



# 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, July 28, 2025

1:30 PM

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### 1. CALL TO ORDER

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

### 2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

NONE

### 3. ROLL CALL

Commissioner Friedman arrived for the meeting at 1:42pm

**Present** 6 - Vice Chair Wayne Downey Ph. D, Commissioner Claudia Cappio, Commissioner Jeffrey Owen, Commissioner Doug Shivananda Friedman, and Commissioner Andrew Smith, Angela Conte

**Absent** 1 - Chair Jeremy Newton

### 4. STATEMENTS OF ABSTENTION

NONE

### 5. STAFF BRIEFING

#### 5.1 FY 2024/25 Q3 FINANCIAL UPDATE

Housing Authority ("Authority") expenditures and funding for July 1, 2024 - March 31, 2025.

Kate Goldfine, Administrative Services Officer, and Megan Basinger, Executive Director, presented information and responded to commissioner questions.

Public Comment:

One member of the public commented on this item during the public comment period:

1. Duane Dewitt

## **6. STUDY SESSION**

NONE

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

Public Comment:

Two members of the public commented on this item during the public comment period:

1. David Harris
2. Duane Dewitt

## **8. APPROVAL OF MINUTES**

8.1 Draft Minutes - May 19, 2025.

8.2 Draft Minutes - June 23, 2025.

Approved as submitted.

Public Comment:

NONE

## **9. CHAIRMAN/ COMMISSIONER REPORTS**

NONE

## **10. COMMITTEE REPORTS**

NONE

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

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

Megan Basinger, Executive Director Presented item for information only and answered commissioner questions.

Public Comment:

Two members of the public commented on this item during the public comment period:

1. David Harris
2. Duane Dewitt

- 11.2** ANNUAL ADJUSTMENT TO THE HOUSING AUTHORITY FEE SCHEDULE Provided for information.

Megan Basinger, Executive Director Presented Item for information only and answered commissioner questions.

Public Comment:

One member of the public commented on this item during the public comment period:

1. Duane Dewitt

## **12. CONSENT ITEMS**

NONE

## **13. REPORT ITEMS**

- 13.1** REPORT - UPDATE TO HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN TO INCLUDE HOUSING OPPORTUNITIES THROUGH MODERNIZATION ACT OF 2016 (HOTMA) PROVISIONS EFFECTIVE JULY 1, 2025.

**BACKGROUND:** The Administrative Plan is the major policy document guiding the ongoing administration of the federally regulated Housing Choice Voucher (HCV) program. Each Public Housing Agency (PHA) administering an HCV program is required to establish an Administrative Plan to outline the federal regulations and, where allowed under the law, enact local policies pertaining to the HCV program. The Administrative Plan must be reviewed at a public meeting and approved by the PHA's Board of Commissioners.

HOTMA makes significant changes to the regulations pertaining to the HCV program, requiring numerous substantive changes to the Administrative Plan across all chapters. The regulatory changes have been implemented in phases since 2017, with the full HOTMA implementation previously expected by January 1, 2025. The fully HOTMA-compliant Administrative Plan was approved by the Board of Commissioners as part of the Annual PHA Plan process on March 25, 2024, and submitted to HUD on April 8, 2024, concurrent with the previous HOTMA compliance timeline for all Housing Authorities. However, the Department of Housing and Urban Development (HUD) subsequently postponed the implementation of certain provisions in Sections 102 and 104 of HOTMA indefinitely.

HUD's Office of Public and Indian Housing (PIH) Notice 2024-38 provided the most recent guidance on which provisions of HOTMA are delayed and which provisions are enforceable beginning July 1, 2025. The version of the Administrative Plan submitted to the Housing Authority with this action follows the provisions in PIH Notice 2024-38.

**RECOMMENDATION:** It is recommended by the Department of Housing and Community Services that the Housing Authority, by resolution, adopt the Housing Choice Voucher Program Administrative Plan revisions that comply with the implementation requirements effective July 1, 2025, under the Housing Opportunities Through Modernization Act of 2016 (HOTMA).

Annette Anthony, Manager along with Rebecca Lane, Program Specialist, gave a presentation and answered commissioner questions.

Public Comment:

Two members of the public commented on this item during the public comment period:

1. Duane Dewitt
2. David Harris

**A motion was made by Vice Chair Downey Ph. D, seconded by Commissioner Smith, to approve RECOMMENDATION It is recommended by the Department of Housing and Community Services that the Housing Authority, by resolution, adopt the Housing Choice Voucher Program Administrative Plan revisions that comply with the implementation requirements effective July 1, 2025, under the Housing Opportunities Through Modernization Act of 2016 (HOTMA). The motion carried by the following vote:**

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

**Absent:** 1 - Chair Newton

**Abstain:** 1 - Commissioner Friedman

#### 14. ADJOURNMENT

Seeing no further business Acting Chair, Commissioner Owen adjourned the meeting at 2:46 PM.