

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

MEETING MINUTES OF April 20, 2017

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:05 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, Anne Jones, Laura Moravec and David Pittman.

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

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Anderson inquired about FSS participant numbers. FSS currently has (50) participants. Commissioner Anderson thought there were more participants, she wondered if participation numbers are due to a marketing issue. Executive Director Mayer reminded the board that HACB maintains a voluntary program size of (50) participants; that FSS Coordinator Bow Lee regularly outreaches to new and re-certifying program participants, and that while the Board authorized FSS program expansion to (100) participants, program demographics have shown that a (50) participant pool is what is sustainable. Chair Moravec inquired about a transaction with Thomas Del Brase Photography - Executive Director Mayer informed that photos were purchased documenting HACB properties, to being displayed in main office. Chair Moravec also inquired about the \$149,522.87 check issued to The Bank of New York Mellon. Finance Director Kemp responded that the transaction in question was an interest and reserves payment relating to the bond-financed properties, a payment that is made twice a year. Commissioner Pittman inquired about a \$4,137.21 check written to the Yuba City Treasurer; Finance Director Sue responded that such transaction was for the Sutter Butte Flood Control District assessment.

Commissioner Anderson moved that the Consent Calendar, be accepted as presented. Commissioner Pittman 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 2017 through March 2018. Board Chair nominations took place first, Chair Moravec nominated Commissioner Anderson for Chair, Commissioner Hart seconded the nomination. Commissioner Hamman moved to close the nominations for Chair, which Commissioner Pittman seconded. The vote was unanimous, electing Commissioner Anderson to position of Board Chair. Commissioner Moravec then nominated Commissioner Hart for Vice Chair, Commissioner Hamman seconded the nomination. Commissioner Pittman then moved to close the nominations for Vice Chair, which Commissioner Jones seconded. The vote was unanimous, electing Commissioner Hart to the position of Vice Chair, which he humbly and modestly accepted. Executive Director Mayer congratulated the newly elected officers. Commissioners Anderson and Hart and thanked Commissioner Moravec for her four years of service as Board Chair. The meeting was then turned over to newly elected Board Chair Anderson.
- 5.2 Receive and File Proposed Agency Annual Plan-
- 5.3 Receive and File Proposed 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 30th). 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) - two (2) Section 8 participants attended RAB meeting, no Public Housing participants attended RAB meeting. Section 8 participants present at the RAB meeting indicated they would like to see the no smoking rule implemented in the Section 8 program. Draft documents will be available on the HACB website.

MOTION

Commissioner Moravec moved to receive the draft Agency Annual Plan, including the Public Housing Capital Fund Plan, to authorize publication of Public Notice for public review and comment, and to schedule the Public Hearing for receipt of comment and final adoption of plan documents for June 15, 2017. Commissioner Pittman seconded. The vote in favor was unanimous.

MOTION

Commissioner Hamman moved to receive the draft Public Housing ACOP and Section 8 Admin Plan, to authorize publication of Public Notice for public review and comment, and to schedule the Public Hearing for receipt of comment and final adoption of plan documents for June 15, 2017. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.4 Capital Fund – Attachments provided with Resolution No. 4659 in the Board packet were incorrect, provided with a clerical error. Corrected documents were provided to the Board. Executive Director Mayer offered to take item off the agenda if Board felt uncomfortable taking action on an item where incorrect information was provided in advance, that there wasn't adequate time to review the corrected information. Board agreed to proceed with agenda item, determining the clerical error to be inconsequential. This is a routine budget revision that is time sensitive, the Capital Fund 501-15 project needs to be closed out and the revision reconciles final expenditure of funds.

RESOLUTION NO. 4659

Commissioner Moravec moved that resolution No. 4659 be adopted by reading of title only: "APPROVAL OF REVISED BUDGET FOR HUD PUBLIC HOUSING CAPITAL FUND PROGRAM PROJECT NUMBER 501-15". Commissioner Hart seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

- 8.1 NAHRO Legislative Conference Washington, D.C. – Executive Director Mayer reported on his attendance at the Legislative Conference in Washington, D.C. Similar to past years, the conference included legislative networking with Congressional and HUD offices. Housing Authorities have established good relations with Congress. The new administration is not providing vision or guidance regarding federal housing policy, Congress demonstrates no appetite for new legislation, even passing a budget seems a struggle. HUD is lacking senior appointments to guide agency direction and policy. HUD Secretary Ben Carson was a featured speaker at the conference; he acknowledged that only one-in-four households who need housing assistance receives it. Executive Director Mayer met with an aide from Congressman LaMalfa's office, as well as a senior HUD official responsible for HUD policy and legislative initiatives.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Pittman thanked Executive Director Mayer for addressing the Oroville Board of Realtors in March.

Commissioner Hart suggested a letter of invitation be sent to HUD Secretary Ben Carson, inviting him to HACB as part of his national listening tour, a suggestion that was supported by the Board.

Finance Director Kemp asked for Commissioner volunteers to serve on the Budget Review Committee; meetings are to begin in mid-May. Commissioners Hart, Jones and Moravec volunteered to serve on the committee.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **2017 PSWRC- NAHRO Long Beach, CA Annual Conference and Exhibition, “From Poverty to Prosperity” – May 7-9, 2017.**
- **Next regular meeting – May 18.**

13. ADJOURNMENT

Commissioner Hart moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:25 p.m.

Dated: April 20, 2017.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary