

**IRVINE CAMPUS HOUSING AUTHORITY**

**Board of Directors' Meeting**

**September 9, 2021 (via video conference)**

**BOARD MEMBERS PRESENT:** Jennifer Aaron, Yong Chen, Sandra Irani, Tyrus Miller, Diane O'Dowd, Heike Rau, Suzanne Sandmeyer, Barbara Sarnecka, Christy Teague, Samara Larson

**OTHERS PRESENT:** Jennifer Barb, Bryce Bunker, Brad Conley, Karlie George, Andrew Herndon, Ron Reid, Hobart Taylor, Victor Van Zandt, Elaine Vatakis

**CALL TO ORDER:** Jennifer Aaron called the meeting to order

**APPROVAL OF MINUTES:** The Board approved the minutes of August 12, 2021.

**REPORT ON OPERATIONS:**

ICHA Chair Jennifer Aaron invited ICHA department heads to provide reports on operations:

- Manager Reid provided the update that Jose Perez of the Asset Management maintenance staff received a doctor's note to return to work and as of Sept. 17 he will be joining our crew again.
- Director Correa reported that Rent Café was launched, and residents of the rental communities Gabrielino and Santiago have received an invitation to join the resident portal. The portal allows the tenants to sign documents, update their profile including editing their contact information, vehicle information and make maintenance requests.
- Vice President Herndon announced the progress the department has made with hiring for their program and community events position. There was a recent surge in applications received. ICHA's human resource department reviewed all applications and thinned them down to 15 applicants who will be asked to fill out an industrial standards skills test to assess their strengths. The goal is to interview candidates and hire in early October.
- HRB Board member Hobart Taylor provided the update on the HRB's Emergency Preparedness event that will be held on October 24 at the University Hills Community Center. The event will provide recommended communications during emergencies, including Zot Alert for families in University Hills in preparation for potential emergencies. CERT training program will also be discussed at the event.

- Director Barb announced that the audit is still in progress and on schedule to present to the Board in October. She highlighted ICHA's current cash position, debt obligations and returns on investments reports. Director Barb mentioned that one concern is the return on STIP investments. For the month of July, the return was one tenth of a percent, which was the most significant decline. If this trend continues, she is projecting an unfavorable interest income for the year.
- Manager Bunker reported on the Area 12 engagement with stakeholders in which he successfully completed three presentations to the HRB, ICHA Board and University Hills community. After the two-and-a-half-year design process, we await the University and Regents decision in mid-November.
- Vice President Vatakis noted Northmarq Capital, which is the lender for Alturas and Miramonte, completed their annual visit to the communities to ensure that the assets were performing financially and that they are well maintained. The outcome was great in that the visit confirmed that the communities are meeting the financing requirements.
- Vice President George reported that the department is taking over management of the Sabbatical Home Rental program with two goals in mind; provide a more robust housing resource for UCI employees looking to be housed in University Hills and develop a more sophisticated tool that encourages homeowners to contact the department when going on sabbatical/leave. This promotes the terms of the Ground Sublease, in which a homeowner is to seek a UCI faculty/staff member prior to renting to the general market.

## **OLD BUSINESS**

- **Board Committees** – Vice President George provided a review of the three ICHA Board Committees: Audit, Compensation and Benefits and Dispute Resolution. The Board discussed the committee functions and current members on each committee. There was discussion about changing and adding additional members to each committee. In addition, there was discussion about the possibility of rotating the Treasurer/Secretary Board position to another board member.

## **NEW BUSINESS**

- **Los Trancos Park and Pool Survey** – Director Correa provided a brief overview of the recently completed Los Trancos Park and Recreation Survey. The survey was sent out to all residents during the Spring to collect ideas for the park redevelopment. Following the initial survey, a second survey was sent to residents in June requesting that they rank the amenities. The next step is for the Homeowner's Representative Board to appoint a member to work with ICHA to refine the park plan.
- **Cyber Security** – Director Correa updated the Board that following the Auditor's recent recommendation, ICHA completed an assessment of the corporation's cyber security. The plan included taking a deep dive to look at the corporation's data that is collected, stored and assess vulnerabilities. Furthermore, the corporation analyzed and evaluated what is currently in place. In addition, our insurance provider tested our cyber security through our public facing website and didn't find any concerns.

**EXECUTIVE SESSION**

- The Board continued the meeting in Executive Session.

**ADJOURNMENT**

The meeting adjourned at 3:35 pm.