

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

MEETING MINUTES OF April 18, 2019

Chair Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:10 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson Patricia Besser, Larry Hamman, Anne Jones, David Pittman, and Heather Schlaff.

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

Others Present: Loren Freeman, Public Housing Resident (arrived 2:24 p.m.)

2. AGENDA AMENDMENTS

Executive Director Mayer requested motion to move item 9.1 HACB Properties – Property Tour for Commissioners, to item 10.1, the item was listed incorrectly in the agenda. Commissioner Pittman moved that Agenda item 9.1 HACB Properties – Property Tour for Commissioners be moved as suggested. Commissioner Jones seconded. The motion passed unanimously.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 Appointment of District 3 Commissioner Laura Moravec by Butte County Board of Supervisors.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Election of Officers - Chair Anderson turned the meeting over to Executive Director/Board Secretary 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 2019 through March 2020. Commissioner Pittman nominated Chair Anderson to continue to server as Chair, to which Chair Anderson declined re-appointment due her current disaster-related workload. Chair Anderson then nominated Commissioner Moravec as Chair; Commissioner Hamman then nominated Commissioner Jones to serve as Vice Chair.

Commissioner Pittman moved to close nominations, Commissioner Hamman seconded closing of the nominations. There were no further nominations. Commissioner Hamman moved to elect Commissioner Moravec as Chair and Commissioner Jones as Vice Chair of the Board of Commissioner of the Housing Authority of the County of Butte. Commissioner Anderson seconded. The vote in favor was unanimous Executive Director Mayer congratulated the newly elected officers, and appreciated the service of both incoming and outgoing officers..

Meeting was turned over to newly elected Vice Chair Jones due to the absence of newly elected Chair Moravec.

- 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 update its Five-Year “Agency Plan”; the Public Housing program “Capital Fund Plan(s)”; the 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) – four (4) Section 8 participants and four (4) Public Housing participants attended RAB meeting. The bulk of the changes this year in both the AP and ACOP are updates related to: 1) regulatory changes and 2) changes to management of the program wait lists, as recommended by staff. Specifically discussed were changes to the Public Housing program, including management of the 1-BR Wait List, increase of Security Deposit amounts, and administration of over-income residents; and changes to the Section 8 program, including changes to the admissions preference system to address disaster-related considerations.

MOTION

Commissioner Pittman moved to receive and file the draft Agency Annual Plan update, including the revised 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 20, 2019. Commissioner Anderson seconded. The vote in favor was unanimous.

MOTION

Commissioner Anderson moved to receive the draft Public Housing ACOP and draft 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 20, 2019. Commissioner Schlaff seconded. The vote in favor was unanimous.

- 5.4 Continuum of Care (CoC) – The results of the 2019 Homeless Point in Time Survey that was scheduled to be provided were preliminary; the CoC Council resolved to not release the statistics without providing their context, thinking the raw data too easily

manipulated by the uninformed. The CoC anticipates release of the full Survey report in June, at which point it will be presented to the HACB Board of Commissioners.

5.5 Standard and Poor's Credit Rating – Standard and Poors issued its annual the Credit Rating report for the HACB. The HACB maintained its A+ rating, but garnered a “negative outlook” relating to area impacts from the Camp Fire disaster. The loss of the 12 units at Kathy court actually improved HACB’s balance sheet. The credit rating significantly expands HACB’s access to financing resources, which complements HACB’s Strategic Asset analysis and initiative. Finally, the report itself is an extremely helpful management tool, as S&P’s analysts dive deeply into HACB’s operations, administration, and work environment, providing excellent financially-oriented third-party perspectives that are useful in steering the agency.

5.6 Camp Fire Disaster - Executive Director Mayer provided the Board with the latest written update that is sent to HUD on a weekly basis. His update addressed various post-Camp Fire disaster subjects. HUD representatives continue to participate in subject group meetings once a week at the HACB, to coordinate local efforts in response to the Disaster. HACB staff is preparing Section 8 program administrative Waivers for Board and HUD consideration, in response to the disaster, such Waivers intended to preserve the agency’s Section 8 program capacity on behalf of Butte County..

6. MEETING OPEN FOR PUBLIC DISCUSSION

Public Housing Resident Loren Freeman asked if notices of Annual Plan/ACOP/Admin Plan changes are mailed to Public Housing residents. Administrative Operations Director Young replied that notice is not mailed to each resident, but the information is made available to the public via HACB’s website at www.butte-housing.com, and in HACB’s offices.

7. MATTERS CONTINUED FOR DISCUSSION

7.1 Unfunded Pension Liability (UPL) – Executive Director Mayer affirmed that the final deposit of \$500,000 was made to the Pension Trust. This completes the total \$2 million in deposits to the Pension Trust, in accordance with the investment policy set by the Board.

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. April 5-9. Similar to past years, the conference included networking with housing authorities, and visits to Congressional and HUD Offices. Executive Director Mayer noted that Housing Authorities are now welcomed by Congress, as housing and homelessness are now discussed as relevant issues in many federal “silo’s”. At the level of Congressional aides and newer Congressional members, there is an emerging, positive, cross-aisle

interest in addressing the nation's problems, including infrastructure, which includes the nation's investment in public and affordable housing.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

- 10.1 HACB Properties – Property Tour for Commissioners: Newly appointed Commissioner Schlaff expressed interest in touring HACB owned properties; Executive Director Mayer asked if other commissioners were interested in a tour. Commissioners Jones and Pittman expressed interest. Executive Assistant Perez was tasked with organizing the tour.

Commissioner Pittman proposed a draft letter in support of Assemblyman Gallagher's proposed AB430, which streamlines the environmental review of housing and other developments in jurisdictions impacted by the Camp Fire Disaster. Executive Director Mayer offered for staff to follow up, and provide a draft letter of support to the Board at the next meeting.

Commissioner Pittman additionally suggested a training/information for staff regarding Measles due to the recent outbreak in the area. Staff will look into measles guidance/information from contacts at Butte County Public Health.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – May 16, 2019**
- **2019 Annual Conference PSWRC NAHRO – May 20-21, 2019**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Schlaff seconded. The meeting was adjourned at 4:08 p.m.

Dated: April 18, 2019.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary