

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

MINUTES OF January 15, 2015

Vice Chair Lobo 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, Roger Hart and Clarence Lobo.

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: Gene McFarren (5.1) and Jane Dolan from approximately 3:00 p.m. – 3:10 p.m.

2. AGENDA AMENDMENTS

Executive Director Mayer noted that the Butte County Board of Supervisors appointed a new Commissioner Roger Hart and reappointed Chair Laura Moravec.

3. CONSENT CALENDAR

Commissioner Anderson asked about the growing number of vacancies and consequent effect on the budget at Farm Labor Housing. Finance Officer Kemp said with the current vacancy rate, the budget is \$12,000 in the negative. However per USDA-RD, we are allowed to use reserves. There is approximately \$250,000 in reserves. Staff is diligently working to reduce expenses and increase lease-up. The Board asked exactly how much in the hole we are estimating to be. Finance Officer Kemp said she estimates between \$10,000 - \$14,000/month, depending on vacancy loss and cost cutting measures. Next month, Management will provide more detailed information to the Board. The Board and Management had another discussion about when it might be the right time to “move on” from this project.

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

4. CORRESPONDENCE

- 4.1 “New Mileage Rates Now Available; Business Rate to Rise in 2015”, IRS, December 10, 2014 – The mileage rate increased 1.5¢.

- 4.2 Gridley Springs II (CA-1991-177) Compliance Inspection “All clear” letter from California Tax Credit Allocation Committee dated December 10, 2014.
- 4.3 Dear Friend of Mi C.A.S.A. letter and activity calendar for September 2013 – September 2014, Kathy McKenzie, December 29, 2014.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Recognition of Former Commissioner McFarren – Former Commissioner McFarren was unable to attend the Holiday Luncheon in December; therefore the Board held a special presentation of a clock with an engraved plaque honoring his 32+ years of service. Mr. McFarren was thanked once again for his faithful service and contributions to the Board.
- 5.2 Family Self-Sufficiency (FSS) Program – The Board recognized the successful completion of the program by Family Self Sufficiency (FSS) Graduate Monica Barrett. Ms. Barrett was unable to attend the meeting due to work obligations. She is receiving an FSS escrow check in the amount of \$1,080.92. Ms. Barrett met all terms of the program to graduate and is exiting the Section 8 program.

RESOLUTION NO. 4567

Commissioner Chambers moved that Resolution No. 4567 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE MONICA BARRETT”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.3 Personnel – Management recommended adoption of salary increases for two (2) management positions: Section 8 Housing Manager and Systems Administrator. This was a clean-up item from the negotiations with the Union and a direct result of the 2014 Salary Comparability Study. Based upon the Salary Study, the Systems Administrator position needed a 7% increase, while the Section 8 Housing Manager justified a 26% increase. It was recommended to adjust these positions, to make them comparable to “industry standard”, thus facilitating HACB recruitment and retention. Both increases were already anticipated in the approved budget, and were recommended for change the first complete pay period following Board action.

RESOLUTION NO. 4568

Commissioner Chambers moved that Resolution No. 4568 be adopted by reading of title only: “COMPENSATION ADJUSTMENTS: SECTION 8 HOUSING MANAGER AND SYSTEMS ADMINISTRATOR”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.4 Board Calendar – Due to conflict with Executive Director Mayer’s mandatory attendance at NAHRO Conferences this year, it was recommended to change the dates of the October Board meetings. The recommendation was to move the

regularly scheduled Board meeting(s) from the third (10/15) to the fourth (10/22) Thursday for October only.

MOTION

Commissioner Hamman moved that the Board meeting schedule for 2015 be amended as presented; the October meeting will be moved to the fourth Thursday in the month instead of third. Commissioner Chambers seconded. The vote in favor was unanimous.

- 5.5 Reserves Analysis and Investment Report – Finance Officer Kemp reported on the Investment Report. According to the report, Farm Labor Housing has \$233,760.47 in reserves with an additional \$56,741.31 that can be used for operations. There is \$647,502.10 in BCAHDC, and \$179,197.12 in Banyard, that can be utilized, as needed, for other housing purposes (development, rehab, acquisition, etc.). Commissioner Anderson inquired about the loan from BCAHDC to Gridley Springs II for the rehabilitation project. That project is still in process. On the Restricted versus Unrestricted Funds Analysis, there was \$185,932 in unrestricted funds associated with the Bond properties. Most of these unrestricted funds are scheduled to be used to replace HVAC units at Park Place; the Bond properties also have restricted reserves.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

** Former Supervisor Jane Dolan arrived at 3:00 p.m. to acknowledge former Commissioner Gene McFarren. She was intended to be the “surprise guest” at his award presentation. Ms. Dolan was the County Board Supervisor who originally appointed Mr. McFarren to the HACB Board. She said a few words for the record regarding Mr. McFarren, how she knew when she appointed him that he would be a good fit. She also acknowledged how important he has been to the HACB Board. Lastly, Ms. Dolan said she thinks Gene is a remarkable person.*

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 HACB Strategic Planning – Executive Director Mayer is in the process of retaining a strategic planning consultant. He will bring recommendations to the Board next month. The draft Five-Year Plan must be adopted in May and the final in July in order to be transmitted to HUD by the July 18th due date.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INTIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

- 11.1 Section 54956.9a - Conference with Legal Counsel – Existing Litigation
(one (1) case, David Crane vs. Housing Authority of the County of Butte, Case No. 2:14-CV-02840-MCE-CKD)

None.

12. COMMISSIONERS' CALENDAR

- NorCal/Nevada Chapter of NAHRO, 2015 Winter Conference, “Forward Motion”, Napa, CA, January 29-30, 2015.
- Next Meeting – February 19, 2015

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Chambers seconded. The vote in favor was unanimous. The meeting was adjourned at 3:15 p.m.

Dated: January 15, 2015.

Clarence Lobo, Board Vice Chair

ATTEST:

Edward S. Mayer, Secretary