

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

MINUTES OF October 17, 2013

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:52 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; Sue Kemp, Finance Officer; Larry Guanzon, Housing Director; and Tamra Young, Executive Assistant.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 For its 2012 operating year, HACB received notice of HUD Public Housing Assessment System (PHAS) scoring of 92; the score qualifies HACB as “High Performer”.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Fair Market Rents – Each year, HUD issues its determination of Fair Market Rents (FMR’s) for the jurisdictions served by HACB (Butte and Glenn Counties). This ensures that Section 8 Voucher Holders can find housing in the area, but housing which is somewhat less than average in cost. The HACB reviews the FMR’s for their applicability to the local market using its Rent Reasonable database, and the leasing experience of its clientele. The HACB then sets a Payment Standard as a percentage of FMR, between 90% and 110% of FMR. The recommended Payment Standards have changed notably as a percentage of FMR this year, but the dollar amount of allowable rents is very close to that used in previous years. Resolution No. 4520 was corrected before

execution; there were a couple of typos on the 2014 Butte County Payment Standards presented.

RESOLUTION NO. 4520

Commissioner Anderson moved that Resolution No. 4520 be adopted by reading of title only: “DETERMINATION OF 2013 PAYMENT STANDARDS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.2 Section 8 Management Assessment Plan (SEMAP) – The Board considered the Resolution authorizing submittal of the annual Section Eight Management Assessment Program (SEMAP) to HUD. SEMAP is the self-certification report card for administration of the Section 8 Housing Choice Voucher program; the report is auditable. HACB’s Section 8 Department does an excellent job of verifying and retaining supporting documentation for each SEMAP Indicator. The HACB’s SEMAP score qualified it as “High Performer”, again, this year.

RESOLUTION NO. 4521

Commissioner Hamman moved that Resolution No. 4521 be adopted by reading of title only: “APPROVAL OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION”. Commissioner Chambers seconded. The vote in favor was unanimous.

- 5.3 Section 8 Housing Choice Voucher Program – The issue of whether or not to notify landlords of possible non-payment of HAP became a non-issue when the federal government re-opened. However in the event a shutdown occurs in the future, Commissioners Moravec and Anderson made some edit recommendations to the sample letter Executive Director Mayer provided. Another subject of concern that could possibly need to be addressed should a federal shutdown affect the HACB funding stream in the future is what to do regarding HACB staff. Options range from shutting down the office, to furlough days for partial or all staff, to remaining open and using reserves. Discussion and subsequent decisions were left for a later date, should the need arise.
- 5.4 Write-Offs – Annually, HACB records vacated tenant balances for doubtful accounts, which reduce the net tenant accounts receivable on the balance sheet. There is also a corresponding entry to bad debt each year. Due to HUD’s scoring formula associated with the Public Housing Assessment System (PHAS), Staff recommends writing off all Public Housing vacated tenant balances through September 30, 2013, in order to receive the highest possible PHAS score for this PHAS component. Writing off the balances does not change the net accounts receivable balance, nor does it prevent HACB from pursuing collections; it is considered an in-house accounting “housekeeping” procedure. The total write-off of uncollectible accounts receivable is \$77,228.01. Bad debt is sent to a national debt collection data base and the State Franchise Tax Board.

RESOLUTION NO. 4522

Commissioner Hamman moved that Resolution No. 4522 be adopted by reading of title only: “WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Chambers seconded. The vote in favor was unanimous.

- 5.5 Investment Report/Reserves Analysis – Finance Officer Kemp presented the quarterly reports. Highlights include the expenditure of approximately \$1.5M in Pre-2004 Section 8 Admin Reserves to acquire partnership interests and low-income properties; the LAIF account has been opened and funds to be transferred soon; and all 4%+ CD’s have matured.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Firearms in Public Housing – A copy of the Nan McKay Housing Resource Newsletter was provided to the Board in response to Commissioner McFarren’s question regarding firearms in Public Housing.
- 7.2 Mi C.A.S.A. Education, Inc. – HACB is assisting Ms. McKenzie seek financial support from the Gridley school district, the school district directly benefits from the program. One of the issues blocking school district financial support is that the Mi C.A.S.A. building is not “FIELD” certified, making it eligible for public (school) funding. Staff is investigating FIELD certification, or its waiver, through the Butte County Office of Education. Executive Director Mayer drafted a Resolution of Commendation for Mi C.A.S.A. Education, Inc., which was presented the Board for approval. It was suggested to possibly add a cover letter. A suggestion was also made to add a Mi C.A.S.A. link to the HACB website. Executive Director Mayer informed the Board of the invitation to the Mi C.A.S.A. Appreciation Dinner.

RESOLUTION NO. 4523

Commissioner Chambers moved that Resolution No. 4523 be adopted by reading of title only: “Commendation to Mi C.A.S.A. Education, Inc. for Services Delivered to Children of Gridley Farm Labor Housing”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 7.3 Tenant Based Rental Assistance (TBRA) – In response to the disheartening discussion of late regarding Family Self-Sufficiency clients who have graduated from the FSS program, yet are still receiving Section 8 housing assistance payments, Executive Director Mayer elected to share with the Board a positive story from a TBRA graduate (which is a similar type of program). It was a reminder that the programs do work.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INTIATED BY COMMISSIONERS

MOTION

Commissioner Chambers moved that the Board direct staff to write an informational letter to the Chico City Council, to make them aware that HACB hired private security to protect its properties and tenants, specifically complexes near downtown and those units serving elderly and/or disabled, the letter to be written, further, in support of BCAHDC's Board request of the HACB, regarding this matter. Commissioner McFarren seconded. The vote in favor was unanimous.

11. EXECUTIVE SESSION

11.1 Section 54957: Public Employee Performance Evaluation - None

12. COMMISSIONERS' CALENDAR

- **Next meeting – November 21, 2013.**

13. ADJOURNMENT

Commissioner McFarren moved that the meeting be adjourned. Commissioner Hamman seconded. The vote in favor was unanimous. The meeting was adjourned at 4:03 p.m.

Dated: October 17, 2013.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary