



**Housing Authority  
Regular Meeting Minutes - Draft**

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Monday, October 23, 2023

1:30 PM

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**1. CALL TO ORDER**

Chair Owen called the meeting to order at 1:31PM.

**2. ROLL CALL**

**Present** 4 - Chair Jeffrey Owen, Commissioner Angela Conte, Commissioner Jeremy Newton, and Commissioner Andrew Smith

**Absent** 3 - Vice Chair Thomas LaPenna, Commissioner Wayne Downey Ph. D, and Commissioner Doug Shivananda Friedman

**3. STATEMENTS OF ABSTENTION**

NONE

**4. STUDY SESSION**

**4.1 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN - UPDATE TO ADMINISTRATIVE PLAN CHANGES REQUIRED BY THE HOUSING OPPORTUNITY THROUGH MODERNIZATION ACT**

The purpose of this study session is to provide information regarding the Housing Choice Voucher Program Administrative Plan policy changes that will be required under the Housing Opportunity Through Modernization Act of 2016.

Rebecca Lane, Manager, gave a presentation and answered Commissioner questions.

Megan Basinger, Director, assisted in answering Commissioner questions.

Public Comments:

None

**4.2 OVERVIEW OF LOAN REPAYMENTS**

This Study Session is to review how and when loan repayments are

made, how they are applied and how the funds are redeployed into affordable housing projects.

Megan Basinger, Director, gave a presentation and answered Commissioner questions.

Nicole Del Fiorentino, Manager, assisted in answering Commissioner questions.

Public Comments:  
None

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

NONE

## **6. APPROVAL OF MINUTES**

- 6.1** Draft Minutes - September 25, 2023  
Approved as submitted.

## **7. CHAIRPERSON/ COMMISSIONER REPORTS**

Commissioner Newton made comments regarding the Bay Area Housing For All bond.

Megan Basinger, Director, responded to Commissioner Newton's questions.

Commissioner Smith requested information regarding how funds are provided from bonds to the City.

Jessica Mullan, Assistant City Attorney, provided counsel recommending agendizing further discussion of how bonds are distributed.

Commissioner Conte made comments regarding the DPAL program.

Megan Basinger, Director, responded to Commissioner Conte's questions.

Public Comments:  
None

## 8. COMMITTEE REPORTS

NONE

## 9. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:

- 9.1 PENDING DEVELOPMENT PIPELINE UPDATE - Provided for information.

Megan Basinger, Director, provided information regarding the Pipeline Update, the grand opening of Laurel at Perennial Park, the closing on Burbank Avenue Apartments, the Down Payment Assistance Loan Program, the Housing Trust Consolidated Plan, and answered Commissioner questions.

Public Comments:  
None

## 10. CONSENT ITEMS

NONE

## 11. REPORT ITEMS

- 11.1 REPORT - UPDATE TO HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN CHAPTER 4 - APPLICATION, WAITING LIST AND TENANT SELECTION POLICIES

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 4 of the City of Santa Rosa Housing Authority Administrative Plan outlines the policies regarding the Waiting List for the HCV program. Since the

last update to Chapter 4 on May 20, 2019, the Waiting List application process for the City of Santa Rosa Housing Authority Housing Choice Voucher program was enhanced to offer an electronic application process. In addition, structural changes to Sonoma County's Continuum of Care necessitate an update to the language under the limited preference for people experiencing homelessness to clarify the process by which households can be referred for vouchers under this preference.

**RECOMMENDATION:** It is recommended by the Department of Housing and Community Services that the Housing Authority, by resolution, adopt revisions to the Housing Choice Voucher Program Administrative Plan Chapter 4 - Application, Waiting List and Tenant Selection policies to update the procedures to apply for the Housing Choice Voucher Waiting List, eliminate the limited preference for households affected by the 2017 wildfire disaster and update the referral mechanism for the limited preference for people experiencing homelessness.

Rebecca Lane, Manager, gave a presentation and answered Commissioner questions.

Public Comments:  
None

**A motion was made by Commissioner Smith, seconded by Commissioner Conte, to waive reading of the text and adopt:**

**RESOLUTION 1766 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING THE REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN CHAPTER 4 - APPLICATION, WAITING LIST AND TENANT SELECTION POLICIES.**

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

**Yes:** 4 - Chair Owen, Commissioner Conte, Commissioner Newton and Commissioner Smith

**Absent:** 3 - Vice Chair LaPenna, Commissioner Downey Ph. D and Commissioner Friedman

## 12. ADJOURNMENT

Seeing no further business, Chair Owen adjourned the meeting at 3:01PM.

Approved on:

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**Steven V. Brown, Recording Secretary**