

**MINUTES OF THE
NAPA COUNTY HOUSING COMMISSION**

September 28, 2022

1. Call to Order/Roll Call

The Napa County Housing Commission met in regular session on Wednesday, September 28, 2022, at 3:00 p.m. with the following Commissioners present: Keri Akemi-Hernandez, Manuel Rios, Michael Silacci, and Mike Swanton. Chris Gustin excused. The meeting was called to order by Commissioner Mike Swanton.

2. Public Comment

None.

3. Approval of Minutes

- A. Director of Housing and Homeless Services requests approval of minutes for the meeting of August 24, 2022.

Motion moved by Keri Akemi-Hernandez and seconded by Manuel Rios to approve the August 24, 2022 minutes. Motion passed 4 – 0, with Keri Akemi-Hernandez, Manuel Rios, Michael Silacci, and Mike Swanton voting yes via roll call.

4. Set Matters or Public Hearing Items

None.

5. Consent

- A. Director of Housing and Homeless Services requests the Napa County Housing Commission (Housing Commission) adopt a Resolution containing the findings required to continue to hold virtual meetings in compliance with revisions to the Brown Act adopted in AB 361.

Motion moved by Keri Akemi-Hernandez and seconded by Michael Silacci to approve the resolution. Motion passed 4 – 0, with Keri Akemi-Hernandez, Manuel Rios, Michael Silacci, and Mike Swanton voting yes via roll call.

6. Monthly Reports

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

CHDC Chief Operations Officer Santino Garcia reported on the following.

Occupancy per center as of today: Calistoga – 58; River Ranch – 58; and Mondavi – 54. Possible closure of Mondavi and Calistoga in late November depending on need.

New CHDC Housing Director Shaun McClain will be formally introduced at the October 26th meeting.

7. Administrative Items

- A. Presentation by Burbank Housing regarding Joe Serna, Jr. Farmworker Housing Grant Program (FWHG) funding for Heritage House.

Burbank Housing Director of Compliance Alicia Gomez, Vice President of Residential Development Efren Carrillo, and Associate Director of Housing Development Jocelyn Lin made presentation.

Discussion held.

- B. Director of Housing and Homeless Services requests discussion and recommendation to the Housing Authority of Budget Adjustments increasing appropriations in Household Expense for each of the Farmworker Centers (5060-5060501, 5060-5060502, 5060-5060503) for a total of \$63,300, offset by increase in Donations/Contributions and available fund balance to purchase new laundry equipment at each Center.

Staff Services Analyst II Alex Carrasco made presentation.

Motion moved by Keri Akemi-Hernandez and seconded by Michael Silacci to recommend a Budget Adjustment to the Housing Authority to purchase new laundry equipment for each center. Motion passed 4 – 0, with Keri Akemi-Hernandez, Manuel Rios, Michael Silacci, and Mike Swanton voting yes via roll call. Chris Gustin excused.

- C. Auditor-Controller to present fiscal year ended June 30, 2022 (pre-audited) financial statements of the Napa County Housing Authority.

Auditor-Controller Tracy Schulze made presentation.

Discussion held.

- D. Director of Housing and Homeless Services requests discussion of a Farmworker Housing Needs Assessment and establishment of an ad hoc committee to develop a Scope of Work for a related Request for Proposal.

Director of Housing and Homeless Services Jennifer Palmer made presentation.

Discussion held.

Motion moved by Keri Akemi-Hernandez and seconded by Michael Silacci to approve the request to form an ad hoc committee with the Director of Housing and Homeless Services Jennifer Palmer representing the County of Napa and Chris Gustin representing the Housing Commission. Motion passed 4 – 0, with Keri Akemi-Hernandez, Manuel Rios, Michael Silacci, and Mike Swanton voting yes via roll call. Chris Gustin excused.

8. Executive Director Report

Director of Housing and Homeless Services Jennifer Palmer reported on getting estimates for the cost to replace the HVAC units at the Calistoga location. This will be brought back to the Housing Committee as an item to recommend to the Housing Authority at the next meeting.

Director of Housing and Homeless Services Jennifer Palmer requested that California Human Development Corporation (CHDC) provide a summary of maintenance needs for each center as an item at the next meeting.

Discussion held.

9. Commissioner Comments and Direction to Staff

Keri Akemi-Hernandez reported on the Housing Element Advisory Committee (HEAC).

Keri Akemi-Hernandez reported that there will be a detailed review of the draft Environmental Impact Report (EIR) at the next meeting.

Mike Swanton reported on the groundbreaking at Napa Valley Community College and that by October 2024 there will be 548 units of student housing and the previous units can be used for worker housing.

Mike Swanton reported on the memorial service for Louis Flores.

10. Future Agenda Items

None.

11. Adjourn

Meeting adjourned to the next regular meeting on Wednesday, October 26, 2022 at 3:00 p.m.

Mike Swanton (By e-signature)
Mike Swanton, Vice Chair

ATTEST: Jennifer Palmer (By e-signature)
Jennifer Palmer, Secretary of the Commission