



MINUTES

**SAN DIEGO HOUSING COMMISSION
MINUTES OF THE SPECIAL MEETING
MAY 1, 2020
TELECONFERENCE PURSUANT TO
CALIFORNIA GOVERNOR GAVIN NEWSOM'S
EXECUTIVE ORDER N-29-20**

ATTENDANCE

Present:

Chair Stefanie Benvenuto
Vice Chair Ryan Clumpner
Commissioner Dion Akers
Commissioner Margaret Davis
Commissioner Johanna Hester
Commissioner Kellee Hubbard
Commissioner Eugene "Mitch" Mitchell
President & CEO Richard C. Gentry
General Counsel Charles Christensen

ITEMS

10 CALL TO ORDER

Chair Benvenuto called the Special Meeting to order at 9:04 a.m.

20 NON-AGENDA PUBLIC COMMENT

There were no public comment.

30 COMMISSIONER COMMENTS

There were no Commissioner comments.

40 REPORT BY THE PRESIDENT & CHIEF EXECUTIVE OFFICER

SDHC COVID-19 Actions

President & CEO Gentry reported that on April 6, 2020, the San Diego Housing Commission (Housing Commission) COVID-19 Actions Report was emailed to Commissioners, summarizing steps the agency has taken to help maintain stable housing for the families the Housing Commission serves and to protect the safety and well-being of Housing Commission staff. The report was updated to include additional actions in the month of April and was emailed to Commissioners on April 30, 2020.



Special Meeting Minutes of May 1, 2020

Executive Vice President & Chief of Staff Jeff Davis described the Housing Commission's actions to support Housing Commission customers and staff, which include but are not limited to:

- For Housing Commission customers:
 - Hardship policies that enable the Housing Commission to temporarily provide a higher amount of rental assistance to Section 8 Housing Choice Voucher families who report a decrease in income due to COVID-19;
 - Temporary rent relief, up to total rent forgiveness, for families that reside in a rental housing unit owned or managed by the Housing Commission who have been impacted by COVID-19;
 - Temporary ban on evictions of residents from rental housing units owned or managed by the Housing Commission, which took effect before the City Council adopted a citywide temporary ban on evictions;
 - Permanent supportive housing policies that allow participants to sign documents electronically and submit documents through their service provider instead of requiring in-person meetings; and
 - Distribution of information about these policies by email and regular mail to program participants and posted on the Housing Commission's COVID-19 web page at www.sdhc.org
- For Housing Commission staff:
 - Telecommuting for more than a month for the majority of Housing Commission employees;
 - Provision of protective equipment and implementation of steps to achieve social distancing for essential staff whose jobs cannot be performed remotely;
 - Provision of a modest pay increase for employees whose job responsibilities require them to report to SDHC's offices, facilities or any assignment in the field, such as the shelter at the San Diego Convention Center for San Diegans experiencing homelessness;
 - Provision of a monthly stipend for telecommuting employees to defray business expenses; and
 - Temporary policy to allow employees who have exhausted their annual leave to be able to use future annual leave toward necessary time off.

In addition, Senior Vice President of Homeless Housing Innovations Lisa Jones reported that the Housing Commission began working with homeless shelters and services partners in the first week of March to provide guidance in preparing for issues such as workforce reductions, delays in delivery of protective equipment and sanitation supplies, and the impact evolving county direction regarding congregate living would have on shelters during COVID-19. Mayor Kevin L. Faulconer and County Supervisor Nathan Fletcher established a Homelessness Emergency Operations Center, which met for the first time on March 20, 2020. Mayor Faulconer tasked City of San Diego, County of San Diego, Regional Task Force on the Homeless, and Housing Commission staff to develop an implementation plan to meet the needs of current shelter residents with social distancing and to increase access to shelter beds, sanitation and health services. The San Diego Convention Center shelter plan was developed with an Incident Command structure. Housing Commission staff oversee and support the service provider branch of this structure. On April 1, 2020, shelter residents began moving into the San Diego Convention Center, which now has 1,135 residents with an additional 360 beds available.



Special Meeting Minutes of May 1, 2020

Health screenings for residents and staff occur daily. More than 1,100 individuals have been tested for COVID-19, with two positive tests and 300 results pending. Interim shelters operated by Father Joe's Villages and PATH are at 50 percent capacity to accommodate social distancing, with 250 people currently residing in these interim housing programs. An additional 53 families experiencing homelessness are in hotel rooms.

50 APPROVAL OF THE MINUTES

The minutes of the Regular Housing Commission meeting of March 6, 2020, and Special Housing Commission meeting of April 17, 2020, were approved on a motion by Commissioner Clumpner, seconded by Commissioner Akers, and passed by a vote of 7-0.

CONSENT AGENDA

Motion by Vice Chair Clumpner to approve items 100, 101 and 102 on consent. Seconded by Commissioner Akers and passed by a vote of 7-0.

100 HCR20-045 Approval of Amendment to Attachment C of the Standard Moving to Work Agreement

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Approve the Amendment to Attachment C of the Standard Moving to Work (MTW) Agreement; and;
- 2) Authorize the President & Chief Executive Officer, or designee, to execute all documents and instruments necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions as are necessary and/or appropriate to implement these approvals.

101 HCR20-027 Award of Contract for Elevator Modernization with 24 Hour Elevator, Inc.

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Approve the award of a contract to 24 Hour Elevator, Inc. in the amount of \$554,000 for the elevator modernization project at the Housing Commission's office building located at 1122 Broadway, San Diego, 92101;
- 2) Authorize the President & Chief Executive Officer (President & CEO), or designee, to substitute the identified contract funding sources with other available funding sources so as long as the total activity budget amount after substitution does not exceed the total approved budget, should the operational need arise or should actions be to the benefit of the Housing Commission and its mission; and



Special Meeting Minutes of May 1, 2020

- 3) Authorize the President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions as are necessary and/or appropriate to implement these approvals.

102 HCR20-043 Amendment Ratification to Contract for Security Services with All State Security Services, Inc.

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Ratify an amendment to the existing contract with All State Security Services Inc., for security services at the Housing Commission’s headquarters, known as Smart Corner, located at 1122 Broadway, San Diego, 92101, to increase the not-to-exceed amount from \$249,487.85 to \$264,594.23 and exercise a contract term extension beginning April, 1, 2020, and continuing through April 15, 2020;
- 2) Authorize the President & Chief Executive Officer (President & CEO), or designee, to substitute the funding sources with other available funding sources provided that the total program/project budget amount after substitution does not exceed the approved total budget, should the operational need arise or should such actions be to the benefit of the Housing Commission and its mission; and
- 3) Authorize the President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and take such actions as are necessary and/or appropriate to implement these approvals.

ACTION AGENDA

103 HCR20-049 Delegation of Multifamily Housing Development Hardship Requests

This item was withdrawn from the agenda.

104 HCR20-039 Proposed Fiscal Year 2021 Affordable Housing Fund Annual Plan

Tracey McDermott, Senior Vice President & Chief Financial Officer, Financial Services Department, presented the request for approval.

Motion by Vice Chair Clumpner to take the following staff recommended actions. Seconded by Commissioner Akers and passed by a vote of 7-0.

That the San Diego Housing Commission (Housing Commission) recommend that the San Diego City Council (City Council) take the following actions:



Special Meeting Minutes of May 1, 2020

- 1) Approve the Proposed Fiscal Year 2021 (FY 2021) City of San Diego Affordable Housing Fund (AHF) Annual Plan (Annual Plan) Program Activity Allocation of \$67,774,825 in anticipated funds (also included in the FY 2021 Housing Commission Proposed Budget) and the proposed Model Programs; and
- 2) Authorize the President & Chief Executive Officer (President & CEO) of the Housing Commission to reallocate funds among the proposed Model Programs included in the FY 2021 AHF Annual Plan in response to market demands and opportunities.

105 HCR20-032 Proposed Fiscal Year 2021 Budget

Jeff Davis, Executive Vice President and Chief of Staff, and Tracey McDermott, Senior Vice President & Chief Financial Officer, Financial Services Department, presented the request for approval.

Motion by Commissioner Akers to take the following staff recommended actions. Seconded by Vice Chair Clumpner and passed by a vote of 7-0.

That the San Diego Housing Commission (Housing Commission) recommend that the Housing Authority of the City of San Diego (Housing Authority) take the following actions:

- 1) Approve the Housing Commission's proposed \$515 million Fiscal Year (FY) 2021 Budget (Attachment 1);
- 2) Delegate authority to the Housing Commission to approve amendments to the FY 2021 Budget for the following amounts, consistent with prior delegation of authority from the Housing Authority:
 - a. Line item transfers not to exceed \$500,000 of budget authority that do not impact the overall size of the Housing Authority-approved FY 2021 Budget;
 - b. Additional funding for the FY 2021 Budget resulting from applications submitted with the approval of the Housing Authority (per Housing Authority Resolution HA-1569); and
 - c. Additions from other sources, not to exceed \$500,000 on an individual basis, to the FY 2021 Budget.
- 3) Delegate authority to the President & Chief Executive Officer of the Housing Commission to amend the FY 2021 Budget for amounts not to exceed \$250,000 consistent with policies, programs and activities approved by the Housing Commission and Housing Authority.

ADJOURNMENT

Chair Benvenuto adjourned the Special Meeting at 10:15 a.m.



Special Meeting Minutes of May 1, 2020

Respectfully submitted,

Scott Marshall

Scott Marshall
Vice President
Communications and Government Relations
San Diego Housing Commission

Approved by,

Richard C. Gentry

Richard C. Gentry
President & Chief Executive Officer
San Diego Housing Commission