

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

MEETING MINUTES OF April 28, 2016

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:06 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, Anne Jones, Clarence “Bino” Lobo, and Laura Moravec.

Present for the Staff: Ed Mayer, Executive Director; Sue Kemp, Finance Officer; Larry Guanzon, Housing Director; and Tamra Young, Executive Assistant.

Others Present: Emma Clancy and Lilith Iversen, HACB Student Interns (5.2).

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Anderson noted an error in the Minutes. They read “Commissioner Kate” instead of “Commissioner Anderson”. The Minutes will be corrected before execution.

Commissioner Hamman moved that the Consent Calendar be accepted as presented. Commissioner Hart 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 for nominations for the positions of Chair and Vice Chair for the year April 2016 through March 2017.

Commissioner Hart nominated Commissioner Moravec for Chair and Commissioner Hamman for Vice Chair. Commissioner Hamman requested an amendment to Commissioner Hart's nomination and nominated Commissioner Anderson for Vice Chair. Commissioner Anderson shared her concern over reappointment in January. The consensus was to re-address Vice Chair in January, if needed. There were no further nominations and nominations were closed. Commissioner Jones then seconded the nomination of Commissioner Moravec as Chair and Commissioner Anderson as Vice Chair. The vote was unanimous for election of Commissioner Moravec as Board Chair and Commissioner Anderson as Vice Chair. Executive Director Mayer congratulated Commissioners Moravec and Anderson then turned the meeting over to newly re-elected Board Chair Moravec.

- 5.2 CSUC Social Work Interns – Executive Director Mayer recognized Emma Clancy and Lilith Iversen, CSUC School of Social Work Masters Candidates who have been serving their internship at HACB over the last year. Ms. Clancy and Ms. Iversen were given Certificates of Appreciation and gifts of the book Evicted. Ms. Clancy and Ms. Iversen's charges during their internship were to 1) evaluate social work capacity in the County, particularly capacity that can be used to "backfill" tenancies of special needs populations; 2) support and staff the Chico Housing Action Team's (CHAT's) Safe Space winter shelter program (low barrier/harm reduction-type homeless shelter program); 3) assist in organization and production of in the CoC's Program Homeless Connect, a one-day services fair for the homeless, and 4) advocate for special needs Section 8 voucher holders seeking housing. Some recommendations that came out of their experiences were: we need to seek new collaborations in the County to stretch funding dollars; the Butte County Continuum of Care needs a point person as a conduit for HUD funding; there is a shortage of one bedrooms units in Butte County; it would be highly beneficial to hire a social worker (or two) to support HACB clients and staff; and ideally, they'd like to see CSUC have a housing track for its Social Work Department. Chair Moravec asked if, given limited funding dollars, in their opinion, is it better to provide social work support to those coming out of homelessness into housing, or to support those moving out of housing into self sufficiency. Both Ms. Clancy and Ms. Iversen agreed that the entire process needs support, from homelessness through self sufficiency, because families can become (and are) lost anywhere along the path.

- 5.3 Adopt Strategic Plan – The Strategic Plan was initially presented in January. The current version provided substitutes a new "Message from the Executive Director", and deletes a page of duplicate objectives that are listed elsewhere. Executive Director Mayer said the process affirmed that we are generally doing what we need: remaining opportunistic in

development of new properties and programs, focusing on the self sufficiency of clients; not being, but supporting, front line homeless providers; and developing a Strategic Asset Plan to address portfolio deficiencies and opportunities. Commissioner Hart asked that adoption of the Plan be moved to next meeting to allow Board time for further review and consideration, given the importance of the document. Commissioner Moravec voiced the idea of possibly adding the goal of HACB becoming a Moving to Work agency, should the opportunity arise. *Adoption of HACB Strategic Plan by means of Resolution No. 4613 was postponed for consideration at the next month's meeting.*

5.4 Receive and File Proposed Agency Annual and Revised Five-Year Plan –

5.5 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –

HUD annually requires the Housing Authority to submit an updated 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 June 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). The bulk of the changes this year in the ACOP and AP come from HUD’s Final Rule in Streamlining Administrative Regulations. Executive Assistant Young highlighted the changes made under criminal activity, specifically, modification of the “look-back” period five (5) years to three (3) years, and removal of arrests as matters for consideration. The suggested changes reflect Office of the Inspector General (OIG) Guidance on Use of Criminal Records by Housing Providers. Housing Director Guanzon also stated that HACB conducted an analysis of the look-back period, and does not believe that shortening the period will negatively impact HACB’s operations. The Agency Five-Year Plan is a non-required revision, based upon goals and objectives from the draft HACB Strategic Plan. Changes made to the HACB Strategic Plan can and will be incorporated during the 45-day review period. Draft documents are available on the HACB website.

MOTION

Commissioner Hamman moved to receive draft documents (draft revised Agency Five-Year Plan and Agency Annual Plan), authorize publication of Public Notice for public review and comment

and schedule Public Hearing for receipt of comment and final adoption of documents of June 16, 2016. Commissioner Anderson seconded. The vote in favor was unanimous.

MOTION

Commissioner Anderson moved to receive draft documents (draft Public Housing ACOP and Section 8 Admin Plan), authorize publication of Public Notice for public review and comment and schedule Public Hearing for receipt of comment and final adoption of documents of June 16, 2016. Commissioner Hart seconded. The vote in favor was unanimous.

- 5.6 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) – As a result of HUD’s Streamlining Administrative Regulations for Programs Administered by Public Housing Agencies, Final Rule, the 2015-16 ACOP and AP need to be revised to reflect a mandatory change to calculation of Earned Income Disregard (EID) effective May 9, 2016. While we have made the mandatory change to the draft 2016-17 ACOP and AP, those documents are not effective until October 1st. The mandatory EID change is effective May 9th. Therefore, the 2015-16 ACOP and AP need to be revised to reflect this change. This would not be considered a significant amendment to the policy documents, as outlined in the Agency Five-Year Plan, and therefore we would not have to go through the entire agency plan process to adopt the revision; approval by the HACB Board of Commissioners would be sufficient.

RESOLUTION NO. 4614

Commissioner Hart moved that Resolution No. 4614 be adopted by reading of title only: “ADOPTION OF REVISED PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.7 Capital Fund – This is a routine action item and the second revision to 501-14. Line items on Capital Fund 501-14 need to be realigned to fully expend the funds. For example, funds are being moved to cover relocation costs being incurred under the window rehab contract at Winston Gardens.

RESOLUTION NO. 4615

Commissioner Anderson moved that Resolution No. 4615 be adopted by reading of title only: “APPROVAL OF REVISED BUDGET FOR HUD PUBLIC HOUSING CAPITAL FUND

PROGRAM PROJECT NUMBER 501-14”. Commissioner Lobo seconded. The vote in favor was unanimous.

- 5.8 Family Self-Sufficiency (FSS) Program – The proposed Resolution is necessary for the annual submission of the renewal application to HUD for Family Self Sufficiency Coordinator grant funds. The grant amount requested is \$63,630. HACB has been attempting to grow our FSS program over the last year. Unfortunately it appears as though fifty (50) participants and one (1) FSS Coordinator is the maximum our program can support with our current pool of Section 8 Housing Choice Voucher participants, due to the high number of disabled and elderly on the program.

RESOLUTION NO. 4616

Commissioner Besser moved that Resolution No. 4616 be adopted by reading of title only: “AUTHORIZE THE SUBMITTAL OF AN APPLICATION FOR 2016 FEDERAL ASSISTANCE FOR THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE FAMILY SELF SUFFICIENCY PROGRAM TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.” Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.9 Mid-Year Budget Revision – Due to changes in budget criteria experienced subsequent to the establishment of the 2016 Budget, Management recommended a budget revision. The changed criteria includes divestment of four (4) property management contracts to third-party management, with associated personnel and administrative expense changes, and two subsequent budget revisions at Farm Labor Housing, including changes in rent structure. Adoption of the budget revision is not required but will make comparisons to monthly financials more meaningful.

RESOLUTON NO. 4617

Commissioner Hamman moved that Resolution No. 4617 be adopted by reading of title only: “APPROVAL OF REVISED AGENCY OPERATING BUDGET FOR FISCAL YEAR 2016 FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, HUD CONVENTIONAL LOW RENT PUBLIC HOUSING PROGRAM, USDA FARM LABOR HOUSING PROGRAM, AUTHORITY OWNED PROJECTS, AND OTHER AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS.” Commissioner Hart seconded. The vote in favor was unanimous.

- 5.10 Butte County Homeless Symposium – The Butte County Board of Supervisors and the City of Chico hold joint meetings quarterly. Last fall’s meeting saw a presentation on homelessness. As a result of that meeting it was decided to hold a homeless symposium and include representatives from the County, City Managers from each city in the county, City Council members, etc. The subject was “What are we doing with homelessness?” Select social service agencies in the County, including the HACB, gave ten (10) minute presentations on their role. The end result of the symposium is that the homeless issue is getting political notice and agencies are working together to better address this complex problem.
- 5.11 Investment Report and Reserves Analysis – Finance Officer Kemp went over the reports. HACB spent HAP reserves to support high Section 8 Housing Choice Voucher lease-up numbers and increasing average HAP and utility costs, in order to ensure continued full funding by HUD. A CD in the HACB fixed investments portfolio matured. There is \$552,939.70 in Public Housing reserves; some of these funds will be invested so there is less cash. USRG has taken over property management for Chico Commons and Walker Commons and set up new accounts. There are funds available for new projects; current there are unrestricted funds in the amounts of \$1,919,322 at HACB; \$708,520 at BCAHDC and \$174,336 at Banyard.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Chair Moravec would like to discuss the concept of having social work support for HACB staff at a future meeting.

Commissioner Anderson asked to revisit the option of paperless board packets. HACB staff will look into paperless solutions and bring them forward. Commissioners Anderson, Moravec and Hart volunteered to be the “guinea pigs”.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS’ CALENDAR

- **PSWRC-NAHRO Annual Conference/Commissioner Fundamentals training, Sacramento, May 16-17, 2016.**
- **Next regular meeting – May 19, 2016.**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Anderson seconded. The meeting was adjourned at 3:58 p.m.

Dated: April 28, 2016.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary