



MINUTES
HOUSING COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS
1685 Main Street, Room 250
Santa Monica, CA 90401
Thursday, June 6, 2024
6:00 PM

Call to Order

Chair Gray called the meeting to order at 6:00 pm

Roll Call

Present: Commissioner Wells (arrived 6:18 pm), Commissioner Lynch, Commissioner Gomez, Commissioner Gordon, Commissioner Borresen, Chair Gray

Absent: Vice Chair Marasco

Also present: Ivette Gomez (Staff Assistant III)

1. Public Input (Non-Agenda Items)

Members of the public Nancy and Bill commented on various Housing issues.

2. Public Input (Agenda Items Under SPECIAL AGENDA ITEMS and CONSENT CALENDAR Only)

None

3. Special Agenda Items

- a. Announcements
- b. Subcommittee Year-End Status Reports
 - i. Affordable Housing Funding Subcommittee
 - ii. Affordable Housing Model Subcommittee
 - iii. Client Advisory Board Subcommittee
 - iv. Housing Voucher Subcommittee
 - v. Inclusionary Housing Subcommittee
 - vi. Nonprofit Housing Subcommittee
 - vii. Vacancy Mitigation Subcommittee
 - viii. Rental Inventory Subcommittee

5. Consent Calendar

- a. [May 2, 2024 Minutes](#)

Commissioner Gomez moved and Commissioner Gordon seconded a motion to approve the May 2, 2024 Minutes.

Voice vote; motion passes unanimously.

6. Public Input On Remaining Agenda Items

None

8. Continued Items

- a. Discussion and possible action regarding recommendations to the Santa Monica Housing Authority Board and/or City Council about Housing Choice Voucher and other Santa Monica Housing Authority programs and their implementation based on residents' feedback (Attachments: [Draft Housing Commission Recommendations](#))

Commissioner Lynch moved and Commissioner Gordon seconded a motion to submit the following recommendations to City Council and the Santa Monica Housing Authority Board: develop a comprehensive housing provider program to facilitate best in-class voucher acceptance rates that include - hiring a housing provider liaison, regular monthly housing provider workshops, incentives programs, and looking to the City of San Diego as best practice in this area; overhaul the Housing Authority and Housing website for transparency, usability, accessibility, and include the ability to make appointments online, for appointments by video, phone, and in-person; list of staff, contact information

and title; flow chart with rights and responsibilities for the three sets of stakeholders; how-to videos; portal for stakeholders to see their files, cases, and upload documents; access to the Administrative Plan, Affordable Housing Production Program (AHPP), and other housing documents; information about the Client Advisory Board (CAB) and how to contact representatives; rights and responsibilities sheets – for clients, landlords, and the Housing Authority – available online and sent to new housing providers and clients every year; clarify administrative review policies and procedures, and designate impartial officers with a guaranteed response time; add additional stakeholder resources and recourses to the Administrative Plan and website; hire an ADA Coordinator for the Housing Division; hire/utilize communication staff to craft clear, readable, trauma informed, fully accessible communications supported by infographics for Housing Authority stakeholders; the Housing Authority request a voluntary Housing and Urban Development (HUD) audit of Housing Authority cases and procedures for compliance going back to 2016; annual recertification packet that includes a copy of the family report, an updated version of the Housing Authority Board (HAB) contract, and results of medical deductions with information saying you can appeal; notify clients of rent adjustments; provide clients with documentation showing how the rent reasonableness determination was conducted; 30-day notice of change in terms of tenancy being served to the client before the rent change; inform people that rent control tenants also need to be provided the rent control specific 30-day notice; Housing Authority to provide tenants and landlords with rent control information specific to their unit; provide a copy of the developer agreement/deed restriction information to clients that live in deed restricted housing.

Voice vote; motion passes unanimously.

9. Staff Administrative Items

- a. Discussion and possible action to underscore, modify, and/or expand recommendations to City Council and Housing Authority Board regarding Client Advisory Board (CAB) (Attachments: [Existing Housing Commission CAB Recommendations](#), [Medical professional's letter regarding trauma informed practices in creating CAB](#))

Commissioner Gordon moved and Commissioner Wells seconded a motion to expand the options in conversations with the City Attorney's Office and the Housing and Human Services Department, regarding the creation of the Client Advisory Board (CAB), to include modifications such as: CAB created by staff;

created by pure election; created by Housing Authority Board (HAB) direction; created by a different ordinance, if possible, that is not subject to the Brown Act; by a community group; by staff direction only. Followed by the CAB creating their own bylaws and/or staff direction, but without an Memorandum of Understanding (MOU). In any case, the Housing Authority is needed to facilitate communication among the CAB members and the people that they are representing as is required by federal law. Key that it is not subject to the Brown Act, and meetings are accessible, specifically by video.

Voice vote; Commissioner Lynch abstains. Commissioner Lynch changes vote from abstain to aye. Motion passes unanimously.

13. Housing Commission Member Discussion Items

- a. Discussion and possible action regarding rescheduling or cancelling the Housing Commission's July meeting (Chair Gray)
- b. Discussion of Santa Monica Lookout articles (Links: ["Santa Monica Struggles to Meet Affordable Housing Targets"](#) ["Judge Rules Controversial State Housing Law Unconstitutional"](#))(Commissioner Borresen)

Adjournment

Chair Gray adjourned the meeting at 9:19 p.m.

Attest:

Approved:

(Name)

(Name)

Secretary

Chair