

**MINUTES OF THE
NAPA COUNTY HOUSING COMMISSION**

July 26, 2023

Draft Summary of the Proceedings

1. Call to Order/Roll Call

The Napa County Housing Commission met in regular session on Wednesday, July 26, 2023, at 3:00 p.m. with the following Commissioners present: Judy Myers, Manuel Rios, Michael Silacci, and Mike Swanton. The meeting was called to order by Chair Keri Akemi-Hernandez.

2. Public Comment

None.

3. Approval of Minutes

A. Director of Housing and Homeless Services requests approval of minutes for the meeting of May 24, 2023.

Motion moved by Michael Silacci and seconded by Judy Myers to approve the May 24, 2023 minutes. Motion passed unanimously, with Judy Myers, Manuel Rios, Michael Silacci, Mike Swanton, and Chair Keri Akemi-Hernandez voting yes.

4. Set Matters or Public Hearing Items

None.

5. Consent

A. Auditor-Controller requests the Commission to recommend acceptance of internal audit quarterly monitoring report to the Napa County Housing Authority for the quarter ended March 31, 2023.

Motion moved by Judy Myers and seconded by Michael Silacci to accept the quarterly monitoring report for the quarter ended March 31, 2023. Motion passed unanimously, with Judy Myers, Manuel Rios, Michael Silacci, Mike Swanton, and Chair Keri Akemi-Hernandez voting yes.

6. Monthly Reports

A. Monthly Report from California Human Development Corporation (CHDC).

Presentation by Gil Ortiz, Calistoga Center Manager

Current occupancy per center: Calistoga - 60; Mondavi – 60; River Ranch - 60

7. Administrative Items

A. Executive Director of Housing Authority requests election of a Vice Chair.

Motion moved by Judy Myers and seconded by Michael Silacci to elect Mike Swanton as Vice Chair. Motion passed unanimously (4 – 0), with Judy Myers, Manuel Rios, Michael Silacci, and Chair Keri Akemi-Hernandez voting yes.

B. Executive Director of Housing Authority will provide an update on the Farmworker Housing Needs Assessment.

Discussion held.

C. Executive Director of Housing Authority requests discussion regarding the Bay Area Housing Finance Authority and a potential bond initiative. No action needed.

Discussion held.

8. Executive Director Report

Jennifer Palmer, Executive Director of Housing Authority, advised that any future bond initiatives involving the Bay Area Housing Finance Authority and potential bond initiative would require redrafting the existing joint underwriting guidelines between County and City of Napa prior to releasing of a Notice of Funding Availability. Such a process would involve the Housing Commission.

9. Commissioner Comments and Direction to Staff

Commissioner Mike Swanton recommended staff consider (a) working with Farmworker Foundation to assist with needs assessment surveys, (b) incorporating 1:1 conversations with farmworkers to achieve greater survey participation, (c) release a request for proposal to repair walkways at the River Ranch Center.

Discussion held.

Chair Akemi-Hernandez requested update on the status of change to membership ordinance that would allow the Farmworker Foundation to join Commission. Staff advised that Board of Supervisors adopted a motion of intent to adopt the ordinance (first reading), and the item will come back on August 8th for adoption, then 30 days until the ordinance becomes effective.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on August 23, 2023, at 3:00 p.m.

Keri Akemi-Hernandez, Chair

ATTEST: Jennifer Palmer, Secretary of the Commission