



Regional Housing Authority of Sutter and Nevada Counties

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March 25, 2015

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Brian Foss
Commissioner Stanley Cleveland, Jr.
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Jim Whiteaker


Sutter County Board of Supervisors
Nevada County Board of Supervisors
Yuba County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
Appeal-Democrat
Duane Oliveira, Legal Counsel
SCEA
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
The Union
Melody Lane
Rob Choate, County of Nevada
David Nightingale, Nevada County Resident

NOTICE OF REGULAR MEETING April 1, 2015

You are hereby notified that the Commissioners of the Regional Housing Authority of Sutter and Nevada Counties are called to meet in Regular Session at **12:15 PM on Wednesday, April 1, 2015 at Regional Housing Authority of Sutter and Nevada Counties, 1455 Butte House Road, Yuba City, CA 95993.**

NOTICE OF TELECONFERENCE LOCATION

Commissioner Brian Foss will be attending the Board Meeting by teleconference. The location of the teleconference where Commissioner Brian Foss will be is Erik Rood Administration Center, 950 Maidu Avenue, Nevada City, CA 95959, in the Empire Room, Floor 2, Right Wing. Pursuant to the Brown Act, this location is open to and accessible by the public for the duration of the teleconference, and members of the public shall be able to participate in the Board Meeting at this location.



Gustavo Becerra
Interim Executive Director

AGENDA
REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
**Regional Housing Authority of Sutter and Nevada Counties, 1455 Butte House Road,
Yuba City, CA 95993
April 1, 2015, 12:15 PM**

- A. CALL TO ORDER: ROLL CALL
- B. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda.
- C. AWARDS AND PRESENTATIONS: NONE
- D. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
1. CLOSED SESSION: Pursuant to Section 54956.8 of the California Government Code
Conference with Real Property Negotiators
Property: 1170 Market Street, Yuba City, CA 95991
Agency Negotiator: Gustavo Becerra and Bill Meagher
Under negotiation: Possible Acquisition of Property (includes instructions to negotiator regarding price and terms of payment)
 2. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Cases
 3. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Appointment
Title: Executive Director
- E. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
- NONE
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:
4. Authorization to Purchase and Implement the ECS Imaging Inc-Laserfiche Document Management System

H. ADMINISTRATIVE REPORT:

15. Administrative Update

I. HOUSING COMMISSIONERS' COMMENTS:

J. NEXT MEETING:

K. ADJOURNMENT:

Ag040115

**REGIONAL HOUSING AUTHORITY
OF SUTTER AND NEVADA COUNTIES**

STAFF REPORT

Date: April 1, 2015
To: Board of Commissioners
From: Jeni Bobadilla, Director of Occupancy

SUBJECT: Document Management System

RECOMMENDATION: Authorize the purchase and implementation of the ECS Imaging Inc-Laserfiche Document Management System

FISCAL IMPACT: Initial Cost of \$39,754 for purchase of the program and specialized scanner for the front desk. Annual cost of \$1,700 per year for software updates and support.
The cost will be shared between the Public Housing reserves and the Housing Choice Voucher UNA funds.
Savings of approximately \$8,076 for year one.

Background and Discussion

In 2011 the Housing Authority moved to the new building on Butte House Road, Yuba City. Since then the Housing Authority has taken on two counties for the Housing Choice Voucher Program, 6 new housing programs, and built an additional 11 ADA accessible units. This allows us to help an additional 612 families. The Occupancy Department has grown through this process and has now taken desk space in both the Planning & Community Development and Finance Departments. We continue to grow and expect an additional 35 units once the Maple Park Phase II project is complete. With this continued growth we have had to take on additional staff and have run out of both work space and file storage space. This project would eliminate the need for 3 file rooms and allow Occupancy staff to return to its original department.

HUD has made confidentiality of personally identifiable information (PII) a top priority. The Housing Authority strives to maintain strict confidentiality of PII. Almost every document handled by the Housing Authority is considered PII, which means if mishandled could result in confidentiality breaches. The new system will eliminate the potential for loss of paperwork and ensure confidentiality of PII by only allowing access to the assigned caseworker. Additionally PII is secure because tenant provided documents are immediately scanned and returned to the tenant.

As the Housing Authority grows, so does the need for staff oversight. Currently Management pulls eligibility cases monthly to ensure proper compliance and document handling. The new system will reduce the need for document handling oversight and will assist with compliance oversight by alerting Management if a scanned document is not processed within 3 days. Once a document is scanned into the system, the document cannot be modified, changed or deleted without Management authorization. In addition, the recommended software has a feature that makes it virtually impossible to lose a document.

The new software will improve customer service and save staff time because all documents are now literally at the tips of our fingers. Our specialists are asked on a regular basis to provide copies of contracts, birth certificates and other tenant information. Providing this information will now be as easy as a click of a mouse, yet still secure since safeguards will be in place for all PII.

All funding sources have strict timelines for document management. Files (including cancelled files) have to be kept onsite for 3 to 5 years, depending on the program. Some programs require onsite file management until the funding agency performs an onsite audit. During the previous USDA-Rural Development (RD) audit we were informed that we are required to keep files onsite for 5 years, however on one occasion RD did not perform its onsite audit for 10 years.

Staff met with the following vendors for a sales presentation:

Bids Submitted

\$9,574 plus \$2,970 annually	eFileCabinet
\$38,451 plus \$5,767 annually	Coastal Business Solutions (includes scanner)
\$39,755 plus \$1,700 annually	ECS Imaging – Laserfiche (includes scanner)

NOTE: The eFileCabinet program does not contain the HUD required security features included in the other two systems. Also note that the long term cost of ECS Imaging – Laserfiche is significantly lower than Coastal Business Solutions. Additionally, ECS Imaging has established Housing Authority customers and will soon be able to interface with our Yardi system.

Estimated Cost Savings for 1st year

\$450	Annual shredding of purged files
\$5,000	Filing cabinets (we would need to purchase to hold Yuba County files)
\$1,961	Paper (estimate year 1 savings of 50% of paper usage, with increased savings as the years go on)
\$665	File folders

*Unknown cost savings for staff time and saved space.

Recommendation

Staff recommends that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve the purchase of the ECS Imaging Laserfiche document

management system, and authorize the Interim Executive Director to sign the purchase agreement and all other related documents.

Prepared by: ✓

Submitted by:



Jeni Bobadilla
Director of Occupancy



Gustavo Becerra
Interim Executive Director