

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

**BOARD OF COMMISSIONERS MEETING**

**MINUTES OF February 16, 2012**

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Vice Chair McFarren called the meeting of the Housing Authority of the County of Butte to order at 2:02 p.m.

1. ROLL CALL

Present for the Commissioners: Patricia Besser, Larry Hamman, Gene McFarren 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

- 4.1 “2011 Low Rent Public Housing PHAS High Performer”, US Dept of Housing and Urban Development Certificate of Recognition.
- 4.2 “2011 Low Rent Public Housing Program Consistently High Occupancy Performance”, US Dept of Housing and Urban Development Certificate of Recognition – Public Housing was 100% occupied on September 30, 2011.
- 4.3 “2011 Housing Choice Voucher Program High Performer”, US Dept of Housing and Urban Development Certificate of Recognition.
- 4.4 “2011 Director’s Recognition for Support of HUD”, US Dept of Housing and Urban Development Certificate of Recognition – Four (4) California housing authorities received this award from HUD for picking up Section 8 HCV vouchers from the State divesture. The HACB absorbed Glenn County’s Section 8 HCV program.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Personnel – The Resolution amends the HACB Section 125 Cafeteria Plan adding a permitted grace period to Health FSA component to enable HACB employees to turn in claims to the Plan 75 days after year-end.

**\*RESOLUTION NO. 4441\***

Commissioner Moravec moved that Resolution No. 4441 be adopted by reading of title only: “CORPORATE RESOLUTION AMENDING HOUSING AUTHORITY OF THE COUNTY OF BUTTE SECTION 125 CAFETERIA PLAN – ADDITION OF GRACE PERIOD TO HEALTH FSA COMPONENT”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.2 Section 8 – A request for authorization to enter into contract with Glenn County Human Resource Agency (HRA) for administrative services of the State divested Section 8 Housing Choice Vouchers for Glenn County was presented. The Glenn County Section 8 HCV Program consists of 87 vouchers. The terms of contract have been successfully negotiated between the HACB and Glenn County and have been reviewed by both Greg Einhorn, on behalf of the HACB, and Glenn County’s attorney. The previous contract between the State and Glenn County HRA was used as a base, keeping the 60/40 administrative fee split. The Contracting Services Agreement is a one year agreement, which keeps a presence in Glenn County and services status quo for the first year. After adoption by HACB, the Agreement will be presented to the Glenn County’s Board for approval.

**\*RESOLUTION NO. 4442\***

Commissioner Besser moved that Resolution No. 4442 be adopted by reading of title only: “AUTHORIZATION OF AGREEMENT WITH GLENN COUNTY HUMAN RESOURCE AGENCY FOR ADMINISTRATION OF GLENN COUNTY SECTION 8 HOUSING CHOICE VOUCHER PROGRAM”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.3 Public Housing – A request for authorization to enter into two indefinite quantity maintenance contracts, with Sheraton Services Inc. and Maintenance Plus. The contracts are to provide maintenance capacity, supplemental to that provided by HACB’s maintenance staff, for general maintenance and turn-over of units in the HACB’s Low Income Public Housing Program. Indefinite quantity contracts are subject to compensation ceiling and time constraints, in this instance \$100K in a given year. The contract can be renewed for one-year terms, up to a three-year total, before contractor(s) must be re-procured. HACB will use Sheraton Services first on contracts due to the more favorable price.

**\*RESOLUTION NO. 4443\***

Commissioner Hamman moved that Resolution No. 4443 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO SEPARATE INDEFINITE QUANTITY FOR

PROVISION OF MAINTENANCE SERVICES TO HUD LOW INCOME PUBLIC HOUSING.” Commissioner Moravec seconded. The vote in favor was unanimous.

5.4 Section 8 – The in-house spreadsheet tool used for tracking Section 8 leasing, funding and expense projections was provided for information. The tool is updated monthly with actual Unit Months Leased (UML) and actual Housing Assistance Payments (HAP) as reported in the HUD Voucher Management System (VMS). Management overviews all factors of the Section 8 program one to two times per month including costs, utilization rate, etc. in order to maintain program size. This process worked extremely well in Calendar Year 2011 with 99% UML. In 2012, end of year goal is 100% of units, using Board-authorized spending of reserves in order to be fully re-funded by HUD in 2013. The occupancy standards and utility allowance methodology has been changed to lower costs. On average, the Section 8 HCV program loses 17 participants per month. Each month 30 are invited from the wait list since the average lease-up success rate is 2/3rds. According to HUD regulations, seventy-five percent (75%) of new leases must be extremely low. Each year HUD funding is guesstimated, Finance Officer Kemp used a 95% pro ration as a “worse case” scenario for 2012.

5.5 Section 8 – The HACB plans to open the Section 8 HCV Wait List from April 2<sup>nd</sup> through April 27<sup>th</sup>. There are currently approximately 700 households remaining on the Wait List. When the Wait List was last opened in February 2010, approximately 3,000 applications were received in a three (3) week period. Historically, the Wait List is opened every 2-3 years. This year the HACB is for the first time attempting to provide on-line applications, which should save staff and applicant time, effort and materials. The opening of the Wait List will coincide with the Butte County Homeless Continuum of Care’s “project Homeless Connect”, a one-day homeless fair held at the Silver Dollar Fairgrounds on April 18<sup>th</sup>. The HACB will host a booth at the event.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

Vice Chair McFarren voiced concern about violence in HACB units and possession of guns by residents.

Executive Director Mayer asked the Board how they felt about the Commissioners page on the HACB website, whether they preferred “as is” or if they would like to add photos and information on each Commissioner. The Board consensus was neutral.

Commissioner Moravec asked how the change in Section 8 occupancy standards has affected clients and if there was any “push back” from residents. Executive Director Mayer said not as much as expected. Unfortunately single mothers and their children are most affected. The elderly and disabled are not as affected due to the fact they usually require a smaller bedroom size anyway. HACB clients understand that the occupancy standards were put in place in order to serve as many clients as possible with less funding.

Commissioner Besser asked about landlord participation in the County. HACB currently has about 800 landlords, which is impressive.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INTIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS’ CALENDAR

- **Next meeting – March 15, 2012.**
- PSWRC NAHRO Annual Spring Conference, Monterey CA, May 20-22, 2012.

13. ADJOURNMENT

The meeting was adjourned at 2:44 p.m.

Dated: February 16, 2012.

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Clarence Lobo, Chair

ATTEST:

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Edward S. Mayer, Secretary