

**IRVINE CAMPUS HOUSING  
AUTHORITY**

Board of Directors'  
Meeting April 8, 2020  
(*via video  
conference*)

**BOARD MEMBERS PRESENT:** Jennifer Aaron, Alan Barbour, Yong Chen, Diane O'Dowd, Sandra Irani, Greg Jue, Heike Rau, Barbara Sarnecka, Christy Teague, Greg Washington.

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

**CALL TO ORDER:** Greg Jue called the meeting to order.

**APPROVAL OF MINUTES:** The Board approved the minutes of March 11, 2020.

**REPORT ON OPERATIONS: COVID-19 IMPACTS**

- Manager Reid noted that the ICHA office, Community Center, dog parks and pool facilities are closed; the pool heaters are turned off and the gates are locked. Bathrooms at Gabrielino Community Park and Vista Bonita are closed. The Community Center bathrooms remain open Monday through Friday for third-party vendors. All University Hills residents have been notified about the closures via email and signage has been posted at facilities. ICHA has canceled the Campus Security Officer program for Community Center and ICHA office. One ICHA employee, Jose Perez, maintains a normal on-site work schedule.
- Director Correa said her time had been spent on transitioning ICHA staff to teleworking, which involved purchase and set up of new laptops and purchasing and training on new applications (Zoom, Adobe, LogMeIn, eFaxing). The Board asked if a program to allow fax via email was necessary as faxing should be phased out. Vice President Herndon responded that, in fact, fax is emergency preparedness equipment. Since it is a landline, it serves as a backup in the event of power outages. Additional COVID-related activities included promoting the conversion of community events & classes to a virtual format, launching a weekly COVID-19 Update to all residents and updating the ICHA and HRB websites with COVID-related info and changes.
- Vice President Herndon reported that Community Management has held a helpful daily call with the HRB since the beginning of the COVID-19 shutdown. The department continues to field incoming questions and concerns from residents such as roof leaks due to rain and feedback on the facility closures. The dog parks will be reseeded during the closure period. The department also continues to support the HRB Welcoming & Wellness committee and its activities.
- Director Barb noted that Accounting is reducing its check run to every two weeks in order to increase protection of accounting staff. It is preparing for the 2020-2021 fiscal year budget, gathering data from departments. Finally, the audit due date has been extended past its initial

April 15 deadline because of COVID-19.

- Vice President Vatakis said the Rental Department introduced a rent deferment/repayment option for financial hardship and communicated it to renters, several of whom have pursued the option. Rental is paying field personnel an extra \$2 per hour hazard pay. The team has ordered masks and gloves, but Tyvek suits are unavailable. Several prospective tenants have requested a delay in move-in due to stay-at-home orders.
- Manager Bunker reported that home construction has been deemed an essential service, so all ICHA construction projects are ongoing. He is conducting all meetings by conference call. The builder has implemented a series of job site protections related to COVID-19. He also has recommended to the campus representative to implement Irvine Inspection protocol for campus inspectors. Board Chair Jue said he could assist in facilitating.
- Director George recounted that real estate was not deemed an essential service at the beginning of the stay-at-home order but was eventually reclassified as essential. Prior to the reclassification, two potential sales were reversed; one involving a resident considering moving to a retirement community and the other considering a move to New York. New sales continue. Instead of showing the homes in person, homeowners are providing photos and videos of the home, which are being sent to interested buyers. The sales department is has coordinated COVID-19 protocols with escrow, title, facilitators, inspectors, appraisers and lenders. Incoming Senate recruit tours are being conducted by video call and has worked out well thus far.
- HRB Chair Hobart Taylor thanked ICHA for its support during this challenging time. He also thanked Nina MacDonald and Harry Mangalam for their help with the listserv. The HRB has been very involved in assisting residents with virtual events, especially the weekly Let's Talk COVID-19 video chat with Dr. Cynthia Haq. The weekly meetings are attracting up to 70 participants and are archived at tiny.cc/uahillsyoutube ([https://www.youtube.com/channel/UCrPhengPif-g7qtA5yxXZ\\_g](https://www.youtube.com/channel/UCrPhengPif-g7qtA5yxXZ_g)) The HRB is also working to match about 40 residents who are either volunteering or asking for assistance.

#### **NEW BUSINESS:**

- **Discuss Budgeting Strategy for Fiscal Year 2021**

CEO and President Van Zandt presented a framework for the FY2021 budget:

- Discuss whether ICHA should apply for the Paycheck Protection Program administered by the Small Business Administration (About 2.5 times average monthly payroll, \$600,000). The loan becomes a grant if staffing levels are maintained, producing a budget surplus. However, there are ethical considerations tied to applying for the loan. After discussion, the Board decided to table the question of whether to apply or not until the application was approved.
- Maintain current apartment rental rates and maintain the homeowners' dues amounts. Deciding not to make these increases represents up to \$325,000 loss to revenue, which could be offset by delaying reserve study items (painting Santiago Apartments).
- Award staff a cost of living raise (COLA) based upon CPI-U national.

- Identify items that can be held to last year's budget or even reduced.
- **Blue & Gold Update and Recommendations**

ICHA presented the opportunity to invest in the Blue & Gold Fund to the Board at the last retreat in November, 2019. At that time, the Fund was showing a 13% return, which has since dropped to 3% annual. Therefore, ICHA recommended deferring any investment in the Blue and Gold Fund until further notice. The Board concurred.

#### **EXECUTIVE SESSION**

- Near-term Corporate Strategies

#### **ADJOURNMENT**

The meeting adjourned at 4:45 pm.