

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

**MINUTES OF September 19, 2013**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:01 p.m.

1. ROLL CALL

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

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

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Chair Moravec provided a correction to the proposed August Board Meeting Minutes. Mr. Stiles name and suffix were incorrect; Stiles is spelled with an “i” not “y” and he is Sr. not Jr. The edits will be incorporated into the Minutes before execution.

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS) Graduate – The Board recognized the successful completion of the program by FSS Graduate Carly Carrillo. Ms. Carrillo was unable to attend the meeting. She is receiving an escrow check for \$13,935.69. Ms. Carrillo met all terms of the program to graduate but will not be leaving the Section 8 program. Chair Moravec noted that Section 8 Housing Manager DeSoto put the number of non-subsidized FSS Graduates on his monthly report.

**\*RESOLUTION NO. 4509\***

Commissioner Hamman moved that Resolution No. 4509 be adopted by reading of title only: “RECOGNITION OF FAMILY SELF-SUFFICIENCY GRADUATE CARLY CARRILLO”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.2 HACB Consolidated Budget – In past meetings, the budget had been reviewed by the Board and Budget Review Committee in much detail. The final budget presented for approval includes a \$45,000 shortfall in an \$18M budget. The budget shifts weekly due to fluctuations in the Section 8 program. Management has set up weekly internal tracking performance measures and keeping a close eye on cash flow. The proposed budget was used as the basis for Union Memorandum of Understanding (MOU) negotiations.

**\*RESOLUTION NO. 4510\***

Commissioner Anderson moved that Resolution No. 4510 be adopted by reading of title only: “APPROVAL OF AGENCY FISCAL YEAR 2014 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 McFarren seconded. The vote in favor was unanimous.

- 5.3 Personnel Policy – There were no substantive changes to the Personnel Policy; changes are a result of either change in law or due to Union negotiations. One such change is moving the Columbus Day holiday to Christmas Eve. Commissioners Moravec and Anderson recommended adding the word “funded” to Section 8.4 DEMOTION DUE TO REORGANIZATION, which states “If your position is eliminated due to business necessity as determined by the Board or Executive Director you may have the option of taking a vacant *funded* position in a lower classification.” Since the Policy has already been approved by the Union; the change will be adopted next year. The HACB Personnel Policy, effective October 1, 2013, was then considered as presented.

**\*RESOLUTION NO. 4511\***

Commissioner Chambers moved that Resolution No. 4511 be adopted by reading of title only: “RESOLUTION TO ADOPT PERSONNEL POLICY FOR THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.4 Personnel Policy Addendum – Management – Management employees are at-will employees not covered by Union MOU. There are currently nine (9) managers, which are listed in the Addendum. Personnel consultants have recommended that the HACB have a separate Personnel Policy for Management. Reanette Fillmer, Human Resources Consultant, in conjunction with Executive Director Mayer and Executive Assistant Young, drafted an addendum to the current Personnel Policy

that addresses HACB's need to distinguish Management employees from non-exempt employees. Executive Assistant Young noted that there was a calculation error on the 2<sup>nd</sup> vacation accrual table found on Page 5, which was fixed prior to adoption.

**\*RESOLUTION NO. 4512\***

Commissioner Hamman moved that Resolution No. 4512 be adopted by reading of title only: "RESOLUTION TO ADOPT MANAGEMENT ADDENDUM TO PERSONNEL POLICY OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE". Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.5 Memorandum of Understanding (MOU) – The Operating Engineers Local No. 3 Union accepted the Board's counterproposal in its entirety. However to assist in employee morale, and since it did not impact the budget, Executive Director Mayer offered to allow employees to keep the 7:30 a.m. to 5:00 p.m. shift options instead of compressing hours of operation to 8:00 a.m. to 5:00 p.m. Staff had indicated that flexibility of schedules was very important. Mr. Mayer made the concession with the caveat that if the flexible schedule options available to staff do not work with the compressed 9-5 open-to-the-public office hours that Management can elect to limit the flex schedules without re-opening Union negotiations.

**\*RESOLUTION NO. 4513\***

Commissioner McFarren moved that Resolution No. 4513 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 Chambers seconded. The vote in favor was unanimous.

- 5.6 Section 8 Family Self-Sufficiency Program – HACB is submitting the annual application to HUD for FSS Coordinator grant funds renewal. The proposed Resolution is required as part of the application process. Due to the number of successful graduates, the HACB Family Self Sufficiency program is no longer mandatory; however because of the importance of this program to participants, in that housing assistance is packaged with supportive services, the HACB continues to maintain a maximum program size of fifty (50) participating households.

**\*RESOLUTION NO. 4514\***

Commissioner Chambers moved that Resolution No. 4514 be adopted by reading of title only: "AUTHORIZE THE SUBMITTAL OF AN APPLICATION FOR FEDERAL ASSISTANCE FOR THE FY2013 HOUSING AUTHORITY OF THE COUNTY OF BUTTE SECTION 8 HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT". Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.7 Standard Maintenance Charges – The Standard Maintenance Charges to Residents for Cleaning, Repair, Replacement and Miscellaneous Charges are revised and adopted annually. This year, the only changes were a \$12 increase in cost of Complete Toilet Replacement parts, and a decrease in HACB labor rates; HACB maintenance labor rates decreased because retired higher cost workers have been replaced with lower cost workers. The Standard Maintenance Charges, once adopted, will become effective October 1, 2013 and are for tenant caused damages beyond normal wear and tear to HACB-owned properties.

**\*RESOLUTION NO. 4515\***

Commissioner Hamman moved that Resolution No. 4515 be adopted by reading of title only: “ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES”. Commissioner Lobo seconded. The vote in favor was unanimous.

- 5.8 Capital Fund 501-13 – HACB received notice of HUD appropriation of Public Housing Capital Fund 501-13 monies in the amount of \$534,757, which is approximately \$150,000 more than expected. The appropriation requires Board acceptance of the funds and authorization of a preliminary budget. Deputy Executive Director Peters presented the draft budget to the Board.

**\*RESOLUTION NO. 4516\***

Commissioner Anderson moved that Resolution No. 4516 be adopted by reading of title only: “ACCEPTANCE OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) 2013 PUBLIC HOUSING CAPITAL FUND PROGRAM FUNDS”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.9 Internal Control Policy – HACB recommends the adoption of an Internal Control Policy effective immediately. Effective management of public resources requires internal controls to ensure compliance with law, regulation and guidance, and to further ensure security and transparency in the conduct of business. HACB already has the procedures in place, they need to be codified in a written Policy.

**\*RESOLUTION NO. 4517\***

Commissioner Hamman moved that Resolution No. 4517 be adopted by reading of title only: “ADOPTION OF INTERNAL CONTROL POLICY”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.10 Public Housing Lease – Housing Director Guanzon refined the Public Housing lease with legal assistance. Some of the substantive changes address: tenants of Public Housing that occupy units that are individually metered for water, who will be required to pay for their own water and receive a water and sewer utility allowance to offset cost; security deposit payment agreements being fully paid within sixty (60) days of lease-up, and inclusion of lease terms regarding carbon dioxide detectors. The modification of the Public Housing lease requires

provision of a sixty (60) day written notice to tenants, including a minimum thirty (30) day comment period. HACB must consider comment prior to final adoption of new lease. The new lease is scheduled for implementation effective January 1st. Commissioner McFarren requested Management seek legal guidance regarding whether or not the HACB could and/or should prohibit firearms at Public Housing properties.

**\*RESOLUTION NO. 4518\***

Commissioner Chambers moved that Resolution No. 4518 be adopted by reading of title only: “APPROVAL OF LEASE AGREEMENT FOR HUD LOW INCOME PUBLIC HOUSING PROGRAM, AND AUTHORIZATION TO SEEK TENANT COMMENT AND ISSUE NOTICE OF LEASE IMPLEMENTATION EFFECTIVE JANUARY 1, 2014”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.11 Personnel – The HACB’s personnel consultant recommended that HACB adjust two positions. The first recommended change was to move the FLH Occupancy Specialist to Assisted Housing Specialist. The duties performed by the FLH Occupancy Specialist are the same as that of the Assisted Housing Specialist, but the positions hold different compensation ranges. As this is a Union position, this change was resolved through adoption of the Union MOU and related Personnel Policy earlier in the meeting. The second recommended change was to re-name the FLH Property Manager position to Property Manager, and to increase the compensation range to fall within the parameters of other Program Management-level positions. The FLH Property Manager was once used exclusively in the management of the Gridley Farm Labor Housing property. With federal funding cutbacks, that position is now utilized to manage Public Housing in Gridley and Biggs, as well as conduct HQS inspections in support of the Section 8 Housing Choice Voucher program. Additionally, the personnel consultant recommended the Pay Range of the existing position be amended to bring the position’s compensation in line with equivalent management responsibilities held by other HACB personnel. Failure to do so exposes the HACB to allegations of discriminatory employment practices. Adoption of Resolution No. 4519 addresses these discrepancies in duties and compensation for the two (2) positions.

**\*RESOLUTION NO. 4519\***

Commissioner Besser moved that Resolution No. 4519 be adopted by reading of title only: “ELIMINATION OF FLH PROPERTY MANAGER POSITION AND CREATION OF PROPERTY MANAGER POSITION”. Commissioner McFarren seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

Chair Moravec asked about the status of the Walker Commons Limited Partner interest acquisition. Executive Director Mayer relayed that the Housing Authority had completed acquisition of WNC's Limited Partner interest in the Limited Partnership, that the HACB now has 99% ownership in Walker Commons LP.

Commissioner McFarren asked for a status update on recognizing the success stories of Mi C.A.S.A. Executive Director Mayer and Housing Director Guanzon recently met with Kathy McKenzie regarding Mi C.A.S.A. and its operations in their entirety. The first priority is for HACB to assist Ms. McKenzie with getting financial support from the Gridley school district, since the school district is receiving the most direct benefit from the program. Ms. McKenzie is and has been backfilling Mi C.A.S.A.'s operations approximately \$20,000 per year out of her own pocket. Commissioner Chambers expressed a desire to give Mi C.A.S.A. more money. Executive Director Mayer said that the HACB needs to keep the amount of support at a sustainable level over the long term and noted that we should 'wait and see' if the school district provides financial support. Once the school district funding request process is complete, the recognition program will be more fully addressed. Ms. McKenzie is also working on a grant application, provided by Commissioner McFarren. Commissioner McFarren expressed his willingness to help, if needed. The Board requested that Executive Director Mayer draft a letter of commendation to Ms. McKenzie and Mi C.A.S.A. for review at next meeting.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Chambers shared the "Senility Prayer".

11. EXECUTIVE SESSION

11.1 Section 54957: Public Employee Performance Evaluation

Adjourn: 4:01 p.m.  
Reconvene: 4:10 p.m.

Chair Moravec reported out from Executive Session: The Performance Evaluation and Step Schedule for the Executive Director were discussed.

12. COMMISSIONERS' CALENDAR

Commissioners were invited to a HACB-sponsored retirement luncheon for 30-year employee Pam Weaver on Friday, September 27<sup>th</sup> at 12:00 p.m. They were also invited to attend Butte Countywide Homeless Continuum of Care planning meetings addressing the Ten-Year Strategy Plan to End Homelessness, the first of which is on Wednesday, October 2nd, and second on November 6, the following month.

- **Next meeting – September 19, 2013.**

13. ADJOURNMENT

The meeting was adjourned at 4:14 p.m.

Dated: September 19, 2013.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary