

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

**MEETING MINUTES OF April 21, 2022**

*The meeting was conducted via teleconference, web-conference and in person, as noticed.*

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

1. ROLL CALL

Present for the Commissioners: Robert Crowe, Larry Hamman, David Pittman, Sarah Richter, and Regina Sayles-Lambert. Commissioners Alford, Crowe, Hamman, and Pittman attended in person. Commissioners Richter and Sayles-Lambert attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Hope Stone, Finance Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; and Jerry Martin, Modernization Coordinator; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Election of Officers – Routine Annual Election of Officers. Chair Pittman 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 2022 through March 2023. Commissioner Ober nominated Chair Pittman to continue to serve as Chair, to which Commissioner Hamman seconded. No other nominations were made and nominations for Chair was closed. The vote

in favor was unanimous, Chair Pittman being re-elected as Board Chair. Chair Pittman nominated Vice Chair Ober to continue to serve as Vice Chair, to which Commissioner Crowe seconded. The vote in favor was unanimous, Commissioner Ober was re-elected as Vice Chair of the Board. Executive Director Mayer congratulated the re-elected officers, thanking them for their willingness to serve. The meeting was turned over to Chair Pittman.

- 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 “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), requiring HACB plan approval the June 16<sup>th</sup> meeting. 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: description of progress in meeting HACB’s annual and 5-year goals, including new activity; refinement of Project Based Vouchers program policy in reflecting Development Activity, and slight changes reflecting State law and regulation. The changes recommended in the ACOP and Section 8 Admin Plan are suggested changes provided by policy consultant Nan-McKay. Staff recommends receiving and filing of the documents for public review and comment.

**\*MOTION\***

Commissioner Hamman 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 16, 2022. Commissioner Ober seconded. The vote in favor was unanimous.

**\*MOTION\***

Commissioner Ober moved to receive and file 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 16, 2022. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.4 HACB Credit Rating – Standard and Poors Global Ratings’ (S&P) annual Credit Analysis was recently completed. S&P renewed HACB’s A+ credit rating, the highest possible for its entity type. Commissioner Ober congratulated HACB for their work in maintain the high rating with S&P. The analysis work that leads to the rating is helpful to management and trajectory of the organization.

- 5.5 Development Activity – Executive Director Mayer provided an update to ongoing agency-related development activity, including a summary spreadsheet and detailed memo identifying all current known affordable housing development projects in Butte and Glenn Counties.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

Commissioner Ober inquired about the property tour for commissioners. Executive Assistant Marysol replied that she has been working with the Work Training Center, past housing tour transportation provider. The tour is still in planning, targeting late May or early June, either on a Thursday or Friday. Details will be provided to Commissioners via email.

8. SPECIAL REPORTS

NAHRO Online Washington D.C. Legislative Conference – Executive Director Mayer reported on his attendance at the annual NAHRO Legislative conference, conducted virtually this year. He shared that he had a good meeting with Congressman LaMalfa’s staff, accompanied by Commissioner Sayles-Lambert. He also enjoyed his usual annual visit with senior HUD personnel. HACB. Commissioners Crowe and Sayles-Lambert also attended the virtual conference. Commissioner Crowe expressed his gratitude for the opportunity to attend and shared that he listened with intensity and was impressed with the conversation on homelessness. Commissioner Sayles-Lambert said she was in awe and was thankful for having read her commissioners handbook as it helped her keep up with the housing “lingo and acronyms”.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

Executive Director Mayer asked for Budget Committee volunteers; a maximum of three commissioners are needed. Committee meetings will be coordinated by Finance Director Hope Stone. Commissioners Crowe, Ober and Pittman volunteered, dates to be calendared. Executive Director Mayer shared that, based on past experience, the Committee would be called to meet about three times in the next three months.

- **Next Meeting – May 19, 2022**
- **NAHRO Commissioner Fundamentals Virtual Classroom – May 17-19, 2022**
- **PSWRC-NAHRO – Virtual Conference – May 24-25, 2022**
- **NAHRO Commissioner Fundamentals Virtual Classroom – July 12-14, 2022**

13. ADJOURNMENT

Commissioner Ober moved that the meeting be adjourned. Commissioner Crowe seconded. The meeting was adjourned at 2:57 p.m.

Dated: April 21, 2022.

---

David Pittman, Board Chair

ATTEST:

---

Edward S. Mayer, Secretary