

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

**MEETING MINUTES OF
October 16, 2025**

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 2:00p.m.

1. ROLL CALL

Present for the Commissioners: Randy Coy, Bob Crowe, David Pittman and Sarah Richter; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive 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.

Others Present: Marco Cruz, CFO Consultant and Ginny Riley, Senior Accountant

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Crowe moved that the Consent Calendar be accepted as presented. Commissioner Richter seconded. The approval of the consent calendar is without a financial report however a narrative regarding the status of the financials was provided. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

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5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 HACB Audit – Marco Cruz, CFO consultant presented the HACB Wide Audited Financial Statements for FYE September 30, 2024 for approval. Mr. Cruz provided a very comprehensive and educational narrative in regards to the audit. The auditors gave an unmodified opinion for both the agencies financial statements and compliance over internal controls. Highlights in the audit include an ending net position of \$34.9 million, which is over a \$2 million increase from the prior year. Additionally, cash increased by \$1.5 million. There were multiple findings listed on the audit from 2024 and open findings dating back to 2021-23. These findings were due to internal controls, audit processes and timely findings. Mr. Cruz shared that these issues are currently being addressed and moving in the right direction. He also emphasized that FYE 2025 is still in clean up mode, and re-assured all present that another late submission should not happen. Motion is recommended to accept the FYE 2024 Audit report as presented.

MOTION

Commissioner Richter moved motion to accept FYE 2024 Audit Report as presented. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.2 Capitalization Policy – An update to the Capitalization Policy is recommended. The OMB revised guidance on October 1, 2024 and there were significant changes made which include; Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Most importantly the Capitalization threshold was raised from \$5,000 to \$10,000. It is recommended that the HACB follow the Uniform Guidelines as the agency is primarily federally funded. Adoption of the policy would be retroactively effective to October 1, 2024.

RESOLUTION NO. 4974

Commissioner Coy moved that Resolution No. 4974 be adopted by reading of title only: “ADOPTION OF CAPITALIZATION POLICY”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.3 Family Self-Sufficiency (FSS Graduate) - Ms. Smith enrolled in the FSS program in October of 2018 as a HUD-VASH participant. She obtained employment as an Uber driver. Ms. Smith continues to maintain progress towards self-sufficiency and stability. Ms. Smith graduates the FSS program having secured \$11,945.28 in escrow funds.

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RESOLUTION NO. 4975

Commissioner Crowe moved that Resolution No. 4975 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE VICKI SMITH”. Commissioner Richter seconded. The vote in favor was unanimous.

8. SPECIAL REPORTS

NAHRO 2025 National Conference and Exhibition September 28-30, 2025 Phoenix, AZ – Executive Director Larry Guanzon and Deputy Executive Director Tamra Young attended the conference in Phoenix. Executive Director Guanzon shared that he attended the sessions on RAD. Deputy Director Young expressed that this conference is her favorite conference as there are many opportunities for networking and enjoys the team building and relationship building it provides.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS’ CALENDAR

- **Next Meeting: Thursday, November 20, 2025**
- **Celebrating 25 Years of Mi C.A.S.A., Friday, November 21, 2025**
- **Save the date: HACB Holiday Luncheon Monday December 15, 2025**
- **Save the Date: January 25-27, 2026 NorCal/Nevada NAHRO 2026 Annual Conference, Napa, CA**

13. ADJOURNMENT

The meeting was adjourned at 3:09 p.m.

Dated: October 16, 2025.

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary