

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

MEETING MINUTES OF January 18, 2018

Chair Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:02 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, and David Pittman.

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

Others present: Jennifer Griggs, Continuum of Care Coordinator.

2. AGENDA AMENDMENTS

None.

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

- 4.1 “2018 Standard Mileage Rates for 2018 Up from Rates for 2017”- The IRS-determined mileage rate increased from 0.535¢/mile to 0.545¢/mile.

REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS) Graduate – Ms. Duncan was a Section 8 participant for roughly 5 years, she was only briefly a participant in the FSS program. In 2017 she graduated from Chico State, with aspirations to pursue a teaching degree. She currently has a paid internship working full time as a middle school teacher. She hopes to buy a home for her and her family someday. Her internship earnings have resulted in \$0 HAP status, resulting in her FSS graduation. She graduates with an accrued FSS escrow balance of \$286.17, and the end of Section 8 assistance.

RESOLUTION NO. 4688

Commissioner Hart moved that Resolution No. 4688 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE MALLORY DUNCAN”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.2 Personnel – It has been determined that the Personnel Policy requires modification to comply with CalPERS retirement system requirements relating to clothing benefits, which are provided to select employees (maintenance and inspectors). The revision does not affect or change previous terms of the Personnel Policy, language such as “not-to-exceed dollar amount for the Maintenance Department uniforms will be \$400 per CalPERS fiscal year. The not-to exceed dollar amount for jackets will be \$55 every other CalPERS fiscal year.” The revision also added language for Inspection staff to receive a jacket once every two years. The dollar amount for Inspection department jackets should not exceed \$55. Executive Director Mayer added that having maintenance and inspection staff uniformed helps identify HACB employees to our clients and others.

RESOLUTION NO. 4689

Commissioner Besser moved that Resolution No. 4689 be adopted by reading of title only: “CLOTHING ALLOWANCES – REVISION TO THE PERSONNEL POLICY OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.3 Banyard Management –
- 5.4 Butte County Affordable Housing Development Corporation (BCAHDC) – Banyard Management and BCAHDC seek expertise and capacity to carry out the organization and construction/implementation of capital improvement work at the various properties they own and/or participate in as Managing General Partner. The proposed contracts eliminate the need for HACB’s General Fund to carry out such improvement activity, as has been done in the past. This is a more direct, honest approach to managing Capital Improvement projects at the subject properties, giving the HACB, Banyard Management and BCAHDC further opportunity to affirm their arms-length relationships. Both Banyard Management and BCAHDC seek to establish a working relationship with HACB where capital improvement work can be carried out efficiently and effectively by utilizing the expertise and capacities of the HACB. HACB shall provide Capital Improvement Management Services for Capital Improvements in accordance with the following: (a) If the Capital Improvement Cost is less than \$50,000, HACB shall receive a fee equal to fifteen percent (15%) of the Capital Improvement Cost, (b) If the Capital Improvement Cost is more greater than \$50,000, HACB shall receive a fee equal to ten percent (10%) of the Capital Improvement cost. The agreements shall be in place for a twelve (12) month term, starting January 18, 2018 and extending through January 17, 2019. Each agreement shall renew automatically in one-year increments, unless extended or modified in writing.

RESOLUTION NO. 4690

Commissioner Hart moved that Resolution No. 4690 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CAPITAL IMPROVEMENTS MANAGEMENT SERVICES AGREEMENT WITH BANYARD MANAGEMENT”. Commissioner Hamman seconded.

RESOLUTION NO. 4691

Commissioner Hamman moved that Resolution No. 4691 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CAPITAL IMPROVEMENTS MANAGEMENT SERVICES AGREEMENT WITH BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION”. Commissioner Besser seconded.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Unfunded Pension Liability – Brief update and information provided to the Board of Commissioners by Executive Director Mayer. HACB is still awaiting the availability of its third party actuary, who will develop pension funding option for Board consideration. Finance Director Kemp relayed that she is close determining that finding someone else is necessary, if the current actuarial cannot make themselves reasonably available; it has been a several month wait to date. Commissioner Hart reiterated the importance of the matter, he describe the outstanding Unfunded Pension Liability as a “bomb” that is affecting many government agencies. He believes it is extremely important to establish a deadline to take care of this and establish a path to proceed; it has been an outstanding matter of urgency for four (4) months. Executive Director Mayer acknowledged the importance of the work, affirming that every effort is being made to address the issue comprehensively and timely.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned – 2:37 p.m.
Reconvened – 3:35 p.m.

11.1 Government Code 54957: Executive Director Performance Evaluation – Chair Anderson discussed comments gathered from the performance survey completed by Commissioners, and was directed by the Board to discuss the comments with Executive Director Mayer.

12. COMMISSIONERS' CALENDAR

- NorCal/Nevada NAHRO Winter Conference, Napa CA, January 28-30, 2018.
- **Next regular meeting – February 15, 2018.**

13. ADJOURNMENT

The meeting was adjourned at 3:37 p.m.

Dated: January 18, 2018.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary