

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE  
BOARD OF COMMISSIONERS MEETING**

**MEETING MINUTES OF June 16, 2016**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:04 p.m.

**1. ROLL CALL**

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, Anne Jones, and Laura Moravec.

Present for the Staff: Ed Mayer, Executive Director; Roy Peters, Deputy Executive Director; Larry Guanzon, Housing Director; and Tamra Young, Executive Assistant.

Others present: Bow Lee, HACB Special Programs Coordinator; Visilla Fairbanks and Socorro Gutierrez, Family Self-Sufficiency Graduates (5.1 – 5.2).

**2. AGENDA AMENDMENTS**

Executive Director Mayer distributed the Grand Jury report and asked that it be added to the agenda as an emergency item as allowable under Government Code section 54954.2(b)(1) [Ralph M. Brown Act] since a written response to the report is required by Friday, June 24, 2016.

**\*MOTION\***

Commissioner Jones moved that the Grand Jury report be added to the agenda. Commissioner Hart seconded. The vote in favor was unanimous.

**\*MOTION\***

Commissioner Jones further moved that Executive Director Mayer be authorized to respond within the required timeframe, if needed. Commissioner Anderson seconded. The vote in favor was unanimous.

The Board was specifically interested in Executive Director Mayer responding to inaccuracies or criticisms of the HACB, if any, in the report. Commissioner Anderson noted that the SHOR Center in Paradise was not included in the document. The Board also agreed to review the Grand Jury report and provide their input, if any, to Executive Director Mayer by the end of day on Thursday, June 23<sup>rd</sup> in order for him to incorporate it into his written response on the 24<sup>th</sup>. Executive Director Mayer agreed to provide a brief concise response if needed to address inaccuracies or criticisms of HACB.

### 3. CONSENT CALENDAR

Commissioner Hamman moved that the Consent Calendar be accepted as presented. Commissioner Hart seconded. The vote in favor was unanimous.

### 4. CORRESPONDENCE

None.

### 5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self Sufficiency Graduate – Ms. Socorro Gutierrez, FSS Graduate, attended the meeting and gave a brief presentation. She shared her history, how she came to participate in the program, and the goals she achieved during her participation. Ms. Gutierrez is a single mom who was able to complete her educational goals. The program allowed her the opportunity to get her BA degree and she just accepted a job offer in her new career. The Board expressed their admiration to Ms. Gutierrez for her accomplishments.

#### **\*RESOLUTION NO. 4619\***

Commissioner Anderson moved that Resolution No. 4619 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE SOCORRO GUTIERREZ”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.2 Family Self Sufficiency Graduate – Ms. Visilla Fairbanks, FSS Graduate, attended the meeting and expressed her gratitude for the program. She especially appreciated the multicultural resources available to participants and the support she received from Bow Lee, Special Programs Coordinator. The Board expressed their admiration to Ms. Fairbanks for her accomplishments.

#### **\*RESOLUTION NO. 4620\***

Commissioner Hart moved that Resolution No. 4620 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE VISILLA FAIRBANKS”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.3 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –
- 5.4 Agency Five-Year Plan/Capital Fund Program – As a public agency administering the HUD Low Income Public Housing and Section 8 Housing Choice Voucher programs, HACB is required to annually submit to HUD applicable agency and administrative plan documents 75 days prior to the end of HACB’s fiscal year. Draft revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Voucher Administrative Plan (AP), Revised Five-Year Agency Plan, Annual Agency Plan and Capital Fund Program, were accepted by the Board at the

April 2016 meeting and authorized for issuance for public comment; the required 45 day public comment period has now expired. The ACOP and AP have been revised to incorporate the changes recommended by Legal Services of Northern California as outlined in the memo to the Board. As discussed at the April meeting, the biggest changes to the ACOP and AP this year were in relation to how both arrests and the look-back period for criminal history are handled. The Board approved incorporation of the Strategic Plan into the Agency Five-Year Plan at the May meeting. There was no public in attendance. The Board elected to adopt the Plans with the changes as outlined. The AP and the ACOP will become effective October 1<sup>st</sup>.

**\*RESOLUTION NO. 4621\***

Commissioner Anderson moved that Resolution No. 4621 be adopted by reading of title only: “ADOPTION OF PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Jones seconded. The vote in favor was unanimous.

**\*RESOLUTION NO. 4622\***

Commissioner Hamman moved that Resolution No. 4622 be adopted by reading of title only: “ADOPTION OF THE ONE- AND FIVE-YEAR AGENCY PLANS OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Hart seconded. The vote in favor was unanimous.

5.5 2017 Bonds Budget –

5.6 Gridley Springs II Apartments Budget – Due to time sensitive personnel issues, the “actuals” columns requested by the Budget Review Committee could not be added to the proposed Bond and Gridley Springs II budgets in time for the June meeting. While the Bond budget is due to the Trustee on July 1<sup>st</sup>, there is no negative consequence for being late. Therefore, Commissioner Hart recommended that we hold approval of the budgets until the July meeting in order to review the requested information. The Board concurred. Commissioner Hart further recommended that HACB consider acquiring a Human Resource representative in order to free the Executive Director for other duties.

5.7 Gridley Farm Labor Housing (FLH) Rehab – USDA-RD granted the HACB \$2.7M in additional grant funds to continue the rehab contract (out of the \$6M available nationwide). At the FLH open house, USDA-RD was very excited to see what HACB has accomplished so far at the property. Management requested Board authority to extend the current rehab construction contract. All units included in the extension were included in the original bid package. If approved, once the Phase I extension is complete, 37% of the units at FLH will be done. The Board expressed concern regarding the cost of the rehab and being good stewards of public funding and representing public interest. However, they felt we had no choice but to expend the

committed grant funds, and to re-evaluate after completion of the entire first phase of construction.

**\*RESOLUTION NO. 4625\***

Commissioner Hamman moved that Resolution No. 4625 be adopted by reading of title only: “AUTHORIZATION TO EXTEND THE CONTRACT WITH S.W. ALLEN CONSTRUCTION FOR BUILDING IMPROVEMENTS AT GRIDLEY FARM LABOR HOUSING”. Commissioner Hart seconded. The vote in favor was unanimous.

- 5.8 Personnel – Executive Director Mayer requested that the Board amend the current unfilled Continuum of Care position description, changing it from part-time to full-time. The position will be contingent upon funding received from the community. Without this position, it puts receipt of approximately \$600,000 in federal homeless funds that the community receives in jeopardy. This gives the community an opportunity to step in and “play ball”.

**\*RESOLUTION NO. 4626\***

Commissioner Besser moved that Resolution No. 4626 be adopted by reading of title only: “ESTABLISHMENT OF JOB DESCRIPTION FOR FULL-TIME CONTINUUM OF CARE COORDINATOR”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.9 Personnel – GASB Statement 45 requires public agencies to report the costs and obligations associated with “other post-employment benefits” (OPEB). The Trustee, the CalPERS California Employers Retiree Benefit Trust requires a new Actuarial every two years. The Actuarial Study was completed by Bickmore Risk Services was submitted to the Trustee prior to the due date, June 30th. The annual required contribution for 2016 and 2017 is lower than in previous years due to both prefunding of the account and a lower number of current employees eligibility of the benefit.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

Executive Director Mayer and Commissioner Anderson informed the Board that the Town of Paradise wanted to enter into a TBRA contract with the HACB (similar to the City of Chico) which will be presented for approval at the next meeting.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **2016 NAHRO Summer Conference, Portland OR, July 15-17, 2016.**
- **Next regular meeting – July 21, 2016.**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Jones seconded. The meeting was adjourned at 3:37 p.m.

Dated: June 16, 2016.

ATTEST:

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Laura Moravec, Board Chair

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Edward S. Mayer, Secretary