

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

MEETING MINUTES OF October 17, 2019

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:02 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, 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, Marysol Perez, Executive Assistant; and Jerry Martin, Modernization Coordinator.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Chair Moravec had questions/concerns regarding HUD Reserves shown on the Section 8 monthly reports, and the swings in HAP balance. Executive Director Mayer explained that program reserves are held by HUD, to be accessed when HUD's estimated monthly HAP disbursement is determined insufficient to meet the month's HAP need. Because of the Disaster and the loss of 318 units of HAP obligations, monthly HUD program income has been low, insufficient to meet the needs of the re-building of the program with increasing HAP obligations. Since July, the HACB has made special requests for use of the reserve funds, asking for additional distributions as lease-ups are secured. The Section 8 program has been slowly making progress, and is heading in the right direction. The HACB is still waiting to hear back from HUD on the three (3) Section 8 program Waivers requested, submitted back in July. Administrative Operations Director Young relayed that due to the Camp Fire Disaster, the HACB lost five (5) employees, resulting in twelve (12) employees currently in new positions, one third of the agency's staff. Executive Director Mayer added that significant time is being devoted to recruitments, retentions, promotions, trainings, and team building, in short, there is a rebuilding of a significant portion of HACB's administrative capacities.

Commissioner Anderson noted the relatively high number of vacancies in the Public Housing units. Deputy Executive Director Guanzon explained that it is becoming increasingly difficult to find and maintain eligible and quality tenants, the post-Disaster environment appears to have aggravated and disrupted the civility and sensibilities of the area's lowest income cohorts.

Commissioner Pittman moved that the Consent Calendar, be accepted as presented, with the correction of adding Commissioner Patricia Besser as present for the Commissioners during the September meeting. Commissioner Anderson seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Strategic Asset Plan – Executive Director Mayer provided a brief status update; Physical Needs Assessments for the six properties recommended for a bond-finance transaction have been completed, and an Appraiser has been retained. A consultant has been retained to guide the 15-year 1200 Park Avenue Apartments restructure. The full 2000A Bond series redemption will occur at months end. Completion of the bond finance effort is scheduled for late this year/early next year, in an effort to capture current low interest rates. Executive Director Mayer also informed the Board that the HACB has retained an attorney in regards to the loss of Kathy court. The attorney will be retained on an hourly basis contract, with an estimated cost of \$14,000 to negotiate settlement with PG&E. Commissioner Pittman inquired about the status of the 50-unit Veterans Resource Center (VRC) housing project, planned for Chico. Executive Director had recently spoken to Marie Demers, Housing Officer with the City of Chico, and she informed him the deal was still alive, though the property option on Bruce Road had been lost. The Veterans Resource Development Corporation indicated that in addition to seeking a site in Chico, it is also looking at property in Oroville, as an alternative.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

- 8.1 CAHA – 2019 NorCal CAHA Chapter Conference, Half Moon Bay – Executive Director Mayer reported on his attendance at the 2019 NorCal CAHA Chapter Conference in Half Moon Bay, CA. He reported that about forty different housing authority executives were in attendance, representing Santa Barbara, Oakland, San Mateo, Santa Cruz, Sacramento, Sutter, Yolo, Contra Costa, Alameda, and Plumas County and other jurisdictions. Discussed were revision to the State's LIHTC Allocation Plan, State housing silos and their organization, a Washington NAHRO update, a State legislative update, a discussion with regional HUD PIH leadership, and industry "hot topics" round tables.

9. REPORTS FROM COMMISSIONERS

- 9.1 Executive Director Compensation – Chair Moravec on behalf of the Board of Commissioners acknowledged Executive Director Mayer's eleven (11) years of service with the HACB. The Board of Commissioners authorized a \$5000 one-time cash bonus, and additional 40 hours of Administrative Leave time to be used within in the following 12 months, and financial support and Board endorsement to engage an Executive Consultant. Commissioner Pittman believes a consultant is a great idea, adding that leadership is an ongoing process. Commissioner Jones said that she has never seen a group led the way Executive Director Mayer has led the HACB, adding that Executive Director Mayer has a way with people that encourages the best in them. Commissioner Anderson added that Executive Director Mayer's leadership has brought the agency far ahead. Commissioner Hamman congratulated Executive Director Mayer on the great job he has done with managing personnel. Commissioner Besser expressed her gratitude to Executive Director Mayer, she appreciates the time Executive Director has spent explaining processes, always showing pro's and con's. Chair Moravec recalls being on the hiring committee when Executive Director was hired and is grateful that they made the right decision when hiring.

MOTION

Commissioner Hamman moved to authorize a \$5,000 onetime cash bonus, an additional 40 hours of Administrative Leave time to be used within the next 12 months; and financial support and Board endorsement to engage an Executive Consultant. Commissioner Pittman seconded. The vote in favor was unanimous.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – November 21, 2019.**
- Chair Moravec relayed that she would not be available to attend the November Meeting.
- The HACB Holiday Luncheon will be held on December 18th.
- The Mi C.A.S.A. Education Inc. annual Appreciation Dinner will be held on November 22nd.

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 2:46 p.m.

Dated: October 17, 2019.

Ann Jones, Board Vice Chair

ATTEST:

Edward S. Mayer, Secretary