



**DRAFT MINUTES**  
**CITY OF SANTA MONICA**  
**HOUSING COMMISSION MINUTES**  
**July 18, 2019**



**1. CALL TO ORDER & ROLL CALL:** A regular meeting of the Santa Monica Housing Commission was called to order by Chair Soloff at 4:32 p.m. on Thursday, July 18, 2019, at the Ken Edwards Center, 1527 4th Street.

**A. OATH OF OFFICE FOR COMMISSIONER REAPPOINTMENT** – Chair Soloff administered the Oath for Public Office to reappointed Vice Chair Hilton and Commissioner Buchanan.

**B. ROLL CALL**

- **Present:** Chair Soloff  
Vice Chair Hilton  
Commissioner Buchanan  
Commissioner Katz  
Commissioner Keintz
  
- **Absent:** Commissioner Bloch
  
- **Staff Present:** Housing Manager, Barbara Collins  
Housing Program Manager, Jim Kemper  
Data Analyst, Ben Andrews  
Commission Secretary, Melinda Espinoza

**C. ELECTION OF OFFICERS** – Election of the office of Chairperson and Vice Chairperson for the term ending July 1, 2020.

For the office of Chair:

Chair Soloff was nominated by Vice Chair Hilton.

Chair Soloff was re-elected to the office of Chairperson for the term ending July 1, 2020 by a 4-0 vote with one abstention.

For the office of Vice Chair:

Vice Chair Hilton was nominated by Chair Soloff.

Vice Chair Hilton was re-elected to the office of Vice Chairperson for the term ending July 1, 2020 by a 4-0 vote with one abstention.

**2. PUBLIC INPUT**

- Denise Barton

**3. APPROVAL OF MINUTES**

- A.** Approval of minutes for the June 20, 2019 Housing Commission meeting.

Motion by Chair Soloff, seconded by Commissioner Buchanan to approve the June 20, 2019 minutes.

The motion was approved by the following vote:

- AYES: Chair Soloff, Vice Chair Hilton, Commissioner Buchanan,  
Commissioner Keintz
- NOES: NONE
- ABSTAIN: Commissioner Katz
- ABSENT: Commissioner Bloch

**4. DISCUSSION ITEMS**

**A. VOUCHER WAITLISTS ADMINISTRATION PROCESS AND CHALLENGES**

Presentation regarding the current workflow for application review and approval for the Housing Choice Voucher and other voucher programs, including statistics related to number of applicants and percentage who reach lease-up.

Presentation by Housing Manager Barbara Collins.

**5. ACTION ITEMS**

**A. HOUSING AUTHORITY ADMINISTRATIVE PLAN**

Discussion and possible action providing input regarding proposed discretionary revisions to the Housing Authority’s Administrative Plan.

Motion by Vice Chair Hilton, seconded by Commissioner Katz regarding “Family Absence,” (sections/pages 5-8, 12-8, 12-20) that for purposes of Housing Authority operations and staff consistency, the Rule be referenced that if any household member is absent for 30 days or more, written notice is required and must be provided to the PHA.

The motion was approved by the following vote:

- AYES: Chair Soloff, Vice Chair Hilton, Commissioner Katz, Commissioner  
Keintz
- NOES: NONE
- ABSTAIN: Commissioner Buchanan
- ABSENT: Commissioner Bloch

Public Input:

- Catherine Eldridge
- Nancy

**B. WORK PLAN**

Discussion of annual work plan and potential priorities, and possible action setting long-range agenda and work plan.

**6. HOUSING MANAGER'S REPORT**

Housing Manager, Barbara Collins, reported:

- Two management fellows in the City will be working with the Housing Division for six months, assisting with various projects, such as researching rent burden in deed-restricted affordable housing.
- The Housing Authority staff completed inspections of the Westminster and Santa Monica Christian Towers and will be executing a 20-year Project-Based Vouchers contract for the properties.

**7. CHAIR/COMMISSIONER'S REPORT**

- Chair Soloff reported on his speaking engagement at the Committee on Racial Justice and questions he received regarding 1) whether something could be done about violations of the Ellis Act and 2) whether it's possible to raise the age-out age on the Little Berkeley Project.
- Chair Soloff reported on Commissioner Keintz's impending departure from the Housing Commission.
- Vice Chair Hilton said that presidential candidate/former HUD Secretary Julian Castro has proposed expanding the federal Section 8 housing subsidy program from the current 5.3 million low-income households (about 25% of those eligible) to the remaining 75% of eligible households. Castro's campaign said the \$410 billion cost over 10 years could be paid in full by repealing the current tax cuts.

**8. ADJOURNMENT OF THE HOUSING COMMISSION**

On the order of the Chair, the Housing Commission meeting was adjourned at 7:27 p.m.

The next regular Housing Commission meeting date is scheduled on Thursday, August 15, 2019 at 4:30 p.m.

ATTEST:

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Michael Soloff  
Chair, Housing Commission

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Melinda Espinoza  
Housing Commission Secretary