

**MINUTES OF THE  
NAPA COUNTY HOUSING COMMISSION**

**February 26, 2025**

**Draft Summary of the Proceedings**

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

Present: Commissioners Keri Akemi-Hernandez, Judith Myers, Jennifer Putnam, Manuel Rios, Michael Silacci, and Mike Swanton

Absent: Commissioner Arnulfo Solorio

Meeting was called to order by: Chair 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 December 05, 2024.

Motion text: Approve the minutes.

Voting Yes: Keri Akemi-Hernandez, Judith Myers, Manuel Rios, Michael Silacci, and Mike Swanton

Voting No: None

Abstain: Jennifer Putnam

Result: Passed

**4. Set Matters or Public Hearing Items**

None.

**5. Consent**

- A. Adoption of meeting schedule for calendar year 2025**

- B. Donation report to the Housing Authority for quarter ending December 31, 2024. No action needed.**

Motion text: Approve the consent calendar.

Voting Yes: Keri Akemi-Hernandez, Judith Myers, Jennifer Putnam, Manuel Rios, Michael Silacci, and Mike Swanton

Voting No: None

Result: Passed

**6. Monthly Reports**

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

Presentation made by Gaby Valencia, CHDC Housing Director.

Occupancy by Center: Calistoga 60, Mondavi 52, River Ranch 27

No public comment.

Discussion held.

**B. Receive an update on the Farmworker Center Standards project.**

Presentation by Emma Moyer, Staff Service Manager. The Farmworker Center Standards is a policy and procedures document is in development. Any organization currently using county funds would adhere to the Standards which include administration, operations, staffing and training requirements, food service, and building and maintenance. A draft is expected by the end of March.

No Public Comment.

Discussion held.

**7. Administrative Items**

**A. Election of Chair and Vice-Chair for calendar year 2025.**

Commissioner Swanton nominates Keri Akemi-Hernandez for Chair and Michael Silacci for Vice-Chair.

Motion text: Appoint Commissioners Akemi-Hernandez for Chair and Silacci for Vice-Chair  
Voting Yes: Keri Akemi-Hernandez, Judith Myers, Jennifer Putnam, Manuel Rios, Michael Silacci, and Mike Swanton  
Voting No: None  
Result: Passed

No public comment.

Discussion held.

**B. Presentation by Auditor-Controller on the Napa County Housing Authority's Financial Audit to for Fiscal Year ending June 30, 2024, performed by Brown Armstrong, Certified Public Accountants.**

Presentation by Tracy Schulze, Auditor-Controller.

No public comment.

Discussion held.

**C. Recommend acceptance of the quarterly monitoring report to the Napa County Housing Authority for the quarter ended December 31, 2024. (Fiscal Impact: Increased Revenues, Mandatory)**

Presentation by Tracy Schulze, Auditor-Controller.

No public comment.

Discussion held.

**D. Discussion of measures taken at the Centers to address heightened immigration enforcement concerns. No action necessary.**

Presentation by Jennifer Palmer, Executive Director.

No public comment.

Discussion held.

**8. Executive Director Report**

Presentation by Jennifer Palmer, Executive Director.

Corey Utsurgori, new Deputy County Counsel for the Housing Commission.

Staff is working with IT to create an occupancy dashboard utilizing Point In Time count platform for visibility of beds available at the centers.

Staff are preparing to apply for a Kaiser Permanente Grant to develop a \$25,000 pilot program for housing navigation services at the centers.

Budget subcommittee have concluded meetings. CHDC is preparing to submit a final budget. Staff do not anticipate the budget increasing CSA No.4 assessment but will increase lodger rent.

Staff are aware that state funding (Joe Serna Jr.) is set to sunset in four years (2029). Staff will take action behind the scenes to plan for additional funding.

Staff will return next month with recommendations to rent collection policies and procedures.

**9. Commissioner Comments and Direction to Staff**

None.

**10. Future Agenda Items**

None.

**11. Adjourn**

Meeting adjourned to the next regular meeting on Wednesday, March 26, 2025, at 3:00 pm.

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Keri Akemi-Hernandez, Chair

ATTEST:

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Jennifer Palmer, Secretary of the Commission