

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

**MINUTES OF August 21, 2014**

Chair Moravec 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: 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; Sue Kemp, Finance Officer; and Tamra Young, Executive Assistant.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner McFarren moved that the Consent Calendar be accepted as presented, including approval of Resolution No. 4551 “MEMORANDUM OF AGREEMENT WITH CHICO RANCHERIA HOUSING CORPORATION AUTHORIZING APPLICATION FOR 2014 HUD ROSS SERVICE COORDINATOR FUNDS”. Commissioner Hamman seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

- 4.1 Public Housing Assessment System (PHAS) Score Report for Interim Rule from HUD dated July 24, 2014 - HACB has been designated as a High Performer, with a score of 96%.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Public Housing Admissions and Continued Occupancy Policy (ACOP) –  
5.2 Agency Annual Plan –  
5.3 Public Housing Flat Rents –

Tenants in the Public Housing program can choose one of two rents: a “Flat Rent”, based on market conditions, or “Income-based Rent”, calculated at roughly 30% of total household income. Six (6) HACB families are currently paying Flat Rents. In May, HUD issued a change to the Public Housing Flat Rent requirements; PHAs are required to set Flat Rents at no less than 80% of the applicable HUD-determined Fair Market Rent (FMR). Although this change does not significantly impact HACB’s current Flat

Rent structure, HUD has determined that the change constitutes a “substantial deviation” to the ACOP, triggering a public comment and hearing process. In complying, the HACB Board of Commissioners received and filed draft documents for public comment in June. We received no recommendations or comments during the required 45-day review period. The final step is to hold a Public Hearing. The Public Hearing was opened at 2:11 p.m. There was no public present. Upon closure of the Public Hearing at 2:12 p.m., the Board adopted the Public Housing Admissions and Continued Occupancy Policy, Agency Annual Plan and new Flat Rents, effective October 1st. The new Flat Rents will not impact any of the HACB families that have elected to use the Flat Rent structure.

**\*RESOLUTION NO. 4552\***

Commissioner Chambers moved that Resolution No. 4552 be adopted by reading of title only: “ADOPTION OF REVISED PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP).” Commissioner McFarren seconded. The vote in favor was unanimous.

**\*RESOLUTION NO. 4553\***

Commissioner Anderson moved that Resolution No. 4553 be adopted by reading of title only: “ADOPTION OF THE REVISED ONE-YEAR AGENCY PLAN OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner McFarren seconded. The vote in favor was unanimous.

**\*RESOLUTION NO. 4554\***

Commissioner Hamman moved that Resolution No. 4554 be adopted by reading of title only: “DETERMINATION OF PUBLIC HOUSING FLAT RENTS”. Commissioner Lobo seconded. The vote in favor was unanimous.

- 5.4 Utility Allowances – The HACB has completed its review of Utility Allowances, used for administration of its owned and managed properties and programs. Utility Allowances must be reviewed annually and adjusted if there is an increase of more than 10%. This year electricity, gas, water and sewer rates increased. Utility Allowances also affect other properties in Butte and Glenn Counties through the Section 8 Housing Choice Voucher Program. The Utility Allowance review was conducted by Management Resource Group, Inc. (MRG) using a blended engineering- and consumption-based methodology. The revised Utility Allowances will be effective for Public Housing and Section 8 projects on January 1<sup>st</sup> and for all other properties in 90 days. Per regulations, only Public Housing residents must be provided a 60-day written notice of the proposed Allowances. We do not anticipate receiving any comment on the Utility Allowances, but in the unlikely event that we do, there is still adequate time to adjust them before the January 1<sup>st</sup> effective date.

**\*MOTION\***

Commissioner Chambers moved that implement Utility Allowances as proposed for the upcoming 2014/15 year. Commissioner Hamman seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

- 8.1 NAHRO Summer Conference, Tampa FL, July 16-18, 2014 – Executive Director Mayer reported that there was nothing new of substance to report from the Summer Conference; the news is more of the same, funding uncertainty. However he noted an industry-shift. Nationwide, housing authorities are spending more time focusing on homelessness; they are beginning to confront homelessness more directly since the quality of life in communities is being negatively impacted. Commissioner Anderson asked if the number of homeless in a community is affected by climate of the area: warmer climates versus colder. Executive Director Mayer said that it was his impression that it is pervasive nationwide, although homeless may be more “visible” in warmer areas since they spend more time outdoors (i.e., Butte County). At the Torres Shelter, staff is noticing two “types” of homeless: families, who generally take 2-3 months to get back on their feet, and the chronic homeless (2/3 of those are single men). Locally, there is a group effort to focus on the problem. The biggest obstacle is the need for case management and/or social services to go hand-in-hand with the housing.

Executive Director also reported to the Board that we have been given a directive by USDA-RD to evict households from Gridley Farm Labor who do not have “correct” citizenship status. Four (4) years ago the HACB was given direction from USDA-RD to admit families without regard to citizenship status under a regulatory waiver; this direction however was incorrect. We currently have thirteen (13) households who are “illegimately” residing at the property. All affected families will be given a 60-day notice.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INTIATED BY COMMISSIONERS

Chair Moravec brought up the issue of strategic planning. Upon researching the “roles of commissioners”, she discovered that one of the jobs of the Board is to provide direction and/or input on a strategic plan (aka core direction as to where the HACB is going). Executive Director Mayer said that Standard & Poor’s has also requested a written HACB strategic plan as part of the rating process. Executive Assistant Young recommended that the Board’s involvement in strategic planning be tied to developing five-year goals in the Agency Annual Plan process. The next draft is due in April or May 2015. Ms. Young will also provide

samples of strategic planning goals from other housing authority to Chair Moravec to help form a framework. Chair Moravec would like to have a special meeting where the Board as a whole discusses strategic planning for the agency. The Board concurred. This item will be added to the September Board Agenda as “Matters Continued” for further discussion.

11. EXECUTIVE SESSION

11.1 Section 54957.6: Conference with Labor Negotiators

11.2 Section 54957: Public Employee Performance Evaluation

Adjourn: 2:52 p.m.

Reconvene: 3:25 p.m.

**\*MOTION\***

Commissioner Hamman moved that Management request from the Union a 60-day extension of the current Memorandum of Understanding, with an optional 30-day extension clause. Commissioner Chambers seconded. The vote in favor was unanimous.

The Budget Review Committee scheduled their next meeting for Wednesday, September 3<sup>rd</sup> at 3:00 p.m.

The Board reviewed Executive Director Mayer’s performance evaluation and gave direction for Chair Moravec to meet with Mr. Mayer and discuss.

12. COMMISSIONERS’ CALENDAR

- **Next meeting – September 18, 2014.**

13. ADJOURNMENT

The meeting was adjourned at 3:25 p.m.

Dated: August 21, 2014.

---

Laura Moravec, Board Chair

ATTEST:

---

Edward S. Mayer, Secretary