

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

MEETING MINUTES OF September 15, 2022

The meeting was conducted via teleconference, web-conference and in person, as noticed.

Board Chair Pittman 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: Charles Alford (arrived 2:07 p.m.) Rich Ober, David Pittman, Sarah Richter, and Regina Sayles-Lambert); all attended in person with the exception of Commissioners Richter and Ober, who attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Hope Stone, Finance Director; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; and Marysol Perez, Executive Assistant; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Executive Director Mayer pointed out Agenda Item 3.4.1, which included HUD Notice of a Section 8 Voucher award in which HACB was allocated 17 new HCV vouchers, as well as Agenda Item 3.9.2, which included notice of Mi CASA-sponsored NAHRO “What Home Means To Me” national calendar poster contest winner. Finance Director Hope Stone noted she had provided charts and graphs in the financial reports, as suggested at the previous meeting. Chair Pittman complimented the number of visuals included in the month’s Board packet.

Commissioner Sayles-Lambert moved that the Consent Calendar be accepted as presented, Commissioner Richter seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

4.1 United States Senate, Senator Alex Padilla – letter was provided for information purposes only.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 HACB Consolidated Budget – The FY 2022-23 budget was presented for approval. The proposed budget becomes effective October 1st, and was reviewed and discussed by the Boards Budget Review Committee. This year Section 8 and Public Housing programs are seeing increased funding support from Congress. The operating budget presented addresses and budgets anticipated expenses and revenues of the agency of the agency’s programs and projects; it is a roll-up of sub-budgets, many of which were previously reviewed and approved. In summary, the HACB is in good financial condition - this is a routine budget, consistent with previous operations activity and trajectory, presented for approval.

RESOLUTION NO. 4872

Commissioner Ober moved that Resolution No. 4872 be adopted by reading of the title only: “APPROVAL OF FISCAL YEAR 2022-23 CONSOLIDATED OPERATING BUDGET INCLUDING THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, HUD CONVENTIONAL LOW RENT PUBLIC HOUSING PROGRAM, USDA FARM LABOR HOUSING PROGRAM, AUTHORITY OWNED PROJECTS, AND OTHER AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.2 Section 8 Housing Choice Voucher (HCV) & Emergency Housing Voucher (EHV) Payment Standards – Area Fair Market Rents (FMR’s) by bedroom size for Butte and Glenn Counties are issued by HUD annually. HACB analyzes them to set Payment Standards for purposes of program administration. Section 8 Housing Manager Angie Little reviewed market rental data to arrive at recommendations for both the Section 8 HCV and EHV programs, recommending, in general, the HACB adopt Payment Standards at 110% of FMR’s. Commissioner Richter suggested appealing FMR methodology to HUD, since the FMR’s seem lower than what they should be for the area. FMR appeals were discussed. Tamra Young expressed caution, as Payment Standards tend to define the bottom of the local rental market, suggesting revision to Payment Standards be considered in six months if voucher holders are not having success leasing up. Staff research showed that voucher holders should have adequate housing opportunity with assistance set at 110% of FMR.

RESOLUTION NO. 4873

Commissioner Ober moved that Resolution No. 4873 be adopted by reading of the title only: “DETERMINATION OF 2023 PAYMENT STANDARDS FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND EMERGENCY HOUSING VOUCHER PROGRAM”. Commissioner Sayles-Lambert seconded. The vote in favor was unanimous.

- 5.3 Family Self Sufficiency (FSS) – The FSS program is a subcomponent of the Section 8 program; evolving program regulations now require establishment of a conforming FSS Action Plan, and annual update. Section 8 Housing Manager and

Tamra Young, Administrative Operations Director worked together to update the FSS Action Plan using guidance from Nan McKay subscription services. The FSS Action Plan is due to HUD by September 30th. Because updating the plan will become an annual requirement, Tamra Young suggested rolling the update process into the agency's Annual Plan Process, routinely initiated in the Spring (the process that includes the PHA Annual Plan, Capital Fund Five Year Plan, Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy).

RESOLUTION NO. 4874

Commissioner Sayles-Lambert moved that Resolution No. 4873 be adopted by reading of the title only: "ADOPTION OF ACTION PLAN FOR SECTION 8 HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM". Commissioner Ober seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

Chair Pittman inquired about next Property Tour for City & County officials. Executive Director Mayer replied that a date and plan for the next tour is in the works.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Chair Pittman shared update that the Mission Esperanza project in Oroville is moving forward, the project to be located next to the Oroville Rescue Mission, providing safe tent camping, RV and car parking, and pallet shelters to serve the homeless.

10. MATTERS INITIATED BY COMMISSIONERS

A discussion item regarding homelessness and impact on HACB Properties will be added to the October agenda per the HACB Board of Commissioners and Executive Director Mayer.

11. EXECUTIVE SESSION

Adjourned: 2:39 pm

Reconvened: 2:54 pm

- 11.1 Government Code 54957: Public Employment Maintenance Supervisor – Direction was given to HACB staff regarding compensation and benefits associated with the Maintenance Supervisor position.
- 11.2 Government Code 54957: Public Employment Performance Evaluation – Chair Pittman reported out that the Board had reviewed and discussed the Executive Director’s Performance Evaluation, and direction was given to staff.

12. COMMISSIONERS’ CALENDAR

- **Next Meeting – October 20, 2022**
- **2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, San Diego, CA.**

13. ADJOURNMENT

Commissioner Sayles-Lambert moved that the meeting be adjourned. Commissioner Ober seconded. The meeting was adjourned at 2:55 p.m.

Dated: September 15, 2022.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary