

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

MEETING MINUTES OF July 17, 2021

The meeting was noticed pursuant to State Public Health COVID-19 pandemic health directives as authorized by Governor Gavin Newsom’s Executive Orders N-25-20 and N-29-20, providing for Brown Act exceptions, in observing “social distancing” protocols, to be conducted via teleconference, web-conference, and in person. Thought the State directives were lifted on June 15, 2021, the meeting was conducted via teleconference, web-conference and in person, as noticed.

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:04p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Theresa Ayers, Larry Hamman, Laura Moravec, and David Pittman. Commissioners Alford, Hamman, Moravec and Pittman attended in person. Commissioner Ayers attended by means of web-conference.

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; Jerry Martin, Modernization Coordinator and Angie Little, Section 8 Manager.

Public Present: Loren Freeman, Public Housing Resident, attended in person. Nick Benjamin, Executive Director CALAHA; and Tom Lewis, Attorney, CalAHA, attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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 Family Self Sufficiency (FSS) Graduate – Ms. Gonzalez completed job training workshops and developed a resume, as well attended first time homebuyers’ workshops. Due to the COVID-19 Pandemic, her FSS contract was extend almost a year. She graduated the program having accrued just over \$1,200 in FSS escrow funds.

RESOLUTION NO. 4822

Commissioner Alford moved that Resolution No. 4822 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE YADIRA GONZALEZ”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.2 Family Self Sufficiency (FSS Graduate) – Recognition of FSS Graduate Jean Wagoner – Ms. Wagoner has been a participant in the FSS program since September of 2016. During the time in the program she successfully became employed and increased her income. Ms. Wagoner graduates with over \$12,100 in escrow funds.

RESOLUTION NO. 4823

Commissioner Hamman moved that Resolution No. 4823 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE JEAN WAGONER”. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.3 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –
- 5.4 Annual Plan and Five-Year Plan/Capital Fund Program –
As a public agency administering the HUD Low Income Public Housing and Section 8 Housing Choice Voucher programs, HACB is required to annually submit to HUD applicable agency and administrative plan documents 75 days prior to the end of HACB’s fiscal year. Draft revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Administrative Plan (AP), Annual Agency Plan, and Capital Fund Program, were received by the Board at the May 2021 meeting, where they were accepted and authorized for issuance for public comment. This year, the 45-day Public Comment review period generated comment resulting in very few modifications to the draft plan; comments were received from staff regarding addition of policies (2) for the new HUD Emergency Housing Voucher program, and the HUD Family Unification program. This year saw a departure from past practice - no comment was received from Legal Services of Northern California. The Agency Plan identifies the Section 8 Project-Based Vouchers awarded to date. The Board accepted the recommended changes to the draft; there were no additional comments received and no additional changes made to the ACOP, Admin Plan, our Annual and Five-Year plans. The plans become effective October 1st.

RESOLUTION NO. 4824

Commissioner Pittman moved that Resolution No. 4824 be adopted by reading of title only: “ADOPTION OF PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Hamman seconded. The vote in favor was unanimous.

RESOLUTION NO. 4825

Commissioner Pittman moved that Resolution No. 4825 be adopted by reading of title only: “ADOPTION OF THE ONE- AND FIVE-YEAR AGENCY PLANS OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.5 Utility Allowances – The HACB completed its annual review of the area Utility Allowance (UA) schedules, used for administration of Section 8, tax-credit, and other income-based rental assistance programs. Utility Allowances must be reviewed annually, with adjustment required for allowance that has changed more than 10%. Once again, the Utility Allowance review was conducted by Management Resource Group, Inc. (MRG), using a blended engineering- and consumption-based methodology. By regulation, Public Housing residents will be provided a sixty (60) day comment period regarding changes to the UA’s, with implementation effective 01/01/2022. Section 8 HCV program Utility Allowance implementation is effective 10/01/2021. Tax Credit Properties Utility Allowances are to be implemented within ninety (90) days of Board adoption. Gridley Farm Labor UA’s will be implemented after Board and USDA approval.

MOTION

Commissioner Pittman moved to implement Utility Allowances as proposed for the upcoming 2021/2022-year, Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.6 HACB Audit – HACB Audit was presented for approval. The Management Discussion and Analysis was reviewed, discussing the agency’s programs and projects and operational consideration for the year and following. Issues and events identified in the FY2020 audit include: challenges resulting from lack of housing stock in the jurisdiction and associated impact to leasing in the Section 8 HCV program; final payment of the Series 2000A Bonds; donation of Cordillera apartments from BCAHDC to the HACB; FLH’s \$6 million USDA-RD grants (2) for renovation work; and CARES Act funds expenditures in both the Section 8 and Public Housing programs. Finance Director Kemp was happy to report that despite all detail and complexities of the audit, there were no findings and no questioned costs.

MOTION

Commissioner Hamman moved the HACB FY2020 Audit report be accepted as presented. Commissioner Pittman seconded. The vote in favor was unanimous.

5.7 Procurement Policy – Proposed resolution modifies HACB Procurement Policy, increasing the Micro-purchase threshold from \$2,000 to \$10,000, increasing the Small-purchase threshold from \$50,000 to \$250,000, and increasing the threshold for Board approval of contracts from \$50,000 to \$250,000, consistent with federal procurement policy.

RESOLUTION NO. 4826

Commissioner Hamman moved that Resolution No. 4826 be adopted by reading of the title only: “PROCUREMENT POLICY PURCHASE THRESHOLDS”. Commissioner Pittman seconded. The vote in favor was unanimous.

5.8 Gridley Springs II Apartment Budgets – Proposed operating budget for the 2022 year, the budget was reviewed by the Budget Committee. The property is an HCD regulated property, with a tax credit overlay. The budget will be submitted to HCD for review and approval and may vary. Final budget version will be presented for Board approval with the Agency wide consolidated budget.

RESOLUTION NO. 4827

Commissioner Pittman moved that Resolution No. 4827 be adopted by reading of the title only: “APPROVAL OF THE F/Y 2022 OPERATING BUDGET FOR GRIDLEY SPRINGS II”. Commissioner Hamman seconded. The vote in favor was unanimous.

5.9 Personnel – The HACB was recently allocated by HUD 116 Emergency Housing Vouchers, a new program funded under the federal American Rescue Plan Act (ARPA). The vouchers are provided under a 3-year commitment, and are intended to house homeless persons working with Community of Care (CoC) service providers. Administration of the program will require the skills of a Special Programs Coordinator, it is recommended that an existing Occupancy Specialist position be upgraded to Special Program Coordinator while the EHV program is funded and administered.

RESOLUTION NO. 4828

Commissioner Pittman moved that Resolution No. 4828 be adopted by reading of the title only: “AUTHORIZATION TO UPGRADE ONE (1) OCCUPANCY SPECIALIST POSITION TO ONE (1) SPECIAL PROGRAMS COORDINATOR POSITION FOR PURPOSES OF HUD EMERGENCY HOUSING VOUCHER PROGRAM ADMINISTRATION”. Commissioner Alford seconded. The vote in favor was unanimous.

5.10 Memorandums of Understanding (MOU’s) – As previously discussed during the June 17, 2021 HACB meeting and Agenda Item 5.9 Personnel, the HACB was recently awarded 116 Emergency Housing Vouchers (EHV). The vouchers target homeless households and provide three-years of rental assistance to its participants. The EHV program requires MOUs be entered with local Continuum of Care (CoC) member service providers to access and serve the homeless households. It is

recommended that the HACB follow up on its MOU with the Butte Countywide Homeless Continuum of Care with MOU's with Glenn County Dos Rios Homeless Continuum of Care and Butte Countywide Homeless Continuum of Care service agencies identified in Resolution No. 4829.

RESOLUTION NO. 4829

Commissioner Hamman moved that Resolution No. 4829 be adopted by reading of the title only: "HUD EMERGENCY HOUSING VOUCHER PROGRAM MEMORANDUMS OF UNDERSTANDING (MOU'S)". Commissioner Alford seconded. The vote in favor was unanimous.

- 5.11 Strategic Asset Plan – Nick Benjamin, Executive Director, California Affordable Housing Agency and Thomas Lewis, Legal Counsel, followed up on presentation from the June Board meeting regarding workforce housing acquisitions strategy, specifically, that advanced by Aspen Real Estate Financial LLC (AREF). AREF has developed a financing tool that accesses long-term, low-interest insurance company pension fund monies. Executive Director Mayer indicated that the HACB continues to explore how best to re-position the 1200 Park Avenue, Walker Commons, and Chico Commons Apartment complexes, Chico properties in which it holds the Investor Limited Partner interests. The Board agreed that it would be prudent to do a comparison of the repositioning tools available for the three properties being considered; 1200 Park Avenue, Walker Commons and Chico Commons.
- 5.12 Development Activity – Executive Director provided an update regarding the current development activity in the area, including a spreadsheet that identifies all current known affordable housing development projects in Butte and Glenn Counties.

6. MEETING OPEN FOR PUBLIC DISCUSSION

Loren Freeman, Public Housing resident expressed his concern for conservation measures pertaining to water and electricity and the desire to engage in a resident council in his living community to address safety and crime concerns along with policy enforcement among residents. Commissioner Alford informed Mr. Freeman of his experience with resident advisory groups and will communicate and coordinate with him. The Board of Commissioners and staff thanked Mr. Freeman for his time and willingness to come forward.

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: 3:28 pm

Reconvened: 3:39 pm

11.1 Government Code 54957: Public Employment Title: Finance Director - Present were all Commissioners identified in the Roll Call and Staff; with the exception of Sue Kemp, Finance Director, Marysol Perez, Executive Assistant, Angie Little, Section 8 Manager, and Jerry Martin Modernization Coordinator. Direction was given to HACB staff regarding compensation authority for retention of new Finance Director.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – August 19, 2021.**

13. ADJOURNMENT

Commissioner Alford moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:40 p.m.

Dated: July 15, 2021.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary