

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

MEETING MINUTES OF November 17, 2016

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, Roger Hart, Anne Jones, and Laura Moravec.

Present for the Staff: Ed Mayer, Executive Director; Roy Peters, Deputy Executive Director; Larry Guanzon, Deputy Executive Director; Sue Kemp, Finance Director; Tamra Young, Administrative Operations Director; and Marysol Perez, Executive Assistant.

Others present: Bow Lee, Special Programs Coordinator, HACB; Jennifer Castro, FSS Graduate; and Heather Hull, FSS Graduate (5.1-5.2).

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Condolence card and flowers were sent from HACB staff to the family of the late commissioner Gene McFarren.

Commissioner Moravec moved that the Consent Calendar, be accepted as presented. Commissioner Hart seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

- 4.1 “Invitation to apply for additional HUD VASH vouchers”, Milan M. Ozdinec HUD, Deputy Assistant Secretary for Public housing and Voucher Program, October 25, 2016 – Opportunity for apply for 8 additional VASH vouchers.

REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Self Sufficiency (FSS) Graduate – Special Programs Coordinator, Bow Lee and FSS Graduate Jennifer Castro were present for the Board’s recognition of Ms. Castro’s completion of the FSS program. Some unique accomplishments by Ms. Castro are that she has only been a participant of the FSS program for six months. Bow Lee stated Ms. Castro is a highly motivated individual. Ms. Castro was also able to finish her college degree, while on the FSS program. She said that “her life is awesome and without the FSS program she would have not been able to take the necessary steps for success”. She participated in the Skills USA program and placed 3rd in the region for auto skills and job demonstration. She then moved on to participate at the state level and placed 6th in the state for auto technician. Ms. Castro’s overall goal is to be able to own her own business; an auto shop/nail salon where women feel comfortable.

RESOLUTION NO. 4647

Commissioner Hamman moved that Resolution No. 4647 be adopted by reading of title only: “RECOGNITION OF FAMILY SELF SUFFICIENCY GRADUATE JENNIFER CASTRO”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.2 Family Self Sufficiency Graduate – The Board recognized the successful completion of the program by Family Self Sufficiency Graduate Heather Hull. FSS Graduate arrived at 2:31 p.m. She arrived late due to taking on an extra work shift. Per Special Programs Coordinator Bow Lee, Heather was a star participant. Noted accomplishment for FSS Graduate Heather Hull is her successfully working towards and obtaining AA degree in Criminal Justice, she is currently working two jobs.

RESOLUTION NO. 4648

Commissioner Jones moved that Resolution No. 4648 be adopted by reading of title only: “RECOGNITION OF FAMILY SELF SUFFICIENCY GRADUATE HEATHER HULL”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.3 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, form was revised this year, could be the last year this form is used. HACB’s Section 8 Department does an excellent job of verifying and retaining supporting documentation for each SEMAP Indicator. HACB retained its SEMAP “High Performer” status, with a score of 100%.

RESOLUTION NO. 4649

Commissioner Besser moved that Resolution No. 4649 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.

- 5.4 Public Housing Flat Rents – Tenants in the Public Housing program can choose one of two rents: a “Flat Rent”, which is based on market conditions and are not less than 80% of the applicable HUD-determined Fair Market Rent (FMR), or “Income-based Rent”, calculated at roughly 30% of total household income. Fourteen (14) HACB families are currently paying Flat Rents. Per regulation, the HACB must review its Flat Rent determination(s) annually. HACB has identified thirteen (13) Flat Rents needing adjustment to maintain program compliance in 2017.

RESOLUTION NO. 4650

Commissioner Hart moved that Resolution No. 4650 be adopted by reading of title only: “DETERMINATION OF PUBLIC HOUSING FLAT RENTS”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.5 Personnel – CalPERS requires that earnable compensation be duly approved and adopted by the governing body of the Housing Authority of the County of Butte, such information to be accessible and available for public review. Pay Schedule combines 3 existing pieces of already existing information into one; Employee List, Salary Schedule (Basic), and Salary Schedule (Longevity). Per Tamra Young, Administrative Operations Director this format is a CalPERS approved format that requires to be updated annually; unless of the event of retirement of employee.

RESOLUTION NO. 4651

Commissioner Hamman moved that Resolution No. 4638 be adopted by reading of title only: “RESOLUTION ADOPTING PUBLICALLY AVAILABLE PAY SCHEDULE FOR THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Besser seconded. The vote in favor was unanimous.

5. MEETING OPEN FOR PUBLIC DISCUSSION

None.

6. MATTERS CONTINUED FOR DISCUSSION

None.

7. SPECIAL REPORTS

None.

8. REPORTS FROM COMMISSIONERS

None.

9. MATTERS INITIATED BY COMMISSIONERS

Commissioner Hamman suggested a recognition to honor the late commissioner Gene McFarren, perhaps have a HACB property named after him in honor of his 30 + years of service. Executive Director agreed it would be a sympathetic matter to staff.

10. EXECUTIVE SESSION

Adjourned – 3:33 p.m.

Reconvened – 4:07 p.m.

10.1 Government Code 54957.6: Conference with Labor Negotiators (Operating Engineer's Local No. 3) –

10.2 Government Code 54957 Public Employee Performance Evaluation – Executive Director Performance Evaluation.

Chair Moravec reported that the Board was updated on current union negotiations. Executive Director Performance Evaluation completed to the satisfaction of the board.

11. COMMISSIONERS' CALENDAR

- **Property Tour – November 18, 2016, 11-00 a.m. – 4:00 p.m.**
- **Mi Casa Appreciation Dinner – November 18, 2016, 5:00 p.m. – 7:00 p.m.**
- **Next regular meeting – December 15, 2016**
- **Holiday Luncheon – December 16, 2016, more information to follow.**

12. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Anderson seconded. The meeting was adjourned at 3:19 p.m.

Dated: November 17, 2016.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary