

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

MEETING MINUTES OF November 21, 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 2:08 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford (*arrived 2:15 p.m.*), Randy Coy, Darlene Fredericks, David Pittman, and Sarah Richter; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Hope Stone, Finance Director; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager, and Marysol Perez, Executive Assistant; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 PARS 115 Trust – Yearly review provided regarding PARS 115 Trust investment.
- 4.2 NAHRO 2024 Presidential Transition Report was provided for informational purposes only.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Management Assessment Plan (SEMAP) – The HUD Section 8 Management Assessment Program (SEMAP) is a yearly require exercise, where

HACB self-certifies its program performance in each jurisdiction it serves (Butte and Glenn Counties). SEMAP looks at voucher statistics; leasing rates, expenditures, compliance, distribution of vouchers throughout the community. This year the HACB will receive all of the possible points available, maintaining the High Performer Status.

RESOLUTION NO. 4946

Commissioner Fredericks moved that Resolution No. 4946 be adopted by reading of title only: “APPROVAL OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.2 Public Housing Flat Rents – Annually, the HACB must review its HUD Public Housing Flat Rent determinations. Public Housing tenants can choose one of two rent methods; either an “income-based rent”, which is calculated at roughly 30% of total household income, or a “Flat Rent”, which is based on marked considerations, and is set at not less than 80% of the applicable HUD-Determined Fair Market Rent (FMR) for the area. The idea behind Flat Rents is to increase income diversity in Public Housing, allowing higher income households that would otherwise be forced out of the program by virtue of higher incomes to remain in Public Housing. Currently there are EIGHT (8) Public Housing households that have selected the Flat Rent option out of the 345 households served in Public Housing. The action updates the Flat Rent Schedule for the 2025 operating year.

RESOLUTION NO. 4947

Commissioner Coy moved that Resolution No. 4947 be adopted by reading of title only: “DETERMINATION OF PUBLIC HOUSING FLAT RENTS”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.3 Personnel – In July of 2024, the State of California adopted SB 553 adding additional requirements to the development and adoption of a Workplace Violence Plan. The HACB had already adopted a CalOSHA required Workplace Violence Prevention Plan in 2013. The newly added requirements in the plan must include evaluation and correction of workplace violence hazards, training of employees and supervisors, maintaining an incident log and keeping records of all trainings and violent incidents. On Tuesday November 19th the HACB had a representative from CHWCA come on site and train all employees and supervisors on the plan, making the agency compliant with both CalOSHA and SB553.

RESOLUTION NO. 4948

Commissioner Richter moved that Resolution No. 4948 be adopted by reading of title only: “ADOPTION OF CalOSHA-REQUIRED POLICY: WORKPLACE VIOLENCE PREVENTION POLICY”. Commissioner Fredericks seconded. The vote in favor was unanimous.

- 5.4 Personnel – Management is recommending the following changes regarding staffing. First recommendation is to create a “Lead Assisted Housing Specialist” in the Public Housing department. The position would mirror the Lead Occupancy Specialist in the Section 8 department. The position would serve as an overlay to the existing position and provide a 10% salary increase to the individual that is successfully selected. The second recommendation is to amend the Executive Assistant job description; which would include managing the front desk clerical staff and provide a 5% salary increase to take on a supervisory role. The suggested staffing changes would alleviate Executive management time and additional duties as the Executive team remains with one unfilled position.

RESOLUTION NO. 4949

Commissioner Richter moved that Resolution No. 4949 be adopted by reading of title only: “ADOPTION OF POSITION DESCRIPTIONS AND REVISED HACB ORG CHART FOR EXECUTIVE ASSISTANT AND LEAD ASSISTED HOUSING SPECIALIST”. Commissioner Alford seconded. The vote in favor was unanimous.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Save the date: Holiday Luncheon: December 18, 2024**
- **Next Meeting – December 19, 2024**

13. ADJOURNMENT

The meeting was adjourned at 3:08 p.m.

Dated: November 21, 2024.

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary