

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

MEETING MINUTES OF September 20, 2018

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

1. ROLL CALL

Present for the Commissioners: Kate Anderson, 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; and Marysol Perez, Executive Assistant.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Moravec inquired about the Public Housing Wait List, she wanted to confirm that there was only one person currently on the Chico 1-bedroom Public Housing Wait List. Executive Director Mayer confirmed that there is currently one person on the Chico 1-bedroom Public Housing Wait List, but that there are numerous current residents on the Transfer List; due to over housing or other needs, those residents will have first priority for admissions. The opening of the 1-bedroom Wait List can wait until next year's revision to the Public Housing ACOP – there are sufficient numbers of 1-bedroom households on the Transfer List to fill expected 1-bedroom vacancies in the interim. Chair Anderson was curious about the number of vacancies at Farm Labor Housing, which is significant. Executive Director Mayer reassured that staff is diligently working to fill vacancies. Recently there was a local Spanish television station that aired a piece on Farm Labor Housing, and FLH staff reported that the media attention had a positive impact on inquiries, seeing an increase in numbers in applications submitted. Admissions have been aggravated by cross-border considerations and area activity by ICE.

Commissioner Moravec moved that the Consent Calendar, including Resolution No. 4706 “ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES”, be accepted as presented. Commissioner Pittman seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency – Ms. Suydam was a participant in the FSS program for just over a year. During her time as an FSS participant she was able to obtain gainful employment where she is happy. She accrued an escrow balance of \$3,125.41. Because of her earned income, she has zero-HAP in the Section 8 HCV program. Ms. Suydam aspires to seek a job related to her degree in Accounting.

RESOLUTION NO. 4707

Commissioner Moravec moved that Resolution No. 4707 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE CARRIE DUYDAM”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.2 Section 8 Housing Choice Voucher Payment Standards – Each year, HUD issues its determination of Fair Market Rents (FMR’s) for the jurisdictions served by HACB (Butte and Glenn Counties). Upon receipt of the FMR’s the Housing Authority is charged with comparing them to actual rental market data for the area, and setting Payment Standards relative to the FMR’s. The HACB has the authority to set Payment Standards within +/- 10% of the FMR’s. Payment Standards are set so that Section 8 Voucher Holders can find housing in the area, but housing that is somewhat less than average in cost. The higher the Payment Standards the fewer households served. This year saw a significant increase in the HUD generated FMR’s. HACB staff recommends minimal changes in Glenn County, with slight increases to the 2- and 4-bedroom size units. In Butte County, HUD’s FMRs increased approximately 14%. Staff recommends setting all of Butte County Payments Standards at 91% of FMR, which provides voucher holders with higher subsidies with which to secure housing, but still maintains the Section 8 program’s size.

RESOLUTON NO. 4708

Commissioner Pittman moved that Resolution No. 4708 be adopted by reading of title only: “DETERMINATION OF 2019 PAYMENT STANDARD FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM”. Commissioner Moravec Seconded. The vote in favor was unanimous.

- 5.3 HACB Consolidated Budget - Finance Director Kemp presented the FY 2017-18 budget, effective October 1st. The proposed budget reflects the direction of the Budget Review Committee (BRC). The committee met on several occasion to review budget assumptions and projections. The proposed budget was crafted using current and projected revenue and expense levels, with few modifications. A Union Steward attended all BRC meetings. Commissioner Moravec complimented Finance Director Kemp on historically doing a very good job crafting the budget, adding that there have never been any “wild swings” in numbers.

RESOLUTION NO. 4709

Commissioner Jones moved that Resolution No. 4709 be adopted by reading of title only: “APPROVAL OF AGENCY FISCAL YEAR 2019 OPERATING BUDGET 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 Moravec seconded. The vote in favor was unanimous.

- 5.4 Section 8 Housing Choice Voucher Administrative Plan (AP) – Staff recommends a small but material change to a section of the Section 8 Administrative Plan (AP), specifically, to extend of the search time given to Section 8 voucher holders subject to the program’s Homeless Preference. The initial housing search time would be increased from 60-days to 120-days for the thirty (30) Homeless Preference voucher holders; this change aligns policy regarding search time provided Section 8’s HUD-VASH voucher holders with the search time provided Homeless Preference voucher holders. As the policy change is not a “Substantial Deviation” from the HACB’s 5-year Plan, nor a “Significant Amendment or Modification” to HACB’s Annual Plan, the change to the AP does not require public notice or comment. Staff recommends adopting the proposed change, effective October 1, 2018.

RESOLUTION NO. 4710

Commissioner Moravec moved that Resolution No. 4710 be adopted by reading of title only: “APPROVAL OF CHANGE TO SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP) – HOMELESS PREFERENCE SEARCH EXTENSION”. Commissioner Jones seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Unfunded Pension Liability – Finance Director Kemp reported that the Section 115 pension trust account that was established with a deposit of \$1 million had earned \$800.00 in its first 10 days.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Commissioner Pittman discussed news of a planned large subdivision in the City of Oroville, the West Pacific Addition. He also described new septic technology available as an alternative cost saving measure, that of “Jet-A” aerated septic tanks.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned – 2:44 p.m.

Reconvened – 3:29 pm

- 11.1 Government Code Section 54957.6: Conference with Labor Negotiators – Chair Anderson reported out that the Board conferred and gave direction to staff regarding upcoming Labor negotiations.
- 11.2 Government Code 54957: Public Employee Performant Evaluation – Chair Anderson indicated the Board reviewed the Executive Director Performance evaluation process.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – October 18, 2018**
- **2018 NAHRO National Conference and Exhibition, Atlanta, GA – October 25-27, 2018.**

13. ADJOURNMENT

Commissioner Moravec moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:31 p.m.

Dated: September 20, 2018.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary