

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

**MEETING MINUTES OF
May 15, 2025**

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

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: Randy Coy, Bob Crowe, Rich Ober, David Pittman and Sarah Richter; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Hope Stone, Finance Director; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager; and Marysol Perez, Executive Assistant; all attended in person.

Others Present: Tiffany Lee, Special Programs Coordinator joined in person and Ashley Werner, member of the public joined via web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Finance Director Hope Stone addressed the Financial discrepancies brought forth by Commissioner Coy during the April Board meeting. Per Finance Director Stone there was a break in the formula calculating the annual amounts and the formula has been corrected in this month's financial reports. The second issue was due to a reclassification of expenses. Taylor Gonzalez, Program Manager shared privacy concerns brought forth from the neighbors at Mayer Commons and he is proactively working with them with them to provide adequate resolution.

*Housing Authority of the County of Butte
Board of Commissioners
Minutes – Meeting of May 15, 2025*

Commissioner Ober moved that the Consent Calendar be accepted as presented. Commissioner Crowe seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

4.1 HUD 2025 SEMAP Award.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS Graduate) – Ms. Moon enrolled in the FSS programs in July of 2017, a few of her goals were to find a job she enjoyed and build her credit score. Ms. Moon was able to enroll in college and completed her Accounting degree at Butte College. She also has been able to own her business Affordable Appliance. Ms. Moon graduates the program having secured \$5,877.09 in escrow funds.

RESOLUTION NO. 4959

Commissioner Richter moved that Resolution No. 4959 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE KRISTINA MOON”. Commissioner Coy seconded. The vote in favor was unanimous.

- 5.2 Housing Authority of the County of Butte (HACB) – The final draft of the Strategic Plan was presented for approval. Chair Pittman complimented the plan and appreciated the visuals incorporated in the plan.

RESOLUTION NO. 4960

Commissioner Richter moved that Resolution No. 4960 be adopted by reading of title only: “ADOPTION OF STRATEGIC PLAN”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.3 Receive and File Proposed Agency Annual/Five-Year Plan –

- 5.4 Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) – HUD requires the Housing Authority to annually update its “Agency Plan”, its Public Housing program “Capital Fund Plan(s)”, its Public Housing program “Admissions and Continued Occupancy Policy” (ACOP), and its Section 8 Housing Choice Voucher program “Administrative Plan” (AP), additionally this year the Five- Year Agency Plan is required to be updated. The plan documents must be submitted to HUD for

*Housing Authority of the County of Butte
Board of Commissioners
Minutes – Meeting of May 15, 2025*

review at least 75 days prior to the end of the agency's fiscal year (September 30th), requiring HACB plan approval at the July 17th Board meeting. Drafts of the plans must be available for public review and comment for 45 days prior to consideration for approval by the Board. The draft plans have already been reviewed by the Resident Advisory Board (RAB), which was attended by four program participants; two (2) from Public Housing and (2) from Section 8. The highlights for each plan/document include: description of progress in meeting HACB's annual and 5-year goals, including new activity; refinement of Project Based Vouchers program policy in reflecting Development Activity, and changes reflecting HOTMA regulation. The changes recommended in the ACOP and Section 8 Admin Plan are suggested changes provided by policy consultant Nan-McKay. Staff recommends receiving and filing of the documents for public review and comment. All commissioners present were in favor of receiving draft documents and authorize publication of Public Notice for public review and comment as well as scheduling Public Hearing for receipt of comment and final adoption of documents during the July 17th, 2025 Board of Commissioners meeting.

- 5.5 Budgets – Annual budgeting cycle is geared to commence in June. No more than three (3) commissioners are needed for budgeting process. Chair Pittman and Commissioner Crowe volunteered to be part of budgeting committee. Finance Director will coordinate meeting times with committee. The first meeting is scheduled for Tuesday June 10th at 10:00 am.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 2:45 p.m.

Reconvened: 2:55 p.m.

All of those identified in the role call were in attendance, with the exception of Tiffany Lee, Special Programs Coordinator and the public member identified on web-conference as Ashley Werner.

11.1 Conference with Real Estate negotiator pursuant to California Government Code 5496.8 – Direction was provided to staff to further explore acquisition of property located at, Longfellow Apartments, Chico.

11.2 Conference with Real Estate negotiator pursuant to California Government Code 5496.8 – Direction was provided to staff to further explore acquisition of property located Chico, CA.

12. COMMISSIONERS' CALENDAR

- **PSWRC-NAHRO – Annual Conference: May 28-30, 2024, Fresno, CA**
- **Next Meeting – Wednesday June 18, 2025**

13. ADJOURNMENT

The meeting was adjourned at 2:58 p.m.

Dated: May 15, 2025.

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary

*Housing Authority of the County of Butte
Board of Commissioners
Minutes – Meeting of May 15, 2025*