

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

**MEETING MINUTES OF March 18, 2021**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:02 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 Commissioner meeting observed “social distancing” protocols, and was conducted via teleconference, web-conference, and in person. 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, Theresa Ayers, Larry Hamman, Laura Moravec, and David Pittman. Commissioners Hamman, Moravec and Pittman attended in person, the balance by means of web-conference.

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 Manager all attended in person, with the exception of Sue Kemp, Finance Director who attended by means of web-conference.

Others Present: Scott Kennelly, Director, Butte County Behavioral Health; attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Anderson pointed out there was personal information included on reports from AWI. The information will be immediately redacted from the reports. Commissioner Pittman thanked staff for the pictures provided with the construction status reports.

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Homelessness Presentation – Scott Kennelly, LCSW, Director of Butte County Behavioral Health, gave an overview and presentation regarding mental health services, particularly as to how they related to homelessness, homeless programs, and housing services. He reviewed County Behavioral Health responsibilities under State law, the State’s mental health system, Behavioral Health’s services, and how Behavioral Health interacts with those it serves. He articulated various mental health gradations, for example explained that most person suffering from anything other than severe mental health issues are expected to access and utilize services by means of the health insurance system
- 5.2 HACB Unclaimed Funds Policy – proposed unclaimed funds policy addresses uncashed payables. Up until now the HACB has been sending unclaimed funds to the State, which has been an issue since the State does not accepts unclaimed funds amounts under \$25.00. The HACB has numerous unclaimed funds payables under \$25.00 due to program overpayments, refunds, etc. The proposed policy was reviewed by an attorney, and sets protocols and policy going forward. Unclaimed checks under \$15.00 will be automatically absorbed by the HACB, and allocated to whichever program the money came from, simplifying things for the Accounting Department.

**\*RESOLUTION NO. 4812\***

Commissioner Anderson moved that Resolution No. 4812 be adopted by reading of title only: “ADOPTION OF UNCLAIMED FUNDS POLICY”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.3 COVID-19 – The proposed COVID-19 Prevention Program is a policy required by CalOSHA. The proposed policy was drafted by CHWCA, HACB’s Workers Compensation carrier, for use by the housing authorities it serves, and further modified specifically for HACB use. Adoption and implementation of a COVID-19 Prevention Program is a non-negotiable requirement of CalOSHA.

**\*RESOLUTION NO. 4813\***

Commissioner Hamman moved that Resolution No. 4810 be adopted by reading of title only: “ADOPTION OF COVID-19 PREVENTION PROGRAM”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.4 Personnel – The Board of Commissioners is responsible for the establishment of all positions, position descriptions and salaries of the Authority. Presented are two job description requiring changes; one of them being the Lead Occupancy Specialist position in Section 8, a new position that was approved with the budget back in the Fall. The position description is designed to “overlay” a Section 8 Caseworker position, similar to what has been done with the Deputy Director position. The other is the Finance Director position. Finance Director Sue Kemp has tendered her resignation, and her job description is being modified to facilitate recruitment of her

replacement. Commissioner Anderson said the Town of Paradise has had a difficult time filling its Finance Director position, and asked if there would be a recruiting plan. Executive Director Mayer replied that ideally the agency would higher from within. Failing that, the next step would be to recruit locally, then regionally, seeking to attract a candidate from the public sector or neighboring housing authorities. NAHRO's network would be used. An Executive Recruiter may need be retained, or restructuring of the Agency's accounting department such that a fee accountant could be used.

**\*RESOLUTION NO. 4814\***

Commissioner Pittman moved that Resolution No. 4814 be adopted by reading of title only: "ADOPTION OF POSITION DESCRIPTIONS FOR FINANCE DIRECTOR AND LEAD OCCUPANCY SPECIALIST". Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.5 Creekside Place Utility Allowances – Creekside Place Apartments is a development project that will be located at 1250 Notre Dame Blvd. Community Housing Improvement Program (CHIP) entered into a Memorandum of Understanding with HACB in March of 2017 to develop 101-units of affordable housing, and the HACB has committed 100 Section 8 Project Based Vouchers to this 101-unit project serving seniors. CHIP has requested the HACB approve a Monthly Utility Allowance schedule specific to the development, based on use of the CTCAC-approved California Utility Allowance Calculator (CUAC) calculations completed by a California CUAC-certified engineer. The action is consistent with HACB establishment of utility allowances at other LIHTC-regulated properties. Commissioner Pittman added the utility allowances being proposed are very reasonable.

**\*RESOLUTION NO. 4815\***

Commissioner Anderson moved that Resolution No. 4815 be adopted by reading of title only: "CREEKSIDE PLACE APARTMENTS, 1250 NOTRE DAME BLVD, CHICO ADOPTION OF UTILITY ALLOWANCES". Commissioner Ayers seconded. The vote in favor was unanimous.

- 5.6 COVID-19 Status Update - Executive Director Mayer provided a brief update as to HACB's COVID-19 status. The floor in the Training Room will be replaced beginning Monday, the office is open to the public 1:00 pm to 5:00 pm Monday – Thursday. Multiple staff members are now vaccinated and have voluntarily let management know they have been vaccinated.
- 5.7 Strategic Asset Plan – Executive Director provided a brief update regarding two additional units that have been purchased at Evanswood Estates to date, one additional unit is in process. One unit at Evanswood recently experienced a tenant-caused fire resulting in substantial damage to the unit; fortunately, the tenant has renter's insurance. The HACB is currently seeking an attorney's opinion regarding what wage rates are applicable to the expenditure of the 2020A Bond proceeds. The HACB has completed purchase of the Limited Partner interest at 1200 Park Avenue, and is considering how best to reposition the three (3) tax -credit owned properties held by

Banyard Management and BCAHDC – Chico Commons Apts, Chico, and 1200 Park Avenue Apts and Walker Commons Apts, Chico, respectively. Given the disposition/conversion of significant amounts of HUD Public Housing stock in the Region, the HUD Office of Public Housing in San Francisco has provided technical assistance to the HACB to analyze its Public Housing portfolio for disposition/conversion strategies and direction. Results of the analysis will be brought forward for presentation at the May meeting of the Board.

- 5.8 Development Activity – Executive Director Mayer gave a status updated regarding the current development activity in the area, including a summary spreadsheet identifying all current known affordable housing development projects in Butte and Glenn Counties, their developers, target populations, funding and timing. The earliest project scheduled for close involving BCAHDC is the North Creek Crossings Phase I project, constructing 106 family units in the Meriam Park subdivision in Chico. The second is the Jamboree Housing project being developed with BCAHDC at 1297 Park Avenue, Chico; while currently awaiting State environmental clearance, the project is fast moving forward.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned – 4:02 p.m.

Reconvened – 4:07 p.m.

- 11.1 Government Code 54956.8: Conference with real estate negotiator – Direction was given to HACB staff regarding acquisition of additional property located at

Evanswood Estates, Oroville. Present were all Commissioners and Staff identified in the Roll Call.

11.2 Government Code 54956.9: Conference regarding existing litigation – provided was a status update of the Jaques v. AWI, et al suit brought by a tenant living at 1200 Park Avenue Apartments, Chico. Present were all Commissioners and Staff identified in the Roll Call.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – April 15, 2021.**

13. ADJOURNMENT

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

Dated: March 18, 2021.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary