

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

**MEETING MINUTES OF August 18, 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 2:37 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Robert Crowe, David Pittman, Sarah Richter, and Regina Sayles-Lambert); all attended in person with the exception of Commissioners Richter and Sayles-Lambert, who attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Hope Stone, Finance Director; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; and Marysol Perez, Executive Assistant; all attended in person, with the exception of Ed Mayer and Tamra Young, who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Crowe moved that the Consent Calendar, including Resolution No. 4830 “ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES”, be accepted as presented, Commissioner Sayles-Lambert seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

- 4.1 “IRS increases mileage rate for remainder of 2022” – The IRS announced an increase in the mileage reimbursement rate for the remainder of the 2022 calendar year, a midyear increase. Midyear increases are rare, last time the IRS made an increase like this was in 2011. The new rate for the remainder of the year is 62.5 cents per mile, up 4 cents.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Administrative Plan (AP) – HACB staff is recommending implementation of a new admissions preference, a change to Chapter 4 of the Section 8 Administrative Plan (AP): Limited Family Unification Program and

Transitional Age Youth Preference. Adding this preference is considered a *significant amendment* to the HUD-regulated AP. The preference will necessitate HACB's entering into an agreement County of Butte Department of Employment and Social Services (DESS), who serves the target youth populations. With the addition of this preference the HACB will set aside ten (10) Section 8 HCV vouchers and those vouchers will be issued to households that have been referred to the HACB by DESS and who will continue to receive DESS services. A Resident Advisory Board Meeting was held August 11<sup>th</sup>, to take required comment, and staff recommends approval from the HACB Board of Commissioners to accept and file the Draft Section 8 Administrative Plan revision today, setting in motion the required 45-day public review and comment period. Any comment received during the review period will be considered in the making of the final approval at the October 20<sup>th</sup> HACB Board of Commissioners meeting. The revised plan, if adopted, would become effective November 1, 2022.

**\*MOTION\***

Commissioner Alford moved to receive draft amendment to Section 8 Admin Plan, authorize publication of Public Notice for public review and comment (45 days required), and schedule Public Hearing for receipt of comment and final adoption of AP documents on October 20, 2022. Commissioner Crowe seconded. The vote in favor was unanimous.

5.2 Development Activity – Executive Director Mayer provided an update to development activity, including a revised format of the summary spreadsheet 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

Executive Director Mayer shared that the Project Manager position recruitment is moving forward and interviews with prospective candidates are scheduled next week.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Executive Director Mayer asked Commissioners Alford, Crowe and Sayles-Lambert to share their thoughts on the Commissioner Training Seminar they received last month from NAHRO. Commissioner Alford replied he was very excited and appreciative about the training opportunity adding the trainer was excellent. Commissioner Crowe came out of the training with several

takeaways and like Commissioner Alford added that the trainer was very dedicated and showed their passion for training and ethics. Commissioner Crowe also suggested that in the future pie charts and graphs be included along with the monthly financial reports. Commissioner Sayles-Lambert agreed with what Commissioners Alford and Crowe shared.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 3:22 pm  
Reconvened: 3:40 pm

11.1 Government Code 54957: Public Employment Performance Evaluation – Chair Pittman reported out that the Board had reviews and discussed the Executive Director’s Performance Evaluation and direction was given to staff.

12. COMMISSIONERS’ CALENDAR

- **Next Meeting – September 15, 2022**
- **2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, San Diego, CA.**

13. ADJOURNMENT

Commissioner Crowe moved that the meeting be adjourned. Commissioner Alford seconded. The meeting was adjourned at 3:41 p.m.

Dated: August 18, 2022.

---

David Pittman, Board Chair

ATTEST:

---

Edward S. Mayer, Secretary