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REGULAR BOARD OF COMMISSIONERS' MEETING

MAY 22, 2024

AGENDA

LOCATION: 680 N. DOUTY STREET
HANFORD, CALIFORNIA

10:00 A.M.

THIS MEETING IS CONDUCTED IN ACCORDANCE WITH THE
REQUIREMENTS OF THE GOVERNOR'S EXECUTIVE ORDER N-33-20
NO PUBLIC MEMEBERS WILL BE ALLOWED IN THE MEETING
THE MEETING WILL BE HELD BY TELECONFERENCE AT THE ABOVE LOCATION.
MEMBERS OF THE PUBLIC MAY DIAL IN.

United States: 1 (408) 650-3123

Access Code: 731-894-733

1) Roll Call

2) Unscheduled Appearances

Any person may address this Board at this time on any item on the agenda, or on any other item of interest to the public, that is within the subject matter jurisdiction of the Board. Three (3) minutes are allowed for each item.

3) Review and Approval of April 24, 2024 Regular Board Meeting Minutes

Pages 1-2

4) Review and Approval of Receipts and Expenditures for April 2024

Pages 3-10

5) Unfinished Business:

A. NONE

6) New Business:

A. Review and Approval by Resolution changes to the Utility Allowance Schedule for the Low Income Public Housing and Kettleman City prepared and submitted by Goodwin and Associates, effective July 1, 2024. **Resolution #24-02**

Pages 11-13

B. Review and Approval by Resolution changes to the Utility Allowance Schedule for the Section 8 multi- family and single family prepared and submitted by Goodwin and Associates, effective July 1, 2024. **Resolution #24-03**

Pages 14-19

C. Review and Approval by Resolution Approving Allocation of up to twenty (20) project based Vouchers for Shiloh Apartments, an Affordable Housing Rehabilitation in Hanford, Ca (1000 Rodgers Rd., Hanford, California) **Resolution #24-04**

Page 20

D. Review and Approval by Resolution Approving Allocation of up to three (3) project based Vouchers for Kings Rehabilitation Center, an Affordable Housing Development in Hanford, Ca (494 E. N. Hanford-Armona Rd., Hanford, California) **Resolution #24-05**

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F. Review and Approval of Workplace Violence Prevention Plan

Pages 22-37

Any Late Documents relating to an agenda item that are distributed to the Commissioners less than 72 hours prior to the scheduled meeting are available for public inspection, at the time they are distributed to the Commissioners, at the Administrative Office as addressed below.

7) Correspondance

A. NONE

8) Management

A. Current Status of Program Operations

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9) Close Session

A. Regarding Litigation (NONE)

B. Regarding Employee Relations (NONE)

10) Open Session

11) Commissioners' Items

12) Adjournment

Any Late Documents relating to an agenda item that are distributed to the Commissioners less than 72 hours prior to the scheduled meeting are available for public inspection, at the time they are distributed to the Commissioners, at the Administrative Office as addressed below.

Administration Office: 680 North Douty Street • P.O. Box 355 • Hanford, California 93232-0355
Phone: (559) 582-2806 • Fax (559) 583-6964

THE 746TH MEETING OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE COUNTY OF KINGS CALIFORNIA

The Regular Meeting of the Board of Commissioners of the Housing Authority of the County of Kings was called to order April 24, 2024, at 10:00 a.m. Vice Chairman Robinson

The Meeting was conducted via Teleconference.

1) ROLL CALL

Secretary Sandra Jackson-Bobo called the roll:

PRESENT: Rusty Robinson
Joe Neves
Richard Fagundes
Richard Valle arrived 10:05 am
ABSENT: Doug Verboon

Also present were the following:

Sandra Jackson-Bobo - HAKC Executive Director
Michele Rodrigues - HAKC Finance Manager
Jennifer Molina - HAKC Administrative Assistant
Christina Di Filippo - HAKC Attorney

2) There was a matter that came to the attention of Staff after the agenda was posted which included Board Approval. The board voted unanimously that the item was deemed an urgency and added to the agenda as such. After discussion Commissioner Neves made the motion to add to the agenda Review and Approval for the GASBA 68 retirement evaluation. Commissioner Fagundes seconded the motion to add. Commissioner Neves made a motion to take action to hire. Commissioner Fagundes seconded the motion and the Board approved by the following votes: AYES-Robinson, Neves and Fagundes NOES- None ABSENTIONS- None ABSENTS- Valle and Verboon.

3) UNSCHEDULED APPEARANCES

NONE

4) REVIEW AND APPROVAL MARCH 27, 2024 REGULAR BOARD MEETING MINUTES

A motion was presented by Commissioner Neves to approve the minutes for the Regular Board Meeting for March 27, 2024. Commissioner Fagundes seconded the motion, and the Board approved the minutes by the following votes: AYES- Robinson, Fagundes, and Neves NOES-None. ABSTENTIONS-None ABSENT-Valle and Verboon.

5) REVIEW AND APPROVAL OF RECEIPTS AND EXPENDITURES FOR MARCH 2024

A motion was presented by Commissioner Neves to approve the Receipts and Expenditures for March 2024. Commissioner Fagundes seconded the motion, and the Receipts and Expenditures were approved by the following votes: AYES- Robinson, Fagundes, and Neves. NOES-None ABSTAIN- None. ABSENT-Valle and Verboon.

6) UNFINISHED BUSINESS

A. NONE

7) NEW BUSINESS:

A. PUBLIC HEARING REGARDING THE UPDATE OF PHA ANNUAL PLAN FOR FISCAL YEAR 2024.

Vice Chairman Robinson opened the Public Hearing regarding the update of PHA Annual Plan for Fiscal Year 2024, at 10:06 a.m. and indicated that comments would be taken for consideration. There being no one from the public present or any comments submitted, the public hearing was closed at 10:06 a.m.

B. REVIEW AND APPROVAL BY RESOLUTION FOR THE UPDATED PHA ANNUAL PLAN FOR FISCAL YEAR 2024. **RESOLUTION #24-01.**

A motion was presented by Commissioner Fagundes to adopt **Resolution #24-01** as amended with new updates approving the PHA Annual Plan for Fiscal Year 2024. Commissioner Neves seconded the motion, and the Board approved to adopt **Resolution #24-01** by the following votes: AYES: Robinson, Fagundes, Neves, and Valle. NOES: None. ABSTAIN: None. ABSENT: Verboon.

C. REVIEW AND APPROVAL OF WRITE OFF'S FOR 53-1 SUNNYSIDE VILLAGE FOR QUARTER ENDING MARCH 31, 2024.

A motion was presented by Commissioner Neves to approver write-offs for 53-1 Sunnyside Village for quarter ending March 31, 2024. Commissioner Valle seconded the motion to approve and the write-offs were approved by the following votes: AYES- Robinson, Neves, Fagundes and Valle. NOES-None. ABSTAIN-None. ABSENT- Verboon.

8) CORRESPONDENCE

A. NONE

9) MANAGEMENT

A. Current Status of Program Operations

10) CLOSED SESSION

A. Regarding Litigation (NONE)

B. Regarding Employee Relations (NONE)

11) OPEN SESSION

A. NONE

12) COMMISSIONER'S ITEMS

13) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:14 a.m.

Secretary

OPB
MONTHLY BILLS
APRIL 30, 2024

ACCOUNT NO.	ACCOUNT DESCRIPTION	VENDOR	MGMT FEES 015	ADMIN 100	CAMERON COMMON 200	KETTLEMAN CITY 300	ADMIN FLC 400	LOW RENT 500	VOUCHERS 600	CORCORAN STATION 700	TRANSITIONAL FOSTER HOUSING 701	TOTAL
4110	PAYROLL	KINGS COUNTY HA - ADMIN.PAYROLL	8,644.78	3,472.54	1,268.67	727.11	679.83	22,047.85	19,683.58	3,182.91	214.62	59,921.89
		CURRENT TOTAL	8,644.78	3,472.54	1,268.67	727.11	679.83	22,047.85	19,683.58	3,182.91	214.62	59,921.89
		PREVIOUS MONTH TOTAL	8,476.54	3,395.76	1,307.23	862.78	645.02	23,051.32	16,897.47	3,264.70	209.25	58,130.07
		YEAR-TO-DATE TOTAL	60,156.93	24,158.76	9,421.41	8,615.29	4,762.56	184,689.42	134,511.88	18,609.66	1,502.96	446,428.87
4130	LEGAL	GRISWOLD LASALLE COBB DOWD & GINLAW OFFICES		1.57	50.39	975.40	7.87	1,820.79	541.68	69.28	3.14	3,470.12
		CURRENT TOTAL		1.57	50.39	975.40	7.87	1,820.79	541.68	69.28	3.14	3,470.12
		PREVIOUS MONTH TOTAL		0.63	16.80	1,227.06	2.63	834.39	568.61	23.10	1.06	2,674.28
		YEAR-TO-DATE TOTAL		10.12	563.30	5,003.18	50.08	14,373.94	3,833.16	440.65	20.04	24,294.47
4140	STAFF TRAINING											
		CURRENT TOTAL										
		PREVIOUS MONTH TOTAL		0.92	29.49	36.86	4.61	246.98	634.10	40.55	1.84	995.35
		YEAR-TO-DATE TOTAL										
4150	TRAVEL	MICHELE RODRIGUES		4.50			0.64	34.02	11.32	1.53	0.45	52.46
		CURRENT TOTAL		4.50			0.64	34.02	11.32	1.53	0.45	52.46
		PREVIOUS MONTH TOTAL		31.76			4.52	239.90	79.80	10.88	3.14	370.00
		YEAR-TO-DATE TOTAL		36.26			5.16	273.92	91.12	12.41	3.59	422.46
4160	AUTOMOBILE EXPENSE	GARY V. BURROWS, INC	102.73	15.05			0.99		140.98			259.75
		OIL CHANGER				32.87	3.19	248.29	3.19	5.50		289.85
		PACIFIC TOWING & TRANSPORT	38.26	6.04			0.55		16.91			61.76
		CURRENT TOTAL	140.99	21.09		32.87	1.54	248.29	161.08	5.50		611.36
		PREVIOUS MONTH TOTAL	12.40	1.49		5.06		38.25	38.67	0.85		96.72
		YEAR-TO-DATE TOTAL	586.83	88.08		58.60	6.25	442.73	725.47	9.82		1,917.78

OPF
MONTHLY BILLS
APRIL 30, 2024

ACCOUNT NO.	ACCOUNT DESCRIPTION	VENDOR	MGMT FEES 015	ADMIN 100	CAMERON COMMON 200	KETTLEMAN CITY 300	ADMIN FLC 400	LOW RENT 500	VOUCHERS 600	CORCORAN STATION 700	TRANSITIONAL FOSTER HOUSING 701	TOTAL
4171	AUDIT EXPENSE											
	BDO			627.87	780.63	936.54	500.95	1,957.38	2,022.09			6,825.46
	SMITHMARION			126.68	162.96	188.97	101.08	394.93	402.55			1,377.17
				754.55	943.59	1,125.51	602.03	2,352.31	2,424.64			8,202.63
	PREVIOUS MONTH TOTAL											
	YEAR-TO-DATE TOTAL			2,850.48	3,639.57	4,251.81	2,274.27	8,886.27	9,084.54			30,986.94
4190	SUNDRY											
	AT&T							4.43				4.43
	AT&CALNET		52.97	27.02		27.79	2.90	213.84	276.17	84.64		685.33
	AUTOMATED OFFICE SYSTEMS			15.27	7.61	3.63	0.42	141.04	260.45	4.30	0.18	432.90
	CLASSIC HOME INVESTMENTS							390.00	525.00			915.00
	COUNTY OF KINGS - CENTRAL SERVICES			0.34	10.77		1.68	56.55	57.89			127.23
	FIRST BANKCARD		36.22	9.88		49.15	0.68	1,440.84	1,358.74	20.89		2,916.40
	KINGS COUNTY HA - ADMIN				15.21	19.83	1.87	106.46	54.81	15.48	1.20	214.86
	LORRENDA HATFIELD - PETTY CASH			36.00	6.00		6.00					54.00
	MARY LALANNE CPA									50.00		50.00
	NAN MC KAY AND ASSOCIATES INC								1,782.40			1,782.40
	ODP BUSINESS SOLUTIONS, LLC		71.92	20.96	44.39		8.30	232.96	644.50	48.25		1,071.28
	ONLINE INFORMATION SERVICES				12.30		6.15					18.45
	QUADIENT FINANCE USA, INC.					149.00		623.94	225.26	1.80		1,000.00
	TCM INVESTMENTS, L.P.			1.01	15.18	26.66	2.81	181.24	95.05	16.80		338.75
	U.S. POSTAL SERVICE		167.89	45.76			3.13		107.77			324.55
	WAL-MART CAPITAL ONE							212.65				212.65
	CURRENT TOTAL		329.00	156.24	111.46	276.06	33.94	3,603.95	5,388.04	242.16	7.38	10,148.23
	PREVIOUS MONTH TOTAL		110.79	237.83	94.51	141.28	35.26	3,525.12	5,185.18	227.73	12.40	9,570.10
	YEAR-TO-DATE TOTAL		1,715.07	4,293.69	1,224.86	2,554.24	273.60	31,982.92	40,461.95	2,872.49	91.64	85,470.46
4191	REPLACEMENT RESERVE											
	CORCORAN STATION				606.00					800.00		800.00
	KINGS COUNTY HA - CAMERON											606.00
	KINGS COUNTY HA - KETTLEMAN					645.00						645.00
	CURRENT TOTAL				606.00	645.00				800.00		2,051.00
	PREVIOUS MONTH TOTAL				606.00	645.00						2,051.00
	YEAR-TO-DATE TOTAL				4,242.00	4,515.00				5,600.00		14,357.00
4193	BOND FEE COSTS											
	CURRENT TOTAL											
	PREVIOUS MONTH TOTAL											
	YEAR-TO-DATE TOTAL											

OPF
MONTHLY BILLS
APRIL 30, 2024

ACCOUNT NO.	ACCOUNT DESCRIPTION	VENDOR	MGMT FEES 015	ADMIN 100	CAMERON COMMON 200	KITTLEMAN CITY 300	ADMIN FLC 400	LOW RENT 500	VOUCHERS 600	CORCORAN STATION 700	TRANSITIONAL FOSTER HOUSING 701	TOTAL
4195	COMPUTER COSTS											
	AFFORDABLE HOUSING NETWORK LLC				4.67	26.47	1.57	138.01	875.00	29.11		875.00
	COMCAST CABLE								217.59			417.42
	FIRST BANKCARD		0.37		11.17	14.01	1.74	93.72	60.09	15.38	0.74	197.22
	WAY OUT WEST COMPUTERS		1.82		57.37	35.35	8.96	389.65	151.95	38.85	1.80	685.75
	CURRENT TOTAL		2.19		73.21	75.83	12.27	621.38	1,304.63	83.34	2.54	2,175.39
	PREVIOUS MONTH TOTAL		0.35		15.12	39.57	3.19	225.66	273.80	200.75	0.70	759.14
	YEAR-TO-DATE TOTAL		8.92		311.86	438.78	54.37	3,402.53	5,253.29	1,477.51	10.22	10,957.48
4220	TENANT SERVICES											
	CURRENT TOTAL		-	-	-	-	-	75.00	-	-	-	75.00
	PREVIOUS MONTH TOTAL		-	-	-	-	-	350.00	-	-	-	350.00
4310	WATER											
	ARMONA COMMUNITY SERVICE DISTRICT						305.50	812.15				1,117.65
	CORCORAN CITY OF							2,409.68		669.48		3,079.16
	HANFORD UTILITY CITY OF							4,675.57			44.58	5,049.91
	KITTLEMAN CITY COMM. SERVICE DISTRICT		(33.87)		363.63	2,087.20						2,087.20
	LEMOORE CITY OF - UTILITIES										61.00	61.00
	CURRENT TOTAL		(33.87)		363.63	2,087.20	305.50	7,897.40	-	669.48	105.58	11,394.92
	PREVIOUS MONTH TOTAL		119.15		396.61	2,016.80	305.50	7,847.90	-	923.77	103.64	11,713.37
	YEAR-TO-DATE TOTAL		629.51		2,720.18	16,150.40	1,931.50	57,907.61	-	4,436.18	687.13	84,462.51
4320	ELECTRIC											
	ARMONA COMMUNITY SERVICE DISTRICT						5.00	17.00				22.00
	PACIFIC GAS AND ELECTRIC							913.53				4,248.86
	SOUTHERN CALIFORNIA EDISON CO.		261.68		22.82	363.79		1,752.87		2,868.65	102.89	2,037.37
	CURRENT TOTAL		261.68		22.82	363.79	5.00	2,683.40	-	2,868.65	102.89	6,308.23
	PREVIOUS MONTH TOTAL		348.38		177.04	381.82	5.00	3,742.69	-	2,794.66	216.02	7,665.61
	YEAR-TO-DATE TOTAL		2,525.79		836.86	2,291.80	35.00	20,988.79	-	20,271.36	1,808.13	48,757.73
4330	GAS											
	PACIFIC GAS AND ELECTRIC											73.93
	THE GAS COMPANY		22.70		4.77	73.93	30.76	274.21		609.32	67.06	1,008.82
	CURRENT TOTAL		22.70		4.77	73.93	30.76	274.21	-	609.32	67.06	1,082.75
	PREVIOUS MONTH TOTAL		95.23		19.38	97.77	660.25	97.77	-	701.50	211.30	1,785.43
	YEAR-TO-DATE TOTAL		610.16		58.98	356.76	30.76	3,711.53	-	4,656.98	954.63	10,379.80

OPF
MONTHLY BILLS
APRIL 30, 2024

ACCOUNT NO.	ACCOUNT DESCRIPTION	VENDOR	MGMT FEES 015	ADMIN	CAMERON COMMON	KETTLEMAN CITY	ADMIN FLC	LOW RENT	VOUCHERS	CORCORAN STATION	TRANSITIONAL FOSTER HOUSING	TOTAL
4390	OTHER UTILITIES											
	ARMONA COMMUNITY SERVICE DISTRICT			186.25				633.25				819.50
	CORCORAN CITY OF							2,532.89		1,040.53		3,573.42
	HANFORD UTILITY CITY OF		113.95	744.96				3,628.10			29.71	4,516.72
	KETTLEMAN CITY COMM. SERVICE DISTRICT				1,440.00							1,440.00
	LEMOORE CITY OF - UTILITIES										27.70	27.70
	CURRENT TOTAL											
	PREVIOUS MONTH TOTAL		113.95	744.96	1,440.00	186.25	6,794.24	-	-	1,040.53	57.41	10,377.34
	YEAR-TO-DATE TOTAL		42.83	694.40	1,440.00	186.25	6,484.91	-	-	1,040.53	50.60	9,939.52
			370.93	4,911.36	10,080.00	1,303.75	45,441.24	-	-	7,283.71	361.01	69,752.00
4410	PAYROLL - MAINTENANCE											
	KINGS COUNTY HA - ADMIN.PAYROLL			2,310.68	4,275.90	71.74	17,117.20			175.62	46.76	23,997.90
	CURRENT TOTAL											
	PREVIOUS MONTH TOTAL		-	2,310.68	4,275.90	71.74	17,117.20	-	-	175.62	46.76	23,997.90
	YEAR-TO-DATE TOTAL		-	2,310.68	4,275.90	71.74	17,354.84	-	-	175.62	46.76	24,235.54
			-	16,174.76	29,931.30	502.18	116,492.74	-	-	1,229.34	327.32	164,657.64
4420	MAINTENANCE MATERIALS											
	CORCORAN HARDWARE COMPANY			513.73				146.92				146.92
	DRISKELL'S APPLIANCE							17.16				17.16
	EMPIRE SUPPLY CO. INC.				30.20			1,167.19		56.37		1,253.76
	FIRST BANKCARD				330.27			1,279.32				1,609.59
	GARY V. BURROWS, INC		113.96	207.57	145.41	15.43	835.10	16.05		19.22	22.79	1,403.09
	HD SUPPLY FACILITIES MAINTENANCE				402.64		6,393.36					6,796.00
	HOME DEPOT CREDIT SERVICES			141.96	164.20		1,571.26			45.51		1,922.93
	LOWE'S BUSINESS ACCOUNT				1,282.33		1,721.49			74.58		3,176.16
	PDQ SUPPLY INC.						383.19					383.19
	CURRENT TOTAL											
	PREVIOUS MONTH TOTAL		113.96	863.26	2,355.05	113.19	13,514.99	16.05		195.68	22.79	17,222.53
	YEAR-TO-DATE TOTAL		134.40	476.56	1,803.31	13.48	14,316.65	24.18		538.22	17.43	17,355.44
			348.46	3,001.52	4,527.65	186.57	34,925.86	65.05		1,570.84	61.03	44,771.49

OPF
MONTHLY BILLS
APRIL 30, 2024

ACCOUNT NO.	ACCOUNT DESCRIPTION	VENDOR	MGMT FEES 015	ADMIN 100	CAMERON COMMON 200	KETTLEMAN CITY 300	ADMIN FLC 400	LOW RENT 500	VOUCHERS 600	CORCORAN STATION 700	TRANSITIONAL FOSTER HOUSING 701	TOTAL
4430	CONTRACT COSTS											
	ALLIANZE PLUMBING LLC							850.00				850.00
	ARMONA COMMUNITY SERVICE DISTRICT						91.25	310.25				401.50
	AT&CALINET				57.15							57.15
	BADASCI TIRE COMPANY							30.00				30.00
	CORCORAN CITY OF							3,825.00		59.6.60		4,421.60
	ELITE SUSPENSION & AUTO							62.68				65.00
	G & B JANITORIAL LLC		236.77	64.52	1.20				151.92			457.61
	GILBERT ELECTRIC COMPANY				1,198.94							1,198.94
	H.A.S AUTO REPAIR & TIRE			4.50	62.15		5.11	319.23	60.11	0.36	2.41	453.87
	HANFORD RUG					460.00						460.00
	HANFORD UTILITY CITY OF			108.13	453.61			2,055.93			28.84	2,646.51
	KETTLEMAN CITY COMM. SERVICE DISTRICT					1,073.62						1,073.62
	KINGS COUNTY GLASS						204.39	155.18				359.57
	KINGS WASTE & RECYCLING AUTHORITY					34.75		295.20				329.95
	LEMOORE CITY OF - UTILITIES										32.67	32.67
	MATSON ALARM CO. INC.		16.74	4.68	4.12	127.53	0.96	78.76	131.42	42.00		406.21
	O'CONNOR PEST CONTROL			14.88	178.72	198.40	24.80	1,350.40		218.24		1,995.36
	OIL CHANGER			1.02	3.48	5.02	0.24	520.04		5.96	0.28	536.04
	PACIFIC TOWING & TRANSPORT						1.29	72.32				75.00
	PRIMOW LANDSCAPING								59.83			5,333.89
	RANDSTAD US L.P.			25.40	645.70		36.74	4,473.00				5,492.52
	TERMINIX			5,200.00								5,200.00
	THE LAWNMOWER MAN							143.40				143.40
	VERIZON WIRELESS		86.29	10.28	2.56	4.01	1.26	25.11	25.69	12.85	0.03	168.08
	CURRENT TOTAL		433.02	5,433.41	2,551.87	1,500.48	831.56	20,059.02	428.97	876.01	74.15	32,188.49
	PREVIOUS MONTH TOTAL		457.72	398.96	1,345.48	1,463.13	124.63	16,377.03	366.78	2,404.01	71.47	23,009.21
	YEAR-TO-DATE TOTAL		3,207.60	7,201.67	12,659.18	10,113.44	1,620.05	126,057.11	4,118.14	20,290.23	578.64	185,846.06
4431	BOND ADMIN FEE COSTS											
	CURRENT TOTAL											
	PREVIOUS MONTH TOTAL											
	YEAR-TO-DATE TOTAL											
4510	INSURANCE EXPENSE											
	HA COUNTY OF KINGS -ADMIN		319.88	128.49	132.43	185.12	27.80	1,449.11	728.28	124.27	9.66	3,105.04
	CURRENT TOTAL		319.88	128.49	132.43	185.12	27.80	1,449.11	728.28	124.27	9.66	3,105.04
	PREVIOUS MONTH TOTAL		313.64	125.65	133.87	181.76	27.27	1,431.79	625.22	126.51	9.41	2,975.12
	YEAR-TO-DATE TOTAL		1,678.04	677.98	1,221.92	2,200.20	167.03	12,408.09	3,858.58	1,041.70	55.26	23,308.80

HOUSING AUTHORITY OF THE COUNTY OF KINGS
LOW RENT PROGRAM - AMP 1/AMP 2
OCTOBER 1, 2023 THROUGH APRIL 30, 2024

	AMP 1	168	AMP 1	168	AMP 2	100	AMP 2	100
	BUDGET	PUM	ACTUAL	PUM	BUDGET	PUM	ACTUAL	PUM
REVENUE								
Dwelling Rent	\$417,579	\$355.08	\$470,697.50	\$400.25	\$269,897	\$385.57	\$314,476.08	\$449.25
Interest	998	0.85	2,362.66	2.01	321	0.46	1,184.24	1.69
Other Income-Tenant Charges	28,823	24.51	6,757.60	5.75	13,673	19.53	19,876.87	28.40
Other Income	0	0.00	5,350.05	4.55	0	0.00	3,329.99	4.76
Capital Fund Subsidy	100,686	85.62	0.00	0.00	66,608	95.15	0.00	0.00
HUD Subsidy	230,961	196.40	302,690.00	257.39	152,926	218.47	172,566.00	246.52
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Income	\$779,046	\$662.45	\$787,857.81	\$669.95	\$503,424	\$624.02	\$511,433.18	\$730.62
EXPENSES:								
OPERATING EXPENSES:								
Administrative Salaries	\$65,508	\$55.70	\$103,459.19	\$87.98	\$51,736	\$73.91	81,230.23	\$116.04
Legal	15,079	12.82	4,181.17	3.56	7,000	10.00	10,192.77	14.56
Travel	0	0.00	335.42	0.29	0	0.00	636.34	0.91
Sundry Costs	12,618	10.73	28,413.50	24.16	70,245	100.35	16,696.97	23.85
Management Fees	79,627	67.71	93,612.72	79.60	47,397	67.71	51,737.60	73.91
Bookkeeping Fees	8,820	7.50	8,685.00	7.39	5,250	7.50	4,800.00	6.86
Asset Management Fees	11,760	10.00	0.00	0.00	7,000	10.00	0.00	0.00
Computer Costs	7,753	6.59	4,809.49	4.09	4,947	7.07	2,815.64	4.02
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Operating Expenses	\$201,164	\$171.06	\$243,496.49	\$207.05	\$193,575	276.54	\$168,109.55	\$240.16
TENANT SERVICES:	\$5,403	\$4.59	\$350.00	\$0.30	\$2,070	\$2.96	0.00	\$0.00
UTILITIES:								
Water	\$35,000	\$29.76	\$34,745.83	\$29.55	\$30,333	\$43.33	\$23,161.78	\$33.09
Electric	14,018	11.92	12,900.54	10.97	7,583	10.83	8,088.25	11.55
Gas	1,269	1.08	976.26	0.83	1,633	2.33	2,442.30	3.49
Other	28,131	23.92	27,711.01	23.56	17,500	25.00	17,730.23	25.33
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Utilities	\$78,418	\$66.68	\$76,333.64	\$64.91	\$57,050	\$81.50	\$51,422.56	\$73.46
MAINTENANCE AND OPERATIONS								
Labor	\$83,277	\$70.81	\$79,877.42	\$67.92	\$35,391	\$50.56	\$36,615.32	\$52.31
Materials	74,973	63.75	62,512.54	53.16	28,029	40.04	20,019.90	28.60
Contract Costs	76,618	65.15	71,632.41	60.91	75,933	108.48	54,424.70	77.75
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Maint. & Operations	\$234,868	\$199.72	\$214,022.37	\$181.99	\$139,353	\$199.08	\$111,059.92	\$158.66
GENERAL EXPENSES:								
Insurance	\$26,944	\$22.91	\$37,276.47	\$31.70	\$14,793	\$21.13	\$22,310.01	\$31.87
P.I.L.O.T.	33,915	28.84	39,473.93	33.57	21,286	30.41	26,674.75	38.11
Employee Benefits	104,493	88.85	65,780.36	55.94	56,152	80.22	41,829.65	59.76
Collection Losses	5,583	4.75	13,217.85	11.24	3,401	4.86	15,003.01	21.43
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total General Expenses	\$170,934	\$145.35	\$155,748.61	\$132.44	\$95,632	\$136.62	\$105,817.42	\$151.17
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENSES	\$690,786	\$587.40	\$689,951.11	\$586.69	\$487,678	\$696.68	\$436,409.45	\$623.44
RESIDUAL RECEIPTS (DEFICIT)			\$97,906.70				\$75,023.73	
Receipts from Nonexpendable Equipment			0.00				0.00	
Property Betterment and Equipment			0.00				0.00	
Prior Period Adjustment			0.00				0.00	
			<hr/>				<hr/>	
RESIDUAL RECEIPTS(or DEFICIT)			\$97,906.70				\$75,023.73	
			=====				=====	
OPERATING RESERVE AS OF JUNE 30, 2016			\$243,569.11				\$97,581.81	
RESIDUAL RECEIPTS(or DEFICIT)			97,906.70				75,023.73	
			<hr/>				<hr/>	
CURRENT OPERATING RESERVE			341,475.81				172,605.54	
ACCOUNTS RECEIVABLE BALANCE			44,911.63				103,188.58	
			<hr/>				<hr/>	
ADJUSTED OPERATING RESERVE			296,564.18				69,416.96	
			=====				=====	
MAXIMUM OPERATING RESERVE APPROVED			592,102.50				367,977.50	
PERCENT OF MAXIMUM OPERATING RESERVE			50.09%				18.86%	

BEFORE THE BOARD OF COMMISSIONERS
OF THE
HOUSING AUTHORITY OF THE COUNTY OF KINGS
STATE OF CALIFORNIA

-oOo-

IN THE MATTER OF APPROVING)	
CHANGES TO THE UTILITY)	RESOLUTION NUMBER
ALLOWANCE SCHEDULE FOR)	24-02
PUBLIC LOW RENT HOUSING)	
AND KETTLEMAN CITY)	

-oOo-

WHEREAS, the Housing Authority of the County of Kings, State of California, operates housing assistance programs for low income individuals, using monies available from the United States Department of Housing and Urban Development (HUD) in Kings County, California, and

WHEREAS, pursuant to 24CFR §965.507, the Housing Authority of the County of Kings is required to perform a study on utility costs at least annually and to update utility allowances provided to residents of the assisted housing, and

WHEREAS, the Housing Authority of the County of Kings commissioned a study on utility consumption for its Public Housing, and

WHEREAS, as a result of the aforesaid study, adjustments in the utility allowances are appropriate, and the Housing Authority of the County of Kings provided a 60-day advance notice and comment period to residents, and

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Kings wishes to make adjustments in the utility allowances available to the participants at the earliest opportunity,

NOW THEREFORE, BE IT RESOLVED that the monthly allowance changes for utilities as shown on the attached Utility Allowance Schedule for public housing developments are hereby adopted effective July 1, 2024.

The foregoing Resolution was passed and adopted upon a motion by Commissioner _____ and seconded by Commissioner _____, at its Special Meeting held on the 22nd day of May, 2024, by the following vote:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

The Housing Authority is required yearly to perform a study on utility costs and to periodically update the utility allowances provided to resident of the assisted housing. Utility allowances are estimates of the costs of conservatively used utilities and are used in the calculation of the amount of rent paid by the resident. The new allowed were based on actual billed amounts obtained from the gas and electric companies using permission forms signed by residents.

APPENDIX C
EFFECTIVE JULY 1, 2023~~2024~~
UTILITY ALLOWANCE SCHEDULE

Gas for cooking, water heating and space heating, and electricity for lighting, refrigeration and small appliances:

	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>	<u>5 BR</u>
<u>AMP1</u>	\$67 60	\$86 73	\$108 92	\$135 115	\$155 133
<u>AMP 2</u>	\$79 84	\$94 96	\$118 117	\$145 142	\$166 162
<u>Kettleman City</u>		\$104 106	\$130 135	\$153 161	

Above allowances indicate amount to be subtracted from Total Tenant Payment each month. Tenant pays the balance (Contract Rent).

The Utility Allowance Schedule is based on utility consumption of major appliances such as heating furnace, hot water heater, range and refrigerator. The electricity allowance also includes consumption for minor electrical appliances such as toasters and can openers.

Tenants may supply and use other major appliances with Authority approval, (e.g., air conditioners, freezers), but the utility cost of these appliances is borne by the tenant.

BEFORE THE BOARD OF COMMISSIONERS
OF THE
HOUSING AUTHORITY OF THE COUNTY OF KINGS
STATE OF CALIFORNIA

-oOo-

IN THE MATTER OF APPROVING)	
CHANGES TO THE UTILITY)	RESOLUTION NUMBER
ALLOWANCE SCHEDULE FOR THE)	24-03
HOUSING CHOICE VOUCHER)	
CERTIFICATE PROGRAM AS)	
PREPARED BY GOODWIN & ASSOC)	
EFFECTIVE JULY 1, 2024)	

-oOo-

WHEREAS, the Housing Authority of the County of Kings, State of California, operates housing assistance programs for low income individuals, using monies available from the United States Department of Housing and Urban Development (HUD) in Kings County, California, and

WHEREAS, pursuant to 24CFR, the Housing Authority of the County of Kings is required to perform a study on utility costs and to periodically update the utility allowances provided to residents of the assisted housing, and

WHEREAS, the Housing Authority of the County of Kings has commissioned a study on utility consumption for the residential units throughout Kings County, and has considered the results of said study, and

WHEREAS, as a result of the aforesaid study, it appears that adjustments and a increase/decrease in the utility allowances are appropriate based on the survey, and

WHEREAS, it appears additional utility allowance is set up specifically for certified Energy Star Efficiency/Higher Insulation Units, and

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Kings wishes to make the changes in the utility allowances available to the participants at the earliest opportunity,

NOW THEREFORE, BE IT RESOLVED that the monthly allowance changes for utilities as shown on the attached HUD Forms 52667 "Allowances for Tenant-Furnished Utilities and Other Services" for Section 8 Single Family Detached Homes and Multiple Units, are hereby adopted effective July 1, 2024

The foregoing Resolution was passed and adopted upon a motion by Commissioner _____ and seconded by Commissioner _____, at its Special Meeting held on the 22nd day of May, 2022 by the following vote:

- AYES:
- NAYS:
- ABSTAIN:
- ABSENT:

The Housing Authority is required yearly to perform a study on utility costs and to periodically update the utility allowances provided to resident of the assisted housing. Utility allowances are estimates of the costs of conservatively used utilities and are used in the calculation of the amount of rent paid by the resident. The new allowanced were based on actual billed amounts obtained from the gas and electric companies using permission forms signed by residents.

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Housing Authority of the County of Kings		Single Family Housing					7/1/23 07/01/2024	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	23/16	28/20	35/25	41/30	48/36	60/46	
	Bottled Gas							
	Electric	53/65	69/85	88/108	105/130	126/155	159/196	
	Electric – Heat Pump	28/33	36/43	46/54	55/65	66/78	84/98	
	Fuel Oil							
	Other							
Cooking	Natural Gas	5/4	7/5	8/7	9/8	10/8	12/9	
	Bottled Gas							
	Electric	11/14	14/18	18/22	20/25	22/28	25/31	
	Other							
Other Electric		28/34	37/45	46/57	56/69	65/80	76/94	
Air Conditioning		40/49	42/52	50/61	57/70	65/80	72/89	
Water Heating	Natural Gas	14/11	19/15	23/19	33/26	42/34	52/42	
	Bottled Gas							
	Electric	21/26	36/44	50/61	79/97	108/133	137/168	
	Electric – Heat Pump							
	Fuel Oil							
Water		34/35	35/36	37/38	39/41	46/48	53/56	
Sewer		29/31	29/31	29/31	29/31	29/31	29/31	
Trash Collection		30/31	30/31	30/31	30/31	30/31	30/31	
Other – specify								
Range/Microwave		4/4	4/4	4/4	4/4	4/4	4/4	
Refrigerator		6/6	6/6	6/6	6/6	6/6	6/6	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
					Heating			
Head of Household Name					Cooking			
					Other Electric			
					Air Conditioning			
					Water Heating			
Unit Address					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type						Date (mm/dd/yyyy)
Housing Authority of the County of Kings		Multi-Family Housing						7/1/23 07/01/2024
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	18/12	23/16	28/20	33/24	39/29	49/37	
	Bottled Gas							
	Electric	41/50	53/66	68/84	82/101	100/122	128/158	
	Electric – Heat Pump	22/25	28/33	36/42	43/50	52/61	68/79	
	Fuel Oil							
	Other							
Cooking	Natural Gas	5/4	7/5	8/7	9/8	10/8	12/9	
	Bottled Gas							
	Electric	11/14	14/18	18/22	20/25	22/28	25/31	
	Other							
Other Electric		28/34	37/45	46/57	56/69	65/80	76/94	
Air Conditioning		33/41	35/43	42/51	48/59	54/66	60/74	
Water Heating	Natural Gas	14/11	19/15	23/19	33/26	42/34	52/42	
	Bottled Gas							
	Electric	21/26	36/44	50/61	79/97	108/133	137/168	
	Electric – Heat Pump							
	Fuel Oil							
Water		34/35	35/36	37/38	39/41	46/48	53/56	
Sewer		29/31	29/31	29/31	29/31	29/31	29/31	
Trash Collection		30/31	30/31	30/31	30/31	30/31	30/31	
Other – specify								
Range/Microwave		4/4	4/4	4/4	4/4	4/4	4/4	
Refrigerator		6/6	6/6	6/6	6/6	6/6	6/6	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			

Utility Allowance Schedule

See Public Reporting and Instructions on back.

**U.S Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Housing Authority of the County of Kings		Single Family Higher Efficiency					7/1/23	07/01/2024
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	5/ 1	7/ 3	10/ 5	12/ 7	15/10	20/ 13	
	Bottled Gas							
	Electric	25/31	33/41	42/ 52	51/63	61/ 75	78/ 96	
	Electric – Heat Pump	10/12	13/16	17/ 21	20/ 25	24/ 30	31/ 38	
	Fuel Oil							
	Other							
Cooking	Natural Gas	5/ 4	7/ 5	8/ 7	9/ 8	10/ 8	12/ 9	
	Bottled Gas							
	Electric	11/14	14/18	18/ 22	20/25	22/ 28	25/ 31	
	Other							
Other Electric		22/ 27	23/ 28	26/ 32	30/36	32/ 40	35/ 43	
Air Conditioning		28/34	30/36	35/43	40/ 49	45/ 56	51/ 62	
Water Heating	Natural Gas	10/ 8	13/11	17/ 13	23/ 19	29/ 24	36/ 29	
	Bottled Gas							
	Electric	13/ 16	23/ 28	34/ 42	54/ 67	75/ 93	96/ 118	
	Electric – Heat Pump							
	Fuel Oil							
Water		34/34	35/ 35	35/37	37/ 39	40/ 41	45/ 47	
Sewer		29/ 31	29/ 31	29/ 31	29/ 31	29/ 31	29/ 31	
Trash Collection		30/ 31	30/31	30/ 31	30/ 31	30/ 31	30/ 31	
Other – specify								
Range/Microwave		4/ 4	4/ 4	4/ 4	4/ 4	4/ 4	4/ 4	
Refrigerator		6/ 6	6/ 6	6/ 6	6/ 6	6/ 6	6/ 6	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Housing Authority of the County of Kings		Multi-Family Higher Efficiency					7/1/23 07/01/2024	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	3/ 1	5/ 1	7/ 3	9/ 5	12/ 7	16/ 10	
	Bottled Gas							
	Electric	19/ 24	26/ 32	33/ 41	40/ 49	49/ 60	64/ 78	
	Electric – Heat Pump	8/ 10	10/ 13	13/ 16	16/ 20	20/ 24	26/ 31	
	Fuel Oil							
	Other							
Cooking	Natural Gas	5/ 4	7/ 5	8/ 7	9/ 8	10/ 8	12/ 9	
	Bottled Gas							
	Electric	11/ 14	14/ 18	18/ 22	20/ 25	22/ 28	25/ 31	
	Other							
Other Electric		22/ 27	23/ 28	26/ 32	30/ 36	32/ 40	35/ 43	
Air Conditioning		23/ 29	25/ 30	29/ 36	33/ 41	38/ 46	42/ 52	
Water Heating	Natural Gas	10/ 8	13/ 11	17/ 13	23/ 19	29/ 24	36/ 29	
	Bottled Gas							
	Electric	13/ 16	23/ 28	34/ 42	54/ 67	75/ 93	96/ 118	
	Electric – Heat Pump							
	Fuel Oil							
Water		34/ 34	35/ 35	35/ 37	37/ 39	40/ 41	45/ 47	
Sewer		29/ 31	29/ 31	29/ 31	29/ 31	29/ 31	29/ 31	
Trash Collection		30/ 31	30/ 31	30/ 31	30/ 31	30/ 31	30/ 31	
Other – specify								
Range/Microwave		4/ 4	4/ 4	4/ 4	4/ 4	4/ 4	4/ 4	
Refrigerator		6/ 6	6/ 6	6/ 6	6/ 6	6/ 6	6/ 6	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
Head of Household Name					Heating			
Unit Address					Cooking			
					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
Number of Bedrooms					Other			
					Range/Microwave			
Number of Bedrooms					Refrigerator			
					Total			

RESOLUTION NO. 24-04

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF KINGS COUNTY, HANFORD, CALIFORNIA

RESOLUTION APPROVING ALLOCATION OF UP TO TWENTY (20) PROJECT BASED VOUCHERS FOR SHILOH APARTMENTS, AN AFFORDABLE HOUSING REHABILITATION IN HANFORD, CA (1000 ROGERS RD., HANFORD CALIFORNIA)

WHEREAS, Giganova, IP intends to be Rehabilitation of Shilo Apartments, an affordable housing, development located at 1000 Rogers Rd., Hanford, California; and,

WHEREAS, there is a demonstration need in the area provide affordable housing for low-income and special needs families; and

WHEREAS, Shiloh Apartments desires to commit up to twenty (20) Project-Based Vouchers for a term of 20 years, with an automatic renewal clause of an additional 20 years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Kings County of Hanford, California authorize and empower the Executive Director Sandra Jackson-Bobo and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to twenty (20) Project Based Vouchers to Shiloh Apartments.

The foregoing Resolution was adopted on May 22, 2024 upon a motion presented by Commissioner _____ and seconded by Commissioner _____.

AYES:

NOES:

ABSENT:

ABSTAIN:

X

Chairman Doug Verboon

RESOLUTION NO. 24-05

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF KINGS COUNTY, HANFORD, CALIFORNIA

RESOLUTION APPROVING ALLOCATION OF UP TO THREE (3) PROJECT BASED VOUCHERS FOR KINGS REHABILITATION CENTER, AN AFFORDABLE HOUSING REHABILITATION IN HANFORD, CA (498 E. HANFORD-ARMONDA RD., HANFORD

WHEREAS, Kings Rehabilitation Center intends to be the developer, an affordable housing, development located at 494 E. Hanford- Armona Rd., California; and,

WHEREAS, there is a demonstration need in the area provide affordable housing for low-income and special needs families; and

WHEREAS, Kings Rehabilitation Center desires to commit up to three (3) Project-Based Vouchers to the Kings Rehabilitation Center project for a term of 20 years, with an automatic renewal clause of an additional 20 years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Kings County of Hanford, California authorize and empower the Executive Director Sandra Jackson-Bobo and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to three (3) Project Based Vouchers to Shiloh Apartments.

The foregoing Resolution was adopted on May 22, 2024 upon a motion presented by Commissioner _____ and seconded by Commissioner _____.

AYES:

NOES:

ABSENT:

ABSTAIN:

X

Chairman Doug Verboon

SB 533 requires the Housing Authority of Kings County to implement the Workplace Violence Prevention Plan policy is to establish, implement, and maintain an effective plan. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purpose of protecting employees and other personnel from aggressive and violent behavior at the workplace.

**Housing Authority
Of
Kings County**

Workplace Violence Prevention Plan

May 15, 2024

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

Policy

Housing Authority of Kings County (HAKC) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by **SB 533**. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

Prohibited Acts

HAKC will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not

work there but has or is known to have had a personal relationship with an employee

In addition, HAKC prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all HAKC property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on HAKC property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The Executive Director or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Executive Director will also be able to answer employee questions concerning this plan.

The Executive Director, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The Executive Director, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on HAKC's WPV plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;

- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on a yearly basis.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the HAKC's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use HAKC's confidential Employee Assistance Program:

Life Referrals 24/7

Main Phone Number: 800-985-2405

Website: lifereferrals.com

Contact: liferefferrals.com

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- HAKC alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- Life Referrals 24/7

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire or transfer;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, Executive Director or Facilities Manager will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- TEXT MESSAGE

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the Executive Director or Facilities Manager.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security personnel by calling the following number: 911. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the HAKC who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively

implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and

- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements of the HAKC's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained a minimum of five years at 680 N. Douty Street, Hanford, CA 93230.

Annual Review

HAKC's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
------------------------	-----------------------------------	--------------------

Specific Location of Incident:

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B

**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the HAKC’s vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programmed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments



MANAGEMENT REPORT

Prepared for the Board of Commissioners Special Meeting
 May 14, 2024

1) The Occupancy Rates are as follows:

Section 8	486
53-1 Hanford	3 Vacancies
53-2 Corcoran	7 Vacancies
53-4 Armona	100% Occupied
KC1 Armona	100% Occupied
KC2 Hanford	100% Occupied
Kettleman City	5 Vacancies
Admin	100% Vacancy
Cameron Commons	2 Vacancies
Corcoran Station	4 Vacancies
Anchors	3 Vacancies
Lem / 198	100 % Occupied
Basil Home	100% Occupied
Lemoore Meyers Home	4 Vacancies

2) Progress Report – Capital Fund Program