

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

**MINUTES OF May 21, 2015**

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, 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 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 Receive and File Proposed Agency Five-Year Plan –

5.2 Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –

HUD requires the Housing Authority to submit a Five-Year “Agency Plan”; Public Housing program “Capital Fund Plan(s)”; Public Housing program “Admissions and Continued Occupancy Policy” (ACOP); and a Section 8 Housing Choice Voucher program “Administrative Plan” (AP). The plan documents must be submitted to HUD for review at least 75 days prior to the end of the Agency’s fiscal year (September 30 for HACB). Thus, the plans must be approved at the July meeting of the Board of Commissioners. Drafts of the plans must be available for public review and comment for 45 days prior to

consideration for approval by the Board. The draft plans have already been reviewed by the Resident Advisory Board (RAB). Some of the Admin Plan and ACOP revision highlights are:

- change in definition of family regardless of sexual orientation, gender identity or marital status;
- add fair housing discrimination complaint recordkeeping requirements;
- revise sections on Violence Against Women Act to incorporate new requirements;
- revise additional exclusions from annual income;
- add compliance with new smoke detector requirements;
- application and/or wait list changes to the Admin Plan including online applications only, single wait list for Butte and Glenn Counties, only a set number of applicants placed on the wait list each year and veterans preference; and,
- add phasing in of flat rents requirement and service animals to ACOP.

The Agency Five-Year Plan is a new Plan based upon goals from our previous Five-Year Plan, adding a few elements from Santa Barbara's (sample) Strategic Plan. This is a place-holder Five Year Plan, in order to meet HUD's deadline, which will be re-evaluated, as needed, upon completion of the work with the Strategic Planning Consultant. Executive Assistant Young noted that "gender identity" needed to be added to page 3 of the Five-Year Plan under "HACB Goal: Ensure equal opportunity and affirmatively further fair housing." Draft documents are available on the HACB website.

**\*MOTION\***

Commissioner Hamman moved that the Board receive and file the HACB Agency Five-Year Plan, the Public Housing program Admissions and Continued Occupancy Policy and the Section 8 Housing Choice Voucher program Administrative Plan, making them available for Public Comment. Commissioner Chambers seconded. The vote in favor was unanimous.

- 5.2 Mid-Year Budget Review – HACB is midway through its 2015 operating year. After review, it was determined that a budget revision is not needed at this time, as the budget remained accurate for purposes of tracking budgeted expenses and revenues. Further, it was determined that HUD Public Housing and Section 8 revenues for the year did exceed the thresholds needed to re-open the Memorandum of Understanding with the Union. The budget remains accurate to within 5% in each major category and budget expectations remain consistent. Some highlights follow:

- Public Housing rents are higher than budgeted and utility costs are lower, thought to be due to the transfer of many water and sewer bills to residents;
- Section 8 HCV Housing Assistance Payments (HAP) revenue and expense have equalized and administrative revenue is higher than anticipated, while admin costs are lower, particularly in salary and benefits, as an Inspector position has been vacant since November 2014;
- Farm Labor Housing rent revenue is lower due to high vacancies; and,
- flood insurance on all properties is increasing significantly.

Lastly, in FY 2015, per GASB Statement No. 68, Unfunded Pension Liability (CalPERS) must be recognized on the Balance Sheet. This will have a negative effect on the financials and may require pre-funding, as done with Other Post Retirement Benefits. However, the CalPERS Actuarial Report will not be available until approximately January 2016. This will be recognized on the HACB's FY 2015 Audited Financial Statements.

- 5.3 Budget Committee – Commissioner Hamman volunteered to serve on the Budget Committee. Chair Moravec indicated interest, but will likely have scheduling conflicts. The Board also thought Commissioner Hart may like to serve on the Committee as the newest member of the Board. Finance Officer Kemp will contact them to select date(s) for the sub-committee meeting(s); it is anticipated that two meetings will be held in June/July.

## 6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

## 7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 HACB Strategic Planning – Executive Director Mayer has retained Pacific Municipal Consultants (PMC) as the Strategic Planning consultant. Management met with Nora De Cuir and Paul Junker of PMC yesterday. Possible meeting dates were discussed, but since most of the Board did not have their calendars with them, a memo/email will be sent to Board members to select dates for Strategic Planning sessions. They will be special Board meetings, and as such, agendaized and subject to the Brown Act. It is anticipated that two special meetings will be held with the Board.

## 8. SPECIAL REPORTS

- 8.1 PSWRC-NAHRO Annual Conference, San Diego CA, May 17-19, 2015 – Executive Director Mayer gave a brief report. He was officially elected to become President of PSWRC-NAHRO, and will start his two year tenure in October. The news from Washington has not changed, there is no more money.

Without money, Congress seeks ways to de-regulate the industry, though little agreement is to be found on “the Hill”. Meanwhile, HUD continues to churn out new regulations without regard to the industry’s funding pro-rations; HUD has revoked the “streamlining” rules provided in the wake of Sequestration, and are releasing significant new requirements under VAWA, Section 3, Fair Housing, and a potential “no smoking” rule for Public Housing. Housing Director Guanzon reported that he attended sessions on fair housing and reasonable accommodation and that HACB is in “good shape”. He also came back feeling that we are very fortunate at our Agency.

9. REPORTS FROM COMMISSIONERS

Commissioner Besser reported that there was a problem with feral cats in her neighborhood. PAWS came out and caught and released fifteen cats, after neutering them, in order to reduce the population. Ms. Besser assisted in this endeavor.

10. MATTERS INTIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS’ CALENDAR

- Next Meeting – June 18, 2015
- NAHRO National Conference, Los Angeles CA, October 14-17, 2015

13. ADJOURNMENT

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

Dated: May 21, 2015.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary