

**MINUTES OF THE
NAPA COUNTY HOUSING COMMISSION**

April 26, 2023

Draft Summary of the Proceedings

1. Call to Order/Roll Call

The Napa County Housing Commission met in regular session on Wednesday, April 26, 2023, at 3:00 p.m. with the following Commissioners present: Keri Akemi-Hernandez, Judy Myers, Michael Silacci, and Mike Swanton. The meeting was called to order by Chair Chris Gustin. Commissioner Manuel Rios is excused. Commissioner Keri Akemi-Hernandez joined the meeting during Administrative Item 7A.

2. Public Comment

None.

3. Approval of Minutes

- A. Director of Housing and Homeless Services requests approval of minutes for the meeting of March 22, 2023.**

Motion moved by Michael Silacci and seconded by Judy Myers to approve the March 22, 2023 minutes. Motion passed 4 – 0, with Judy Myers, Michael Silacci, Mike Swanton, and Chair Gustin voting yes via roll call.

4. Set Matters or Public Hearing Items

None.

5. Consent

- A. Auditor-Controller requests the Commission to recommend acceptance of the internal audit quarterly monitoring report to the Napa County Housing Authority for the quarter ended December 31, 2022.**

Motion moved by Michael Silacci and seconded by Judy Myers to approve the internal audit quarterly monitoring report. Motion passed 4 – 0, with Judy Myers, Michael Silacci, Mike Swanton, and Chair Gustin voting yes via roll call.

6. Monthly Reports

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

Presentation by Santino Garcia, Chief Operations Officer

Current occupancy per center: Calistoga - 60; Mondavi – 58; River Ranch - 60

Discussion held.

7. Administrative Items

- A. Director of Housing & Homeless Services requests discussion and possible recommendation to Board of Supervisors to amend Napa County Code section 2.102.020 and adopt a resolution amending the Napa County Housing Commission Bylaws to incorporate and appoint a member of the Napa Valley Farmworker Foundation to the Napa County Housing Commission.**

Discussion held.

Motion moved by Keri Akemi-Hernandez and seconded by Judy Myers to recommend Board of Supervisors adopt resolution amending County Code 2.102.020 and amend the Bylaws to incorporate and appoint a member of the Napa Valley Farmworker Foundation to the Housing Commission. Motion passed 5 – 0, with Keri Akemi-Hernandez, Judy Myers, Michael Silacci, Mike Swanton, and Chair Gustin voting yes via roll call.

- B. Auditor-Controller requests acceptance of the Housing Authority's financial statements for the third quarter ended March 31, 2023.**

Discussion held.

Motion moved by Keri Akemi-Hernandez and seconded by Judy Myers to accept the Housing Authority's financial statement for the third quarter. Motion passed 5 – 0, with Keri Akemi-Hernandez, Judy Myers, Michael Silacci, Mike Swanton, and Chair Gustin voting yes via roll call.

- C. Director of Housing & Homeless Services requests discussion of March future agenda item request and possible recommendation to establish guidelines for future agenda item requests.**

Discussion held.

- D. Director of Housing and Homeless Services requests discussion of Fiscal Year 2023-2024 Proposed Budget and Draft Engineer's Report for County Service Area No. 4 (CSA No. 4).**

Discussion held. Commissioners unanimously agreed with the proposed budget and the Engineer's Report.

8. Executive Director Report

Agenda item regarding expansion of the Commission's duties has been rescheduled for next month.

Housing and Community Development (HCD) will be onsite at the Calistoga Center to

conduct the annual audit. Due to the pandemic, HCD was not available to visit the centers prior to this year.

Installation of the two HVAC systems at Calistoga is underway. The system that supplies the dorm units will be completed this week and the system that supports the cafeteria will be available next month.

Board of Supervisors will review an agreement with the Association for Bay Area Governments (ABAG) to fund the farmworker needs assessment.

9. Commissioner Comments and Direction to Staff

Commissioner Keri Akemi-Hernandez requests future analysis of generators and energy alternatives.

Commissioner Mike Swanton reports that the Cinco de Mayo Golf Tournament, which helps fund the farmworker centers is next week. The Golf Committee received a check for \$15 or \$20,000 to help fund the Calistoga Center HVAC units.

Chair Gustin reported this being his last meeting but will think it over and address at a future meeting.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on May 24, 2023 at 3:00 p.m.

Chris Gustin, Chair

ATTEST: Jennifer Palmer, Secretary of the Commission