



MINUTES

**SAN DIEGO HOUSING COMMISSION
MINUTES OF THE SPECIAL MEETING
FEBRUARY 19, 2021
VIDEO CONFERENCE PURSUANT TO
CALIFORNIA GOVERNOR GAVIN NEWSOM'S
EXECUTIVE ORDER N-29-20**

ATTENDANCE

Present:

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

Absent:

Commissioner Johanna Hester

10 CALL TO ORDER

Chair Benvenuto called the Special Meeting to order at 9:01 a.m.

20 NON-AGENDA PUBLIC COMMENT

There were no non-agenda public comments.

30 COMMISSIONER COMMENTS

There were no Commissioner comments.

40 REPORT BY PRESIDENT & CHIEF EXECUTIVE OFFICER

President & CEO Gentry thanked the Board of Commissioners for this special meeting to consider the proposed COVID-19 Housing Stability Assistance Program before it is scheduled to be presented to the San Diego City Council and Housing Authority of the City of San Diego on Monday, February 22, 2021.



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ACTION AGENDA:

100 HCR21-033 Approval of a Memorandum of Understanding between the City of San Diego and the San Diego Housing Commission for Oversight and Administration of the City of San Diego's COVID-19 Housing Stability Assistance Program; Authorization for the San Diego Housing Commission to Accept and Expend Federal and State Coronavirus Relief Funds and Coronavirus Aid, Relief and Economic Security (CARES) Act Community Development Block Grant Funds to Support the Program; and Approval of Related Actions

Jeff Davis, Deputy Chief Executive Officer, and Azucena Valladolid, Senior Vice President, Rental Assistance and Workforce Development, presented the request for approval.

Motion by Commissioner Davis to take the following staff-recommended actions. Seconded by Commissioner Hubbard and passed by a vote of 6-0.

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) Authorize the Housing Commission to enter into a Memorandum of Understanding (MOU) with the City of San Diego for the Housing Commission to oversee and administer the City of San Diego's COVID-19 Housing Stability Assistance Program to provide emergency rental assistance and/or utility assistance to households with low income in the City of San Diego that experience financial hardship due to the COVID-19 pandemic;
- 2) Authorize the Housing Commission to amend its Fiscal Year 2021 budget in the amount of \$92,211,316.57 which consists of \$42,333,563 in federal Coronavirus Relief Funds allocated directly to the City of San Diego; \$44,877,753.57 in federal funds allocated by the State of California to the City of San Diego, and \$5,000,000 from federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Community Development Block Grant (CDBG) funds awarded to the City of San Diego, to be administered by the Housing Commission to provide emergency rental assistance and/or utility assistance to households with low income in the City of San Diego that experience financial hardship due to the COVID-19 pandemic and to cover administrative expenses in accordance with federal and state funding requirements;
- 3) Authorize the Housing Commission's President & CEO, or designee, to modify the COVID-19 Housing Stability and Assistance Program, if necessary, without further action by the Housing Commission's Board of Commissioners (Board) or the Housing Authority, but only if and to the extent that such changes comply with the terms of the executed MOU and are necessary to fulfill federal and state funding requirements;



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- 4) Authorize the Housing Commission's President & CEO, or designee, to substitute approved funding sources with any other available funds as deemed appropriate, contingent upon budget availability, and further authorize the President & CEO, or designee, to take such actions as are necessary, convenient and/or appropriate to implement this approval and delegation of authority by the Housing Commission upon advice of the General Counsel; and
- 5) Authorize the Housing Commission's President & CEO, or designee, to execute all necessary documents and instruments that are necessary and/or appropriate to implement these approvals, in a form and format approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals.

101 HCR21-035 Amendment to Third Term of San Diego Housing Commission's Agreement for Temporary Staffing Service with Remedy Temporary Services, LLC D/B/A REMX, FS-17-03.0

Debra Fischle-Faulk, Senior Vice President, Compliance and Equity Assurance, presented the request for approval.

Motion by Commissioner Mitchell to take the following staff-recommended actions. Seconded by Vice Chair Clumpner and passed by a vote of 6-0.

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

- 1) Approve an increase to the maximum compensation for the current term of the Agreement for Temporary Staffing Services with Remedy Temporary Services, LLC D/B/A REMX (REMX) in the amount of \$250,000 for a maximum compensation amount of \$500,000 as identified in the Agreement, to provide compensation for additional temporary staff on-boarded for the administration of the Emergency Rental Assistance Program in response to the ongoing COVID-19 pandemic and provide for standard staffing needs of the Housing Commission;
- 2) Authorize the President & Chief Executive Officer (President & CEO), or designee, to substitute the funding sources with other available funding sources provided 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



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General Counsel, and take such actions as are necessary and/or appropriate to implement these approvals.

Commissioner Mitchell left the meeting.

102 HCR21-036 Approval of the Award of Housing Stability Assistance Program Temporary Staffing Agreements

Debra Fischle-Faulk, Senior Vice President, Compliance and Equity Assurance, presented the request for approval.

Motion by Commissioner Akers to take the following staff-recommended actions. Seconded by Commissioner Davis and passed by a vote of 5-0.

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

- 1) Authorize the award of a Temporary Staffing Agreement with AppleOne Employment Services in an amount not to exceed \$500,000 per year, with one renewal option, for temporary staffing, as needed, to support the administration and operation of the City of San Diego's COVID-19 Housing Stability Assistance Program (HSAP Program), contingent upon the Housing Commission Board of Commissioners (Board), the San Diego City Council (Council) and the Housing Authority of the City of San Diego (Housing Authority) authorizing the HSAP Program and funding for the HSAP Program;
- 2) Authorize the award of a Temporary Staffing Agreement with Manpower of San Diego in an amount not to exceed \$500,000 per year, with one renewal option, for temporary staffing, as needed, to support the administration and operation of the City of San Diego's HSAP Program, contingent upon the Board, the Council and the Housing Authority authorizing the HSAP Program and funding for the HSAP Program;
- 3) Authorize the award of a Temporary Staffing Agreement with Remedy Temporary Services, LLC DBA REMX in an amount not to exceed \$500,000 per year, with one renewal option, for temporary staffing, as needed, to support the administration and operation of the City of San Diego's HSAP Program, contingent upon the Board, the Council and the Housing Authority authorizing the HSAP Program and funding for the HSAP Program;
- 4) Authorize the President & Chief Executive Officer (President & CEO), or designee, to substitute the funding sources with other available funding sources, provided 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



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- 5) 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.

ADJOURNMENT:

Chair Benvenuto adjourned the Special Meeting at 10:36 a.m.

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