



**MEETING MINUTES**  
**February 8, 2018 8:00 A.M.**

**Committee Members Present:**

Teresa O'Neill – Council Member/Chair  
Carmen Pascual  
Bianca Wilczoch  
Michael Louis Ferrito

**Staff:**

Jonathan Veach, Housing Division Manager  
Kathy Flood, Staff Analyst  
Jennifer Carvalho, Office Specialist

---

**Matters for Council Action: None**

---

**1. Call to Order/Roll Call**

Meeting was called to order by Council Member/Chair O'Neill at 8:02 A.M.

**2. Public Presentations**

None

**3. Review of Approved Minutes from December 21, 2017**

**4. Items on Agenda**

**ITEMS FOR DISCUSSION**

**A. Review of Budget Status Reports**

Current budget reports were reviewed. Several loan payoffs are pending as a result of reconciled files and in response to the Annual Self-Certification Letter; The Division is beginning to prepare the budget and looking to secure more funds for the NCIP program for FY1819.

**B. Program Status**

**i. Staffing Update**

**a. Housing Inspector:**

Interviews scheduled for Tuesday, February 13<sup>th</sup>.

**b. Housing Development Officer:**

New hire to start on Monday, February 26<sup>th</sup>.

**ii. Completed Projects**

Bathroom remodels were completed at 3121 Santa Maria Ave. The committee was impressed by the quality of work shown in photos presented.

## ITEMS FOR POSSIBLE ACTION

### A. Projects Pending Review and Action

#### 1. Client Number 10036 – 1171 Santa Clara Ave

Motion: Approve an amount of \$18,000 for identified work: replace knob and tube wiring; kitchen wall/ceiling repair and paint, plus a 25% contingency loan, 3% interest and twenty year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$22,500. (Client currently has loan of \$89,525.79.)

**Motion approved 4-0**

### B. Review of Approved Urgent Loan

#### 1. Client Number 10547 – 2706 Benton St.

\$15,000 urgent loan was approved by Division Manager Veach February 6, 2018, to initiate the repair of Code Violation issues. A Scope of Work of any additional repairs that are needed will be presented at the next loan committee meeting for review and approval.

**Motion approved 4-0**

### C. NCIP Program Manual Revision

#### 1. Final update discussion and approval

Final draft of updated procedure manual content was discussed with focus on the change in the programs' loan structure.

- Loan – CDBG funded, all previously granted costs to be included in the loans (other than directly billed staff time).
- Urgent Loan – Qualifiers defined, retaining \$15K cap.
- Grant – Redefined to be utilized for smaller stand-alone jobs, and be supported by alternative internal funding source (to be finalized with the budget).

Appendices are being finalized, as well as updated standardized forms. The Committee recommended including flow charts of process into the manual which will be included in the appendices.

The Committee was impressed with the updates and enthusiastic for a more efficient program. While two Committee members are previous NCIP clients, feedback and suggestions were provided based on their individual experiences. Committee Member Pascual stressed the need for better communication with clients and suggested implementing a spreadsheet/checklist for homeowners to better track project status. Committee Member Ferrito also commented on the communication and project timeline with his personal experience of 14 month process before his project even went to the committee. It was realized that his home is on the Historic Home list and his project required additional in-depth review and planning approval prior to any work being done.

Motion: Approve the final draft manual content as presented:

**Motion approved 4-0**

## 5. Other Business

### A. Informational Joint Dinner Meeting with City Council – **May 8, 2018 at 5:00 pm**

## 6. Adjournment – Next meeting scheduled for **February 8, 2018 at 8:00 A.M.**

Meeting adjourned at 9:37 A.M.