

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

MINUTES OF April 16, 2015

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, Roger Hart, Clarence Lobo, 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: Doug DeSoto, Section 8 Housing Manager; Alma Garrett, Family Self Sufficiency Graduate, and her friend "Micah".

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Election of Officers – Chair Moravec turned the meeting over to Executive Director Mayer to conduct the annual election of Board Officers in accordance with HACB's Bylaws. Executive Director Mayer asked Executive Assistant Young to conduct the elections. Executive Assistant Young asked for nominations for the positions of Chair and Vice Chair for the year April 2015 through March 2016. Commissioner Hamman nominated Commissioner Moravec for Chair. Commissioner Chambers seconded. No other nominations were put forth for Chair. Commissioner Hamman moved that nominations for Chair be closed. Commissioner Chambers seconded. The vote was unanimous for closing of the nominations. Commissioner Chambers moved to elect Commissioner Moravec for Chair. Commissioner Anderson seconded the motion. The vote was unanimous for election of Commissioner Moravec as Board Chair.

Commissioner Hamman nominated Commissioner Lobo for Vice Chair and Commissioner Anderson seconded. Commissioner Lobo respectfully declined. Commissioner Anderson nominated Commissioner Hamman for Vice Chair. Commissioner Hart seconded. No other nominations for Vice Chair were put forth. Chair Moravec moved that the nominations for Vice Chair be closed and Commissioner Chambers seconded. The vote was unanimous for closing of the nominations. Commissioner Hart moved to elect Commissioner Hamman for Vice Chair. Commissioner Chambers seconded the motion. The vote was unanimous to elect Commissioner Hamman as Vice Chair. Executive Director Mayer congratulated Commissioners Moravec and Hamman then turned the meeting over to newly re-elected Board Chair Moravec.

- 5.2 Family Self Sufficiency (FSS) Graduate – Section 8 Housing Manager DeSoto and FSS Graduate Alma Garrett were present for the Board’s recognition of Ms. Garrett’s completion of the FSS program. Some unique accomplishments by Ms. Garrett during her contract were: she went on a humanitarian missions’ trip to Haiti, once home she published poems about her experience there, and she has started displaying masks she makes in downtown Chico. While Ms. Garrett has completed all the requirements to graduate the FSS program, she is not leaving the Section 8 program. However due to the skills and career training she has received, she has increased her income and thereby reduced the amount of rent subsidy needed by \$450/month which saves the Housing Authority approximately \$5,000/year. Ms. Garrett said that the program provided her focus and direction. She also said that it made her feel as if she had “someone in her corner”, and that she really appreciated it because it is such a good program. Ms. Garrett feels that the value of the FSS program is foremost the support participants receive and secondly the “pot of gold” at end which creates the incentive to reach goals. The escrow fund check she received will be used for car repairs to continue to get her to and from work. Chair Moravec asked if Ms. Garrett had any suggestions to make the program better. She said “no”.

RESOLUTION NO. 4573

Commissioner Chambers moved that Resolution No. 4573 be adopted by reading of title only: “RECOGNITION OF FAMILY SELF SUFFICIENCY GRADUATE ALMA GARRETT”. Commissioner Anderson seconded. The vote in favor was unanimous.

Alma Garrett and Micah left the meeting.

- 5.3 Family Self Sufficiency Graduate – The Board recognized the successful completion of the program by Family Self Sufficiency Graduate Kellie Lor. Ms. Lor was unable to attend the meeting due to work obligations. She met all terms of the program to graduate and is exiting the Section 8 program.

RESOLUTION NO. 4574

Commissioner Hart moved that Resolution No. 4574 be adopted by reading of title only: “RECOGNITION OF FAMILY SELF SUFFICIENCY GRADUATE KELLIE LOR”. Commissioner Chambers seconded. The vote in favor was unanimous.

- 5.4 Family Self Sufficiency Program Review – At the end of last year, Section 8 Housing Manager DeSoto provided the Board with a written five-year perspective of the FSS program. He updated that information with a presentation to the Board. HACB started the FSS program in July 1995 with fifty (50) participants. In 2012, the HACB graduated its last mandatory participant. For the last three years, the HACB continued to maintain a voluntary program of fifty. The purpose of the program is for FSS participants make progress toward self-sufficiency, while saving money as an incentive. The participant escrow account is established when participant income goes up. As their income increases, the required HAP portion decreases, and that portion is transferred into a savings account that the participant receives upon graduation from the program (therefore there is no additional cost to the HACB). Participants receive case management and develop an individual training service plan jointly with the Special Programs Coordinator. Contract term is 5 years. The one-on-one contact makes the program more successful. The FSS program is the “envy” of other career placement agencies due to the incentive element. The minimum requirements for the FSS program are for participants to comply with rules of the Section 8 Housing Choice Voucher program, comply with lease, and be off cash assistance for 12 months. Participants must also look for work. Seventy-seven percent (77%) of the HACB FSS graduates have successfully left the Section 8 program. Some memorable highlights of former graduates are: organic farm owner, jewelry enterprise owner, opened own day spa, a medical transcriptionist, and twelve (12) have moved into homeownership. Section 8 Housing Manager DeSoto thanked the Board for their continuing support. The Special Programs Coordinator is a grant funded position. Commissioner Anderson asked what the attrition rate is? Section 8 Housing Manager DeSoto said that about 50% complete the program. The outcomes at the HACB are higher than average. Chair Moravec asked what are impediments to success? Section 8 Housing Manager DeSoto said lack of good jobs in Butte County. Chair Moravec also inquired how the Board could support the program? Section 8 Housing Manager DeSoto replied “Just keep the program going. For last three years we have administered a volunteer program.” The Board thanked Section 8 Housing Manager DeSoto for his good work. The Board also discussed the possibility of expanding the voluntary program size. Once the program size reaches seventy-five (75) participants, the HACB can apply for additional HUD grant funds to support an additional part-time employee.

Section 8 Housing Manager DeSoto left the meeting.

- 5.5 Contract Rates – The HACB has ongoing contracts with Banyard Management and Butte County Affordable Housing Development Corporation (BCAHDHC) for Corporate Management Services. The original Corporate Services Agreement, effective October 1, 2013, contains billing rates embedded in the Agreement. Staff is proposing to update

the billing rates consistent with the current cost of doing business. The proposed rates would compensate the HACB for employee's salary and benefits with 22% overhead. Staff recommended the effective date to be March 1st. Commissioner Hart recommended that the effective date be May 1st. Once approved by the HACB, both Banyard Management and BCAHDC will need to accept the new billing rates also.

MOTION

Commissioner Hamman moved that the new HACB hourly billing rates, effective May 1, 2015, be approved for services provided under contract. Commissioner Chambers seconded. The vote in favor was unanimous.

5.6 North Valley Housing Trust Fund – North Valley Housing Trust (NVHT) is offering \$1.5 million in grants for homeless housing and services in Butte County. HACB donated \$2,000 towards the start-up costs of NVHT and former Commissioner Boyle is the Board Chair of NVHT. NVHT will be seeking proposals from interested applicants. While the HACB will unlikely submit a sole proposal for grant funds, it may be asked to participate in a joint proposal with other local agencies. Some samples of possible joint ventures would be: a veterans homeless shelter; CHAT would like to build a shelter to take unserved homeless off the street during harsh weather conditions (“unserved” is defined as those with pets or substance abuse issues); build Tiny Houses; Behavioral Health/North Valley Catholic Social Service already owns a site behind the Torres Shelter where they'd like to build a 14-unit facility for mentally ill homeless. The NVHT is seeking proposals for “bricks and mortar” projects, only, this round.

5.7 Investment Report and Reserves Analysis – Finance Officer Kemp led a discussion of the Investment Report and Restricted versus Un-Restricted Funds Analysis as of February 28, 2015. The unrestricted fund balance for the 2000A bonds is \$73,779 less than stated, those funds were spent on HVAC replacements at Park Place Apartments. The permanent loan conversion is in process for Gridley Springs I and Harvest Park. There is approximately \$2.3M in unrestricted funds available for other housing purposes.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

7.1 HACB Strategic Planning – Executive Director Mayer will work on getting the consultant on board and pinning down dates for strategic planning sessions with the Board. He has been gathering materials needed for the planning sessions with the

consultant. Executive Director Mayer hopes to have some recommended dates very soon.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

- 10.1 Matter initiated by Chair Moravec – Chair Moravec asked the Board to consider implementation of a veteran’s preference for Section 8 Housing Choice Voucher program. She feels strongly that veterans shouldn’t have to become homeless to be served. Due to their service to this country they deserve help and should be moved to the front of the wait list. While HACB implements the VASH program, it only serves homeless veterans. HACB anticipates opening of the Section 8 wait list toward the end of this year, early 2016. HACB will be implementing a lottery system for wait list opening, enabling the wait list to be opened annually. Executive Director Mayer had no recommendation for or against the proposal, said it was “up to the Board”. Commissioner Hart expressed his support of the preference. Commissioner Anderson asked if we knew how many families this would affect. HACB does not currently collect veteran status on its application. Commissioner Anderson also expressed concern with using any preference in housing programs because it “muddies the water” and asked if we implemented the preference what it would take to undue the preference if it created a hardship. Executive Director Mayer said that the preference can be undone easily through the Agency Plan(s) process. There was a discussion about implementing in the Public Housing program also. Chair Moravec suggested we implement a veteran’s preference for one year in the Section 8 program to start, in conjunction with the lottery method of wait list opening, and review after the first year to see the impact. Executive Assistant Young asked for clarification of preference order to be implemented into the Section 8 Administrative Plan. Veterans will be the first preference.

MOTION

Chair Moravec moved that the HACB implement a veteran’s preference for veterans receiving a general discharge or better for Section 8 Housing Choice Voucher program admissions. Commissioner Hart seconded. The vote in favor was unanimous.

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)

Adjourn – 4:06 p.m.
Reconvene – 4:11 p.m.

Chair Moravec reported out: The case has been resolved.

12. COMMISSIONERS' CALENDAR

- Next Meeting – May 21, 2015
- NAHRO National Conference, Los Angeles CA, October 14-17, 2015

13. ADJOURNMENT

Commissioner Chambers moved that the meeting be adjourned. Commissioner Hamman seconded. The vote in favor was unanimous. The meeting was adjourned at 4:12 p.m.

Dated: April 16, 2015.

ATTEST:

Laura Moravec, Board Chair

Edward S. Mayer, Secretary