



NOTICE OF REGULAR MEETING
**Sacramento Housing and
Redevelopment Commission**
Wednesday, February 20, 2019 – 6:00 pm
801 12th Street Commission Room
Sacramento CA

ROLL CALL

APPROVAL OF AGENDA

CITIZENS COMMENTS

While the Commission welcomes and encourages participation in the Commission meetings, please limit your comments to three minutes, so that everyone may be heard. If you wish to speak under Citizens Comments or on a posted agenda item, please fill out a speaker card and present it to the Agency Clerk. SHRA provides opportunities for the public to address the Commission at this time in order to listen to opinions regarding non-agendized matters within the subject matter jurisdiction of SHRA. Consistent with the Brown Act, the public comment periods on the agenda are not intended to be "question and answer" periods or conversations with Commission members. Members of the public with questions are encouraged to contact staff before or after the meeting. Commission attendees are requested to silence any electronic devices that they have in their possession during the meeting.

APPROVAL OF MINUTES – January 23, 2019

SPECIAL PRESENTATIONS

1. Presentation to Thank outgoing Commission Chair Tawny Macedo for her service
2. Recognizing Antwan Forbes for Outstanding Participation in the Virginia Tech 2018 Summer Camp Imagination Program

DISCUSSION/BUSINESS

3. Review of Policies Related to Media Relations and Commissioner Code of Conduct/Duty of Loyalty

EXECUTIVE DIRECTOR REPORT

COMMISSION CHAIR REPORT

- Chair Appointments to Executive Committee
- Chair Appointments to Engagement Committee

ITEMS AND QUESTIONS OF COMMISSION MEMBERS

ADJOURNMENT

REPORTS: Copies of documents relating to agenda items are available for review in the Agency Clerk's office located at 801 12th Street, Sacramento CA 95814. Agendas and reports are also posted online at www.shra.org. Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the Agency Clerk's office during normal business hours and will also be available at the meeting.

AMERICANS WITH DISABILITIES ACT: Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Agency Clerk at (916) 440-1363 at least 48 hours prior to the meeting.



MINUTES

**Sacramento Housing and Redevelopment Commission (SHRC)
Special Meeting of January 23, 2019
Meeting noticed on January 18, 2018**

ROLL CALL

The special meeting of the Sacramento Housing and Redevelopment Commission was called to order at 6:00 p.m. by Chair Macedo.

MEMBERS PRESENT: Alcalay, Griffin, Macedo, Morgan, Staajabu, Starks, Wedding

MEMBERS ABSENT: Creswell, Johnson, Nunley (one vacancy)

STAFF PRESENT: La Shelle Dozier, David Levin, Vickie Smith, Lira Goff, Jim Shields, Christine Weichert, LaTanna Jones, Sarah O'Daniel, Tyrone R. Williams, Susan Veazey, Bern Wikhammer, Susie Jackson, Vance Kelly, Louise Eller, Angela Jones

APPROVAL OF AGENDA

The Chair announced that items 1 and 2, 3 and 4, and 5 and 6 would be heard together.

CITIZENS COMMENTS

Robert Coughlin, Jeff Tardiguilla, Elliot Stevenson, and Les Light provided comments.

APPROVAL OF MINUTES

December 6, 2018 minutes were approved as submitted.

DISCUSSION/BUSINESS

1. Authorization for the Housing Authority to elect to become subject to the California Uniform Public Construction Cost Accounting (Act) Procedures and Approval of Amended Sacramento Housing and Redevelopment Agency (Agency) Procurement Policy – City report

2. Authorization for the Housing Authority to elect to become subject to the California Uniform Public Construction Cost Accounting (Act) Procedures and Approval of Amended Sacramento Housing and Redevelopment Agency (Agency) Procurement Policy – County report

Vance Kelly presented the items.

Commissioner Griffin motioned to approve the staff recommendation in the reports listed above. Commissioner Morgan seconded the motion. The votes were as follows:

AYES: Alcalay, Griffin, Macedo, Morgan, Staajabu, Starks, Wedding

NOES: None

ABSENT: Creswell, Johnson, Nunley (one vacancy)

ABSTAIN: None

3. Audit Services Contract for Sacramento Housing and Redevelopment Agency – City report

4. Audit Services Contract for Sacramento Housing and Redevelopment Agency – County report

Susana Jackson presented the items.

Commissioner Morgan motioned to approve the staff recommendation in the reports listed above. Commissioner Griffin seconded the motion. The votes were as follows:

AYES: Alcalay, Griffin, Macedo, Morgan, Staajabu, Starks, Wedding

NOES: None

ABSENT: Creswell, Johnson, Nunley (one vacancy)

ABSTAIN: None

5. Twin Rivers Transit Oriented Development and Light Rail Station – Application for Affordable Housing and Sustainable Communities Grant and Loan Commitment of Choice Neighborhoods Funds to Twin Rivers Phase 2 - City Report
6. Twin Rivers Transit Oriented Development and Light Rail Station Project: Choice Neighborhoods Implementation Grant Funds for Phase 2 Housing In Support Of an Affordable Housing and Sustainable Housing Grant Application

Bern Wikhammer presented the items.

Commissioner Alcalay motioned to approve the staff recommendation in the reports listed above. Commissioner Griffin seconded the motion. The votes were as follows:

AYES: Alcalay, Griffin, Macedo, Morgan, Staajabu, Starks, Wedding

NOES: None

ABSENT: Creswell, Johnson, Nunley (one vacancy)

ABSTAIN: None

PRESENTATION

7. No Place Like Home Program Presentation

Cindy Cavanaugh from Sacramento County presented the item.

Robert Coughlin, Jefferey Tardiguilla and Les Light provided comments.

DISCUSSION/BUSINESS

8. Approval of \$1,300,000 Loan Commitment for Sunrise Pointe

Louise Eller presented the item.

Commissioner Morgan motioned to approve the staff recommendation in the reports listed above. Commissioner Griffin seconded the motion. The votes were as follows:

AYES: Alcalay, Griffin, Macedo, Morgan, Staajabu, Starks, Wedding

NOES: None

ABSENT: Creswell, Johnson, Nunley (one vacancy)

ABSTAIN: None

9. Election of SHRA Commission Chair and Vice-Chair for 2019
 Chair Macedo asked for nominations for the position of Commission Chair for 2019.

Commissioner Griffin nominated Commissioner Morgan.

Commissioner Alcalay nominated himself.

Commissioner Staajabu motioned to close nominations for Chair. Commissioner Griffin seconded the motion. The votes were as follows:

AYES: Alcalay, Griffin, Macedo, Morgan, Staajabu, Starks, Wedding

NOES: None

ABSENT: Creswell, Johnson, Nunley (one vacancy)

ABSTAIN: None

Chair Macedo asked members to vote for either Commissioner Morgan or Commissioner Alcalay for Chair. By a 5-2 vote, Commissioner Morgan was elected chair for 2019. Voting results are outlined below.

ALCALAY	<u>ALCALAY</u>	MORGAN	<u>MORGAN</u>
CRESWELL	<u>ABSENT</u>	NUNLEY	<u>ABSENT</u>
GRIFFIN	<u>MORGAN</u>	STAAJABU	<u>MORGAN</u>
JOHNSON	<u>ABSENT</u>	STARKS	<u>MORGAN</u>
MACEDO	<u>ALCALAY</u>	WEDDING	<u>MORGAN</u>

Chair Macedo asked for nominations for the position of Commission Vice-Chair for 2019.

Commissioner Staajabu nominated Commissioner Griffin.

Commissioner Alcalay nominated Commissioner Wedding.

Commissioner Staajabu motioned to close nominations for Chair. Commissioner Griffin seconded the motion. The votes were as follows:

AYES: Alcalay, Griffin, Macedo, Morgan, Staajabu, Starks, Wedding

NOES: None

ABSENT: Creswell, Johnson, Nunley (one vacancy)

ABSTAIN: None

Chair Macedo asked members to vote for either Commissioner Griffin or Commissioner Wedding for Vice-Chair. By a 6-1 vote, Commissioner Griffin was elected Vice-Chair for 2019. Voting results are outlined below.

ALCALAY	<u>Wedding</u>	MORGAN	<u>Griffin</u>
CRESWELL	<u>ABSENT</u>	NUNLEY	<u>ABSENT</u>
GRIFFIN	<u>Griffin</u>	STAAJABU	<u>Griffin</u>
JOHNSON	<u>ABSENT</u>	STARKS	<u>Griffin</u>
MACEDO	<u>Griffin</u>	WEDDING	<u>Griffin</u>

PRESENTATION

10. Review of Policies Related to Media Relations and Commissioner Conduct/Duty of Loyalty

Angela Jones and David Levin presented the item.

Jefferey Tardaguilla provided comments.

Staff was directed to solicit additional input from the Commission and bring back a final draft of the policy for review and approval.

EXECUTIVE DIRECTOR REPORT

Executive Director La Shelle Dozier reviewed the following:

- Next meeting will be on February 20th
- Habitat for Humanity event on March 9th
- Federal Government shut-down update.

COMMISSION CHAIR REPORT

No report.

ITEMS AND QUESTIONS OF COMMISSION MEMBERS

Commissioner Griffin complemented Chair Macedo on her work as the Chair in 2018.

Commissioner Wedding asked additional questions about the shutdown to which staff responded.

ADJOURNMENT

As there was no further business to be conducted, Chair Macedo adjourned the meeting at 7:44 pm.

Clerk

February 20, 2019



Sacramento Housing and Redevelopment Commission
Sacramento, California

Honorable Members in Session:

SUBJECT Review of Draft Policies Related to Media Relations and Commissioner Code of Conduct and Duty of Loyalty.

RECOMMENDATION

Staff recommends approval of the attached policies for Commission members related to media relations, code of conduct and duty of loyalty.

CONTACT PERSONS

Angela Jones, Public Information Officer, 916-440-1355
David Levin, General Counsel, 916-440-1304

SUMMARY

At its meeting on January 16, 2019, staff reported back after reviewing SHRA policies and those of similar organizations in reference to media relations protocol, code of conduct and duty of loyalty as Commission members, including their capacity serving on other boards. Following the discussion, staff was directed to incorporate comments into draft policies and report back to the Commission.

FINANCIAL CONSIDERATIONS

Not applicable.

POLICY CONSIDERATIONS

Not applicable.

ENVIRONMENTAL REVIEW

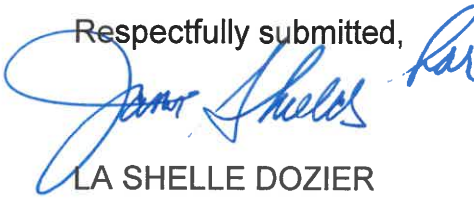
Not applicable.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

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M/WBE AND SECTION 3 CONSIDERATIONS

Not applicable.

Respectfully submitted, 
LA SHELLE DOZIER
Executive Director

Attachments

Attachment 1 –Draft SHRC Media Relations Policy

Attachment 2 – Draft Code of Conduct, Duty of Loyalty, and Ethics Policy



**Sacramento Housing and Redevelopment Agency
POLICY/PROCEDURE INSTRUCTION**

TO: Sacramento Housing and Redevelopment Commission

FROM: La Shelle Dozier, Executive Director

POLICY SUBJECT: Media Relations

EFFECTIVE: [Date]

Supersedes:

Dated:

Scope and Purpose:

Scope - This policy applies to all members of the Sacramento Housing and Redevelopment Commission (SHRC), a governing board of the Sacramento Housing and Redevelopment Agency (SHRA/Agency).

Purpose - The purpose of this SHRC Media Relations Policy is to establish a protocol for responding appropriately to media inquiries to ensure that all information released to the media is accurate and consistent with the Agency's position, and provided in a timely and efficient manner. This policy works in conjunction with the Agency's media policy.

Policy:

Commission members, as individual members of the community, have the right to make public comment in a private capacity. Members are not prohibited from speaking to the media about Agency issues on which the Commission has officially voted. However, members do not serve as spokespersons on behalf of the Agency. When speaking to the media, Commissioners should clearly state to reporters that they are not commenting as a spokesperson for SHRA or its Commission. Members must clearly state if they are commenting in the capacity of their relationship with some other organization or entity. Commission members must advise the Public Information Officer of their media contact beforehand.

The PIO is responsible for SHRA's media relations under the direction of the Executive Director. The Executive Director, or her designee, shall serve as the media spokesperson on behalf of the Agency. Requests for information from the media should

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POLICY/PROCEDURE INSTRUCTION
Media Relations – [Date]

be given a high priority and addressed as quickly and efficiently as possible. All information released must be accurate and consistent with Commission policy and the release of such information shall not violate any legal privilege or other law. Generally, the business of the Agency is public and is therefore public information. However, state and federal laws provide many exceptions as noted in the Public Records Act.

Procedure:

Responding to media calls - Any Commission member who receives a request for information from a member of the news media should immediately refer the reporter to the PIO without comment on the subject matter.

Speakers Bureau – Commission members volunteering for the Agency’s Speakers Bureau shall work with the PIO in preparing for Agency approved presentations to provide clarity on message points and assist with follow-up information if needed.

Process:

Agency Clerk must:

1. Disseminate this policy to all Commission members.

Commission members must:

1. Comply with the policy.

Non-compliance

Failure to comply with this policy may result in a review by the SHRC Executive Committee.

D R A F T
Sacramento Housing and Redevelopment Agency

CODE OF CONDUCT, DUTY OF LOYALTY, AND ETHICS POLICY

TO: The Sacramento Housing and Redevelopment Commission
FROM: La Shelle Dozier, Executive Director
POLICY SUBJECT: Agency Code of Conduct, Duty of Loyalty, and Ethics Policy
EFFECTIVE: February __, 2019

Scope - This policy applies to all members of the Sacramento Housing and Redevelopment Agency Commission (Commission). ~~Agency, the Housing Authority of the County of Sacramento, and the Housing Authority of the City of Sacramento (collectively~~

Purpose - The purpose of this Policy is to help you understand the Sacramento Housing and Redevelopment Agency (Agency)'s expectations for ethical and responsible behavior and related legal requirements.

Policy: As a public agency, the Agency is committed to acting in the best interest of the communities and clients whom we serve. We have the same expectation of our Commissioners and employees. Therefore, the Sacramento Housing and Redevelopment Commission has established this Code of Conduct, Duty of Loyalty, and Ethics Policy for its members to make themselves aware of certain ethical requirements related to the conduct of business at the Agency.

The Commission Members' Conduct and Role

The Commission and its members should act in an ethical, businesslike, productive, and lawful manner. Commission members should avoid even the appearance of impropriety to ensure and maintain public confidence in the Agency.

Specifically:

- a) Commission members shall conduct themselves in accordance with all laws.
- b) Commission members should conduct themselves with civility and respect at all times with one another, with staff, and with members of the public.
- c) Commission members are expected to demonstrate loyalty to the interests of the Agency and its residents and programs. This supersedes any conflicting loyalty such as to advocacy or interest groups and membership on other Commissions, boards, or staffs.
- d) Commission members may not attempt to exercise individual authority over the organization except as explicitly set forth in Commission policies.

~~i) Commission members should not provide direction to the Agency Executive Director or staff, except where explicitly authorized by the Commission ~~must recognize the lack of authority vested in them as individuals in their interactions with the Executive Director or with staff, except where explicitly Commission authorized.~~~~

ii) Commission members must recognize that a Commissioner's responsibility is not to make the day to day management decisions of the Agency, but to see that it is well run by carrying out policy making, planning, and appraisal functions, and by providing direction and taking formal action in support of these functions.

iii) In their interactions with the public, press or other entities, Commission members should recognize the same limitation and the inability of any Commission member to speak for the Commission or for other Commission members except to repeat explicitly stated Commission decisions.

e) Commission members shall at all times endeavor to express their individual opinions in a responsible manner, without causing harm to the Agency, to the Agency's governing boards, to the public and residents, or to other Commission members and the Agency staff.

i) Each member of the Commission is expected to support the legitimacy and authority of the decisions of the Commission concerning any matter, irrespective of the member's personal position.

ii) Commission members retain the right to criticize the decisions of the Agency, but in doing so should make it clear that it is their opinion, and not the opinion of the Commission or other Commission members, and so long as it complies with the limitations set forth in these policies. Commission members are encouraged to notify the Executive Director in advance when they plan to speak publicly in opposition to Agency decisions and policies.

iii) Commissioners must refer all complaints, including any personal criticisms, to the Executive Director, and only after failure of administrative solution, pursue such matters with the Executive Committee of outside the Commission, recognizing the individual rights of a Commissioner as a citizen appointee and the responsibility such appointment implies.

f) Commission members should prepare themselves for Commission deliberations.

g) Commission members shall discourage former Commission members from attempting to influence the Commission, individual Commission members or staff, on behalf of any third party (other than a governmental entity) from whom the former Commission member is receiving compensation, on any matter that the former Commission member substantially participated in during his or her tenure with the Commission.

(h) Commission members are to make decisions in terms of the most economical and efficient method toward the best interests of all citizens, particularly those of low-and moderate income. Decisions will provide an equal opportunity to all citizens regardless of race, creed, religion, sex, gender orientation or identification, national origin, age, disability, or English language proficiency.

(i) Commission members are not to meet “ex parte” (by or for one party only) with potential developers, contractors, funding or program applicants once a proposal, application, or other similar submission has been made to the Agency. Such ex parte contact while the contract is pending by applicants, third parties, or higher level officials has the appearance of bias and unduly influencing the decision-maker. If there is such ex parte contact, the communication must be made a part of the record and shared with all of the applicants.

(j) Commission members should seek and maintain an equitable, honorable, and cooperative association with fellow public housing officials and all others who are concerned with the proper and professional management of public housing developments.

Ethical Conduct

The Sacramento Housing and Redevelopment Commission will comply with all federal, California and local Conflict of Interest, Duty of Loyalty, and Ethics laws.

(a) California. Two California laws must be considered in analyzing a potential conflict of interest: the Political Reform Act and Section 1090. Additionally, the California Public Contract Code has prohibits self-dealing and conflict of interests in procurement activities.

- i) More specifically, California Health and Safety Code Section 34328.2 prohibits members of any housing authority governing board or commission to have any direct or indirect interest in any housing project or property (including maintenance, materials, supplies, etc.).

(b) Federal. In addition to the various California ethical and conflict of interest statutes and regulations, the United States Department of Housing and Urban Development (HUD) addresses conflicts of interests in each of its programs. For example, the Housing Choice Voucher Program conflict provisions may be found at 24 CFR 982.161; for the HOME program, 24 CFR 92.356; and, for CDBG at 24 CFR 570.611.

- i) Federal procurement as it applies to housing authorities and non-federal program grantees is now consolidated in the Uniform Administrative Requirements for State and Local Governments (2 CFR 200):

- ii) Conflicts of Interest. The Housing Agency, including its Commissioners, must disclose in writing any potential conflict of interest.

HUD's Annual Contribution Contracts.

All Commissioners and Housing Authority staff shall be bound by the following Ethical Standards which are from the U.S. Department of Housing and Urban Development's (HUD) Public Housing Annual Contributions Contract (ACC):

a. In addition to any other applicable conflict of interest requirements, neither housing authority nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project under this ACC in which any of the following classes of people that housing authority has an interest, direct or indirect, during his or her tenure or for one year thereafter:

i. Any present or former member or officer of the governing body of housing authority, or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant Commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, housing authority, or a business entity.

ii. Any employee of housing authority who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.

iii. Any public official, member of the local governing body, or State or local legislator, or any member of such individuals' immediate family, who exercises functions or responsibilities with respect to the project(s) or housing authority.

b. Any member of these classes of persons must disclose the member's interest or prospective interest to housing authority and HUD.

c. The requirements of this may be waived by HUD for good cause, if permitted under State and local law. No person for whom a waiver is requested may exercise responsibilities or functions with respect to the contract to which the waiver pertains.

d. The provisions of this subsection shall not apply to the General Depository Agreement entered into with an institution regulated by a Federal agency, or to utility service for which the rates are fixed or controlled by a State or local agency.

e. Nothing in this section shall prohibit a tenant of housing authority from serving on the governing body of housing authority.

f. ~~Agency~~The Agency may not hire an employee in connection with a project under this ACC if the prospective employee is an immediate family member of any person belonging to one of the following classes:

i. Any present or former member or officer of the governing body of ~~Agency~~ the Agency. There shall be excepted from this prohibition any former tenant Commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the Agency.

ii. Any employee of the Agency who formulates policy or who influences decisions with respect to the project(s).

iii. Any public official, member of the local governing body, or State or local legislator, who exercises functions or responsibilities with respect to the project(s) or the Agency.

g. The prohibition shall remain in effect throughout the class member's tenure and for one year thereafter.

h. The class member shall disclose to the Agency and HUD the member's familial relationship to the prospective employee. The requirements of this subsection may be waived by the Commission for good cause, provided that such waiver is permitted by State and local law.

j. For purposes of this section, the term "immediate family member" means the spouse, mother, father, brother, sister, or child of a covered class member (whether related as a full blood relative or as a "half" or "step" relative, e.g., a half-brother or stepchild).

Annual Certification and Form 700 Disclosure.

Separate and apart from this Code of Conduct, Duty of Loyalty and Ethics Policy, the Agency has a separate Conflict of Interest Code as required by the California Political Reform Act (California Government Code §81000 et seq.).

Commission members are required to certify and acknowledge their understanding of and their compliance with these policies and codes. In addition, Commission members must submit disclosures as specified in Form 700 each April 1 for the prior calendar year.