

**H&CD COMMISSION - REGULAR MEETING  
AGENDA DRAFT MINUTES**

Thursday, April 27, 2023 – 10:00 a.m.

**County Administration South  
601 North Ross, First Floor, Room 103/105  
Santa Ana, California 92701**

**An Nguyen, 1st District  
Muriel Ullman, 2nd District  
Mike Alvarez, 3rd District  
Vacant, 4th District  
Stephanie Oddo, 5th District**

**James Mai, At-Large  
Wayne Carvalho, At-Large  
Carla Wilkerson, Tenant Representative  
Helen Smith-Gardner, Tenant Representative  
Mike Frost, City Selection Representative  
Cecilia Hupp, Chair, City Selection Representative**

The Housing and Community Development (H&CD) Commission has been established to perform two functions. (1) As to Orange County Housing Authority matters, the H&CD Commission is to review and make recommendations on those Agenda items, which will be presented to the Orange County Board of Supervisors, sitting as the Board of Commissioners of the Orange County Housing Authority. These items are noted on this Agenda by the designation "OCHA". (2) As to other matters, the H&CD Commission is to provide advice to the Housing & Community Development Department of the County of Orange. These items are noted on this Agenda by the designation "H&CD".

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda.

**In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Orange County Housing & Community Development Commission Clerk 72 hours prior to the meeting at (714) 480-2920 or via email at: [ochcdcommission@occr.ocgov.com](mailto:ochcdcommission@occr.ocgov.com)**

Members of the public may address the H&CD Commission regarding any item in the following ways:

**1. Written Comment** – You may submit comments to the H&CD Commission by emailing them to [ochcdcommission@occr.ocgov.com](mailto:ochcdcommission@occr.ocgov.com). The comments will be made available to the H&CD Commission members. If you wish to comment on a specific agenda item, please identify the item in your email. General public comments will be addressed during the general public comment item on the agenda. In order to ensure that staff has the ability to provide comments to the Commission members in a timely manner, please submit your comments by noon the day prior to the meeting.

*\* Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the H&CD Commission, please state your name (or pseudonym) for the record prior to providing your comments.*

**2. In-Person** – If you wish to comment on a specific agenda item in-person, please complete a Speaker Request Form(s) identifying the item(s) number, your name, and deposit the completed form(s) in the box located next to the clerk. To speak on a matter not appearing in the agenda, but under the jurisdiction of the H&CD Commission, you may do so during Public Comments item at the end of the meeting. Speaker Request Forms must be deposited prior to the beginning of the consent calendar, the reading of the individual agenda items, the opening of the public hearing and/or the beginning of Public Comments item. Members of the public desiring to speak should address all remarks and questions to the Commission. Speakers may address the Commission on up to three occasions, with three minutes allotted to the speaker per occasion.

*\* Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the H&CD Commission, please state your name (or pseudonym) for the record prior to providing your comments.*

All supporting documentation is available for public review in the Orange County Housing Authority office located at 1501 E. St. Andrew Pl., Santa Ana, CA 92705 during regular building hours, 8:00 a.m. – 5:00 p.m., Monday through Thursday.

- I. CALL TO ORDER:** Cecilia Hupp, Chair  
**Meeting called to order at 10:07 a.m.**
  
- II. PLEDGE OF ALLEGIANCE:** Cecilia Hupp, Chair
  
- III. ROLL CALL:** Jessica Villa  
**Present:** C. Hupp, M. Alvarez, S. Oddo, J. Mai, W. Carvalho, H. Smith-Gardner, M. Ullman  
**Absent:** M. Frost, C. Wilkerson, A. Nguyen

**IV. STAFF IN ATTENDANCE:**

Julia Bidwell, Director, Housing Community Development/Executive Director of OCHA  
January Johnson, Manager, Housing Assistance Division  
Craig Fee, Manager, Community Development  
Jessica Villa, Commission Clerk

**V. APPROVAL OF MINUTES:**

**RECOMMENDED ACTION:**

**Approve the Summary of Minutes of the meeting held on March 23, 2023**

**Motion to approve minutes: M. Alvarez**

**Motion was seconded: S. Oddo**

**All in favor: Vote was unanimous**

**VI. PRESENTATIONS/INTRODUCTIONS: (None)**

**VII. PUBLIC COMMENTS: (None)**

**VIII. CONSENT CALENDAR: (None)**

**IX. DISCUSSION CALENDAR: (2)**

**1. (OCHA) AD HOC SELECTION COMMITTEE RECOMMENDATIONS FOR AT-LARGE MEMBER;  
RECEIVE AD HOC REPORT AND VOTE TO RECOMMEND APPOINTMENTS**

Julia Bidwell, Executive Director/Secretary

**RECOMMENDED ACTIONS:**

1. Receive report from Ad Hoc Selection Committee for At-Large Members regarding interviews of applicants for At-Large Member position on H&CD Commission and/or review of applicants' written submissions provided by applicants.

Background: As a result of the interviews and/or written submissions provided by the applicants, the Ad Hoc Selection Committee recommends the following candidates for appointment as the two "At-Large" H&CD Commission Members, pending approval by the Board of Supervisors acting as the Board of Commissioners of the Orange County Housing Authority, for the remaining two-year term ending June 30, 2024:

- Wayne Carvalho
- Suzy Betz

2. Approve recommendations of Ad Hoc Selection Committee for At-Large Members and recommend to the Board of Supervisors acting as the Board of Commissioners of the Orange County Housing Authority and to the Chair of the Board of Supervisors the following candidates for appointment as the two "At-Large" H&CD Commission Members:

- Wayne Carvalho
- Suzy Betz

**Chair – Provided an oral report from the Ad Hoc Selection Committee for At-Large Members. The Ad Hoc Selection Committee conducted interviews and reviewed applications of interested individuals wanting to be on the H&CD Commission. There were quite a few strong and experienced candidates, and we are thankful to everyone who applied. The recommendations of the Ad Hoc Committee are included on this agenda. And we recommended Wayne Carvalho and Suzy Betz. Concluded with thanking the Ad Hoc for their service.**

**Commission member J. Mai requested and granted opportunity to discuss and read prepared statement. Substitute Motion was made by J. Mai for all applications to be sent to the Board of Supervisors, include details of circumstances, and allow applicants opportunity present and add a note stating their interest.**

**Chair: We have a motion; do we have a second?  
Hearing no second the substitute motion fails**

**Chair – we will go back to the original motion and asked the clerk for a voice vote**

**Motion to approve: S. Oddo  
Motion was seconded: H. Smith-Gardner**

**Unanimous**

**(1) An Nguyen: X (2) Muriel Ullman: Y (3) Mike Alvarez: Y (4) Stephanie Oddo: Y (5) James Mai: N  
(6) Wayne Carvalho: Y (7) Carla Wilkerson: X (8) Helen Smith-Gardner: N (9) Mike Frost: X (10) Cecilia Hupp: Y**

**Vote Key: Y = Yes; N = No; A = Abstain; X= Excused**

**2. (OCHA) AD HOC SELECTION COMMITTEE RECOMMENDATIONS FOR TENANT MEMBER;  
RECEIVE AD HOC REPORT AND VOTE TO RECOMMEND APPOINTMENTS**

Julia Bidwell, Executive Director/Secretary

**RECOMMENDED ACTIONS:**

1. Receive report from Ad Hoc Selection Committee for Tenant Member regarding interviews of applicants for At-Tenant Member positions on H&CD Commission and/or review of applicants' written submissions provided by applicants.

Background: As a result of the interviews and/or written submissions provided by the applicants, the Ad Hoc Selection Committee recommends the following candidates for appointment as the two "Tenant" H&CD Commission Members pending approval by the Board of Supervisors acting as the Board of Commissioners of the Orange County Housing Authority, for the remaining two-year term ending June 30, 2024:

- Carla Wilkerson
- Helen Smith-Gardner

**Wayne – Oral re: two incumbents who were applicants and both are being recommended**

2. Approve recommendations of Ad Hoc Selection Committee for Tenant Member and recommend to the Board of Supervisors acting as the Board of Commissioners of the Orange County Housing Authority and to the Chair of the Board of Supervisors the following candidates for appointment as the two "Tenant" H&CD Commission Members:

- Carla Wilkerson
- Helen Smith-Gardner

**Motion to approve: S. Oddo  
Motion was seconded: M. Ullman**

**All in favor: Vote was unanimous**

**X. PUBLIC HEARINGS: (None)**

**XI. REPORTS OF STAFF AND/OR COMMISSION MEMBERS:**

**A. Community Development:**

Craig Fee, Manager

- **Discussed Cooperation Agreements and process**
- **Discussed Annual Action Plan being brought to the Board of Supervisors Meeting May 9<sup>th</sup>**

**M. Alvarez – Asked a question about cities cooperating in projects that they instigate  
*Craig – Responded and explained the process for cities proposing a project***

**B. Housing Development: (None)**  
Michelle Zdeba, Housing Development Manager

**C. Orange County Housing Authority Update:**  
January Johnson, Manager, Housing Assistance Division

- **Discussed HUD VASH Voucher application interest and process**
- **OCHA continues to pull from the waitlist and plans to open the waitlist fall 2023**

**S. Oddo – Asked what VASH Vouchers are**  
*January - Explained VASH Vouchers help us assist homeless combined with services from the VA*

**H. Smith-Gardner - Asked if VASH Vouchers can be awarded through the VA only**  
*January – Responded that VASH is combined with case management and are referred through both Coordinated entry and through the community*

**M. Ullman – Asked how will the general public be notified of the waitlist opening in fall 2023**  
*January – explained the process*

*There was much discussion.*

**D. Executive Director/Secretary's Report:**  
Julia Bidwell, Executive Director/Secretary

- **Discussed annual Apartment Association tradeshow that OCHA attended and utilizes as form of community and landlord engagement**
- **Discussed Homekey round 3 opening up April 24<sup>th</sup> and the process**

**There was discussion on the Apartment Association Tradeshow and attendance of Commission members in the future. The Commission members requested to show the powerpoint on the Tradeshow at the next meeting.**

**XII. PUBLIC COMMENTS: (None)**

**XIII. MEMBER COMMENTS:**

- ***J. Mai – Oral re: As this may be his last meeting, he mentioned it was a pleasure to serve on the Commission and explained he feels it is helpful and important and urges Commission Members to show up to events like Grand Openings and Groundbreakings. Explained he felt bad for Commissioners that had to endure this for over a year and when elected to office he would propose future legislation to protect elected officials. Gave input on not kneeling to extremism***
- ***H. Smith-Gardner – Oral re: Expressed personal input regarding not seeing anything like this last year and it never seemed like a political or housing issue but a legal issue. Hopes that it serves as a learning experience***
- ***C. Hupp – Oral re: Discussed her visit to Impact Housing in Yorba Linda that manufactures pre-fabricated housing for various uses including low-income housing.***

*There was much discussion.*

**XIV. ADJOURNMENT**  
Meeting adjourned at 10:48 a.m.

**XV. NEXT SCHEDULED MEETING:**  
**May 25, 2023**  
**County Administration South**  
**601 North Ross, First Floor, Room 103/105**  
**Santa Ana, California 92701**