



City of Santa Rosa

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

Housing Authority Regular Meeting Minutes - Draft

Monday, October 27, 2025

1:30 PM

1. CALL TO ORDER

Acting Chair Owen called the meeting to order at 1:30PM.

2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

NONE

3. ROLL CALL

Present 5 - Chair Jeffrey Owen, Vice Chair Wayne Downey Ph. D, Commissioner Claudia Cappio, Commissioner Angela Conte, and Commissioner Andrew Smith

Absent 1 - Commissioner Scott Wimmer

4. STATEMENTS OF ABSTENTION

NONE

5. ELECTION OF OFFICERS

5.1 REPORT - ELECTION OF OFFICERS

BACKGROUND: The Housing Authority's Chair, Jeremy Newton resigned effective immediately on September 22, 2025, due to scheduling conflicts. It is the process of the Housing Authority to, by motion, elect a Chair to serve for the remainder of the calendar year.

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority elect a Chair to serve with a term of office commencing on October 27, 2025.

Acting Chair Owen volunteered and was elected by vote to serve as Chair of the Housing Authority Board through the end of 2025.

Public Comment:

None

A motion was made by Commissioner Smith, seconded by Vice Chair Downey Ph. D, adopted RECOMMENDATION It is recommended by the Housing and Community Services Department that the Housing Authority elect a Chair to serve with a term of office commencing on October 27, 2025.. The motion carried by the following vote:

Yes: 5 - Vice Chair Downey Ph. D, Commissioner Cappio, Commissioner Conte, Chair Owen and Commissioner Smith

Absent: 1 - Commissioner Wimmer

6. STAFF BRIEFING

6.1 24/25 Q4 FINANCIAL REPORT

FY 24/25 Q4 unaudited financial report

Kate Goldfine, Administrative Services Officer, presented the item for informational purposes and, together with Megan Basinger, Executive Director, responded to commissioner questions.

Public Comment:
None

7. STUDY SESSION

NONE

8. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)

Public Comment:
None

9. APPROVAL OF MINUTES

9.1 Draft Minutes - September 22, 2025.

Approved as submitted.

Public Comment:
None

10. CHAIRMAN/ COMMISSIONER REPORTS

NONE

11. COMMITTEE REPORTS

NONE

12. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:

- 12.1** PENDING DEVELOPMENT PIPELINE UPDATE - Provided for information.

Megan Basinger, Executive Director, presented the item for informational purposes and responded to commissioner questions.

Public Comment:

None

13. CONSENT ITEMS

NONE

14. REPORT ITEMS

- 14.1** REPORT - UPDATE TO HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN TO ADOPT A PREFERENCE TO ALLOW EMERGENCY HOUSING VOUCHER PARTICIPANTS TO TRANSITION TO THE HOUSING CHOICE VOUCHER PROGRAM

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. Revisions to the Administrative Plan must be adopted by the Housing Authority. The proposed change to the Administrative Plan is a necessary step to address the expiration of the Emergency Housing Voucher (EHV) program and prevent participating families from losing their housing assistance. The change will open the HCV waiting list only to current EHV participants whose housing assistance is at risk of termination due to lack of program funding and create a two-tiered waiting list preference that gives EHV families with a head of household, spouse or co-head who is elderly or disabled first preference and all other EHV families second preference.

RECOMMENDATION: The Department of Housing and Community Services recommends that the Housing Authority, by resolution, adopt changes to the Housing Choice Voucher Administrative Plan Chapter 4 - Applications, Waiting List and Tenant Selection to adopt a preference that will allow Emergency Housing Voucher participants to transition to the Housing Choice Voucher program.

Annette Anthony, Manager and Rebecca Lane, Program Specialist gave a presentation and, along with Megan Basinger, Executive Director, responded to questions from the Commissioners.

Public Comment:

None

A motion was made by Commissioner Smith, seconded by Vice Chair Downey Ph. D, adopted RECOMMENDATION The Department of Housing and Community Services recommends that the Housing Authority, by resolution, adopt changes to the Housing Choice Voucher Administrative Plan Chapter 4 - Applications, Waiting List and Tenant Selection to adopt a preference that will allow Emergency Housing Voucher participants to transition to the Housing Choice Voucher program. The motion carried by the following vote:

Yes: 5 - Chair Owen, Vice Chair Downey Ph. D, Commissioner Cappio, Commissioner Conte and Commissioner Smith

Absent: 1 - Commissioner Wimmer

15. ADJOURNMENT

Seeing no further business Chair Jeff Owen adjourned the meeting.