

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

MEETING MINUTES OF August 17, 2017

Vice Chair Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:27 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, Anne Jones, 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 and Marysol Perez, Executive Assistant.

2. AGENDA AMENDMENTS

Executive Director Mayer asked that Resolution No. 4672 be added to the agenda under Government Code section 54954.2 (b)(2) [Ralph M. Brown Act], “need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted”. We received a NOFA notice from HUD regarding the Section 8 Housing Choice Voucher (HCV) Family Self Sufficiency program on August 16th (after posting of the agenda) that requires a resolution of approval for the annual submittal of the renewal application for Family Self Sufficiency Coordinator grant funds. The application deadline is September 15th.

MOTION

Commissioner Pittman moved that Resolution No. 4671 be added to the agenda as item 5.5. Commissioner Jones Seconded. The vote in favor was unanimous.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Gridley Farm Labor Housing – Phase I Unit Rehabilitation work is complete; all funds have been expended. HACB is satisfied with the work completed by S.W. Allen Construction. Phase II planning work has started; USDA has yet to award funds for this phase. Commissioner Besser inquired about the number of dwelling units the project included. Executive Director Mayer replied the project began with forty (40) units (2-BR duplex units), and has been reconfigured to a total of (31) units re-configured as one (1), two (2), three (3) and four (4) bedroom units. Commissioner Pittman asked how the current occupants felt about the rehabilitated units; Executive Director Mayer replied that the current residents are very happy with the product. Deputy Director Guanzon added that there have been difficulties with lease-up because new tenants expect to move into a rehabilitated unit, and that is not the case.

RESOLUTION NO. 4669

Commissioner Besser moved that Resolution No. 4669 be adopted by reading of title only: “ACCEPTANCE OF UNIT REHAB PHASE I IMPROVEMENTS AT GRIDLEY FARM LABOR HOUSING AND AUTHORIZATION TO MAKE FINAL PAYMENT TO CONTRACTOR”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.2 Personnel – Revise and establish base pay rate for Utility Worker position. The existing job description for the Utility worker position will be outdated effective January 1, 2018, when the existing salary range will no longer comply with State of California minimum wage requirements. It has been determined that salary Range 41 will meet State of California minimum wage requirement as of January 1, 2018. This revision is also necessary for annual submittal to HUD for HUD’s Maintenance Wage Rate Determination (MWRD) for our jurisdiction.

RESOLUTION NO. 4670

Commissioner Hamman moved that Resolution No. 4670 be adopted by reading of title only: “REVISE POSITION DESCRIPTION FOR UTILITY WORKER”. Commissioner Hart seconded. The vote in favor was unanimous.

- 5.3 Personnel - Per Board of Commissioners request, Staff was asked to develop a plan to address the HACB’s unfunded pension liability. HACB seeks to analyze the impact to its unfunded pension liability and how should contributions best be made; suggested options include; direct contribution to CalPERS, deposit into a trust account or hold in a separate account. Executive Director Mayer and Finance Director Kemp explored the analyses required to generate such plan. It was discovered that such exercise is not a simple affair; it is a task that will take sophistication and time. Bickmore Risk Services (BRS) recommends HACB contact CalPERS first, to see if CalPERS can generate the actuarial work, since CalPERS already has HACB’s employee data in their system.

BRS can then review the work and provide perspective. Executive Director Mayer hopes this exercise can be completed sometime with the next three (3) months, now that a path has been identified.

- 5.4 HUD PIH Alert - Executive Summary regarding HUD-Assisted renters, provided for informational purposes only. Executive Director Mayer mentioned study is worth the read, as it helps put in to perspective who we serve, and what we do on a daily basis.
- 5.5 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 \$72,000, for the period January 1, 2018 through December 31, 2018. The HACB maintains a Family Self-Sufficiency (FSS) program of fifty (50) participants and seeks to continue a minimum program size of fifty (50) + families/participants.

RESOLUTION NO. 4671

Commissioner Hart moved that Resolution No. 4670 be adopted by reading of title only: “AUTHORIZE THE SUBMITTAL OF AN APPLICATION FOR 2017 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 Jones seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Commissioner Pittman thanked Executive Director Mayer for his visit to Oroville regarding potential project proposals and opportunities. He appreciates Executive Director Mayer’s time and effort.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned – 3:18 p.m.

Reconvened – 3:31 p.m.

11.1 Government Code Section 54957.6: Conference with Labor Negotiators – Chair Anderson reported out that the Board had been updated on the status of the union negotiations with Operating Engineer’s Local No. 3, HACB’s sole bargaining unit.

11.2 Government Code 54957: Public Employee Performance Evaluation - Chair Anderson affirmed the performance review vehicle, instructing staff to move forward with the approved survey format.

12. COMMISSIONERS’ CALENDAR

- **Next regular meeting – September 21, 2017.**
- **2017 NAHRO National Conference and Exhibition, Pittsburgh, PA: Building Bridges to the Future – October 27-29, 2017.**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:32 p.m.

Dated: August 17, 2017.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary