year to date activity for the fiscal year.

- **Quarterly Investment Summary**

This report summarizes AHA investments through December 31, 2021.

Please contact me at extension 610 or via email at [dhowells@ahacv.org](mailto:dhowells@ahacv.org) in order to discuss your individual questions.

Area Housing Authority of the County of Ventura Summary Financial Statement Period Ended November 30, 2021	Combined Low Rent Public Housing	Housing Choice Vouchers	General Fund	Combined Agency Owned Housing	Tax Credit Property Management	FY 2022 Budget	Variance Favorable/ (Unfavorable)
<b>Statement of Net Position</b>							
Current assets	2,421,760	6,296,914	4,904,168	3,202,118	120,838		
Current liabilities	302,559	492,187	76,543	361,769	122,048		
<b>Current Ratio</b>	<b>8.00</b>	<b>12.79</b>	<b>64.07</b>	<b>8.85</b>	<b>0.99</b>		
Long term assets	5,744,667	42,068	13,703,494	14,171,189	116,962		
Long term liabilities	166,621	120,658	2,080,023	13,614,348	24,146		
Net position invested in capital	4,244,378	42,068	(943,198)	317,325	200		
Restricted net position	-	147,861	-	-	-		
Unrestricted net position	3,452,869	5,536,208	17,394,294	3,079,865	91,406		
<b>Statement of Revenue, Expenditures and Changes in Net Position</b>							
<b>Operating revenue</b>							
Tenant revenue	852,722	-	-	1,259,457	-	2,024,384	87,795
Management fee income	-	-	192,316	-	215,468	386,667	21,117
Portability	-	6,927	-	-	-	12,708	(5,781)
Other	8,106	3,960	171,618	5,295	44,736	176,158	57,557
<b>Total operating revenue</b>	<b>860,828</b>	<b>10,887</b>	<b>363,934</b>	<b>1,264,752</b>	<b>260,204</b>	<b>2,599,917</b>	<b>160,688</b>
<b>Operating expenses</b>							
Salaries and benefits	187,905	1,063,431	261,887	181,975	202,958	2,084,823	186,667
Administrative expenses	32,517	233,509	48,298	31,412	8,765	340,519	(13,982)
Management fee expense	192,316	-	-	-	-	184,935	(7,381)
Resident services	42,948	-	-	510	-	82,815	39,357
Utilities	191,383	19,031	6,510	126,513	3,115	405,085	58,533
Maintenance and operations	293,381	11,042	5,731	206,700	61,531	702,913	124,528
General expenses	106,057	23,156	13,576	64,756	3,873	229,426	18,008
Housing assistance	-	13,169,352	-	-	-	13,190,442	21,090
<b>Total operating expenses</b>	<b>1,046,507</b>	<b>14,519,521</b>	<b>336,002</b>	<b>611,866</b>	<b>280,242</b>	<b>17,220,959</b>	<b>426,821</b>
<b>Nonoperating revenue/expenses</b>							
Grant revenue	608,881	14,128,468	-	-	-	15,007,601	(270,252)
Investment income	2,206	5,917	3,556	1,952	-	12,118	1,514
Loan payments/reserve deposits	(91,610)	-	(60,553)	(370,903)	-	(523,563)	497
Deferred maintenance/capital improvements	(17,500)	(9,996)	(9,923)	(71,200)	-	(719,409)	610,790
<b>Total nonoperating revenue/expense</b>	<b>501,977</b>	<b>14,124,389</b>	<b>(66,920)</b>	<b>(440,151)</b>	<b>-</b>	<b>13,776,747</b>	<b>342,549</b>
<b>Change in net position</b>	<b>316,298</b>	<b>(384,245)</b>	<b>(38,988)</b>	<b>212,735</b>	<b>(20,038)</b>		

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA  
**Public Housing - Statement of Revenue, Expenditures and Changes in Net Position**  
For the period ended November 30, 2021

	Whispering Oaks 100 units Senior/ Disabled Ojai	Florence Janss 63 units Senior/ Disabled Thousand Oaks	Leggett Court 48 units Family Thousand Oaks	Roth Apts 34 units Family Meiners Oaks/ unincorporated	Tafoya Terrace 30 units Senior/ Disabled Moorpark	Ellis Terrace 26 units Family Camarillo	Fiore Gardens 49 units Family Thousand Oaks
<b>Operating revenue</b>							
Tenant revenue	147,869	108,715	151,991	85,654	54,046	100,486	203,961
Other revenue	82	848	934	1,750	-	1,082	3,410
<b>Total operating revenue</b>	<b>147,951</b>	<b>109,563</b>	<b>152,925</b>	<b>87,404</b>	<b>54,046</b>	<b>101,568</b>	<b>207,371</b>
<b>Operating expenses</b>							
Total administrative expenses	78,615	58,108	49,245	36,646	28,614	30,456	54,783
Resident services	1,476	4,969	7,929	7,891	4,881	7,870	7,932
Utilities	45,837	27,982	23,781	30,788	10,654	12,032	40,309
Maintenance and operations	61,375	56,578	32,819	30,130	40,886	33,464	38,129
General expenses	24,573	17,571	14,577	11,265	8,762	9,997	19,312
<b>Total operating expenses</b>	<b>211,876</b>	<b>165,208</b>	<b>128,351</b>	<b>116,720</b>	<b>93,797</b>	<b>93,819</b>	<b>160,465</b>
<b>Nonoperating revenue/expenses</b>							
Grant revenue	164,473	98,037	56,864	65,660	61,065	37,973	48,538
Investment income	539	243	355	274	192	261	342
Loan payments	(29,429)	(24,724)	(11,255)	(14,485)	(3,506)	(8,211)	-
Deferred maintenance/capital improvements	-	-	-	-	-	(17,500)	-
<b>Total nonoperating revenue/expense</b>	<b>135,583</b>	<b>73,556</b>	<b>45,964</b>	<b>51,449</b>	<b>57,751</b>	<b>12,523</b>	<b>48,880</b>
<b>Change in net position</b>	<b>71,658</b>	<b>17,911</b>	<b>70,538</b>	<b>22,133</b>	<b>18,000</b>	<b>20,272</b>	<b>95,786</b>

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA  
**Agency Owned - Statement of Revenue, Expenditures and Changes in Net Position**  
For the period ended November 30, 2021

	Raemere Street 2 units Family Camarillo	Glenn Oaks 39 units Senior Thousand Oaks	Royal Oaks 5 units Family Thousand Oaks	Los Arboles 43 units Family Thousand Oaks	Sunset Villas 11 units Family Thousand Oaks	Grand Ave 5 units Family/ Senior Ojai	Summer Apts 10 units Family/ Senior Ojai	Summerwind 15 units Family/ Senior Piru/ unincorporated	Pepper Tree Court 36 units Senior Simi Valley	Casas de Sueno 10 units Family Camarillo	Casa Velasquez 13 units Family Camarillo
<b>Operating revenue</b>											
Tenant revenue	12,875	259,008	48,926	329,656	86,970	28,305	42,464	64,800	218,983	73,635	93,835
Other revenue	-	287	-	1,838	-	156	665	987	1,360	-	-
<b>Total operating revenue</b>	<b>12,875</b>	<b>259,295</b>	<b>48,926</b>	<b>331,494</b>	<b>86,970</b>	<b>28,461</b>	<b>43,129</b>	<b>65,787</b>	<b>220,343</b>	<b>73,635</b>	<b>93,835</b>
<b>Operating expenses</b>											
Total administrative expenses	263	15,265	1,674	31,309	926	1,314	3,967	9,744	19,549	5,241	7,388
Resident services	-	105	-	115	-	-	-	-	99	-	-
Utilities	775	13,585	3,467	39,513	8,075	4,379	6,333	12,438	22,789	6,979	5,690
Maintenance and operations	2,368	39,279	4,930	47,747	7,364	4,853	16,011	8,361	52,451	9,631	11,294
General expenses	692	8,749	2,472	15,309	4,307	1,909	3,694	3,395	9,423	5,619	6,013
<b>Total operating expenses</b>	<b>4,098</b>	<b>76,983</b>	<b>12,543</b>	<b>133,993</b>	<b>20,672</b>	<b>12,455</b>	<b>30,005</b>	<b>33,938</b>	<b>104,311</b>	<b>27,470</b>	<b>30,385</b>
<b>Nonoperating revenue/expenses</b>											
Grant revenue	-	-	-	-	-	-	-	-	-	-	-
Investment income	59	639	112	521	258	68	6	41	37	66	49
Loan payments/replacement reserves	(250)	(55,588)	(17,868)	(58,245)	(34,635)	(625)	(24,888)	(1,875)	(111,480)	(29,882)	(35,568)
Deferred maintenance/capital improvements	-	-	-	(14,000)	-	-	-	-	(57,200)	-	-
<b>Total nonoperating revenue/expense</b>	<b>(191)</b>	<b>(54,949)</b>	<b>(17,756)</b>	<b>(71,724)</b>	<b>(34,377)</b>	<b>(557)</b>	<b>(24,882)</b>	<b>(1,834)</b>	<b>(168,643)</b>	<b>(29,816)</b>	<b>(35,519)</b>
<b>Change in net position</b>	<b>8,586</b>	<b>127,363</b>	<b>18,628</b>	<b>125,777</b>	<b>31,921</b>	<b>15,449</b>	<b>(11,758)</b>	<b>30,015</b>	<b>(52,611)</b>	<b>16,349</b>	<b>27,932</b>

Area Housing Authority of the County of Ventura  
**Analysis of Projected Reserves By Program**  
November 2021

	<b>AHA General Fund</b>	<b>Agency Owned</b>	<b>Section 8 Program*</b>	<b>Public Housing*</b>
<b><u>Cash &amp; Equivalents</u></b>				
Cash	84,962	126,590	9,703	49,629
Investments	4,566,573	2,610,315	6,263,178	2,279,852
Replacement Reserve		425,384		
Accounts Receivable	252,633	5,718	21,627	56,251
<b>Total Cash &amp; Equivalents</b>	<b>4,904,168</b>	<b>3,168,007</b>	<b>6,294,508</b>	<b>2,385,732</b>
<b><u>Uses of Cash &amp; Equivalents</u></b>				
Accounts Payable	(19,238)	(644,660)	(148,322)	(175,484)
Accrued Liabilities	(54,449)	(30,747)	(612,384)	(14,860)
<b>Total Uses of Cash &amp; Equivalents</b>	<b>(73,687)</b>	<b>(675,407)</b>	<b>(760,706)</b>	<b>(190,344)</b>
<b>Sub Total</b>	<b>4,830,481</b>	<b>2,492,600</b>	<b>5,533,802</b>	<b>2,195,388</b>
<b><u>Projected Other Uses thru 6/30/22</u></b>				
Remaining Yr Projected Income/(Loss)	12,180	556,627	(212,032)	20,295
Capital Improvements/Deferred Maintenance		(814,911)		(466,500)
Transfer to Property Management/Pepper Tree Court	(291,246)			
<b>Total Other Uses</b>	<b>(279,066)</b>	<b>(258,284)</b>	<b>(212,032)</b>	<b>(446,205)</b>
<b>Projected Fiscal Year End Balance</b>	<b>4,551,415</b>	<b>2,234,316</b>	<b>5,321,770</b>	<b>1,749,183</b>
<i>September 2021 Projected Year End Balance</i>	4,514,324	2,243,852	5,286,751	1,818,152

\*Restricted use for specific program only.

*This report is not prepared in accordance with GAAP and is intended for internal use only.*

**Area Housing Authority of the County of Ventura**  
**Investment Summary Data for the Quarter Ended December 31, 2021**

Bank / Institution	Type of Investment	Date of Purchase	Interest Rate	Maturity Date	Source of Funds	Purchase Value	Market Value
<b>Bank of America</b>	Money Market	N/A	0.18%	N/A	Flow of Income (HUD ACC/Subsidy/Grants)	2,315,307	2,315,307
					<b>Total B of A</b>	<b>2,315,307</b>	<b>2,315,307</b>
<b>Montecito Bank</b>	Money Market	N/A	0.00%	N/A	Section 8	199,118	199,118
	Premier Public Funds Account	N/A	0.27%	N/A	Reserves (Section 8/Public Housing)	9,031,924	9,031,924
	<b>Total Montecito</b>					<b>9,231,042</b>	<b>9,231,042</b>
<b>Local Agency Investment Fund (LAIF)</b>	Public Pool	N/A	0.24%	N/A	Reserves (General Fund/Agency Owned)	4,798,008	4,797,402
					<b>Total LAIF</b>	<b>4,798,008</b>	<b>4,797,402</b>
NOTE: Market Valuation provided by the State of California.							
<b>Total Funds Invested \$</b>						<b>16,344,357</b>	<b>16,343,751</b>

I hereby certify that: 1) All investment actions executed since the last report have been made in full compliance with the investment policy; and  
2) The Area Housing Authority will meet its expenditure obligations for the next six months.



Michael Nigh, Executive Director

January 10, 2022

Date



**Meeting Date:** January 26, 2022

**Agenda Item:** 4C

**Subject:** Section 8 Report

**Prepared by:** James Markot, Director of Information Systems and  
Carrie Sabatini, Deputy Executive Director/Director of  
Housing Programs

**Requested Action:** Information Only

**HOUSING CHOICE VOUCHER PROGRAM STATUS**

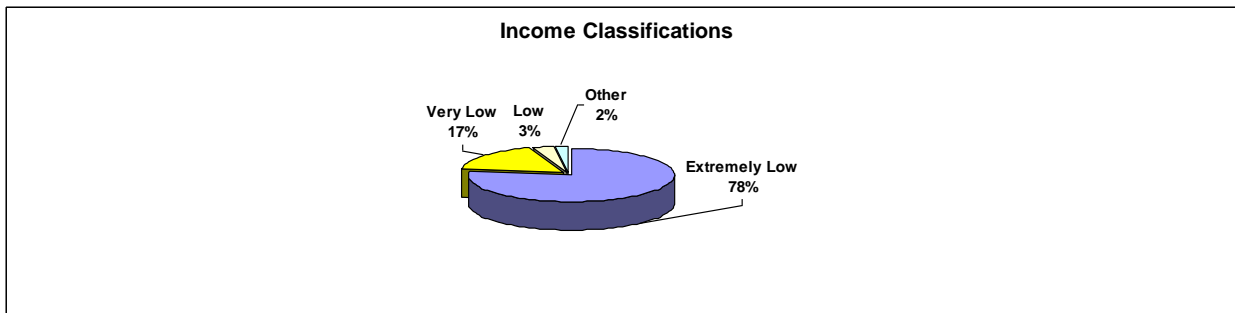
Total Family Members Assisted 4,291

**WAITING LIST STATUS**

Current S8 Waiting List Closed 11/16/2020 2,541

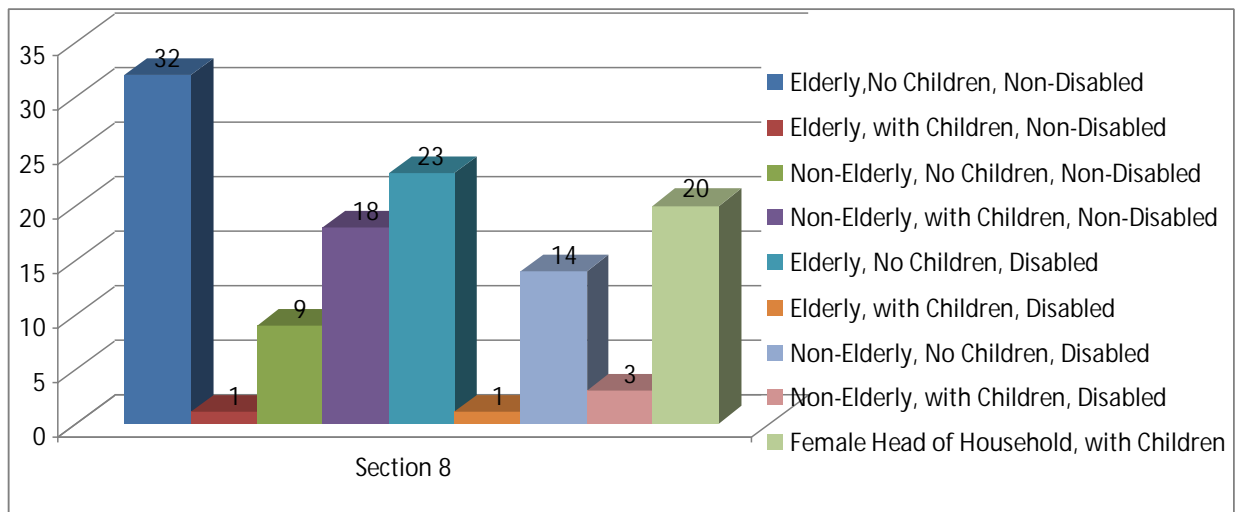
**DEMOGRAPHICS**

**Voucher Holders Income Classifications - All Cities**

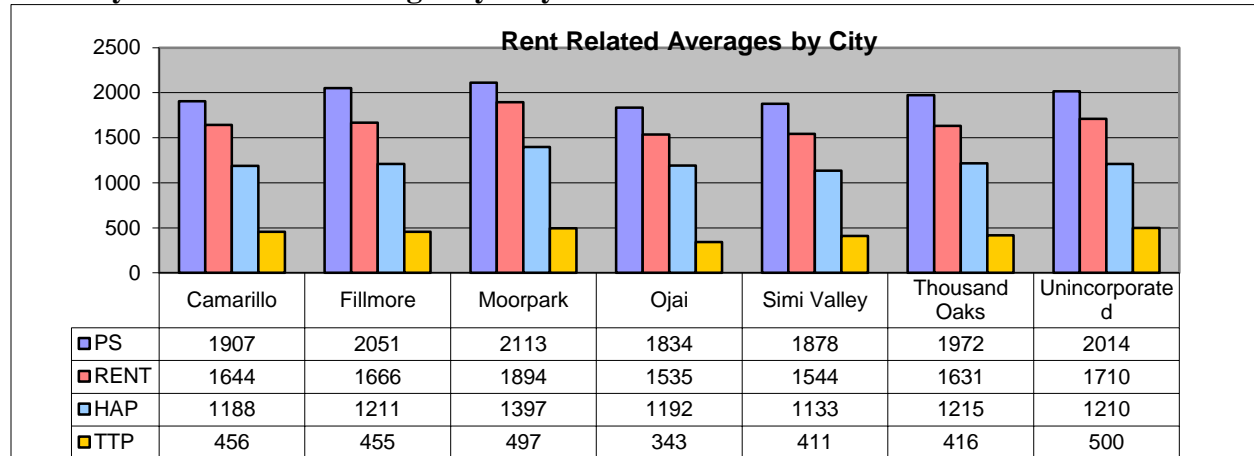


**EXTREMELY LOW, <= 30% of Median Income; VERY LOW, >30% and <= 50% of Median Income; LOW, > 50% and <= 80% of Median Income; OTHER, > 80% of Median Income**

**Voucher Holders Family Types - All Cities**



Monthly Rent Related Averages by City



PS = Avg. Payment Standard at time of Lease Up  
 RENT = Contract Rent  
 HAP = Housing Assistance Payment  
 TTP = Total Tenant Payment (Tenant Portion of Rent)

DEMOGRAPHICS

Monthly Vouchers in use, Dollars – Comparison of City to All Vouchers

	Vouchers	% of All Vouchers	HAP Dollars	% of all HAP Dollars
Camarillo	498	22.3%	\$591,718	22.2%
Fillmore	199	8.9%	\$240,940	9.0%
Moorpark	118	5.3%	\$164,829	6.2%
Ojai	64	2.9%	\$76,271	2.9%
Simi Valley	659	29.5%	\$746,748	28.0%
Thousand Oaks	538	24.1%	\$653,876	24.5%
Unincorporated	123	5.5%	\$148,850	5.6%
Outside of Area	36	1.6%	\$48,030	1.8%
	2235	100.0%	\$2,671,262	100.0%

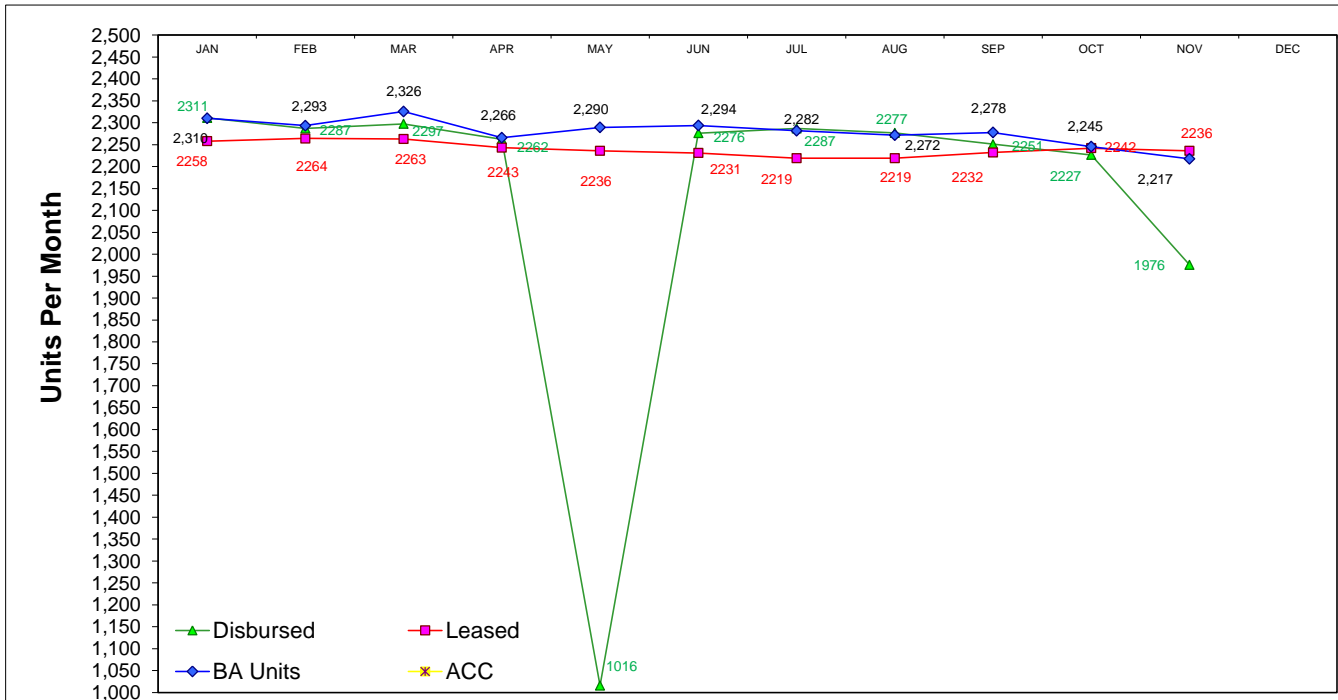
Vouchers = Number of vouchers actively in use in designated city.  
 % of Vouchers = Percentage of monthly vouchers leased in a city compared to all vouchers in use.  
 HAP Dollars = Total monthly Housing Assistance Payments made in designated city.  
 % of Dollars = Percentage of monthly voucher HAP paid in a city compared to all HAP dollars paid.

Please contact Jim at extension 888 or via email at [jmarkot@ahacv.org](mailto:jmarkot@ahacv.org) or Carrie at extension 390 or via email at [csabatini@ahacv.org](mailto:csabatini@ahacv.org) in order to discuss your individual questions.

Area Housing Authority of the County of Ventura  
**Section 8 Voucher Program Leasing Summary**  
 January 1, 2021 - November 30, 2021

	HUD Budget Authority (BA)	HUD Disbursement	AHA Actual	Percentage of Actual Compared to BA	Per Unit Average HAP
<b>Housing Assistance Payments</b>					
Current Month	\$2,662,453	\$2,372,321	\$2,684,781	100.8%	\$1,201
Year To Date	\$29,286,971	\$27,420,004	\$28,789,278	98.3%	\$1,168
<b>Administrative/Other Fees</b>					
		AF Disbursed	AF (Prorated) Earned		
Current Month		\$183,053	\$231,635		
Year To Date		\$2,556,334	\$2,598,534		
<b>Total Dollars (HAP+Admin Fees)</b>					
Current Month		\$2,555,374	\$2,916,416		
Year To Date		\$29,976,338	\$31,387,812		

<b>Units Leased</b>							
	Budget Authority (BA) Funded Units	HUD Disbursement Funded Units	AHA Actual Units	% of Actual Compared to BA	HUD BA Units (Over) / Under Leased	Average Units Leased	
Current Month	2,217	1,976	2,236	100.8%	(19)		
Year To Date	25,072	23,467	24,643	98.3%	429	2,240	



\*November 2021 - HUD disbursement funding shows a sharp decline as a result of HUD offsetting over disbursement through 6/2021.



# Area Housing Authority of the County of Ventura

1400 West Hillcrest Dr. Newbury Park, CA 91320-2721

(805) 480-9991 · FAX (805) 480-1021

Serving Camarillo, Fillmore, Moorpark, Ojai, Simi Valley, Thousand Oaks, and the unincorporated areas of Ventura County

Revised For 11-01-2021

## PAYMENTS STANDARDS

Effective **11-01-2021** ALL AREAS OF COUNTY

### AHA

**0-BR \$1,650**

**1-BR \$1,950**

**2-BR \$2,400**

**3-BR \$3,200**

**4-BR \$3,800**

**5-BR \$4,203**

### SRO21

Single Room Occupancy

75% of 0BR \$1,237

## INCOME LIMITS

Effective **04-01-2021**

INCOME LIMITS: Median Family Income \$98,800

	%	1	2	3	4	5	6	7	8
30% OF MEDIAN	30	23600	26950	30300	33650	36350	39050	41750	44660
VERY LOW-INCOME	50	39250	44850	50450	56050	60550	65050	69550	74000
LOW-INCOME	80	62800	71800	80750	89700	96900	104100	111250	118450

REVISED Effective 11-01-2021



**Meeting Date:** January 26, 2022  
**Agenda Item:** 4D  
**Subject:** Housing Programs Report  
**Prepared by:** Carrie Sabatini, Deputy Executive Director/Director of Housing Programs  
**Requested Action:** Information Only

**PUBLIC HOUSING PROGRAM STATUS**

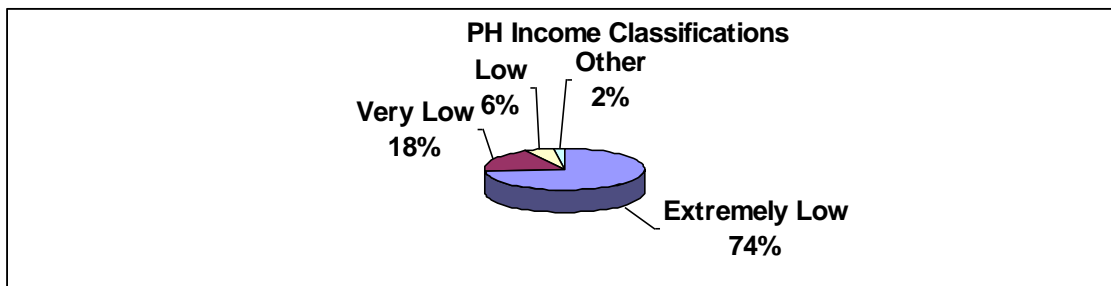
Total Family Members Assisted 697

**WAITING LIST STATUS**

Current Public Housing Elderly Waiting List 439  
 Current Public Housing Family Waiting List 595  
 Waiting List Closed 04/19/2021

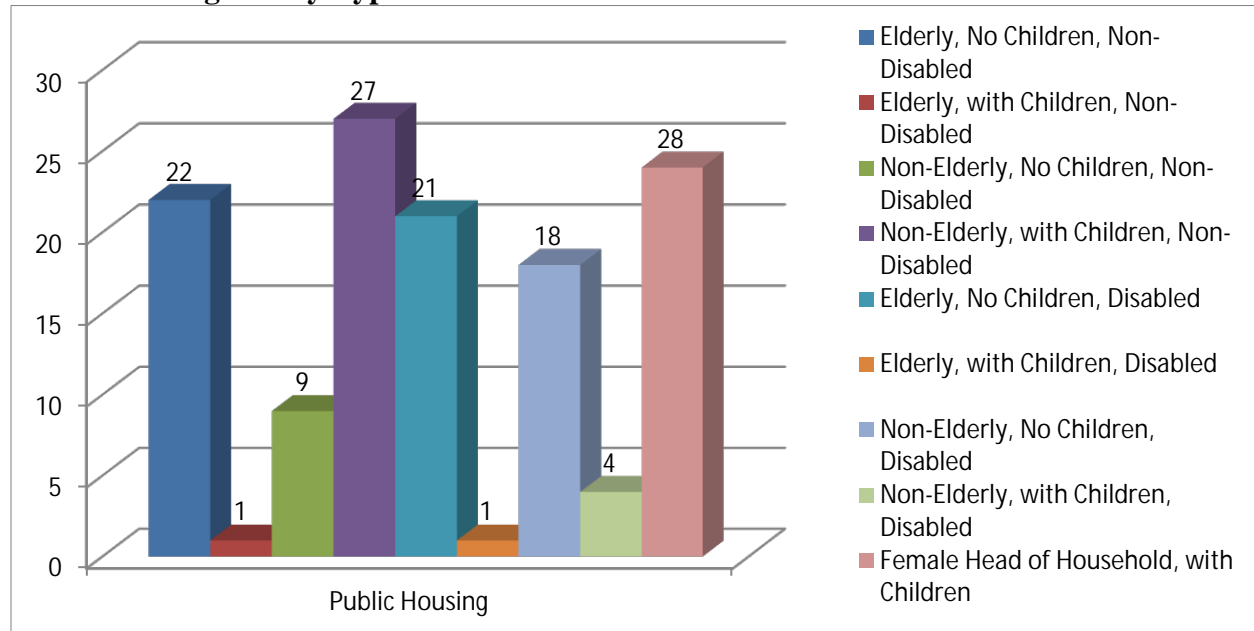
**DEMOGRAPHICS**

**Public Housing Income Categories**



**EXTREMELY LOW**, <= 30% of Median Income; **VERY LOW**, >30% and <= 50% of Median Income; **LOW**, > 50% and <= 80% of Median Income; **OTHER**, > 80% of Median Income

**Public Housing Family Types**



## Occupancy By Program

	<b>Units</b>	<b>Units Leased</b>	<b># of Vacancies</b>	<b>Occupancy %</b>
<b>Public Housing</b>	349	344	5	99%
<b>Agency Owned</b>	189	188	1	99%
<b>TCP Managed Property</b>	225	220	5	98%
<b>Mira Vista Village</b>	303	301	2	99%
	1066	1053	13	99%

**RESIDENT SERVICES:**

Meetings and gatherings have been cancelled due to the current health crisis. Services, however, are provided in partnership with a wide network of service partners. A partial list of partnering agencies includes Conejo Recreation and Parks District, Senior Concerns, VC United, Ventura County Area Agency on Aging, LifeSTEPS, and Help of Ojai.

For questions on the demographic information, please contact Jim at extension 888 or via email at [jmarkot@ahacv.org](mailto:jmarkot@ahacv.org). For questions on other Housing Programs related information, please contact Carrie at extension 390 or via email at [csabatini@ahacv.org](mailto:csabatini@ahacv.org).



**Meeting Date: January 26, 2022**  
**Agenda Item: 4E**  
**Subject: Housing Assets and Development Report**  
**Prepared by: George McGehee, Jr., Director of Housing Assets**  
**Requested Action: Information Only**

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**UPDATES:**

- The Leggett Court Apartments (Thousand Oaks) roof replacement project continues with all buildings and carports being completed this month. The project began on October 14, 2021 and is being funded through the Department of Housing and Urban Development's (HUD's) 2021 Emergency Capital Fund Program (ECFP).
- Work continues on the design of the domestic water line replacement at the Whispering Oaks Apartments (Ojai). We anticipate receiving approval from the City of Ojai Planning Department by the end of January 2022 and, once approval is received, AHA will advertise for contractors' bids. This project is being funded through HUD's 2021 ECFP.
- The roof replacement at the Tafoya Terrace Apartments (Moorpark) has been completed. We continue finalizing all close out documents. This project was funded through the Capital Fund Program (CFP) 501-21 grant.
- We continue working on the close out of the current 2019 ECFP. Since all the funds were not utilized to complete all projects in the original grant, HUD issued a new Annual Contributions Contract (ACC) for the total amount of grant utilized. Once the revised dollar amount is placed in HUD's Line of Credit Control System (LOCCS) we will be able to close the grant. Projects included under this grant were the elevator rehabilitation at the Whispering Oaks Apartments (Ojai), Florence Janss Apartments (Thousand Oaks), and the Tafoya Terrace Apartments (Moorpark). Also, included in this grant was the complete re-roof of the Ellis Terrace Apartments (Camarillo).
- We have reviewed and approved all submittals for the roof replacement project at the Los Arboles Apartments (Thousand Oaks). The project is scheduled to begin by the end of January 2022, pending no material or weather delays. This project is being funded by the City of Thousand Oaks with Community Development Block Grant (CDBG) funds with additional funds from the property reserves as noted in the approved FY 2022 budget.

## **DEVELOPMENT UPDATE**

### **Moorpark VI (Scattered Sites):**

- The anticipated development of 56 family units on the following six parcels is on hold: 112, 124 & 136 First Street, 224 & 236 Charles Street, and a vacant parcel on Leta Yancy Road.

### **2800 Barry Street (Camarillo)**

- The site is located at 2800 Barry Street (formerly Stockyard Lumber) and is owned by Barry 60 LP. The City has named the proposed development Vista Campanario.
- The proposed development includes 68 units of affordable housing, eight of which will be for-sale units.
- We are currently working on the design/development of the plans and expect to have the 30% completion set provided to the team mid-February. Construction is expected to begin in approximately December 2022.
- We are working with Pleasant Valley Recreation and Parks District on the water conservation measures for the project. This requirement is to offset the project's water use with other water savings within the city.
- A Tax Credit application is being prepared with a submittal planned for March 2022.

### **Mountain View Homes (Fillmore)**

- Construction began November 2020 with a completion scheduled for May 2022.
- The rough-in plumbing, electrical and HVAC have been completed on all buildings. In buildings A, B and C the interior doors, wood trim, painting, cabinet installation, countertops and flooring have been completed. On the exterior walks, landscaping and play grounds are being installed. The exterior painting, stucco and the roof composition shingles installation continues on buildings B, C, D, E, F, and G as well as all the interior finishes.
- Work continues on buildings A, B, and C to secure a Temporary Certificate of Occupancy (TCO) allowing an earlier move-in date.
- The off-site installation of the dry utilities has been completed, which includes Southern California Edison, Spectrum, and AT&T. The final road improvements on Santa Clara Street and Mountain View Road continue and are expected to be completed by the end of February 2022. These improvements include street lights, landscaping and sidewalks.
- Landscaping has been completed along Highway 126. Once the new light standards and crosswalk delineations are in place the fencing can be removed.

### **Rancho Sierra (County)**

- Rancho Sierra is a 50-unit permanent supportive housing development for seniors located in unincorporated Ventura County at 1732 Lewis Road adjacent to Casa Pacifica and Villa Calleguas.
- The ground lease was approved by the Board of Supervisors at their December 2021 meeting.
- Discussions continue with Camarosa Water District regarding providing water for the project.
- Project design and engineering are currently progressing through the design and development phase of the project utilizing modular construction to minimize cost and schedule.
- We are working with Prefab Logic who will provide the coordination of the modular portion of the project. The final design phase with Prefab Logic has been completed. Prefab will complete their plans and begin discussions with manufacturers in the coming months.
- Cannon Constructors is providing the pre-construction services including value engineering ideas for the development.
- Construction is anticipated to start approximately October 2022.

Please contact me at extension 520 or via email at [gmcgehee@ahacv.org](mailto:gmcgehee@ahacv.org) to discuss your individual questions.



**Meeting Date:** January 26, 2022  
**Agenda Item:** 4F  
**Subject:** Personnel/Human Resources Report  
**Prepared by:** Patricia Friou, Human Resources Manager  
**Requested Action:** Information Only

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This report reflects a summary of AHA headcount for the period of December 2021.

**AHA EMPLOYEE PAYROLL EMPLOYEES**

56	Regular Full-time Employees
0	Regular Part-time Employees
0	Temporary Full-time Employees
<u>0</u>	<u>Temporary Part-time Employees</u>
<b>56</b>	<b>Total AHA Active Employees</b>

**ADDITIONAL AHA EMPLOYEE INFORMATION**

17	Management and Confidential Employees
39	Bargaining Unit Employees (Represented by SEIU 721)

*SEIU 721 does not represent temporary and part-time employees*



**Meeting Date:** January 26, 2022  
**Agenda Item:** 7  
**Subject:** Recognition of Retirement - Shirley Bumpus 24 Years and Patricia Friou 15 Years  
**Prepared by:** Jorgen Nielsen, Chair, and Michael Nigh, Executive Director  
**Requested Action:** Information Only

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Shirley Bumpus joined AHA in 1998 as a Housing Quality Standards Inspector to ensure that all Section 8 units met HUD's requirements for decent, safe and sanitary housing. In 2000, Shirley was promoted to Housing Technician and earned a position as a Senior Housing Technician three years later. In addition, Shirley accepted additional responsibilities overseeing the Family Self-Sufficiency program, guiding families in their transition off the Section 8 program. All Section 8 clients "porting" their voucher work directly with Shirley from their initial request to leasing up.

Shirley is a standout employee who always looks for solutions, brings a sense of balance to emotional situations, and remains calm despite the challenges she faces while serving our clients. Her reputation for being a "go to" employee has been a tremendous resource to all departments. It is not just what she does, but how she does it that has made such a positive impact on her department, individual staff members, and the clients she serves.

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Patricia (Tricia) Friou came to AHA in 2007 with a broad human resources background. In her tenure at AHA she has developed an excellent working relationship with staff, the Board, and the union. Human Resources is an area filled with difficult decisions and confidential dilemmas. Tricia has demonstrated her ability to navigate social, cultural and legal obstacles employing the highest consideration of staff to the benefit of AHA.

Tricia has always put staff first and kept their needs a priority. Her door is always open to anyone who needs help, guidance, or information. From the onset of the Covid-19 pandemic, Tricia has worked diligently to keep the agency informed, provide health-related resources and guidance, and to provide the agency with appropriate protocols to ensure the health and safe employment of everyone at AHA

Please join all of us at AHA wishing these two outstanding employees a happy and fulfilling retirement.



**Meeting Date:** January 26, 2022  
**Agenda Item:** 8  
**Subject:** Presentation of the FY2021 Audited Financial Statements  
**Prepared by:** Denise Howells, Director of Finance  
**Requested Action:** Motion to Accept, Second, Discuss, Roll Call Vote

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Mr. Jonathan Foster is a CPA and partner in the independent firm Davis Farr LLP. He will present the agency's audit for the fiscal year ended June 30, 2021. The presentation will provide an overview of agency financial statements.

The Audit for Fiscal Year Ended June 30, 2021, has been provided for your advance review. The explanatory cover letter from Davis Farr LLP is enclosed.

Staff requests the Board accept the FY2021 Audited Financial Statements.

Please contact me at extension 610 or via email at [dhowells@ahacv.org](mailto:dhowells@ahacv.org) in order to discuss your individual questions.

Enclosed: Davis Farr LLP letter to Commissioners

Board of Commissioners  
Area Housing Authority of the County of Ventura  
Newbury Park, California

We have audited the financial statements of the Area Housing Authority of the County of Ventura (Authority) for the year ended June 30, 2021. Professional standards require that we provide you with the following information related to our responsibilities under generally accepted auditing standards and OMB Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our Engagement Letter, dated August 16, 2021. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year. We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Authority's financial statements were:

- Management's estimate of the useful lives and depreciation methodology to use for capital assets. Useful lives currently assigned to assets are based upon the type of asset capitalized. Buildings and structures are assigned 27.5 years, building improvements are assigned 10 years, and equipment and vehicles are assigned 5 to 10 years depending upon management assessment.
- Management's estimate of the collectability of notes receivable and interest receivable. Based on prior experience, management believes that all notes receivable and interest are 100% collectible.
- Estimates regarding the amounts reflected as allowance for doubtful accounts related to amounts receivable from tenants. The Authority estimates that all amounts over 60 days old are uncollectable based on past experience.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in performing and completing our audit.

*Corrected and Uncorrected Adjustments*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 14, 2021.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Matters**

We applied certain limited procedures to the *Management Discussion and Analysis*, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our

audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Combining Schedules, the Financial Data Schedule and the Schedule of Actual Modernization Cost Certificates, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Restriction on Use**

This information is intended solely for the use of the Board of Commissioners and management of the Area Housing Authority of the County of Ventura and is not intended to be and should not be used by anyone other than these specified parties.

*Davis Farr LLP*

Irvine, California  
December 14, 2021



**Meeting Date:** January 26, 2022  
**Agenda Item:** 9  
**Subject:** Announce Ad Hoc Nominating Committee's Slate of Nominees for Chair and Vice-Chair  
**Prepared by:** Terry Wall, Committee Chair  
**Requested Action:** Information Only

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Nominating Committee Chair Terry Wall and committee members Commissioners Lunn and Mercer will report the results of their deliberations and announce the slate of nominees for election of Board officers. Additional nominations may be made from the floor.

Elections will be held at the February 23, 2022 Board meeting.



**Meeting Date:** January 26, 2022  
**Agenda Item:** 10  
**Subject:** Approve Election Procedures  
**Prepared by:** Michael Nigh, Executive Director and James  
McDermott, Esq., Ferguson Case Orr Paterson  
**Requested Action:** Motion to Approve, Second, Discuss, Roll Call Vote

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Mr. Nigh along with James McDermott, from the law offices of Ferguson Case Orr Paterson, will provide a review of the voting requirements for Board elections. Based on this information, the Commissioners will discuss and confirm the process for remotely voting for Board positions (i.e., via Zoom or other video conference platforms) and direct staff.

Enclosed: Nominating Committee Procedures

# NOMINATING COMMITTEE PROCEDURES

The Area Housing Authority Board Chairperson shall appoint the Chairperson of the Nominating Committee during the last regular Board meeting of the calendar year.

The Nominating Committee Chairperson is responsible to determine which commissioners are interested, available, and willing to serve as an officer of the Board. The Nominating Committee Chairperson confers with the AHA Chairperson and the AHA Chairperson subsequently appoints commissioners to the Nominating Committee. The Nominating Committee Chairperson notifies the appointed commissions of their appointment.

The Nominating Committee Chairperson may not be nominated for an office, whether by the Nominating Committee or from the floor. Should any committee member(s) subsequently decide to run for an office, he or she is no longer eligible to serve on the Nominating Committee and a new member shall be appointed.

At the Nominating Committee meeting the committee shall determine the number of nominees for each elected position in an impartial manner. If candidates are available, there should be a minimum of two qualified candidates for each office. All commissioners who have expressed a willingness to serve must be considered by the nominating committee and their qualifications determined utilizing, but not limited to, the following criteria:

- Attendance and participation in meetings;
- Exhibited leadership traits;
- Prior positions of responsibility on the Board or ad hoc committees.

Following the preparation of the slate, the Nominating Committee shall inform the Board Chair and the Executive Director of the slate's composition. The Nominating Committee Chairperson shall also inform the nominees of their inclusion on the ballot.

At the January Board meeting, the Nominating Committee Chair shall give a verbal report to the Board regarding the results of the committee's deliberations and announce the nomination slate. At said meeting, additional nominations may be made from the floor for an office. Each nomination from the floor requires a second and acceptance by the nominee. Self-nominations are permitted. Self-nominations do not require a second. These nominations will appear on the ballot at the Annual Meeting (February).

# ELECTION PROCEDURES

1. During the Annual meeting, the AHA Chairperson turns over the meeting to the Nominating Committee Chairperson who will conduct the election.
2. Absentee ballots and proxy votes are not allowed.
3. The Nominating Committee Chairperson:
  - (a) Announces the slate.
  - (b) Opens the floor for nominations for the office of the Board Chairperson. Self-nominations are permitted. Each nomination from the floor requires a second and acceptance by the nominee.
    - i. When no further nominations are forthcoming, the Nominating Committee Chairperson shall close the nominations for Board Chairperson.
    - ii. By a roll call vote, each commissioner casts a vote for the office of Board Chairperson. A simple majority of the votes cast is required for election. The Executive Director and Nominating Committee Chairperson will publicly tabulate the votes and the Nominating Committee Chairperson will read the results.
    - iii. In the event a majority is not achieved on the first ballot, the Nominating Committee Chairperson shall call for a recess. When the meeting re-convenes, the two (2) nominees receiving the highest number of votes shall be included in a run-off election.
  - (c) Opens the floor for nominations for the office of Board Vice-Chairperson. Self-nominations are permitted. Each nomination from the floor requires a second and acceptance by the nominee.
    - i. When no further nominations are forthcoming, the Nominating Committee Chairperson shall close the nominations for Board Vice-Chairperson.
    - ii. By a roll call vote, each commissioner casts a vote for the office of Board Vice-Chairperson. A simple majority of the votes cast is required for election. The Executive Director and Nominating Committee Chairperson shall publicly tabulate the votes and the Nominating Committee Chairperson will read the results.

- iii. In the event a majority is not achieved on the first ballot, the Nominating Committee Chairperson shall call for a recess. When the meeting re-convenes, the two (2) nominees receiving the highest number of votes shall be included in a run-off election.
4. The newly elected officers shall take office immediately following their election.
5. In the event of a tie vote for either the Board Chairperson or Board Vice-Chairperson positions, a runoff tiebreaker ballot will be announced. Once the runoff tiebreaker ballots are cast, the Executive Director and Nominating Committee Chairperson will tabulate the votes and the Nominating Committee Chairperson will read the results. Should the runoff tiebreaker ballot result in a tie vote, the procedure specified in this paragraph will be repeated once. If no candidate receives a majority vote after the repeat runoff tiebreaker vote, runoff tiebreaker voting will be postponed until the next regularly scheduled Board meeting.
6. The runoff tiebreaker vote will be added to the agenda for the next regularly scheduled Board meeting. Only the candidates who tied in the last held vote for either the Board Chairperson or Board Vice-Chairperson positions will appear as candidates on the agenda for, and the runoff tiebreaker ballot distributed at, the next regularly scheduled Board meeting. At the next regularly scheduled Board meeting another runoff tiebreaker vote will be taken. Absentee ballots and Proxy votes are not allowed. Once the runoff tiebreaker ballots are cast, the Executive Director and Nominating Committee Chairperson will tabulate the votes and the Nominating Committee Chairperson will read the results. Should the runoff tiebreaker ballot result in a tie vote, then the runoff tiebreaker candidate with the longest consecutive tenure on the Board, as determined by the Board Secretary, shall be deemed to have won the election.



**Meeting Date:** January 26, 2022

**Agenda Item:** 11

**Subject:** **Resolution No. 1111 - A Resolution of the Area Housing Authority of the County of Ventura Reauthorizing Remote Teleconference Meetings of the Board of Commissioners of the Area Housing Authority of the County of Ventura for the Period of 30 Days Pursuant to the Ralph M. Brown Act**

**Prepared by:** **James McDermott, Esq. and Ian Elsenheimer, Ferguson Case Orr Paterson Michael Nigh, Executive Director**

**Requested Action:** **Review, Motion, Second, Discuss, Roll Call Vote**

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On March 4, 2020 the State of California declared a public health emergency, which was then followed by County of Ventura's declaration on March 12, 2020. In addition, the Brown Act's<sup>1</sup> requirements for conducting public meetings via teleconference were suspended to facilitate social distancing recommendations and orders and the remote work environment that all employers faced. (Exec. Order N-29-20 § 3; Exec. Order N-08-21 § 42.).

In response to declarations of both a State and local emergency, the Board of Commissioners approved Declaration of a Public Health Emergency No. 20-01 authorizing the executive management team to implement recommended actions to ensure the health of our employees, clients, and the general public. As allowed by the State of California, AHA's public meetings, including the Board of Commissioner's monthly meeting, have been held via teleconferencing.

In September, the Governor signed Assembly Bill (A.B.) 361, amending Government Code § 54935 to provide more clarity on the Brown Act's rules and restrictions surrounding the use of teleconferencing to conduct public meetings during a proclaimed state of emergency.

Accordingly, the exemptions included in A.B. 361 **only apply** during a declared state of emergency as defined under the California Emergency Services Act. (Gov. Code §§ 52953(e)(1), (e)(4).) In addition, one of the following circumstances must apply:

- State or local officials have imposed or recommended measures to promote social distancing.
- The legislative body is meeting to determine whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

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<sup>1</sup> The Brown Act provides that if a legislative body elects to use teleconferencing, then it must identify each teleconference location in the public notice and agenda and post agendas at all teleconference locations. (Gov. Code § 54953(b)(3).) All teleconference locations must be publicly accessible and there must be an opportunity for public comment at each teleconference location. (Gov. Code § 54953(b)(3).) Additionally, a quorum of the members of the legislative body must participate from locations physically within the jurisdictional boundaries of the agency. (Gov. Code § 54953(b)(3).)

- The legislative body has determined that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees. (Gov. Code § 52953(e)(1).)

When these circumstances apply, an exemption from the Brown Act’s existing requirements (i.e., section 52953(b)(3)) creates alternate measures to protect the rights of the public and exempts the agency from complying with the established requirements.

In order to hold a virtual or remote meeting when the emergency and public health and safety criteria are met, the AHA:

- Must provide adequate notice of the meeting and post an agenda as otherwise required by the Brown Act. (Gov. Code § 54953(e)(2)(A).)
- Must ensure that the agenda includes the means by which members of the public may access the meeting and offer public comment (either call-in-option or internet-based service option, or both). (Gov. Code § 54953(e)(2)(B).)
- Is **not required** to list each teleconference location on the agenda nor be physically posted at each teleconference location (Gov. Code § 54953(e)(2)(A)-(B).)
- Must conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing. (Gov. Code § 54953(e)(2)(C).)
- Must cease and take no further action on agenda items if a disruption in the public broadcast of the call-in or internet-based meeting service occurs until public access is restored. (Gov. Code § 54953(e)(2)(D).)
- Is prohibited from requiring public comments to be submitted in advance of the meeting and cannot close the comment period or opportunity to register online until the timed public comment period has elapsed. (Gov. Code § 54953(e)(2)(E)-(G).)
- Must determine **every 30 days** whether the circumstances for the exemption still apply by demonstrating it reconsidered the circumstances of the state of emergency and that one of the following circumstances exists:
  - The emergency continues to directly impact the ability of members to safely meet in person, or
  - State or local officials continue to impose or recommend measures to propose social distancing.” (Gov. Code § 54953(e)(3).)
  - If the AHA **does not make these findings** by majority vote, then it will no longer be exempt from the physical public access, quorum, and public comment opportunity rules applied to teleconference meetings under subsection 54953(b)(3).

On November 29, 2021, and December 27, 2021, the Board of Commissioners adopted Resolution Nos. 1109 and 1110, respectively, reauthorizing the AHA’s governing body to conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953 for 30 days. Staff requests approval of Resolution No. 1111 reauthorizing the AHA to conduct public meetings via teleconferencing pursuant to the requirements established by A.B. 361.

Enclosed: Draft Resolution No. 1111



**RESOLUTION NO. 1111**

**A RESOLUTION OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA REAUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF COMMISSIONERS OF THE AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA FOR THE PERIOD OF 30 DAYS PURSUANT TO THE RALPH M. BROWN ACT**

At a duly constituted Special Meeting of the Board of Commissioners of the Area Housing Authority of the County of Ventura, a public body, corporate and politic (the "AHA"), held on January 26, 2022 the following resolution was adopted:

**WHEREAS**, the AHA is committed to continuing to preserve and nurture public access and participation in meetings of the Board of Commissioners; and

**WHEREAS**, all meetings of AHA's Board of Commissioners are open and public, as required by the Ralph M. Brown Act, codified in California Government Code section 54950 et seq. ("Brown Act"), so that any member of the public may attend, participate, and watch the AHA's Board of Commissioners conduct its business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, on October 27, 2021, the Board of Commissioners adopted Resolution No. 1105, which authorized the AHA's governing body to conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953; and

**WHEREAS**, Government Code section 54953(e)(1) further provides that, if a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, then in order to continue to teleconference without compliance with the requirements of Government Code section 54953(b)(3), the legislative body must make certain findings by majority vote every thirty (30) days; and

**WHEREAS**, those findings include: (i) that the legislative body has reconsidered the circumstances of the state of emergency; and (ii) any of the following circumstances exist: (a) the state of emergency continues to directly impact the ability of members to meet safely in person; or (b) state or local official continue to impose or recommend measures to promote safe social distancing; and

**WHEREAS**, on November 29, 2021, and December 27, 2021, the Board of Commissioners adopted Resolution Nos. 1109 and 1110, respectively, reauthorizing the AHA's governing body to conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953; and

**WHEREAS**, the Board hereby finds that the state of emergency proclaimed by Governor Gavin Newsom on March 4, 2020, remains in effect, and that state and local officials continue to impose or recommend measures to promote social distancing; and

**WHEREAS**, the Board has reconsidered the circumstances giving rise to Governor Gavin Newsom's March 4, 2020, state of emergency, and hereby finds that the conditions giving rise to this state of emergency continue to directly impact the ability of members to meet safely in person and pose imminent risk to

attendees, and will continue to cause conditions of peril to the safety of persons within the jurisdiction of the AHA that are likely to be beyond the control of services, personnel, equipment, and facilities of the AHA; and

**WHEREAS,** as a consequence of the foregoing, the Board of Commissioners does hereby find that the AHA's governing body shall continue to conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that it shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Area Housing Authority of the County of Ventura that the Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**FURTHER RESOLVED,** the Board of Commissioners shall continue to conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953 and that it shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953.

**FURTHER RESOLVED,** the Executive Director/CEO or designee and the Board of Commissioners of the AHA are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

**FURTHER RESOLVED,** this Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 25, 2022, or (ii) such time as the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Commissioners of the Area Housing Authority of the County of Ventura may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**FURTHER RESOLVED** that this Resolution shall take immediate effect from and after its passage and approval.

DATED: January 26, 2022

\_\_\_\_\_  
JORGEN NIELSEN, CHAIR  
Area Housing Authority Board of Commissioners

STATE OF CALIFORNIA  
COUNTY OF VENTURA

I, Michael Nigh, Executive Director of the Area Housing Authority of the County of Ventura, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Commissioners of the Area Housing Authority of the County of Ventura at a Special Meeting thereof held on January 26, 2022 by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
MICHAEL NIGH, EXECUTIVE DIRECTOR  
Area Housing Authority of the County of Ventura



**Meeting Date: January 26, 2022**

**Agenda Item: 12**

**Subject: Staff Comments**

**Prepared by: Staff**

**Requested Action: Information Only**

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Staff will provide comments and updates as needed.



**Meeting Date:** January 26, 2022  
**Agenda Item:** 13  
**Subject:** Executive Director Comments  
**Prepared by:** Michael Nigh, Executive Director  
**Requested Action:** Information Only

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The Executive Director will provide updates as needed.