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**SPECIAL BOARD OF COMMISSIONERS' MEETING  
NOVEMBER 6, 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(224) 501-3412  
Access Code: 980-259-069**

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 September 25, 2024, Regular Board Meeting Minutes

Pages 1-2

4) Unfinished Business:

A. NONE

5) New Business:

A. Review and Approval of write-offs for 53-1 Sunnyside Village.

Page 3

B. Review and Approval by Resolution Section Eight Management Assessment

Program (SEMP) for fiscal year ending September 30, 2024. **Resolution #24-08**

Pages 4-9

6) Correspondence

A. Discuss the Defined Benefit Retirement Plan

7) Management

A. Current Status of Program Operations

Page 10

8) Close Session

A. Regarding Litigation (NONE)

B. Regarding Employee Relations (NONE)

9) Open Session

10) Commissioners' Items

11) 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.

THE 749TH 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 September 25, 2024, at 10:00 a.m. Chairman Verboon

The Meeting was conducted via Teleconference.

1) ROLL CALL

Secretary Sandra Jackson-Bobo called the roll:

PRESENT:	Doug Verboon
	Joe Neves
	Richard Fagundes
	Rusty Robinson
ABSENT	Richard Valle

Also present were the following:

Sandra Jackson-Bobo	-	HAKC Executive Director
Michele Rodrigues	-	HAKC Finance Manager
Christina Di Filippo	-	HAKC Attorney

2) UNSCHEDULED APPEARANCES

Karla Aguilar stated her concerns with the Housing Choice Voucher Inspections.

3) REVIEW AND APPROVAL JULY 24, 2024, REGULAR BOARD MEETING MINUTES

A motion was presented by Commissioner Neves to approve the minutes for the Regular Board Meeting for July 24, 2024. Commissioner Verboon seconded the motion, and the Board approved the minutes by the following votes: AYES- Neves, Verboon, and Robinson NOES-None ABSTENTIONS- Fagundes ABSENT- Valle.

4) UNFINISHED BUSINESS

A. NONE

5) NEW BUSINESS:

A. REVIEW AND APPROVAL AS SUBMITTED BY THE AUDITOR, THE SINGLE AUDIT FINANCIAL STATEMENT FOR THE FISCAL YEAR ENDING SEPTEMBER 30,2023

A motion was presented by Commissioner Neves to approve as presented the Single audit Financial Statement for fiscal year ending September 31, 2023. Commissioner Robinson seconded the motion, and the Board approved the minutes by the following votes: AYES- Neves, Verboon, Fagundes and Robinson NOES-None ABSTENTIONS- None ABSENT- Valle.

B. REVIEW AND APPROVE BY RESOLUTION CHANGES TO HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN TO REFLECT CHANGES IN THE PAYMENT STANDARD PLAN. RESOLUTION #24-07

A motion was presented by Commissioner Neves to approve by resolution the changes to Housing Choice Voucher Administrative Plan to reflect changes in the Payment Standard Plan. Commissioner Robinson seconded the motion, and the Board approved the minutes by the following votes: AYES- Neves, Verboon, Fagundes and Robinson NOES-None ABSTENTIONS- None ABSENT- Valle.

C. REVIEW AND APPROVAL OF WRITE-OFFS FOR 53-1 SIUNNYSIDE VILLAGE, CAMERON COMMONS AND ADMIN FARM LABOR FOR THE PERIOD ENDING AUGUST 31, 2024

A motion was presented by Commissioner Neves to approve the Write-offs for 53-1 Sunnyside Village, Cameron Commons, and Admin Farm Labor for the period ending August 31, 2024. Commissioner Fagundes seconded the motion, and the Board approved the minutes by the following votes: AYES- Neves, Verboon, Fagundes and Robinson NOES-None ABSTENTIONS- None ABSENT- Valle.

6) CORRESPONDENCE

A. NONE

7) MANAGEMENT

A. Current Status of Program Operations

8) CLOSED SESSION

A. Regarding Litigation (NONE)

B. Regarding Employee Relations (NONE)

10) OPEN SESSION

A. NONE

11) COMMISSIONER'S ITEMS

12) ADJOURNMENT

There being no further business, the meeting was adjourned at 10:33 a.m.

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Secretary



**UNCOLLECTABLE ACCOUNTS  
TO BE CHARGED TO  
COLLECTION LOSS**

**Project Name:** Conventional 531 (Hanford)

**Quarter Ending:** September 30, 2024

UNIT	NAME	SOCIAL SECURITY NUMBER	RENT	MAINT CHARGES	LEGAL COSTS	CLOSING COSTS	TOTAL CHARGES	DATE UNIT VACATED
531-36A			\$191.69			\$335.18	\$526.87	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
<b>Total</b>			\$191.69	\$0.00	\$0.00	\$335.18	\$526.87	

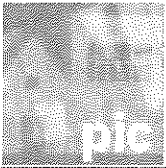
**Total Charges to Tenants for Period** July 1, 2024 **Through** September 30, 2024

Total Loss of Rent = \$191.69 #DIV/0!  
 Total Loss of Maintenance = \$0.00 #DIV/0!  
 Total Loss of Legal = \$0.00 #DIV/0!  
 Total Loss of Closing Costs = \$335.18 #DIV/0!

**Total** \$526.87

Lori Hatfield, Area Manager Sandra Jackson-Bobo, Executive Director

HUD requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP certification within 60 days after the end of its fiscal year. The information from the PHA provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and assign an overall performance rating the PHA.



Assessment Profile **Reports**

List Summary Certification Profile Comments

Zenia Verdugo  
(MADF15)  
PIC Main

Field Office: **9APH SAN FRANCISCO HUB OFFICE**  
 Housing Agency: **CA053 KINGS COUNTY HOUSING AUTH**  
 PHA Fiscal Year End: **9/30/2024**

SEMAP

Logoff

OMB Approval No. 2577-0215

**SEMAP CERTIFICATION (Page 1)**

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

**1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))**

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response  Yes  No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response  Yes  No

**2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)**

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response  Yes  No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response      At least 98% of units sampled      80 to 97% of units sampled  
    Less than 80% of units sampled

**3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)**

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response      At least 90% of files sampled      80 to 89% of files sampled  
    Less than 80% of files sampled

**4 Utility Allowance Schedule (24 CFR 982.517)**

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response      Yes      No

**5 HQS Quality Control (24 CFR 982.405(b))**

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response      Yes      No

**6 HQS Enforcement (24 CFR 982.404)**

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response      At least 98% of cases sampled      Less than 98% of cases sampled

**7 Expanding Housing Opportunities.**

**(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))**

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable    

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response      Yes      No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response**      **Yes**    **No**

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response**      **Yes**    **No**

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response**      **Yes**    **No**

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response**      **Yes**    **No**

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response**      **Yes**    **No**

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Save

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Assessment Profile **Reports**

List

Summary

Certification

Profile

Comments

Zenia Verdugo (MADF15)  
PIC Main

Field Office: **9APH SAN FRANCISCO HUB OFFICE**  
Housing Agency: **CA053 KINGS COUNTY HOUSING AUTH**  
PHA Fiscal Year End: **9/30/2024**

SEMAP

Logoff

### SEMAP CERTIFICATION (Page 2)

#### Performance Indicators

##### 8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response  Yes  No

FMR Area Name

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="1151"/>	1-BR FMR	<input type="text" value="1158"/>	2-BR FMR	<input type="text" value="1445"/>	3-BR FMR	<input type="text" value="2025"/>	4-BR FMR	<input type="text" value="2427"/>
PS	<input type="text" value="1381"/>	PS	<input type="text" value="1390"/>	PS	<input type="text" value="1734"/>	PS	<input type="text" value="2430"/>	PS	<input type="text" value="2912"/>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

##### 9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response  Yes  No

##### 10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response  Yes  No

##### 11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response  Yes  No

##### 12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response  Yes  No

##### 13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response  Yes  No

##### 14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236

or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

0

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

0

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable   
PHA Response  Yes  No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

0

**15 Deconcentration Bonus**

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response  Yes  No

Deconcentration Addendum

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**MANAGEMENT REPORT**

Prepared for the Board of Commissioners Special Meeting

November 6, 2024

1) The Occupancy Rates are as follows:

Section 8 .....	502
53-1 Hanford .....	10 Vacancies, 3 Pending Move-in
53-2 Corcoran .....	4 Vacancies
53-4 Armona .....	100% Occupied
KC1 Armona .....	100% Occupied
KC2 Hanford .....	100% Occupied
Kettleman City .....	5 Vacancies
Admin .....	100% Occupied
Cameron Commons .....	1 Vacancy
Corcoran Station .....	5 Vacancies, 1 Pending Move-in
Anchors .....	4 Vacancies
Lem / 198 .....	100 % Occupied
Basil Home .....	100% Occupied
Lemoore Meyers Home .....	3 Vacancies

2) Progress Report – Capital Fund Program