

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

MEETING MINUTES OF October 19, 2017

Chair Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:01 p.m.

1. ROLL CALL

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

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Sue Kemp, Finance Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant, and Jerry Martin, Modernization Coordinator.

Others present: Sharon Chambers, Public Housing Resident.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Moravec 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 (FSS) Graduate – The Board recognized the successful completion of the program by Family Self Sufficiency (FSS) Graduate Kristine McKaughan. Ms. McKaughan was unable to attend the meeting due to work obligations. She is receiving an FSS escrow check in the amount of \$6,847.97. Ms. McKaughan met all terms of the program to graduate.

RESOLUTION NO. 4677

Commissioner Hamman moved that Resolution No. 4677 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE KRISTINE MCKAUGHAN”. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.2 Family Self-Sufficiency (FSS) Graduate – The Board recognized the successful completion of the program by Family Self Sufficiency (FSS) Graduate Robin Cessay. Ms. Cessay was unable to attend the meeting due to work obligations. She is receiving an FSS escrow check in the amount of \$5,422.09. Ms. Cessay met all terms of the program to graduate.

RESOLUTION NO. 4678

Commissioner Hamman moved that Resolution No. 4678 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE ROBIN CESSAY”. Commissioner Moravec seconded. The vote in favor was unanimous.

Chair Anderson recommended that Agenda Items 5.3 & 5.4, with adoption of Resolution No. 4679 and 4680, Adoption of Personnel Policy revisions and Union MOU, respectively, be addressed after consideration of Agenda Item No. 11.1, Executive Session, Government Code 54957.6; Conference with Labor Negotiators. The Board of Commissioners concurred.

- 5.5 Section 8 Management Assessment Plan (SEMAP) – The Board considered the Resolution authorizing submittal of the annual Section Eight Management Assessment Program (SEMAP) to HUD. SEMAP is the self-certification report card for administration of the Section 8 Housing Choice Voucher program. HACB’s Section 8 Department does an excellent job of verifying and retaining supporting documentation for each SEMAP Indicator. HACB retained its SEMAP “High Performer” status.

RESOLUTION NO. 4681

Commissioner Moravec moved that Resolution No. 4681 be adopted by reading of title only: “APPROVAL OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.6 Public Housing – HACB has determined that Hammon Park (43-15) is in need of site accessibility improvement work. The project has been developed to accommodate ADA accessible access needs to the two (2) designated accessible units in the project, to improve site paths of travel conforming to the 2011 Disability Access Consultants, Inc. (DAC) accessibility survey. Trent Construction was the lowest responsive qualified bidder, at one-hundred and fourteen thousand, one hundred and seventy-three dollars and sixty-four cents

(\$114,173.64). Commissioner Hart asked if HACB was satisfied with the work performed by Trent Construction, who recently completed Public Housing modernization work at Rhodes Terrace. Modernization Coordinator, Jerry Martin replied that HACB is very satisfied with the work completed by Trent Construction, due to the way they are able to work with the complexities of the Public Housing Capital Fund contracting process.

RESOLUTION NO. 4682

Commissioner Hart moved that Resolution No. 4682 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO PUBLIC HOUSING CAPITAL FUND CONTRACT WITH TRENT CONSTRUCTION FOR EXTERIOR SITE ACCESIBILITY IMPROVEMNETS”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.7 Personnel – Minor changes to the Continuum of Care Coordinator position description: the position is proposed to change from part-time, non-exempt status to full-time, exempt status. Chair Anderson inquired about funding for the position. Executive Director Mayer replied the position has received one-year funding support in the amount of \$85,000, which covers salary and benefits for one (1) FTE position. Three (3) local governmental entities have entered into agreements with HACB to provide the funding: Butte County Department of Behavioral Health, Butte County Department of Employment and Social Services, and the City of Chico.

RESOLUTION NO. 4683

Commissioner Moravec moved that Resolution No. 4683 be adopted by reading of title only: “POSITION DESCRIPTION FOR CONINUUM OF CARE COORDINATOR”. Commissioner Hart seconded. The vote in favor was unanimous.

- 5.8 Write-Offs – Annually, HACB records vacated tenant balances for doubtful accounts, reducing the net tenant accounts receivable shown on the balance sheet. There is a corresponding entry to bad debt each year. This year, the Public Housing write-off balance was significantly lower, whereas the Section 8 write-off balance was significantly higher (attributable to large amounts of unreported income by program participants). Writing off the balances does not change the net accounts receivable balance, nor does it prevent HACB from pursuing collections; it is an in-house accounting “housekeeping” procedure. Bad debt is sent to a national debt collection data base and the State Franchise Tax Board.

RESOLUTION NO. 4684

Commissioner Jones moved that Resolution No. 4684 be adopted by reading of title only: “WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Hart seconded. The vote in favor was unanimous.

5.9 HUD Code of Conduct Policy – Addendum must be signed annually by all employees, including by Board of Commissioners, in order to receive HUD program funding.

6. MEETING OPEN FOR PUBLIC DISCUSSION

Sharon Chambers, Public Housing resident, complimented HACB Maintenance Staff; Jason Koenig and Henry Carlson, on their good work in her Chico La Lieta neighborhood.

7. MATTERS CONTINUED FOR DISCUSSION

7.1 Unfunded Pension Liability – Update and information provided to the Board of Commissioners by Executive Director Mayer. Data gathering and preliminary analysis has been completed. The HACB now awaits the availability of its third-party actuary, who will provide context and perspective, and develop pension funding options for Board consideration.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned – 2:41 p.m.

Reconvened – 3:08 p.m.

11.1 Government Code 54957.6: Conference with Labor Negotiators (Operating Engineer’s Local No. 3) - Chair Anderson reported that the Board was updated on the status of union negotiations and proposed Union MOU terms.

- 11.2 Government Code 54957: Public Employee Performance Evaluation - Continued item, status update provided, and further Board direction given to staff.

5. REPORTS FROM EXECUTIVE DIRECTOR (CONTINUED)

- 5.4 Personnel Policy - Revision to Personnel Policy and Management Addendum were presented to the Board of Commissioners for consideration. Tamra Young, Administrative Operations Director outlined changes made to the Personnel Policy, reflecting new State law, textual clarifications, and Union-negotiated items; the Personnel Policy is an integral part of the HACB-Union collective bargaining agreement.

RESOLUTION NO. 4679

Commissioner Moravec moved that Resolution No. 4679 be adopted by reading of title only: "RESOLUTION TO REVISE PERSONNEL POLICY, AND MANAGEMENT ADDENDUM TO THE PERSONNEL POLICY, OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE". Commissioner Hart seconded. The vote in favor was unanimous.

- 5.4 Memorandum of Understanding (MOU) - The 2017-18 Union MOU, with Operation Engineer's Local No. 3, was presented for consideration. HACB met and conferred with the Union in negotiating the new MOU, for the period extending from December 1, 2017 through December 31, 2018. While no COLA was provided for 2018, a function of flat federal funding, a new work schedule was negotiated where nine-hour days are worked Monday through Thursday, and a four-hour day is worked Friday.

RESOLUTION NO. 4680

Commissioner Hart moved that Resolution No. 4655 be adopted by reading of title only: "MEMORANDUM OF UNDERSTANDING BETWEEN OPERATING ENGINEERS LOCAL UNION NO. 3 AND HOUSING AUTHORITY OF THE COUNTY OF BUTTE". Commissioner Hamman seconded. The vote in favor was unanimous.

12. COMMISSIONERS' CALENDAR

- **2017 NAHRO National Conference and Exhibition, Pittsburgh PA: Building Bridges to the Future – October 27-29, 2017.**
- **Next regular meeting – November 16, 2017**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Jones seconded. The meeting was adjourned at 3:10 p.m.

Dated: October 17, 2017.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary