

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

**MEETING MINUTES OF May 21, 2020**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:12 p.m.

*(Pursuant to current State Public Health directives to shelter-in-place and practice social distancing, and as authorized by Governor Gavin Newsom’s Executive Orders N-25-20 and N-29-20, This Board of Directors meeting observed “social distancing” protocols, and was conducted via teleconference and web-conference. Meeting notice and public participation was addressed consistent with the State Governor’s COVID-19 Executive Order, providing for Brown Act exceptions.)*

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Larry Hamman, Laura Moravec, Rich Ober, and David Pittman.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Sue Kemp, Finance Director; Marysol Perez, Executive Assistant; Jerry Martin, Modernization Coordinator and Angie Little, Section 8 Housing Manager.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Chair Moravec inquired about the negative income interest reported on page 19 of the Board packet. Finance Director Kemp replied that item was dues to the PARS investment account having negative month/negative earnings.

Commissioner Hamman 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 Recognition of Commissioner – Commissioner Besser served on the HACB Board of Commissioners for 10 years, her term was up for re-appointment and she chose not to re-new her term. Commissioner Besser is thanked and acknowledged for her steady, loyal presence and service as HACB Commissioners.

##### **\*RESOLUTION NO. 4775\***

Commissioner Pittman moved that Resolution No. 4775 be adopted by reading of title only: “RECOGNITION OF COMMISSIONER PATRICIA BESSER”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.2 Recognition of Commissioner – Commissioner Jones embraced her commissioner trainings, and came a long way to understanding the non-profit world. She served as Commissioner since 2016. She, as well as Commissioner Besser chose not to re-new after serving her last two-year term. Chair Moravec expressed appreciation for both Commissioners, saying they were by far the best Chair Moravec has worked with.

##### **\*RESOLUTION NO. 4776 \***

Commissioner Pittman moved that Resolution No. 4776 be adopted by reading of title only: “RECOGNITION OF COMMISSIONER ANNE JONES”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.3 Section 8 Administrative Plan – The recommended changes to the Administrative Plan address homeless admissions and admissions to those formerly homeless who are ready to move on from their temporary housing/shelter status. The suggested “Homeless Preference” and “Moving Up Preference” policies align with the Continuum of Care’s Coordinated Entry system. The change to the Administrative Plan is considered an extraordinary plan revision, requiring a Resident Advisory Board meeting and 45-day public comment period. Two months ago, the Board of Commissioners authorized the issuance of the draft policy changes for public comment. Section 8 Program Manager, Angie Little informed the Board that no comment was received from either the Resident Advisory Board or the public during the 45-day review period. The partnering agencies, such as the County

Department of Behavioral Health, are eager to utilize these preferences. Staff recommends adoption of the proposed changes to Admin Plan, to be made effective June 1, 2020.

**\*RESOLUTION NO. 4777\***

Commissioner Anderson moved that Resolution No. 4777 be adopted by reading of title only: “SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Pittman seconded. The vote in favor was unanimous.

5.4 Receive and File Proposed Agency Annual and Five-Year Plan –

5.5 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 the 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). This year the plans must be approved at the July 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). The highlights for each plan/document include: 1) description of progress in meeting HACB’s annual and 5 year goals, 2) award of Project Based Vouchers, and 3) addition of a Transfer Policy in the Section 8 Admin Plan and Public Housing ACOP to address over-housed households in Public Housing.

**\*MOTION\***

Commissioner Anderson 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 July 16, 2020. Commissioner Pittman seconded. The vote in favor was unanimous.

**\*MOTION\***

Commissioner Hamman 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 July 16, 2020. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.6 Strategic Asset Plan – Executive Director Mayer provided an update on the strategic asset plan activity. Due to the continued COVID-19 pandemic and associated economic uncertainty, the bond transaction is on hold as such bonds cannot be priced in the markets. He remains hopeful the transaction can occur before the elections in November. The assignment of Cordillera Apartments ownership from BCAHDC to HACB will close June 1<sup>st</sup>, 2020.
- 5.7 Development Activity – Executive Director Mayer provided a spreadsheet with all the current development activities in the pipeline. There is much affordable housing development opportunity in the area, in part due to federal appropriations from a Sonoma County Congressman - a significant allocation of 9% LITHC’s has been appropriated to fourteen disaster-affected counties in California, including Butte County.
- 5.8 COVID-19 (Coronavirus) – Executive Director Mayer discussed the HACB’s staff response to the COVID-19 pandemic and associated public health recommendations. In addition, Deputy Director Guanzon presented a Rent Activity Report for each HACB owned/managed. The report reflected rent collection percentages at each property for the months of April and May. Rent collection at HACB properties has been slightly below normal, if at all.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

It was noted that the HACB is aware that four (4) applications for Tenant Commissioner have been received by the County Clerk to date.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – June 18, 2020.**

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Anderson seconded. The meeting was adjourned at 2:56 p.m.

Dated: May 21, 2020.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary