

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

MEETING MINUTES OF September 21, 2023

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 2:22 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Rich Ober, David Pittman, Sarah Richter and Regina Sayles-Lambert; all attended in person

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Hope Stone, Finance Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; Angie Little, Section 8 Housing Manager; and Taylor Gonzalez, Project Manager; all attended in person.

Others Present: Tiffany Lee, HACB Occupancy Specialist and OE#3 Union Steward alternate; Bill Wathen, Glenn County HHS Deputy Director, and Janelle Kelly, Program Manager II, Glenn County Social Services; Tiffany Lee attended in person, Bill Wathen and Janelle Kelly attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 HUD letter - Notice of 2023 Presumptive Failure Status, regarding late delivery of 2022 Audit. Letter provided for information and discussion.
- 4.2 HACB letter of response to HUD regarding 2022 Audit delivery. Letter provided for information and discussion. HUD has accepted response.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 HACB Consolidated Budget – The FY 2023-24 budget was presented for approval. This is a routine annual item; the proposed budget becomes effective October 1st, 2023, and was reviewed and discussed by the Board Budget Committee. The operating budget presented addresses and budgets anticipated expenses and revenues of the agency for all agency programs and projects. It includes roll-up of sub-budgets, many of which were previously reviewed and approved by the Board. 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. 4903

Commissioner Alford moved that Resolution No. 4903 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2023-24 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 Standard – 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. This year HUD- published FMR’s saw an average increase of 16%. 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 for the HCV Program and 120% for the EHV Program.

RESOLUTION NO. 4904

Commissioner Coy moved that Resolution No. 4904 be adopted by reading of title only: “DETERMINATION OF 2024 PAYMENT STANDARDS FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER AND EMERGENCY HOUSING VOUCHER PROGRAMS”. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.3 Personnel – In anticipation of the departure of the current Maintenance Supervisor, who will be retiring in December 2023, staff revised the current position description to be consistent with industry practice and local conditions.

RESOLUTION NO. 4905

Commissioner Sayles-Lambert moved that Resolution No. 4905 be adopted by reading of title only: “ADOPTION OF POSITION DESCRIPTION FOR MAINTENANCE SUPERVISOR”. Commissioner Ober seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Housing Authority of the County of Butte (HACB) – Executive Director Mayer indicated he has begun the process of retaining a professional consultant to guide the Board through a strategic visioning process, seeking to have the consultant ready to go within the next couple months. He anticipates 2-3 sessions with the consultant, with the process completing by early spring.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Commissioner Richter shared that she, on behalf of the Town of Paradise is challenging the HUD data released regarding the low-income population in Paradise.

Chair Pittman shared update that the Mission Esperanza project in Oroville is moving forward, as they were fully funded with \$1.7 million as of Tuesday. As previously shared, the project is 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

Commissioner Sayles-Lambert announced her resignation as Commissioner of the Housing Authority of the County of Butte. Executive Director Mayer thanked her for her service to the HACB Board of Commissioners.

11. EXECUTIVE SESSION

Adjourned: 3:30 pm
Reconvened: 4:50 pm

Commissioners and Executive Team; Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Hope Stone, Finance Director and Tamra Young, Administrative Operations Director were in attendance.

- 11.1 Government Code 54957.6: Conference with Labor Negotiators – parameters were provided to staff regarding negotiation of the next Union Memorandum of Understanding with represented staff.

11.2 Government Code 54956.8: Conference with Real Estate Negotiator – Direction was provided to staff regarding the authority-owned single-family home located at 1744 Laurel Street.

11.3 Government Code 54957: Public Employment Performance Evaluation – Board continued discussion of annual Executive Director performance review, continued to next meeting.

12. COMMISSIONERS' CALENDAR

- **NAHRO at 90 CELEBRATE: 2023 National Conference and Exhibition, New Orleans, LA – October 6 – 8, 2023**
- **Next Meeting – October 19, 2023**

13. ADJOURNMENT

Chair Pittman adjourned the meeting at 4:51 pm.

Dated: September 21, 2023.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary