

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

MEETING MINUTES OF November 19, 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, Larry Hamman, 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

Executive Director Mayer highlighted the proposed rule from HUD, to ban smoking in Public Housing. He asked if the Board would like to provide feedback. Mr. Mayer is not in favor of the proposed rule because it does not align with HUD's or HACB's mission to provide affordable housing, and HACB sees enforcement as problematic, given available resources and other priorities. However, the ban is likely to pass and the HACB will have to comply. There was no official Board response to the proposed rule. However, the Board agreed that Executive Director Mayer compose a letter protesting the proposed rule at his discretion.

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

4. CORRESPONDENCE

- 4.1 Letter from Gerard Windt, U.S. Department of Housing and Urban Development dated October 22, 2015 regarding Independent Audit Report for 2014 – HUD accepted the HACB's audit.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS) Graduate – The Board recognized the successful completion of the program by Family Self Sufficiency Graduate Jean Garrison.

She was unable to attend the meeting due to work obligations. Ms. Garrison was only on the FSS program for approximately 6 months; she was hired at a good job almost immediately.

RESOLUTION NO. 4603

Commissioner Hamman moved that Resolution No. 4603 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE JEAN GARRISON”. Commissioner Lobo seconded. The vote in favor was unanimous.

- 5.2 Family Self-Sufficiency (FSS) Graduate – The Board recognized the successful completion of the program by Family Self Sufficiency Graduate Nancy Halterman. She was unable to attend the meeting due to work obligations.

RESOLUTION NO. 4604

Commissioner Hamman moved that Resolution No. 4604 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE NANCY HALTERMAN”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.3 Capital Fund – This is a routine action item. Line items on Capital Fund 501-14 need to be realigned. Funds are being moved from “Dwelling Structures” to “Site” in order to complete the path of travel contract at Winston Gardens and fully expend the funds.

RESOLUTION NO. 4605

Commissioner Anderson moved that Resolution No. 4605 be adopted by reading of title only: “APPROVAL OF REVISED BUDGET FOR HUD PUBLIC HOUSING CAPITAL FUND PROGRAM PROJECT NUMBER 501-14”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.4 Section 8 Management Assessment Plan (SEMAP) – The Board considered the Resolution authorizing submittal of the annual Section Eight Management Assessment Program (SEMAP) to HUD. SEMAP is the self-certification report card for administration of the Section 8 Housing Choice Voucher program; the report is auditable. HACB’s Section 8 Department does an excellent job of verifying and retaining supporting documentation for each SEMAP Indicator. The HACB’s SEMAP score qualifies it as “High Performer”, again, this year.

RESOLUTION NO. 4606

Commissioner Besser moved that Resolution No. 4606 be adopted by reading of title only: “APPROVAL OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.5 Personnel Policy – The changes in the Management addendum are as follows: 1) Effective December 1, 2015, Management will be required to pay the same percentage of HDV premiums as negotiated by the Union and 2) Management

staff hired prior to December 1, 2015 will be grandfathered into the post retirement HDV benefit at 100% for Executive Management and 96% for Program Management. Finance Officer Kemp noted that the provision that employees hired after December 1, 2015 will not receive this benefit is not necessary since any HACB employees hired after October 1, 2013 are not eligible for the post-retirement HDV benefit anyway. The “unnecessary” sentence will be removed from the Management Addendum prior to execution.

RESOLUTION NO. 4607

Commissioner Anderson moved that Resolution No. 4607 be adopted by reading of title only: “RESOLUTION TO ADOPT MANAGEMENT ADDENDUM TO PERSONNEL POLICY FOR THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE” with above referenced edit to the Policy. Commissioner Lobo seconded. The vote in favor was unanimous.

- 5.6 Personnel – The second personnel action item relates to Resolution No. 4607 - is a Management compensation adjustment regarding payment of HDV benefits, effective December 1, 2015, to reset management compensation regarding pickup of HDV premiums never before paid by Management employees.

MOTION

Commissioner Hamman moved that compensation for Management personnel be reset, effective December 1, 2015, such that Management payment of HDV premiums be offset by a one-time salary increase, to the closest Salary Range that offsets such payment of HDV premiums. Commissioner Lobo seconded. The vote in favor was unanimous.

- 5.7 Gridley Farm Labor Housing – The 2016 budget revision was a placeholder item. No action at this meeting. HACB management staff has a meeting with USDA-RD on Monday to sign contract documents. Pre-construction meeting is scheduled for next week. The contractor is ready to start on November 30th. We have started the relocation process and families are aware of the upcoming rehab work. We still need to address rents and the budget deficit at FLH. Item postponed to future meetings as information becomes available.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 HACB Strategic Planning – The Board provided a hand-out with an overview of the top three (3) priorities as determined by the Board. The next step is to create a draft Strategic Plan report for Board review. Next year, the work will begin on the Strategic Asset Plan.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INTIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- Next Regular Meeting – December 17, 2015
- Holiday Luncheon, Outback Steakhouse, 1990 E. 20th Street, Chico – 12:00 noon, December 18, 2015.

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Lobo seconded. The meeting was adjourned at 2:56 p.m.

Dated: November 19, 2015.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary