

HOUSING AUTHORITY of the COUNTY OF CONTRA COSTA

CALENDAR FOR THE BOARD OF COMMISSIONERS
BOARD CHAMBERS, COUNTY ADMINISTRATION BUILDING
1025 ESCOBAR STREET
MARTINEZ, CALIFORNIA 94553-1229

KAREN MITCHOFF, *CHAIR*
FEDERAL D. GLOVER, *VICE CHAIR*
JOHN GIOIA
CANDACE ANDERSEN
DIANE BURGIS
CYNTHIA JORDAN
JOANN SEGURA

JOSEPH VILLARREAL, EXECUTIVE DIRECTOR, (925) 957-8000

As permitted by Government Code section 54953 (e), and in accordance with the County Public Health Officer's recommendations for virtual meetings and social distancing, Board members may participate in the meeting remotely. The Board meeting will be accessible in-person, via television, and via live-streaming to all members of the public. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov.

Persons who wish to address the board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing **888-278-0254** followed by the access code **843298#**. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Access via Zoom is also available using the following link: <https://ccccounty-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000.

Meetings of the Board are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking commenters.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

AGENDA September 13, 2022

1:00 P.M. Convene and call to order.

CONSIDER CONSENT ITEMS: (Items listed as C.1 through C.4 on the following agenda) - Items are subject to removal from the Consent Calendar by request from any Commissioner or on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Discussion Items.

PRESENTATIONS (5 Minutes Each)

- PR.1 PRESENTATION recognizing Elizabeth Campbell's indispensable service to the Housing Authority of the County of Contra Costa upon the occasion of her retirement.

DISCUSSION ITEMS

- D.1 CONSIDER approving the conditional award of 226 project-based vouchers (PBV) to sixteen separate projects throughout Contra Costa County, conditional upon each project meeting all HUD requirements and receiving all other required financing.
- D.2 APPROVE, effective January 1, 2022, a new five-step salary schedule for the position of Executive Director with a five percent (5%) increase between steps, with each step rounded down to the nearest whole dollar: Step 1 through Step 5 (\$190,446 - \$231,487); APPROVE a merit step increase to step 4 of the new salary range effective January 1, 2022; and AUTHORIZE the Chair of the Board of Commissioners to sign an amendment to the Executive Director's employment agreement to reflect the new salary and salary schedule.

D. 3 CONSIDER Consent Items previously removed.

D. 4 PUBLIC COMMENT (2 Minutes/Speaker)

ADJOURN

CONSENT ITEMS:

- C.1 DENY claims filed by Subro Claims Inc., on behalf of Geico Insurance, a subrogee of Ebelia Becerra (2). DENY amended claim filed by Subron Claims Inc., on behalf of Geico Insurance, a subrogee of Ebelia Becerra.
- C.2 ADOPT Resolution No. 5245 to invest HUD and non-HUD funds according to HACCC's Investment Policy.
- C.3 RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending June 30, 2022.

- C.4 ADOPT Resolution No. 5246 recognizing Elizabeth Campbell's indispensable service to the Housing Authority of the County of Contra Costa upon the occasion of her retirement.

GENERAL INFORMATION

Persons who wish to address the Board of Commissioners should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

All matters listed under CONSENT ITEMS are considered by the Board of Commissioners to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Commission votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board.

Comments on matters listed on the agenda or otherwise within the purview of the Board of Commissioners can be submitted to the office of the Clerk of the Board via mail: Board of Commissioners, 1025 Escobar Street, Martinez, CA 94553; by fax: 925-655-2006; or via email to clerkoftheboard@cob.cccounty.us.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

Subscribe to receive the weekly agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

The Closed session agenda is available each month upon request from the Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California, and may also be viewed on the County's Web Page.

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

To: Contra Costa County Housing Authority Board of Commissioners
From: Joseph Villarreal, Housing Authority
Date: September 13, 2022



Contra
Costa
County

Subject: THE AWARD OF PROJECT-BASED VOUCHER ASSISTANCE FOR 226 UNITS TO SIXTEEN AFFORDABLE HOUSING PROJECTS

RECOMMENDATIONS

APPROVE the conditional award of 226 project-based vouchers (PBV) to sixteen separate projects throughout Contra Costa County. The award of these PBVs is conditional upon each project meeting all HUD requirements and receiving all other required financing.

BACKGROUND

To date, HACCC has awarded over \$2.5 billion in assistance to 1,803 PBVs targeted to the production of new affordable housing or the preservation of existing affordable housing. Staff recommends that HACCC award 226 additional PBVs to sixteen projects throughout Contra Costa County. If approved, this will bring HACCC’s 40-year PBV funding commitments to nearly \$3 billion for 2,029 units.

A housing authority can utilize up to 20% of its Housing Choice Voucher (HCV) funding to “attach” rent subsidies to specific housing units. These attached subsidies are called PBVs, and they share most of the HCV program’s rules and regulations. PBVs are attached to units via a contract with the owner that requires the units be rented to families eligible for the HCV program and via an HACCC wait list. While tenants living in a PBV unit may move with regular voucher assistance, the PBV remains attached to the unit and the owner must select another HCV-eligible tenant for that unit. The advantage of PBVs for owners is that the PBV commitment from a housing authority can be used to leverage financing for the construction, rehabilitation, or preservation of housing for low-income families by providing a greater cash-flow than the property would otherwise generate. This is because most funding available to owners of affordable projects restricts the rent that can be collected from tenants to an affordable amount that is usually far less than a comparable unit would merit on the open market.

However, because the HCV/PBV program pays market rate rents by subsidizing the difference between an affordable rent for the tenant and the market rate rent for a particular unit, the amount of rent an owner can collect from a PBV unit is usually significantly higher than otherwise available to the project. This increased cash flow and leverage is crucial to the success of a given project. The primary advantage of PBVs to a housing authority is that they help increase or preserve the supply of permanent, affordable housing available to HCV recipients and the community.

HUD requires that housing authorities utilize a competitive process to select developments that will receive PBV assistance. A housing authority can utilize its own competition or may choose projects that were competitively awarded affordable housing funds under a

Action of Board On: **09/13/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 13, 2022

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

federal, state, or local government program (e.g., CDBG, HOME, competitively awarded Low-Income Housing Tax Credits). If the competitive process of another governmental entity is used, the award of those funds cannot have occurred more than three years prior to the PBV selection date, and the earlier selection proposal must not have involved any consideration that the project would receive PBV assistance.

HACCC released a competitive solicitation for 250 units of new construction PBVs on June 13, 2022. The deadline for responses was June 30th. HACCC received eighteen applications for a total of 375 PBV units. After review, seventeen projects were deemed eligible. One project was disqualified because they had already started construction. HUD regulations state that PBVs cannot be awarded to a new construction project that has begun any stage of the construction/rehab process.

A review of the applications determined that one project, 699 YVR Housing (24 units), was previously awarded federal HOME funding by the County in a competitive process that met HUD’s guidelines for non-competitive award of PBVs by HACCC. In response, staff did not take this project through the competitive ranking process. Instead, it was brought to the Board to consider awarding PBVs outside of HACCC’s competitive process. The Board approved the award of 24 PBVs to YVR Housing on July 12, 2022.

A list of the projects that applied for funding, the number of units they requested and the number of units that staff propose to award to each project is attached.

FISCAL IMPACT

Funding for project-based vouchers is provided by utilizing a portion of the Housing Authority’s (HACCC) tenant-based voucher funding.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board not approve the conditional award of 226 project-based vouchers to these sixteen affordable housing projects, it is likely that every project will be delayed or cancelled because the rental assistance provided by PBVs is critical to their financial viability.

ATTACHMENTS

BO PBV

PBV List

PBV Site Photos

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

TO: BOARD OF COMMISSIONERS

FROM: Joseph Villarreal, Executive Director

DATE: September 13, 2022

SUBJECT: THE AWARD OF PROJECT-BASED VOUCHER ASSISTANCE FOR 226 UNITS
TO SIXTEEN AFFORDABLE HOUSING PROJECTS

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

I. RECOMMENDED ACTION:

Consider APPROVING the conditional award of 226 project-based vouchers (PBV) to sixteen separate projects throughout Contra Costa County. The award of these PBVs is conditional upon each project meeting all HUD requirements and receiving all other required financing.

II. FINANCIAL IMPACT:

Funding for project-based vouchers is provided by utilizing a portion of the Housing Authority's (HACCC) tenant-based voucher funding.

III. REASONS FOR RECOMMENDATION/BACKGROUND

To date, HACCC has awarded over \$2.5 billion in assistance to 1,803 PBVs targeted to the production of new affordable housing or the preservation of existing affordable housing. Staff recommends that HACCC award 226 additional PBVs to sixteen projects throughout Contra Costa County. If approved, this will bring HACCC's 40-year PBV funding commitments to nearly \$3 billion for 2,029 units.

A housing authority can utilize up to 20% of its Housing Choice Voucher (HCV) funding to "attach" rent subsidies to specific housing units. These attached subsidies are called PBVs, and they share most of the HCV program's rules and regulations. PBVs are attached to units via a contract with the owner that requires the units be rented to families eligible for the HCV program and via an HACCC wait list. While tenants living in a PBV unit may move with regular voucher assistance, the PBV remains attached to the unit and the owner must select another HCV-eligible tenant for that unit. The advantage of PBVs for owners is that the PBV commitment from a housing authority can be used to leverage financing for the construction, rehabilitation, or preservation of housing for low-income families by providing a greater cash-flow than the property would otherwise generate. This is because most funding available to owners of affordable projects restricts the rent that can be collected from tenants to an affordable amount that is usually far less than a comparable unit would merit on the open market.

However, because the HCV/PBV program pays market rate rents by subsidizing the difference between an affordable rent for the tenant and the market rate rent for a particular unit, the amount of rent an owner can collect from a PBV unit is usually significantly higher than otherwise available to the project. This increased cash flow and leverage is crucial to the success of a given project. The primary advantage of PBVs to a housing authority is that they

help increase or preserve the supply of permanent, affordable housing available to HCV recipients and the community.

HUD requires that housing authorities utilize a competitive process to select developments that will receive PBV assistance. A housing authority can utilize its own competition or may choose projects that were competitively awarded affordable housing funds under a federal, state, or local government program (e.g., CDBG, HOME, competitively awarded Low-Income Housing Tax Credits). If the competitive process of another governmental entity is used, the award of those funds cannot have occurred more than three years prior to the PBV selection date, and the earlier selection proposal must not have involved any consideration that the project would receive PBV assistance.

HACCC released a competitive solicitation for 250 units of new construction PBVs on June 13, 2022. The deadline for responses was June 30th. HACCC received eighteen applications for a total of 375 PBV units. After review, seventeen projects were deemed eligible. One project was disqualified because they had already started construction. HUD regulations state that PBVs cannot be awarded to a new construction project that has begun any stage of the construction/rehab process.

A review of the applications determined that one project, 699 YVR Housing (24 units), was previously awarded federal HOME funding by the County in a competitive process that met HUD's guidelines for non-competitive award of PBVs by HACCC. In response, staff did not take this project through the competitive ranking process. Instead, it was brought to the Board to consider awarding PBVs outside of HACCC's competitive process. The Board approved the award of 24 PBVs to YVR Housing on July 12, 2022.

A list of the projects that applied for funding, the number of units they requested and the number of units that staff propose to award to each project is attached.

IV. CONSEQUENCES OF NEGATIVE ACTION

Should the Board not approve the conditional award of 226 project-based vouchers to these sixteen affordable housing projects, it is likely that every project will be delayed or cancelled because the rental assistance provided by PBVs is critical to their financial viability.

PBV RFP - 6/2022 Scoring Summary

Project	Owner	Address	# of Units Requested	Total Units in Project	# of Units Awarded
Mayfair Affordable	Bridge Housing	11690 San Pablo Ave, El Cerrito	25	69	17
Hope Village	CCIH/HOPE Solutions/Grace Presbyterian Church	2100 Tice Valley Rd, Walnut Creek	6	6	6
100 38th Street - Family	CHDC/Eden Housing, Inc	100 38th Street, Richmond, CA	19	76	19
100 38th Street - Supportive	CHDC/Eden Housing, Inc	100 38th Street, Richmond, CA	58	59	15
Lillie Mae Jones II	Community Housing Development Corporation	100 and 106 MacDonald Ave, Richmond, CA	31	31	8
Chesley Mutual Housing	Community Housing Development Corporation	802 Chesley Ave., Richmond, CA	8	30	8
Alvarado Gardens	DANCO Communities	13831 San Pablo Ave., San Pablo, CA	25	100	25
La Loma Apartments	EAH, Inc.	Adjacent to 710 Willow Ave, Rodeo, CA	31	66	16
Riverhouse	Eden Housing	700 Alhambra Ave., Martinez, CA	18	75	18
TBV Villas @ Renaissance	Guiding Light, Inc.	1827 San Joaquin Street, Richmond, CA	23	93	23
Sunflower Hills @ Lafayette Lane	Lafayette Pacific Associates, L.P.	3470 Mt. Diablo Blvd., Lafayette	25	38	13
San Pablo Family Housing	Novin Development	1820 Rumrill Blvd., San Pablo	25	41	8
Galindo Terrace	Resources for Community Development	1313 and 1321 Galindo Street, Concord	13	62	13
699 YVR	Resources for Community Development	699 Ygnacio Valley Rd., Walnut Creek	24	96	24
2251 San Ramon Valley	ROEM Development	2251 San Ramon Valley Blvd., San Ramon	8	169	8
Choice in Aging Senior Housing	Satellite Affordable Housing Associates	490 Golf Club Rd. Pleasant Hill, CA	21	81	21
811 San Pablo	Satellite Affordable Housing Associates	811 San Pablo Ave., Pinole, CA 94564	15	33	8
			375	1125	250



CHOICE IN AGING, PLEASANT HILL, CA



811 SAN PABLO AVENUE, PINOLE, CA



CHESLEY MUTUAL HOUSING, RICHMOND, CA



Riverhouse, Martinez, CA



2251 SAN RAMON VALLEY BLVD., SAN RAMON, CA



699 YGNACIO VALLEY ROAD, WALNUT CREEK, CA



100 38th STREET FAMILY HOUSING AND SUPPORTIVE HOUSING



MAYFAIR APARTMENTS, EL CERRITO, CA



GALINDO TERRACE, CONCORD, CA



SUNFLOWER HILL @ LAFAYETTE LANE, LAFAYETTE, CA



LA LOMA APARTMENTS, RODEO, CA



SAN PABLO FAMILY HOUSING, SAN PABLO, CA



LILLIE MAE JONES II, RICHMOND, CA



TBV VILLAS @ RENAISSANCE, RICHMOND, CA



HOPE VILLAGE, WALNUT CREEK, CA



ALVARADO GARDENS, SAN PABLO, CA

To: Contra Costa County Housing Authority Board of Commissioners
From: Joseph Villarreal, Housing Authority
Date: September 13, 2022



Contra
Costa
County

Subject: APPROVE WAGE CHANGE AND SALARY STEP INCREASE FOR JOSEPH E. VILLARREAL, EXECUTIVE DIRECTOR

RECOMMENDATIONS

APPROVE, effective January 1, 2022, a new five-step salary schedule for the position of Executive Director with a five percent (5%) increase between steps, with each step rounded down to the nearest whole dollar: Step 1 through Step 5 (\$190,446 - \$231,487).

APPROVE a merit step increase to step 4 of the new salary range effective January 1, 2022.

AUTHORIZE the Chair of the Board of Commissioners to sign an amendment to the Executive Director’s employment agreement to reflect the new salary and salary schedule.

BACKGROUND

On May 24, 2022, the Board of Commissioners completed a performance review of the Executive Director who is currently being paid at step one of the existing salary schedule for the position of Executive Director. It is recommended that a new five-step salary schedule be adopted for that position. The proposed new schedule reflects a 5% equity adjustment that was granted to represented employees on August 10, 2021, and to all management employees apart from the Executive Director on September 14, 2021. The Executive Director will also receive all COLAs approved for management staff by the Board on September 14, 2021.

The recommended merit step increase from Step 1 to Step 4 is as a result of the performance review that was due in January 2022, as permitted by the Executive Director’s employment agreement, and because the Executive Director has not been given a performance review since December 2018.

FISCAL IMPACT

The maximum annual cost of this action (including pension cost) for calendar year 2022 would be \$60,723.44.

CONSEQUENCE OF NEGATIVE ACTION

The Executive Director will not receive a salary increase.

Action of Board On: **09/13/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 13, 2022

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

ATTACHMENTS

BO JV

ED Salary
Schedule

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

TO: BOARD OF COMMISSIONERS
FROM: Commissioners Karen Mitchoff and Federal Glover
DATE: September 13, 2022
SUBJECT: APPROVE WAGE CHANGE AND SALARY STEP INCREASE FOR JOSEPH E. VILLARREAL, EXECUTIVE DIRECTOR

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

I. RECOMMENDED ACTION:

APPROVE, effective January 1, 2022, a new five-step salary schedule for the position of Executive Director with a five percent (5%) increase between steps, with each step rounded down to the nearest whole dollar: Step 1 through Step 5 (\$190,446 - \$231,487).

APPROVE a merit step increase to step 4 of the new salary range effective January 1, 2022.

AUTHORIZE the Chair of the Board of Commissioners to sign an amendment to the Executive Director's employment agreement to reflect the new salary and salary schedule.

II. FINANCIAL IMPACT:

The maximum annual cost of this action (including pension cost) for calendar year 2022 would be \$60,723.44.

III. REASONS FOR RECOMMENDATION/BACKGROUND

On May 24, 2022, the Board of Commissioners completed a performance review of the Executive Director who is currently being paid at step one of the existing salary schedule for the position of Executive Director. It is recommended that a new five-step salary schedule be adopted for that position. The proposed new schedule reflects a 5% equity adjustment that was granted to represented employees on August 10, 2021, and to all management employees apart from the Executive Director on September 14, 2021. The Executive Director will also receive all COLAs approved for management staff by the Board on September 14, 2021.

The recommended merit step increase from Step 1 to Step 4 is as a result of the performance review that was due in January 2022, as permitted by the Executive Director's employment agreement, and because the Executive Director has not been given a performance review since December 2018.

IV. CONSEQUENCES OF NEGATIVE ACTION:

The Executive Director will not receive a salary increase.

Executive Director Salary Schedule with 5% equity adjustment previously given to all other HACCC staff.

HOUSING AUTHORITY of the COUNTY of CONTRA COSTA SALARY SCHEDULES BY CLASSIFICATION					
Effective Date: January 1, 2022					
POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Executive Director	\$190,446/yr.	\$199,968/yr.	\$209,966/yr.	\$220,464/yr.	\$231,487/yr.
	\$15,870/mo.	\$16,664/mo.	\$17,497/mo.	\$18,372/mo.	\$19,290/mo.
	\$91.56/hr.	\$96.13/hr.	\$100.94/hr.	\$105.99/hr.	\$111.29/hr.

To: Contra Costa County Housing Authority Board of Commissioners
From: Joseph Villarreal, Housing Authority
Date: September 13, 2022



Contra
Costa
County

Subject: Claims

RECOMMENDATIONS

DENY claims filed by Subro Claims Inc., on behalf of Geico Insurance, a subrogee of Ebelia Becerra (2). DENY amended claim filed by Subron Claims Inc., on behalf of Geico Insurance, a subrogee of Ebelia Becerra.

BACKGROUND

Subro Claims Inc, on behalf of Geico Insurance a subrogee of Ebelia Becerra: Property claim for damage to vehicle in the amount of \$1,795.06.
Subro Claims Inc, on behalf of Geico Insurance a subrogee of Ebelia Becerra: Property claim for damage to vehicle in the amount of \$1,562.41.
Subro Claims Inc, on behalf of Geico Insurance a subrogee of Ebelia Becerra: Amended Housing Authority property claim for damage to vehicle in the amount of \$2,174.99.

FISCAL IMPACT

No fiscal impact.

CONSEQUENCE OF NEGATIVE ACTION

Not acting on the claims could extend the claimants' time limits to file actions against the County.

Action of Board On: 09/13/2022 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 13, 2022

Joseph Villarreal, Executive Director

Contact: Risk Management

By: , Deputy

cc:



Contra
Costa
County

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: September 13, 2022

Subject: ANNUAL REVIEW AND APPROVAL OF INVESTMENT POLICY

RECOMMENDATIONS

ADOPT Resolution No. 5245 to invest HUD and non-HUD funds according to HACCC’s Investment Policy.

BACKGROUND

California Government Code (CGC) Section 53646(a)(2)] requires staff to annually prepare and submit a statement of investment policy, and any changes thereto, to the Board of Commissioners for consideration at a public meeting. HACCC’s Investment Policy was developed following guidelines set forth both by the State and the U.S. Department of Housing and Urban Development (HUD). In general, the State’s approach to investing public funds is outlined in CGC Section 53600.5, which reads as follows:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the primary objective of a trustee shall be to safeguard the principal of the funds under its control. The secondary objective shall be to meet the liquidity needs of the depositor. The third objective shall be to achieve a return on the funds under its control.

The majority of HACCC’s funds are federal moneys received from HUD. When investing these moneys HACCC must follow both the broad guidelines listed above as required by the State and HUD’s more specific requirements set forth in HUD PIH Notice 2002-13. It authorizes housing authorities to invest HUD funds in the following:

- United States Treasury Bills, Notes and Bonds;
- Obligations issued by Agencies or Instrumentalities of the U.S. Government;
- State or Municipal Depository Funds, such as the Local Agency Investment Fund (LAIF) or pooled cash investment funds managed by County treasurers;
- Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100% collateralized by federal securities;
- Insured Money Market Deposit Accounts;
- Insured SUPER NOW accounts, provided that deposits in excess of the insured amount must be 100% collateralized by federal securities;

Action of Board On: **09/13/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 13, 2022

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations, limited to no more than 30% of surplus funds;
- Repurchase/Reverse Repurchase Agreements of any securities authorized by this section; securities purchased under purchase agreements shall be no less than 102% of market value;
- Sweep Accounts that are 100% collateralized by federal securities;
- Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (Money Market Mutual Funds);
- Funds must carry the highest rating of at least two national rating agencies and are limited to not more than 20% of surplus funds;
- Funds held under the terms of a Trust Indenture or other contract or agreement including the HUD/PHA Annual Contributions Contract, may be invested according to the provisions of those indentures or contracts; and
- Any other investment security authorized under the provisions of HUD Notice PIH 02-13.

Any non-HUD moneys controlled by HACCC may be invested in the following instruments permitted by the State (CGC Section 53601 et. seq.):

- Bonds issued by the local entity with a maximum maturity of five years;
- United States Treasury Bills, Notes and Bonds;
- Registered state warrants or treasury notes or bonds issued by the State of California;
- Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurer, other local agencies or Joint Powers Agencies;
- Obligations issued by Agencies or Instrumentalities of the U.S. Government;
- Bankers Acceptances with a term not to exceed 270 days, limited to 40% of surplus funds; no more than 30% of surplus funds can be invested in Bankers Acceptances of any single commercial bank;
- Prime Commercial Paper with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service or Standard & Poor's Corp., limited to 15% of surplus funds; provided that if the average total maturity of all commercial papers does not exceed 31 days up to 30% of surplus funds can be invested in commercial papers.
- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations, limited to not more than 30% of surplus funds;
- Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section, securities purchased under these agreements shall be no less than 102% of market value.
- Securities purchased under reverse repurchase agreements shall be for temporary and unanticipated cash flow needs only.
- Medium term notes (not to exceed two years) of U.S. corporations rated "AAA" or better by Moody's or Standard & Poor's limited to not more than 30% of surplus funds;
- Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (Money Market Mutual Funds), limited to not more than 15% of surplus funds;
- Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements;
- Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations;
- Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment least-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years, securities in this category must be rated AA or better by a national rating service and are limited to not more than 30% of surplus funds;
- Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

HACCC takes a conservative approach to investing. In the past, the majority of HACCC's available funds (over 50%) have been placed in the Local Agency Investment Fund (LAIF), an investment alternative for California's local governments and special districts that is under the oversight of the State Treasurer. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty-four hours without loss of interest or principal. Under Federal Law, the State of California cannot declare bankruptcy, thereby providing some assurance that the investments are secure. HACCC's remaining investments are in certificates of deposit, money market accounts and government securities.

As a result of HUD's recapture of the Section 8 housing assistance payment reserves from every housing authority, the percentage of HACCC's invested funds held by LAIF has decreased to 2.70%.

In order to monitor HACCC's compliance with the Investment Policy, staff provide the Board of Commissioners with quarterly reports showing HACCC's investments and any recent activity or changes in those investments as required by CGC Section 53646(b). Compliance with the Investment Policy is also reviewed during HACCC's independent audit. HACCC has had no findings or comments regarding its investment activity. Staff's recommendation is to maintain HACCC's current policy (see attachment). The attached policy was originally approved by the Board in 2007.

FISCAL IMPACT

This policy requires the Housing Authority of the County of Contra Costa (HACCC) to take a prudent approach to investing and that HACCC will not make any speculative investments, considering the probable safety of the capital as well as the probable income to be derived. The primary objectives of HACCC's investment activities, in order of priority, are: safety; liquidity; return on investment.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5245 approving the Investment Policy for the Housing Authority of the County of Contra Costa, HACCC would not be in compliance with HUD regulations and California Government Code.

ATTACHMENTS

RES 5245 - INVESTMENT POLICY

THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

RESOLUTION NO. 5245

RESOLUTION APPROVING THE INVESTMENT POLICY OF THE AUTHORITY

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) has established requirements governing cash management and approved investment instruments for certain funds under the control of the Public Housing Authorities; and

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern, California Government Code (Government Code) Section 53600.6; and

WHEREAS; the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of HUD's Public and Indian Housing Notice 02-13 and Government Code Section 53601; and

WHEREAS, the Executive Director of the Housing Authority of the County of Contra Costa (HACCC) shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Commissioners of the Housing Authority at a public meeting [Government Code Section 53646 (a)(2)];

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Contra Costa that it shall be the policy of the HACCC to invest funds in a manner which will provide the maximum safety, liquidity and reasonable investment return while meeting the daily cash flow demands of the HACCC and conforming to all statues governing the investment of HACCC funds.

PASSED AND ADOPTED ON _____ by the following vote of the Commissioners.



Contra
Costa
County

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: September 13, 2022

Subject: INVESTMENT REPORT FOR THE QUARTER ENDING JUNE 30, 2022

RECOMMENDATIONS

RECEIVE the Housing Authority of the County of Contra Costa’s investment report for the quarter ending June 30th, 2022.

BACKGROUND

California Government Code (CGC) Section 53646 requires the Housing Authority of the County of Contra Costa (HACCC) to present the Board of Commissioners with a quarterly investment report that provides a complete description of HACCC’s portfolio. The report is required to show the issuers, type of investments, maturity dates, par values (equal to market value here) and the current market values of each component of the portfolio, including funds managed by third party contractors. It must also include the source of the portfolio valuation (in HACCC’s case it is the issuer). Finally, the report must provide certifications that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and; (2) HACCC will meet its expenditure obligations for the next six months. (CGC 53646(b)).

The state-mandated report has been amended to indicate the amount of interest earned and how the interest was allocated. The amended report is attached.

In summary, HACCC had \$20,172.80 in interest earnings for the quarter ending June 30th, 2022. That interest was earned within discrete programs and most of the interest earned is available only for use within the program which earned the interest. Further, interest earnings may be restricted to specific purposes within a given program.

The Housing Choice Voucher Program reserve as of 12/31/2013 held in cash and investments was transitioned to HUD held program reserve account.

Non-restricted interest earnings within both the voucher and public housing programs must be used solely within those programs, but such interest earnings can be used for a wider range of purposes within the individual programs. The interest earned in the State and Local fund can be used for any purpose within HACCC’s scope of operations.

The interest earned for the quarter ending June 30th,2022 is shown below. A more detailed report is attached

Action of Board On: **09/13/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 13, 2022

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

Public Housing	Housing Choice Voucher Fund		Central Office	State & Local
Unrestricted Interest Earned	Restricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned
\$6,172.57		\$7,397.26	\$3,841.89	\$2,761.08

FISCAL IMPACT

None. For reporting purposes only.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to accept the investment report it would result in an audit finding of non-compliance and could ultimately affect future funding from the U.S. Department of Housing and Urban Development (HUD).

ATTACHMENTS

Investment Report QE 6.30.2022

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE

For Period Ending: 6/30/2022

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date
Cantella & Company						
Fidelity Market Reserves	Money Market	31,521.98	0.45%	ongoing	ongoing	31,521.98
Barclays Bank Delaware	Certificate of Deposit	247,000.00	2.250%	9/27/17	9/27/22	274,802.73
Discover Bank	Certificate of Deposit	140,000.00	2.550%	12/28/17	12/28/22	157,859.78
Sally Mae Bank	Certificate of Deposit	173,000.00	2.650%	2/08/18	2/08/23	195,935.06
Citi Bank NA	Certificate of Deposit	100,000.00	3.100%	5/04/18	5/04/23	115,508.49
Goldman Sacs	Certificate of Deposit	100,000.00	3.300%	7/25/18	7/25/23	116,509.04
Commenty Capital Bank	Certificate of Deposit	120,000.00	3.250%	8/13/18	8/14/23	139,521.37
Citi Bank NA	Certificate of Deposit	145,000.00	3.000%	2/15/19	2/15/24	166,761.92
Morgan Stanley Private Bank	Certificate of Deposit	160,000.00	2.200%	7/25/19	7/25/24	177,619.29
State Bank of India	Certificate of Deposit	140,000.00	1.100%	5/28/20	5/28/25	147,704.22
Texas Exchange Bank	Certificate of Deposit	105,000.00	1.000%	6/19/20	6/19/25	110,252.88
State Bank of India	Certificate of Deposit	105,000.00	1.000%	4/27/21	4/27/26	110,252.88
Sally Mae Bank	Certificate of Deposit	75,000.00	1.050%	9/23/21	9/22/26	78,937.50
Synchrony Bank	Certificate of Deposit	100,000.00	0.950%	9/24/21	9/24/26	104,752.60
Federal Home Loan bank	Govt Agency	115,000.00	1.350%	1/27/22	1/27/26	121,214.25
Federal Home Loan bank	Govt Agency	110,000.00	1.750%	2/04/22	1/27/27	119,588.08
American Express national Bank	Certificate of Deposit	247,000.00	2.000%	3/09/22	3/09/27	271,713.53
Capital One Bank, USA	Certificate of Deposit	230,000.00	2.250%	3/23/22	3/23/27	255,889.18
Ally Bank	Certificate of Deposit	220,000.00	3.100%	5/19/22	5/09/25	240,291.84
BMO Harris Bank	Certificate of Deposit	150,000.00	3.300%	6/15/22	6/15/27	174,763.56
Morgan Stanley Bank	Certificate of Deposit	150,000.00	3.750%	6/30/22	6/30/27	178,140.41
GRAND TOTALS		2,963,521.98				2,696,344.78

L.A.I.F. (Acct # 25-07-003)	Liquid Account	107,944.12	0.75%	ongoing	ongoing	107,944.12
De Anza Gardens, LP	Loan	1,000,000.00	3.00%			1,000,000.00
GRAND TOTALS		4,071,466.10				3,804,288.90

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT BY FUND

For Period Ending 6/30/2022

Issuer	Amount Invested	Amount Invested by Fund:				
		Public Housing	Management	Central Office	Housing Choice Voucher	Rental Rehabilitation
Cantella & Company						
Fidelity Market Reserves	31,521.98	7,540.95	23,366.98	614.05		
Barclays Bank Delaware	247,000.00	247,000.00				
Discover Bank	140,000.00	140,000.00				
Sally Mae Bank	173,000.00		173,000.00			
Citi Bank NA	100,000.00		100,000.00			
Goldman Sacs	100,000.00			100,000.00		
Commenty Capital Bank	120,000.00			120,000.00		
Citi Bank NA	145,000.00			145,000.00		
Morgan Stanley Private Bank	160,000.00		-	160,000.00		
State Bank of India	140,000.00		140,000.00			
Texas Exchange Bank	105,000.00		105,000.00			
State Bank of India	105,000.00	105,000.00				
Sally Mae Bank	75,000.00	26,596.66		48,403.67		
Synchrony Bank	100,000.00	100,000.00				
Federal Home Loan bank	115,000.00	115,000.00				
Federal Home Loan bank	110,000.00	110,000.00				
American Express national Bank	247,000.00	247,000.00				
Capital One Bank, USA	230,000.00	230,000.00				
Ally Bank	220,000.00	220,000.00				
BMO Harris Bank	150,000.00	150,000.00				
Morgan Stanley Bank	150,000.00	150,000.00				
GRAND TOTALS	2,443,521.98	1,848,137.61	541,366.98	574,017.72	-	-

L.A.I.F. (Acct # 25-07-003)	107,944.12	-	-	-		107,944.12
De Anza Gardens, LP	1,000,000.00				1,000,000.00	
GRAND TOTALS	4,071,466.10	1,848,137.61	541,366.98	574,017.72	1,000,000.00	107,944.12

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 6/30/2022

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 6/30/22)	Yield
Cantella & Company					
Fidelity Market Reserves	Money Market	ongoing	31,521.98	31,521.98	0.45%
Barclays Bank Delaware	Certificate of Deposit	9/27/2022	247,000.00	247,266.76	2.25%
Discover Bank	Certificate of Deposit	12/28/2022	140,000.00	140,317.80	2.55%
Sally Mae Bank	Certificate of Deposit	2/08/2023	173,000.00	173,420.39	2.65%
Citi Bank NA	Certificate of Deposit	5/04/2023	100,000.00	100,422.00	3.10%
Goldman Sacs	Certificate of Deposit	7/25/2023	100,000.00	100,422.00	3.30%
Commmenty Capital Bank	Certificate of Deposit	8/14/2023	120,000.00	120,438.00	3.25%
Citi Bank NA	Certificate of Deposit	2/15/2024	145,000.00	144,679.55	3.00%
Morgan Stanley Private Bank	Certificate of Deposit	7/25/2024	160,000.00	156,484.80	2.20%
State Bank of India	Certificate of Deposit	5/28/2025	140,000.00	131,154.80	1.10%
Texas Exchange Bank	Certificate of Deposit	6/19/2025	105,000.00	97,903.05	1.00%
State Bank of India	Certificate of Deposit	4/27/2026	105,000.00	96,177.90	1.00%
Sally Mae Bank	Certificate of Deposit	9/22/2026	75,000.00	68,187.75	1.05%
Synchrony Bank	Certificate of Deposit	9/24/2026	100,000.00	90,512.00	0.95%
Federal Home Loan bank	Govt Agency	1/27/2026	115,000.00	108,517.45	1.35%
Federal Home Loan bank	Govt Agency	1/27/2027	110,000.00	102,806.00	1.75%
American Express national Bank	Certificate of Deposit	3/09/2027	247,000.00	231,915.71	2.00%
Capital One Bank, USA	Certificate of Deposit	3/23/2027	230,000.00	218,302.20	2.25%
Ally Bank	Certificate of Deposit	5/09/2025	220,000.00	218,257.60	3.10%
BMO Harris Bank	Certificate of Deposit	6/15/2027	150,000.00	149,014.50	3.30%
Morgan Stanley Bank	Certificate of Deposit	6/30/2027	150,000.00	151,249.50	3.75%
			2,443,521.98	2,360,450.14	
L.A.I.F. (Acct # 25-07-003)	Liquid Account	ongoing	107,944.12	107,944.12	0.75%
De Anza Gardens, LP	Loan		1,000,000.00	1,000,000.00	3.00%
GRAND TOTALS			4,071,466.10	3,468,394.26	

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Investment Interest Earnings Report

For Period Ending 6/30/2022

150189	Amount Invested	Interest Earned this Qtr	Interest Earned this Quarter by Fund				
			Public Housing	Management	Central	Rental Rehab	Housing Voucher
			Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted
Cantella & Company							
Fidelity Market Reserves	31,521.98	34.98	8.37	25.93	0.68	-	-
Barclays Bank Delaware	247,000.00	1,370.34	1,370.34	-	-	-	-
Discover Bank	140,000.00	880.27	880.27	-	-	-	-
Sally Mae Bank	173,000.00	1,130.42	-	1,130.42	-	-	-
Citi Bank NA	100,000.00	764.38	-	764.38	-	-	-
Goldman Sacs	100,000.00	813.70	-	-	813.70	-	-
Commenty Capital Bank	120,000.00	961.64	-	-	961.64	-	-
Citi Bank NA	145,000.00	1,072.60	-	-	1,072.60	-	-
Morgan Stanley Private Bank	160,000.00	867.95	-	-	867.95	-	-
State Bank of India	140,000.00	379.73	-	379.73	-	-	-
Texas Exchange Bank	105,000.00	258.90	-	258.90	-	-	-
State Bank of India	105,000.00	258.90	258.90	-	-	-	-
Sally Mae Bank	75,000.00	194.18	68.86	-	125.32	-	-
Synchrony Bank	100,000.00	234.25	234.25	-	-	-	-
Federal Home Loan bank	115,000.00	382.81	382.81	-	-	-	-
Federal Home Loan bank	110,000.00	474.66	474.66	-	-	-	-
American Express national Bank	247,000.00	1,218.08	1,218.08	-	-	-	-
Capital One Bank, USA	230,000.00	1,276.03	1,276.03	-	-	-	-
Ally Bank	220,000.00	784.77	784.77	-	-	-	-
BMO Harris Bank	150,000.00	203.42	203.42	-	-	-	-
Morgan Stanley Bank	150,000.00	-	-	-	-	-	-
-	2,443,521.98	12,573.82	6,172.57	2,559.36	3,841.89	-	-
L.A.I.F. (Acct # 25-07-003)	107,944.12					201.72	
De Anza Gardens, LP	1,000,000.00	7,397.26					7,397.26
GRAND TOTALS	4,071,466.10	20,172.80	6,172.57	2,559.36	3,841.89	201.72	7,397.26

To: Contra Costa County Housing Authority Board of Commissioners
From: Joseph Villarreal, Housing Authority
Date: September 13, 2022



Contra
Costa
County

Subject: ADOPT RESOLUTION NO. 5246 IN RECOGNITION OF ELIZABETH CAMPBELL'S INDISPENSABLE SERVICE TO HACCC ON THE OCCASION OF HER RETIREMENT

RECOMMENDATIONS

ADOPT RESOLUTION 5246 IN RECOGNITION OF ELIZABETH CAMPBELL'S INDISPENSABLE SERVICE TO THE HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA ON THE OCCASION OF HER RETIREMENT

BACKGROUND

In the matter of expressing appreciation to Director of Asset Management, Elizabeth Campbell, for her service to the Housing Authority of the County of Contra Costa, on the occasion of her retirement.

Action of Board On: **09/13/2022** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 13, 2022

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

ATTACHMENTS

Ceremonial RES
5246

The Board of Commissioners

Housing Authority of the County of Contra Costa

In the matter of expressing appreciation to Director of Asset Management, Elizabeth Campbell, for her service to the Housing Authority of the County of Contra Costa, on the occasion of her retirement.

Resolution No. 5246

WHEREAS, Elizabeth Campbell began her service on January 1, 1987, at the age of 18 as a student worker at the El Pueblo Public Housing development in Pittsburg, CA; and

WHEREAS, Elizabeth Campbell was promoted to a full-time position as a Housing Clerk less than one year later to work in the public housing development, Las Deltas, in North Richmond; and

WHEREAS, Elizabeth Campbell was promoted to several other positions throughout the next twenty (20) years including Housing Clerk, and Housing Manager for the Public Housing Department; Senior Account Clerk and Internal Auditor for the Finance Department and Director of Assisted Housing Programs for the Section 8 Department; and

WHEREAS, Elizabeth Campbell was promoted to the position of Director of Asset Management in October of 2007 where she was given the responsibility to oversee all of the public housing developments in the jurisdiction of the Housing Authority of the County of Contra Costa; and

WHEREAS, Elizabeth Campbell has dutifully served in the position of Director of Asset Management for fifteen (15) years and has led the agency through a compressive conversion to Asset Management as required by the U.S. Department of Housing and Urban Development; and

WHEREAS, Elizabeth Campbell has served in the capacity of Senior Vice President and President of the NorCal/Nevada chapter of the Pacific Southwest Regional Council of the National Association of Housing and Redevelopment Organizations while also serving on the Housing, Member Services and Professional Development Committees; and

WHEREAS, Elizabeth Campbell has been sought out by the U.S. Department of Housing and Urban Development and other industry leaders for her training skills and ability to provide continuing education to her colleagues and peers; and

WHEREAS, Elizabeth Campbell, in her commitment to providing the communities she serves opportunities for advancement by collaborating with various organizations throughout the county to ensure access to food, healthcare, education, employment opportunities, and technology; and

WHEREAS, Elizabeth Campbell through her proven leadership acumen and passion for serving the underserved communities throughout Contra Costa County and beyond has provided guidance and mentorship to her peers throughout the country while maintaining meaningful relationships with the residents of Public Housing and the Housing Choice Voucher Programs, earning their confidence and trust through her professionalism, responsiveness and competence; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Contra Costa does hereby congratulate Elizabeth Campbell on her indispensable service to the Housing Authority of the County of Contra Costa, to her profession and Contra Costa County, as well as to congratulate her on the occasion of her retirement.

PASSED by a unanimous vote of the Board of Commissioners members present this 13th day of September 2022.

KAREN MITCHOFF
Chair, District IV Commissioner

JOHN GIOIA
District I Commissioner

CANDACE ANDERSEN
District II Commissioner

DIANE BURGIS
District III Commissioner

FEDERAL D. GLOVER
District V Commissioner

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Commissioners on the date shown:

ATTESTED: September 13, 2022

CLERK OF THE BOARD OF COMMISSIONERS

By _____
JOSEPH VILLARREAL, EXECUTIVE DIRECTOR

