

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

MEETING MINUTES OF October 20, 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 2:05 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Robert Crowe, Larry Hamman, Rich Ober, David Pittman, Sarah Richter, and Regina Sayles-Lambert (arrived 2:07 p.m.); all attended in person with the exception of Commissioners Richter and Ober, 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; Angie Little, Section 8 Housing Manager; Taylor Gonzalez, Project Manager, and Marysol Perez, Executive Assistant; all attended in person.

Others present: Thomas E. Lewis, Attorney

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Crowe 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 Housing Authority of the County of Butte (HACB) - Brown Act Review and Presentation by Tom Lewis, Attorney.

5.2 Section 8 Administrative Plan – At the August 18, 2022 meeting of the HACB Board of Commissioners, it was moved to receive a Draft amendment to the Section 8 Admin Plan (AP), authorizing publication of the Draft for Public Notice and

Comment. The change implements a new admissions preference; considered a “significant amendment” to the HUD-regulated AP, requiring the public amendment process. The change implements a Family Unification Program and Transitional Age Youth Preference, providing for a youth housing program. The preference provides basis for HACB’s entering into an agreement with the County of Butte Department of Employment and Social Services (DESS), who will make referral to the program and provide supportive services to the target youth populations. With adoption of the Resolution, the HACB will set aside ten (10) Section 8 HCV vouchers for program participants. No comment was received during the 45-day public review period.

RESOLUTION NO. 4875

Commissioner Sayles-Lambert moved that Resolution No. 4875 be adopted by reading of the title only: “AUTHORIZATION TO AMEND HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN FAMILY UNIFICATION (FUP) / TRANSITIONAL AGE YOUTH (TAY) ADMISSIONS PREFERENCE”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.3 Memorandum of Understanding (MOU) – A companion action to Resolution No. 4875, Resolution No. 4876 authorizes the HACB to enter into a Memorandum of Understanding (MOU) with the County of Butte Department of Employment and Social Services (DESS) for administration of the Section 8 HCV FUP/TAY program, wherein HACB sets aside vouchers for participating youth households, and DESS provides program referrals and housing advocacy and supportive case management services to participating youth. The MOU is a non-financial agreement.

RESOLUTION NO. 4876

Commissioner Hamman moved that Resolution No. 4876 be adopted by reading of the title only: “MEMORANDUM OF UNDERSTANDING WITH BUTTE COUNTY DEPARTMENT OF EMPLOYMENT AND SOCIAL SERVICES ESTABLISHING FAMILY UNIFICATION AND TRANSITIONAL AGE YOUTH HOUSING VOUCHER PROGRAM”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.4 HACB Write-Offs – Annually the HACB records vacated tenant balances for doubtful accounts, reducing the net tenant accounts receivable shown on the balance sheet. The amount of bad debt is showing an uptick that the agency believes relates to the COVID aftermath. The write-off accounts have been or will be sent to a collection agency for further actions. The write offs do not affect the financial standing of the agency,

RESOLUTION NO. 4877

Commissioner Sayles-Lambert moved that Resolution No. 4877 be adopted by reading of the title only: “WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.5 Personnel – Staff is recommending change to the organizational structure of the HACB Accounting Department. The proposed change includes the elimination of the second Senior Accountant position and re-establishment of an Accountant position. This change is determined to be in the best interest of the HACB and its administrative and operating efficiencies.

RESOLUTION NO. 4878

Commissioner Hamman moved that Resolution No. 4878 be adopted by reading of the title only: “RE-ORGANIZATION OF ACCOUNTING DEPARTMENT”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.6 Personnel – The proposed modification to the HACB’s IRS Section 125 Cafeteria Plan’s Medical Flexible Spending Account (FSA) sets a \$3,050 annual limit to employees’ pre-tax contributions and \$610 maximum rollover amount, consistent with the FSA ceiling established by the IRS for the 2023 plan year commencing January 1, 2023.

RESOLUTION NO. 4879

Commissioner Sayles Lambert moved that Resolution No. 4879 be adopted by reading of the title only: “SECTION 125 CAFETERIA PLAN – FLEXIBLE SPENDING ACCOUNT”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.7 Housing Authority of the County of Butte (HACB) – This agenda item was provided for information and discussion purposes. Commissioners and staff discussed the impact of homeless populations on those living in some the the HACB’s subsidized properties. The homeless encampment at Chico’s Windchime Park, across the street from the HACB’s Public Housing Humboldt Apartments, was used as an example. The Commissioners concurred that as a first priority the HACB seek every reasonable remedy to protect quality of life and safety of tenants.
- 5.8 Development Activity – A memo providing status of affordable housing development activity in Butte and Glenn Counties, activity in which BCAHDC serves as MGP in the owning partnerships. In addition, use of 2020A Bond Series proceeds was discussed. Significant proceeds expenditure is currently planned for three (3) of the leveraged properties, including Evanswood and Park Place Apartments in Oroville, and Lincoln Apartments in Chico. Evanswood siding work is contracted and underway. However, an option has arisen, providing for bond proceeds being directed away from Park Place and Lincoln and towards reconstruction of the Kathy Court Apts in Paradise. Concerns were raised, no action was taken, and staff indicated it would bring a morefull analysis and recommendation to the next meeting, if appropriate.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 HACB/BCAHDC – the Property Tour with Public Officials is scheduled for Thursday October 27th. The Tour will include affordable housing properties/projects in Butte County.

8. SPECIAL REPORTS

- 8.1 NAHRO 2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, 2022 San Diego, CA – Executive Director Ed Mayer; Deputy Executive Director, Larry Guanzon; Administrative Operations Director, Tamra Young and Commissioner Regina Sayles-Lambert all attended the conference. Executive Director Mayer shared that it was the first in person National NAHRO conference since 2019, and appreciated the renewed networking opportunity, always informative. HUD provided information on its new systems initiatives in Section 8 administration planned to be unrolled in the next year. Tamra Young and Larry Guanzon shared the same sentiments. Commissioner Sayles-Lambert said the conference was exciting and educational, she participated in rewarding roundtable discussions and was grateful to build new relationships.

9. REPORTS FROM COMMISSIONERS

- 9.1 Executive Director Compensation – Chair Pittman, on behalf of the Board of Commissioners, recognized Executive Director Mayer’s exemplary performance in service to the Agency, the Board of Commissioners and the citizens of Butte County, over the past fourteen (14) years of service. Collectively the Board of Commissioners authorized a \$10,000 one-time cash bonus in addition to eighty (80) hours of Administrative Leave time to be used within the following twelve (12) months. Executive Director Mayer said he is very humbled and appreciative of the great working relationship and support of the Board.

MOTION

Commissioner Crowe moved to authorize a \$10,000 one-time cash bonus in addition to eighty (80) hours of Administrative Leave to be used within the next twelve (12) months. Commissioner Hamman seconded. The vote in favor was unanimous.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – November 17, 2022**

13. ADJOURNMENT

Commissioner Crowe moved that the meeting be adjourned. Commissioner Hamman seconded. The meeting was adjourned at 4:20 p.m.

Dated: October 20, 2022.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary