

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

**MINUTES OF June 20, 2013**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:00 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Sharon Chambers, Larry Hamman, Clarence “Bino” Lobo, Gene McFarren and Laura Moravec.

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

Others Present: Denise Hardy, Attorney, Legal Services of Northern California; and HACB employee, Meagan Meloy, Butte Countywide Homeless Continuum of Care Coordinator (5.8).

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

4.1 Letter from Dallas Tonsager, US Department of Agriculture – Rural Development, regarding federal budget reductions, was provided for information.

4.2 Letter from Alex Sanchez, Housing Authority of the County of Santa Clara regarding its comprehensive “Count the Homeless” report, was provided for information.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 FSS Graduate – The Board recognized the successful completion of the program by FSS Graduate Cheryl Ford. Ms. Ford was unable to attend the meeting due to work obligations. She is receiving an escrow check for \$1,346.75.

**\*RESOLUTION NO. 4501\***

Commissioner Anderson moved that Resolution No. 4501 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE CHERYL FORD”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.2 FSS Graduate – The Board recognized the successful completion of the program by FSS Graduate Scott Clark. Mr. Clark was unable to attend the meeting due to work obligations. He is receiving an escrow check for \$2,851.51.

**\*RESOLUTION NO. 4502\***

Commissioner Chambers moved that Resolution No. 4502 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE SCOTT CLARK”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.3 Low Income Public Housing Program Admissions and Continued Occupancy Policy (ACOP) and Section 8 Housing Choice Voucher Program Administrative Plan (AP) –

- 5.4 Agency Annual Plan/Capital Fund –

As a public agency administering the HUD Low Income Public Housing and Section 8 Housing Choice Voucher programs, HACB is required to annually submit to HUD applicable agency and administrative plan documents 75 days prior to the end of HACB’s fiscal year. Draft revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Voucher Administrative Plan (AP), One-Year Agency Plan, and Capital Fund Program, were accepted by the Board at the April 2013 meeting; the required 45 day public comment period has now expired. Executive Director Mayer and Executive Assistant Young gave a brief overview of the proposed changes, including recommendations received by former Commissioner Christine Boyle and Legal Services of Northern California (LSNC). Ms. Boyle requested that the Board implement a preference for admissions to the Section 8 program for homeless persons. HACB Management agrees that addressing homelessness is important, relevant, and timely. However, there is a larger County-wide effort working through homeless issues, policies, and plans that has yet to reach conclusion, and, because of federal funding cuts, there will be no admissions to the Section 8 program in FY 2013-14. Thus, it is not timely to implement such preference. The Public Hearing was opened at 2:28 p.m. Denise Hardy, Legal Services of Northern California was in attendance. Legal Services, as in previous years, requested the policies be amended to decrease the “look-back period” for applicant criminal activity from five (5) years (HACB policy) to the three (3) year minimum required by HUD, in addition to requesting that only convictions, not arrests, be considered. HACB staff does not recommend implementing those two suggestions. Since 2009, only 2% of Public Housing and 4% of Section 8 households were denied admissions due to criminal history. However, Management did agree that all other recommendations made by LSNC be implemented. Executive Assistant Young read an email from Ms. Boyle into record stating that, as a local property manager/landlord, she preferred the HACB to focus on housing those who she cannot or is not willing to house. The Public Hearing was closed at 3:36 p.m. The Board elected to adopt the Plans with the changes as outlined in the memo by Executive Assistant Young dated June 14, 2013. The AP and the ACOP will be effective October 1<sup>st</sup>.

**\*RESOLUTION NO. 4503\***

Commissioner Chambers moved that Resolution No. 4503 be adopted by reading of title only: “ADOPTION OF PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Hamman seconded. The vote in favor was unanimous.

**\*RESOLUTION NO. 4504\***

Commissioner Hamman moved that Resolution No. 4504 be adopted by reading of title only: “ADOPTION OF THE ONE-YEAR AGENCY PLAN OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.5 2014 Bonds Budget – The Series 2000A Bonds budget is established for the five (5) properties purchased in 2000 using bond proceeds. Four (4) of the properties are managed by RSC – Alamont Apts., Chico; Lincoln Apts., Chico; Kathy Court Apts., Paradise; and Evanswood Apts., Oroville; while Park Place Apts., Oroville, is managed by the HACB. The budget is due to the Bond Trustee by July 1<sup>st</sup>. Therefore, the proposed budget is a “placeholder”, subject to final approval of the HACB’s consolidated budget; any changes resulting from the final consolidated budget will cause a revised Bonds budget to be forwarded to the Trustee. The proposed Bonds budget was prepared “status quo”, consistent with budget years previous, including capital improvement efforts. The current objective is to stabilize the portfolio in anticipation of refinancing. The proposed budget projects a positive cash flow of \$46,005 overall; Park Place has a negative cash flow, leaving the other projects to subsidize the property.

**\*RESOLUTION NO. 4505\***

Commissioner Anderson moved that Resolution No. 4505 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2014 BUDGET FOR THE HOUSING AUTHORITY SERIES 2000A BOND PROGRAM”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.6 HACB Investment Portfolio – HACB’s auditor, Michael Oxenrider recommended that the HACB invest in the California Local Agency Investment Fund (LAIF). LAIF meets all of California government code compliance requirements, and is used for funds management by counties, cities, and other public entities and districts in the state. It consists of a secure, low-risk pool of investments, such as CD’s, municipal bonds, treasury bills, commercial paper, etc. The interest rates in LAIF are better than our current rates of return with CD’s, and the money is available for withdrawal immediately, without penalty. Commissioner McFarren asked what happens if we become dissatisfied with investing in LAIF and Finance Officer Kemp said it is flexible, we can just pull our money out with no pre-payment penalties, etc. Other housing authorities already use this investment vehicle.

**\*RESOLUTION NO. 4506\***

Commissioner Hamman moved that Resolution No. 4506 be adopted by reading of title only: “AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF).” Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.7 HACB Audit – The government wide audited financial statements for the fiscal year ended September 30, 2012 for the Housing Authority of the County of Butte, which includes the component units of Butte County Affordable Housing Development Corporation and Banyard Management, were presented. The financials and tenant files are audited annually. There was a HUD required balance sheet “offset” from Public Housing reserves of \$1,000,000, which was used to fund the Public Housing program. There were no questioned costs or findings. The identification of the Board of Commissioners Chair and Vice Chair in the Audit Report was incorrect and will be fixed.

**\*MOTION\***

Commissioner Hamman moved that the HACB audit be approved and accepted as presented. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.8 Homeless Discussion – Meagan Meloy, Butte Countywide Continuum of Care (CoC) Coordinator made a presentation of initiatives in the County relating to addressing homelessness. In 2003, the CoC was formed as a networking group of agencies working together to address homelessness in the County, and to be the HUD-required mechanism to bring HUD homeless funding to Butte County. Every other year, the CoC conducts a Point-in-Time survey to count and identify the homeless. Last year Project Connect, a one-day homeless service fair, was held at the Chico County Fairgrounds to connect homeless to services. This year’s homeless survey showed an increase in numbers of chronic homeless, greater numbers of homeless children, and a decreased number of “couch surfing” homeless”, who are presumed to have secured employment in the recent economic up tic. On behalf of the CoC, the HACB secured a \$20K grant from the Sierra Health Foudation to prepare a 10-year strategy to end homelessness in Butte County. A series of community forums will be held in July and August to develop the strategy. HACB employees the CoC Coordinator as a public entity, the HACB is considered a “neutral” party in the County; collaborative funding for the position comes from various agencies and entities throughout the County. Ms. Meloy will be leaving the position to take a full-time position at the Butte County Office of Education (BCOE), where she will be working BCOE homeless programs, remaining a representative and participant in the CoC. A replacement CoC Coordinator is being sought.

*(Commissioner Hamman left the meeting at 3:45 p.m.)*

*(Denise Hardy, LSNC, left the meeting at 3:55 p.m.)*

- 5.9 HACB Property Tour – Executive Director Mayer asked the Board about their interest in scheduling a tour of HACB-owned properties. He said that a van or small bus could be leased to take interested Board members to see all/most of our properties in an afternoon. The consensus of the Board was that they were interested. The tour will likely be scheduled once landscape project in Gridley is complete in the late summer or early fall.

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

11.1 Section 54957.6: Conference with Labor Negotiators

11.2 Section 54956.8: Conference with Real Property Negotiators – Purchase of Walker Commons L.P. Limited Partnership interest from WNC & Associates, Inc.

None.

12. COMMISSIONERS' CALENDAR

- **Next meeting – July 18, 2013.**

13. ADJOURNMENT

The meeting was adjourned at 4:12 p.m.

Dated: June 20, 2013

ATTEST:

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Laura Moravec, Board Chair

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Edward S. Mayer, Secretary