

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

MEETING MINUTES OF October 22, 2015

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:46 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, Clarence Lobo, 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 Hamman 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 Personnel Policy – The revised Personnel Policy effective December 1, 2015 was presented for consideration. There were no substantive changes to the Personnel Policy; all minor changes have been discussed with the Board and the Union. Chair Moravec recommended that the word “eligible” be added to clarify the sentence under 17.9 Retirement. The edit will be incorporated in the final document.

RESOLUTION NO. 4599

Commissioner Hamman moved that Resolution No. 4599 be adopted by reading of title only: “RESOLUTION TO ADOPT PERSONNEL POLICY FOR THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Lobo seconded. The vote in favor was unanimous.

- 5.2 Memorandum of Understanding (MOU) – The 2015-16 Union MOU with Operating Engineer’s Local No. 3 was presented for consideration. The Union contract is effective December 1, 2015 and constitutes a one-year agreement. As a result of a question by Commissioner Anderson, the Continuum of Care Coordinator position will be removed from Exhibit 1 - HACB Job Classifications and Ranges since the position is being currently held by a Consultant. Mike Minton, Union Representative has retired; Art Frolli is our new Representative from the Operating Engineers Local No. 3. We worked with Mr. Frolli on the last 10% or so of this year’s negotiations.

RESOLUTION NO. 4600

Commissioner Besser moved that Resolution No. 4576 be adopted by reading of title only: “MEMORANDUM OF UNDERSTANDING BETWEEN OPERATING ENGINEERS LOCAL UNION NO. 3 AND HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.3 Write-Offs – Annually, HACB records vacated tenant balances for doubtful accounts, which reduces 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, 2015, in order to receive the highest possible PHAS score for this 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. Bad debt is sent to a national debt collection data base and the State Franchise Tax Board. The four year average for HACB write-offs is \$65,855 or 2.3%. This is in line with industry standards. Public Housing project no. CA043-15 was hardest hit this year; the majority of charges resulting from tenant damages due to the fact that they larger family units.

RESOLUTION NO. 4601

Commissioner Hamman moved that Resolution No. 4601 be adopted by reading of title only: “WRITE OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.4 Section 8 Housing Choice Voucher 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). The FMR’s are a measure of the rental market at the 40th percentile, by bedroom size, and are used as a basis for determination of subsidy in the Section 8 program. Upon receipt of the FMR’s the Housing Authority is charged with comparing them to actual rental market data for the area, with an emphasis on using the HACB’s Section 8 Rent Reasonableness database. The Housing Authority then sets its Payment Standards

for the Section 8 HCV program within +/- 10% of the FMR's, so that Section 8 Voucher Holders can find housing in the area, but housing that is somewhat less than average in cost. The FMR's were increased by HUD this year. The proposed Payment Standards are based upon the new FMR's.

RESOLUTION NO. 4602

Commissioner Anderson moved that Resolution No. 4602 be adopted by reading of title only: "DETERMINATION OF 2016 PAYMENT STANDARDS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM". Commissioner Lobo seconded. The vote in favor was unanimous.

- 5.5 House of Hope II – The House of Hope sent a proposal requesting HACB participation in a project to provide housing and supportive services for formerly homeless women. HACB is being asked to purchase the property, enter into loan agreements to pay for acquisition, and provide asset management services in support of House of Hope II. House of Hope II would operate in a similar manner to the original House of Hope, by providing a safe affordable home, mentoring and supportive services for formerly homeless women. Executive Director Mayer recommended that we explore this idea further. He feels the concept of using smaller increments of housing, within the group home context, with a live-in case manager and/or supportive services, could be used in a broader context. Mr. Mayer said that this model could be reproduced to serve other special needs populations. The Board felt that we need more information, but it is an idea to be pursued. Commissioner Anderson stated that they are using a similar model in Paradise that is working very well. She recommended that perhaps we start using rental properties. Then after the program is "proven", we could invest more by purchasing properties.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 HACB Strategic Planning – The Board surveys are being collected and evaluated by the consultants.

8. SPECIAL REPORTS

- 8.1 NAHRO National Conference, Los Angeles CA, October 14-17, 2015 – Executive Director Mayer reported that the political climate is changing. Larger jurisdictions' (i.e., cities such as San Diego, Los Angeles, and Fresno) are evidencing understanding and support of local housing authorities and associated community service providers in their work to directly address homelessness. The belief is that the solution lies in utilizing rental assistance in conjunction with

supportive services. On another front, NAHRO is working to develop national legislative advocacy capacity, principally to inform Congress. NAHRO is using the Housing America platform, which promotes the importance of housing, to develop messaging that goes along with the legislative advocacy.

9. REPORTS FROM COMMISSIONERS

Commissioner Besser thanked HACB management and staff for installing new signs in her neighborhood “Slow Children Playing” and “No Loitering”.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

11.1 Government Code Section 54957.6: Conference with Labor Negotiators
(Operating Engineer’s Local No. 3)

Adjourn: 3:40 p.m.
Reconvene: 4:26 p.m.

Chair Moravec reported that the Board provided direction to Executive Director Mayer regarding 2015-16 Management compensation relative to payment of HDV benefits.

12. COMMISSIONERS’ CALENDAR

- Next Regular Meeting – November 19, 2015

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Lobo seconded. The meeting was adjourned at 4:27 p.m.

Dated: October 22, 2015.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary