



# City of Santa Rosa

City Hall, Council Chamber  
100 Santa Rosa Avenue  
Santa Rosa, CA

## Housing Authority Regular Meeting Minutes - Draft

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Monday, August 22, 2022

1:30 PM

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### 1. CALL TO ORDER

Chair Test called the meeting to order at 1:52PM.

### 2. ROLL CALL

**Present** 4 - Chair Diane Test, Commissioner Stephen Burke, Commissioner Thomas LaPenna, and Commissioner Yvonne Rawhouser

**Absent** 3 - Vice Chair Jeffrey Owen, Commissioner Wayne Downey Ph. D, and Commissioner Scott McWhorter

### 3. STATEMENTS OF ABSTENTION

Commissioner Burke stated that he will be abstaining from item 11.1.

### 4. STAFF BRIEFING

Megan Basinger, Housing and Community Services Director, introduced item 4.1.

#### 4.1 FY 21/22 Q4 FINANCIAL UPDATE

This staff briefing summarizes Housing Authority ("Authority") expenditures and funding sources for Fiscal Year 2021-22 (July 1, 2021 - June 30, 2022).

Kate Goldfine, Administrative Services Officer Housing and Community Services, provided information and answered Commissioner questions.

Rebecca Lane, Housing and Community Services Manager, assisted in responding to Commissioner questions.

Megan Basinger, Housing and Community Services Director, assisted in responding to Commissioner questions.

Public Comments:

None

## **5. STUDY SESSION**

NONE

## **6. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)**

NONE

## **7. APPROVAL OF MINUTES**

7.1 June 20, 2022 - Draft Minutes.

Approved as submitted.

## **8. CHAIRMAN/ COMMISSIONER REPORTS**

8.1 APPOINTMENT OF NOMINATING COMMITTEE- For Housing Authority Chair and Vice Chair

Chair Test introduced item 8.1 and requested Commissioners consider their interest in the positions of Chair and Vice Chair for next year.

Commissioner Burke and Commissioner Downey were appointed to the nominating committee by Chair Test.

Public Comments:

None

## **9. COMMITTEE REPORTS**

Commissioner Burke commented upon the Housing Authority Planning Day and the results of the Ad Hoc Committee discussions.

Public Comments:

None

## **10. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:**

**10.1 COMMUNICATION - PENDING DEVELOPMENT PIPELINE UPDATE**

Provided for information only.

Megan Basinger, Housing and Community Services Director, commented upon a visit to River City Apartments in Petaluma, staffing updates, the return of Nicole Del Fiorentino, various construction units throughout the City that are in the Housing Pipeline and are close to opening, and answered Commissioner questions.

Rebecca Lane, Housing and Community Services Manager, assisted in responding to Commissioner questions.

Public Comments:

None

**11. CONSENT ITEMS**

**11.1 RESOLUTION - RESCINDING RESOLUTION NO 1739 AND ADOPTING A REVISED RESOLUTION TO CONSISTENTLY REPRESENT THE CONDITIONAL COMMITMENT OF LOAN FUNDS AS \$2,220,000 TO PEP HOUSING FOR VIGIL LIGHT APARTMENTS**

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by two resolutions, 1) rescind Resolution No. 1739 which approved a conditional commitment of loan funds in the amount of \$2,220,000 for Vigil Light Apartments; and 2) adopt a new resolution to replace Resolution No. 1739 to consistently represent the award as \$2,220,000 to PEP Housing for Vigil Light Apartments.

This item was continued to the September 26, 2022, meeting due to a lack of a quorum.

**12. REPORT ITEMS**

**12.1 REPORT - RESOLUTION - HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN REVISION - ELIMINATING CHAPTER 18 FAMILY SELF SUFFICIENCY (FSS) PROGRAM**

## ACTION PLAN AND ADOPTING A SEPARATE INDEPENDENT FSS ACTION PLAN

**BACKGROUND:** The Administrative Plan is the major policy document guiding the ongoing administration of the federally regulated Housing Choice Voucher (HCV) program. Where allowed under law, the U.S. Department of Housing and Urban Development (HUD) permits local jurisdictions to establish policies pertaining to the program. Chapter 18 of the current Santa Rosa Housing Authority Administrative Plan incorporates the Family Self Sufficiency (FSS) Program Action Plan that outlines the policies and procedures for the administration of the FSS Program. The Department of Housing and Community Services (HCS) administers the FSS program for the City of Santa Rosa Housing Authority (Housing Authority). The FSS program is a voluntary program offered to Housing Choice Voucher program participants that enables voucher households to increase their earned income and reduce their dependency on welfare assistance and rental subsidies through resource referrals, case management and asset building opportunities. On May 16, 2022, HUD published the FSS Final Rule and new regulations outlining program administration guidelines and mandating that all FSS programs submit an updated FSS Program Action Plan to HUD by September 30, 2022. The FSS Action Plan in Chapter 18 of the Administrative Plan is being replaced by a separate independent FSS Action Plan that incorporates substantive changes issued by HUD in the FSS Final Rule dated May 16, 2022 and in Title 24 of the Code of Federal Regulations Part 984.

**RECOMMENDATION:** It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, adopt the revisions to the Housing Choice Voucher Program Administrative Plan eliminating Chapter 18 - Family Self Sufficiency (FSS) Program Action Plan and adopting the separate independent FSS Action Plan that incorporates the substantive changes issued by HUD in the FSS Final Rule dated May 16, 2022 and in Title 24 of the Code of Federal Regulations Part 984.

Julie Garen, Program Specialist Housing and Community Services, gave a presentation and answered Commissioner questions.

Rebecca Lane, Housing and Community Services Manager,  
assisted in responding to Commissioner questions.

Public Comments:  
None

**A motion was made by Commissioner Burke, seconded by Commissioner LaPenna, to waive reading of the text and adopt**

**RESOLUTION NO. 1744 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN REVISION & ELIMINATING CHAPTER 18 -FAMILY SELF SUFFICIENCY (FSS) ACTION PLAN AND ADOPTING A SEPARATE INDEPENDENT FSS PROGRAM ACTION PLAN.**

**The motion carried by the following vote:**

**Yes:** 4 - Chair Test, Commissioner Burke, Commissioner LaPenna and Commissioner Rawhouser

**Absent:** 3 - Vice Chair Owen, Commissioner Downey Ph. D and Commissioner McWhorter

### **13. ADJOURNMENT**

Chair Test adjourned the meeting at 2:44PM.

**Approved on:**

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**Steven V. Brown**  
**Recording Secretary**