

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

MEETING MINUTES OF June 20, 2024

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

Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:00 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Darlene Fredericks, David Pittman, and Sarah Richter; all attended in person.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Hope Stone, Finance Director; Angie Little, Section 8 Housing Manager; Taylor Gonzalez, Project Manager, and Marysol Perez, Executive Assistant; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Richter moved that the Consent Calendar be accepted as presented, Commissioner Fredericks seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Personnel – Staff is recommending an accounting department re-structuring and changes to the position description for the accountant position. This change is determined to be in the best interest of the HACB and its administrative and operating efficiencies. Staff is recommending adoption of a revised position description for the Accountant position.

RESOLUTION NO. 4923

Commissioner Fredericks moved that Resolution No. 4923 be adopted by reading of title only: “ADOPTION OF POSITION DESCRIPTION FOR ACCOUNTANT”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.2 Personnel – Due to the approval of the revised Accountant position description and salary revision, CalPERS requires that earnable compensation be duly approved and adopted by the governing body of the Housing Authority of the County of Butte, such information is to be accessible and available for public review.

RESOLUTION NO. 4924

Commissioner Alford moved that Resolution No. 4924 be adopted by reading of title only: “RESOLUTION ADOPTING PUBLICALLY AVAILABE PAY SCHEDULE FOR THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Coy seconded. The vote in favor was unanimous.

- 5.3 Personnel – Staff is recommending changes to the organizational structure of the HACB Organizational Chart. The proposed changes have been determined to be in the best interest of the HACB, changes include: re-organization of Executive Management Staff; the elimination of the Accounting Tech position and establishment of (2) two Accountant positions; change in title only from Property Manager to Public Housing Manager and change in title only from Section 8 Housing Manager to Rental Assistance Programs Manager. This change is determined to be in the best interest of the HACB and its administrative and operating efficiencies.

RESOLUTION NO. 4925

Commissioner Richter moved that Resolution No. 4925 be adopted by reading of title only: “ADOPTION OF PERSONNEL ORGANIZATION CHART”. Commissioner Fredericks seconded. The vote in favor was unanimous.

- 5.5 Personnel – In order to ensure continuity of business operations in the absence or incapacity of the Executive Director, the Deputy Executive Director overlay position assumes Executive Director duties regarding agency management and administration and acts as the authorized signor for checks and other documents on behalf of the Agency. Effective July 1st, Tamra Young, Administrative Operations Director has been assigned Deputy Executive Director status and as such needs to be authorized as agency signatory for all financial and business transactions in the absence or incapacity of the Executive Director.

RESOLUTION NO. 4926

Commissioner Richter moved that Resolution No. 4926 be adopted by reading of title only: “AUTHORIZATION FOR DEPUTY EXECUTIVE DIRECTOR TO ACT AS SIGNATORY ON BEHALF OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE’. Commissioner Coy seconded. The roll call vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

8.1 PSWRC-NAHRO – Annual Conference: May 28-30, 2024, San Jose, CA – Executive Director Mayer, Deputy Executive Director Larry Guanzon and Section Housing Manager, Angie Little. Mr. Mayer said the conference was very well attended and had great interactions with other Executive Directors. Mr. Guanzon shared that he attended sessions regarding the Brown Act, Ethics as well as going on a tour of Santa Clara’s Affordable Housing. He also shared that Executive Director’s Rob Fredericks (Santa Barbara) and Preston Prince (Santa Clara) gave a public acknowledgement of Executive Director Ed Mayer’s service in the industry. Mrs. Little attended conference sessions on implicit bias and the 2-Year Tool and said it was great to collaborate and answered many questions from colleagues regarding PBVs and appreciated the networking opportunities.

8.2 CalAHA Zoom Training Session June 10, 2024: How to apply for and maintain a housing authority credit rating and the benefits and advantages of having a credit rating – Executive Director participated on a two-hour workshop put together by CalAHA, and had Stanislaus Housing Authority Executive Director and Mr. Mayer discussing bond issuances and how they work for Housing Authorities. The zoom session had over 40 people in attendance from about 10 different Housing Authorities.

9. REPORTS FROM COMMISSIONERS

9.1 Recognition of Executive Director – On behalf of the HACB Board of Commissioners, Chair Pittman presented Executive Director Mayer with an acknowledgement resolution for Mr. Mayer’s retirement from the HACB. Mr. Mayer expressed a heartfelt appreciation and thanked the outstanding Board of Commissioners.

RESOLUTION NO. 4927

Commissioner Alford moved that Resolution No. 4927 be adopted by reading of title only: “RECOGNITION AND RETIREMENT OF EXECUTIVE EDWARD S. MAYER”. Commissioner Richter seconded. The roll call vote in favor was unanimous.

10. MATTERS INITIATED BY COMMISSIONERS

Chair Pittman shared Mission Esperanza update in Oroville. The endeavor will be called Esperanza Village, and is a whole comprehensive project to serve those in need. They expect to be serving clients by December 2024, and he encourages a tour of the facilities when completed.

11. EXECUTIVE SESSION

Adjourned – 2:47 p.m.

Reconvened – 3:33 p.m.

11.1 Government Code 54957: Public Employee Performance Evaluation – Board reviewed and discussed Executive Director Evaluation and Future Visioning direction was given to staff

12. COMMISSIONERS' CALENDAR

- **NAHRO 2024 Summer Symposium, Chicago, IL: July 11-12, 2024**
- **Next Meeting – July 18, 2024**

13. ADJOURNMENT

The meeting was adjourned at 3:34 p.m.

Dated: June 20, 2024.

David Pittman, Board Chair

ATTEST:

Larry Guanzon, Secretary