

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

BOARD OF COMMISSIONERS MEETING

MINUTES OF September 15, 2011

Chair Lobo called the meeting of the Housing Authority of the County of Butte to order at 2:03 p.m.

1. ROLL CALL

Present for the Commissioners: Patricia Besser, Christine Boyle, Rebecca Graham, Larry Hamman, Clarence “Bino” Lobo, and Laura Moravec.

Present for the Staff: Ed Mayer, Executive Director; Roy Peters, Deputy Executive Director; Sue Kemp, Finance Officer; Larry Guanzon, Housing Director; and Tamra Young, Executive Assistant.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 FSS Graduate. – The Board recognized the successful completion of the program by FSS Graduate Robbin Rodgers.

RESOLUTION NO. 4414

Commissioner Moravec moved that Resolution No. 4414 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE ROBBIN RODGERS”. Commissioner Boyle seconded. The vote in favor was unanimous.

- 5.2 HelpCentral.org – HelpCentral.org sent a letter of request for financial support to the HACB. HelpCentral.org is a community resource web site which provides supportive services referrals to HACB program participants and residents, and the community at large. HelpCentral.org is seeking funding to support start-up costs

in achieving non-profit status. HelpCentral.org used to be operated by Private Industry Council (PIC), funded by the County Welfare Department, but due to PIC's demise HelpCentral.org has lost its "home" and seeks a way forward in continuation of services. Two HACB employees are Board members, Meagan Meloy and Doug DeSoto. Staff recommended positively considering a financial contribution of \$500. Commissioner Moravec requested that a representative from HelpCentral.org attend the next meeting to answer questions and provide more information regarding the exact purpose of the funding. A decision regarding financial support was postponed until next month.

- 5.3 Standard Maintenance Charges – The Standard Maintenance Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges are revised and adopted annually. The most significant change this year was to the labor rates; they have been adjusted to encompass all related costs (including vacation, sick, and holiday benefits). Also, the Maintenance Charge now include provisions allowing for pass-through of contracted costs. The labor rates are now more in line with the private-party contracted rates. The Standard Maintenance Charges, once adopted, will become effective October 1, 2011.

RESOLUTION NO. 4415

Commissioner Boyle moved that Resolution No. 4415 be adopted by reading of title only: "ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES". Commissioner Graham seconded. The vote in favor was unanimous.

Executive Director Mayer requested that Executive Session be moved to before the Budget discussion, as information and possible action relative to Agenda Item 11.1 might impact considerations for Agenda Item 5.4.

11. EXECUTIVE SESSION

Adjourn: 2:27 p.m.
Reconvene: 2:46 p.m.

- 11.1 Government Code 54957.6: Conference with Labor Negotiators – Executive Director Mayer reported that the Board directed him to respond to the Union affirming the one-year Memorandum of Understanding and 3.5% Employee contribution to CalPERS.
- 5.4 Budgets – The Fiscal Year 2012 Authority-wide Operating Budget was presented for approval. Finance Officer Kemp has adjusted costs and/or cut program costs back as far as possible to absorb HUD-related funding shortfalls. The Board has agreed to fund Public Housing and Section 8 program, as necessary, up to \$100,000 from Reserves. Also, HUD may cut funding even further in near future (currently estimated at \$210,000) with no regulatory relief, requiring further negotiations with the Union sooner rather than later. The proposed budget is best

we can do with information we have currently.

RESOLUTION NO. 4416

Commissioner Boyle moved that Resolution No. 4416 be adopted by reading of title only: “APPROVAL OF AGENCY FISCAL YEAR 2012 OPERATING BUDGET FOR 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 Moravec seconded. The vote in favor was unanimous.

- 5.5 Personnel Policy – A new HACB Personnel Policy was created in conjunction with a contracted human resources consultant, union representatives, and management representatives. Highlights of the proposed Policy are inclusion of an Injury and Illness Prevention Program (IIPP), rights under Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), simplification of the post-retirement Health-Dental-Vision (HDV) benefits section, and addition of vacation caps (effective January 1, 2012). The Personnel Policy is effective October 1, 2011 and constitutes a large portion of the Memorandum of Understanding (MOU) between the Union and the HACB.

RESOLUTION NO. 4417

Commissioner Hamman moved that Resolution No. 4417 be adopted by reading of title only: “RESOLUTION TO ADOPT PERSONNEL POLICY FOR THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Graham seconded. The vote in favor was unanimous.

- 5.6 Glenn County Section 8 HCV Program – A request for authorization to accept State divested Section 8 Housing Choice Vouchers for Glenn County was presented. The Glenn County Section 8 HCV Program consists of approximately 100 vouchers. Community Action Agency (CAA) currently runs the program from an office in Willows on behalf of the State. We are anticipating that step one would be to contract with the CAA for one year while determining whether the HACB would like to continue that relationship or take in-house. The final approval of vouchers will be subject to due diligence by the HACB.

RESOLUTION NO. 4418

Commissioner Hamman moved that Resolution No. 4418 be adopted by reading of title only: “AUTHORIZING ACCEPTANCE OF SECTION 8 HOUSING CHOICE VOUCHERS FOR GLENN COUNTY AND APPROVAL OF TRANSFER OF ALL BUDGET AUTHORITY AND BASELINE UNITS TO THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE.” Commissioner Boyle seconded. The vote in favor was unanimous.

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.

12. COMMISSIONERS' CALENDAR

- **Next meeting – October 20, 2011.**

13. ADJOURNMENT

Commissioner Moravec moved that the meeting be adjourned. Commissioner Hamman seconded. The vote in favor was unanimous. The meeting was adjourned at 3:20 p.m.

Dated: September 15, 2011.

Clarence Lobo, Chair

ATTEST:

Edward S. Mayer, Secretary