



**MEETING MINUTES
June 9, 2019 8:00 A.M.**

Committee Members Present:

Carmen Pascual
Bianca Wilczoch

Others in Attendance:

Teresa O'Neill – Council Member

Committee Member Not Present:

Mike Ferrito

Staff:

Andrew Crabtree, Community Development Director
Jonathan Veach, Housing Division Manager
Kathy Flood, Staff Analyst (Staff Liaison)
Carlos Azcona, Building/Housing Inspector
Jennifer Carvalho, Office Specialist

1. Call to Order/Roll Call

Meeting was called to order at 8:00 A.M.

2. Public Presentations

None

3. Review of Approved Minutes from November 15, 2018

4. Items for Discussion

A. Review of Budget Status Reports

Budget reports were reviewed and discussed, data reviewed dated through March 30. Division Manager Veach pointed out the overall increase to the NCIP budget. General discussion on how the funding works, Program Income, and 'timeliness' of spending HUD funds. Director Crabtree addressed that we have returned HOME funds in the past and it could happen again because the funds are too restricted in their use. Committee Member Pascual asked if the Loan Committee can be notified about pending timeliness deadlines. Division Manager Veach indicated that HUD reports compiled by our Housing Development Officer, Eric Calleja, could be given to the Committee. Division Manager Veach discussed our recent NOFA that nobody replied to. He also discussed the possibility of utilizing HOME funds on the Gianara Street property the City owns.

B. Program Status

i. Completed Projects

Before and after photos were displayed of recent completed projects. Committee was pleased to see the quality of the work.

ii. Client Evaluations/Notes

The Committee reviewed the Client Evaluations and expressed high satisfaction with

the great work the Housing team is providing to Santa Clara residents.

5. Items For Action

A. Projects Pending Review and Action

Client #10412

Motion: Approve an amount up to **\$100,000** for identified work, plus a 25% contingency loan, 3% interest and twenty-year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$125,000.

Motion approved 2-0

Client #10562

Motion: Approve an amount up to **\$100,000** for identified work, plus a 25% contingency loan, 3% interest and twenty-year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$125,000.

Motion approved 2-0

Client #10566

Motion: Approve an amount up to **\$100,000** for identified work, plus a 25% contingency loan, 3% interest and twenty-year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$125,000.

Motion approved 2-0

Client #10568

Motion: Approve an amount up to **\$100,000** for identified work, plus a 25% contingency loan, 3% interest and twenty-year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$125,000.

Motion approved 2-0

B. Projects For Committee Review

Client #10541

Client was approved for a loan totaling \$87,500 on May 11, 2017. Due to unforeseen repairs requiring change orders, additional funding was needed to complete the project. Division Manager approved an amount of \$15,000 on May 3, 2019 so that the project could continue without stopping for committee approval at the next meeting.

6. Other Business

- A. General discussion about the status of the Committee and possible restructuring.
- B. HUD audit at the end of the month; Division Manager Veach discussed the 'intentional risk' being worth the outcomes as opposed to only doing 'curb-cuts' in order to avoid audit findings -easier to manage than NCIP and Public Service Contracts.
- C. Gratitude expressed to Committee Member Wilczoch for her 8 years of service.
- D. Informed Committee Members about the July 16, 2019 dinner with City Council at 5:00pm.

7. Adjournment – Next meeting scheduled for August 8, 2019 at 8:00 A.M.

Meeting was adjourned at 9:10 A.M.