

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

MEETING MINUTES OF October 19, 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 2:18 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Darlene Fredericks, Rich Ober, David Pittman, and Sarah Richter: all attended in person with the exception of Rich Ober who attended by means of web conference.

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 with the exception of Ed Mayer who attended by means of web-conference.

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

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Fredericks moved that the Consent Calendar be accepted as presented, Commissioner Coy seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Personnel Policy – Revisions to the agency Personnel Policy and its Management Addendum were presented to the Board of Commissioners for consideration. Summarizing the materials provided in the board packet, Administrative Operations Director Young outlined changes made to the Personnel Policy, reflecting textual clarifications, matters of new law, and Union-negotiated items. The only significant change to the personnel policy resulting from union negotiation related to the accrual of vacation hours for post PEPRAs employees. Changes to the Management Addendum were very minimal; The Personnel Policy is a component part of HACB’s union agreement, being incorporated by reference.

RESOLUTION NO. 4906

Commissioner Fredericks moved that Resolution No. 4906 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 Coy seconded. The vote in favor was unanimous.

- 5.2 Memorandum of Understanding (MOU) – The 2024-28 Union MOU, with Operating 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 January 1, 2024 through December 31, 2028, making this a 5-year MOU. Administrative Operations Director Young provided an overview of the process; negotiations consisted of proposals back and forth, before reaching agreement. The HACB again relied on Labor Negotiator Patrick Clark to interface with the union representatives. The MOU integrates the modified Bryce Salary Survey benchmarks - effective September 30, 2023 compensation shall be benchmarked to the results of the 2023 Bryce Salary Survey; compensation for the 2024 MOU year shall increase 3.5%, effective January 1, 2024, from that paid in the 2023 year; and compensation for the 2025-2028 MOU years shall increase between 2.5% - 5% dependent on the Cost of Living Adjustment (COLA) set by the SF/Oakland/Hayward CPI, which is posted in October annually. The employer/employee Health-Dental-Vision insurance split remains at 90%/10%, and include a bronze, silver and gold premium option, dental and vision benefits remain the same, and the health insurance opt-out reimbursement was adjusted to \$575/month due to IRS regulation. Notable additions include an increased vacation accrual for post 10/01/2013 employees, and the addition of the Juneteenth Federal Holiday; \$25/pay period bilingual pay, and work schedule options including a four-day, ten-hour/day workweek.

RESOLUTION NO. 4907

Commissioner Ober moved that Resolution No. 4907 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 Fredericks seconded. The vote in favor was unanimous.

- 5.3 Gridley Farm Labor Housing (GFLH) Audit – The FY2022 Gridley Farm Labor Housing Audit was presented for approval. In the past the GFLH Audit is presented under the consent calendar, this year due to some comments regarding internal controls the item was presented as an action item. The GFLH audit covered a period reflecting three (3) transitions; new Auditor, new Finance Director, and new enterprise software, from HMS HAB to Yardi. Despite all the detail and complexities of the audit, there were no findings and no questioned costs.

MOTION

Commissioner Fredericks moved to accept the FY2022 Audit Report for Gridley Farm Labor Housing as presented. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.4 HACB Write-Offs – Annually the HACB records vacated tenant balances for doubtful accounts, reducing the net tenant accounts receivable shown on the balance sheet. The amount of bad debt listed is a worst-case scenario assumption at this point; a lot of the amounts are reflective of the unwinding of required COVID-19 tenant protection policies. The write-off accounts have been or will be sent to a collection agency for further actions. The write offs do not affect the financial standing of the agency,

RESOLUTION NO. 4908

Commissioner Coy moved that Resolution No. 4908 be adopted by reading of title only: “WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.5 Public Housing Oroville – Authorization to enter into a roof replacement contract with Above Board Construction and Roofing, Inc. for the 23011-IFB 43-14, 43-15 Roof Replacement Project was presented for approval. Two (2) contractor bids were received for this project. ABC Roofing, Inc. provided the lowest responsive bid, at \$580,653.00. The project is intended to replace roofs that have not seen replacement since original construction; the work will be paid by means of HUD Public Housing Cap Fund 501-22.

RESOLUTION NO. 4909

Commissioner Richter moved that Resolution No. 4909 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 Fredericks seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None

8. SPECIAL REPORTS

- 8.1 NAHRO 2023 National Conference, October 6-8, 2023 New Orleans, LA – Finance Director Hope Stone and Administrative Operations Director Tamra Young attended the conference in New Orleans. Finance Director Stone shared that it was the first NAHRO conference she has attended, and appreciated the networking opportunity. She had the opportunity to listen to the former Mayor of New Orleans speak, finding he had to say about inflation being driving by housing costs very interesting. Tamra Young shared the same sentiments about networking opportunities, being particularly grateful to add a senior YARDI software contact.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 3:32 pm
Reconvened: 3:59 pm

Commissioners and Executive Team; Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; and Taylor Gonzales, Project Manager were in attendance.

- 11.1 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.

Commissioners and Marysol Perez, Executive Assistant were in attendance.

- 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 for action at the November HACB Board of Commissioners meeting.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – November 16, 2023**

13. ADJOURNMENT

Commissioner Coy moved that the meeting be adjourned. Commissioner Alford seconded. The meeting was adjourned at 4:00 p.m.

Dated: October 19, 2023.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary