

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION
& HOUSING AUTHORITY**

HELD IN QUINCY, CALIFORNIA ON MAY 21, 2024

ROLL CALL

The meeting is called to order at 9:00 AM. Chairperson Greg Hagwood, Commissioner Dwight Ceresola, Commissioner Kevin Goss, Commissioner Jeff Engel and Commissioner Tom McGowan were present. Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Housing Director Susan Merriman and Board Secretary Tricia Romandia were also present.

ADDITIONS OR DELETIONS FROM THE AGENDA

Executive Director Roger Diefendorf requested to add Work Place Violence Prevention Plan to VIII.A1. Commissioner Engel motioned for approval of the addition. Commissioner Goss second the motion. Approved.

APPROVAL OF CLAIMS

Claims for the period of April 12, 2024, through May 16, 2024, are presented for approval. Commissioner Engel motioned for approval. Commissioner Goss second the motion. Approved.

PCCDC General \$269,153.26 (Checks #63963 - 64148, Checks #100471 - 100518)

USDA Operations \$38,844.35 (Checks #5496 - 5542)

PCCDC General \$322,863.00 (Direct Deposits #1031148 - 1031375)

APPROVAL OF MINUTES

The PCCDC Minutes from the meeting of April 16, 2024, were presented to the Board for approval. Commissioner Goss motioned for approval. Commissioner Engel second the motion. Approved.

PUBLIC COMMENT

Chairperson Hagwood inquired if there were any public comments from anyone present or attending by Zoom. There were no public comments.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

Chairperson Hagwood inquired if there were any announcements or reports from the Board of Commissioners. There were no announcements or reports.

RESOLUTIONS

Amendments to the Admissions and Continued Occupancy Plan (ACOP)

Resolution 2024-004; Report, Discussion, Roll Call, Vote.

Housing Director, Susan Merriman, presented Resolution 2024-004 to the Board requesting approval of the Amendments to the Admissions and Continued Occupancy Plan (ACOP).

There were many pages (around 75) of the ACOP that required updating.

The "Memo to the Board of Commissioners", dated May 10, 2024 details each update. All updates were regulatory and were not policies that we, the PHA, had the option to adopt or not to adopt.

The updates included changing each sentence within the ACOP that used the pronouns; "his, her, him or herself". They were changed to "their, they, themselves". The sections where this was updated is listed on page 4 of the "Memo to the Board".

Another extensive update was adding victims of "human trafficking" to those protected under the Violence Against Women Act. The sections where this was updated is listed on page 4 of the "Memo to the Board".

The entire 8th chapter that addresses inspection protocol in Public Housing was changed to reflect HUD's new "National Standards for the Physical Inspection of Real Estate", also known as NSPIRE. Our Staff has been trained in this system.

Other updates included:

- Broaden definitions of "family", "foster adult" and "foster child" in Public Housing.
- Requirement that participants in the program must sign a HUD form that discusses debts owed to a PHA and terminations.
- Requirement for PHA's to use income searching modules within HUD system.
- Added sections on how to handled over-income households who remain over-income for 24 consecutive months.
- Added language that PHAs may conduct hearings and reviews remotely.
- Added a new section that breaks down HUD's scoring process for the annual Public Housing Assessment System (PHAS) scoring

Last week Ms. Merriman attended training for HUD's new "Housing Opportunity Through Moderation Act", which will change three major chapters in both Housing Choice Voucher Plan and the Public Housing Plan (rent/subsidy determinations, verification requirements and re-exams). Additional updates to both Plans will be completed and presented later this year.

Commissioner Goss motioned to approve Resolution 2024-004. Commissioner Engel second the motion.

Roll Call

Ayes: Commissioner Ceresola, Chairperson Hagwood, Commissioner Engel, Commissioner McGowan and Commissioner Goss

Noes: None

Abstain: None

Absent: None

Vote: Motion passed by unanimous roll call vote.

DEPARTMENTAL MATTERS

A. PCCDC Budget Overview through March 2024

Finance Director Cindy Ramsey, presented the PCCDC Budget Overview through March 2024.

The Public Housing and USDA properties continue to focus on occupancy to increase revenues. The Finance Department, managers and maintenance crew have been working together to minimize costs. PCCDC has made many vendor changes that has already proven to cut costs. The Finance Department continues its commitment to educate the agency's departments on adhering to the budgets. The Annual Spring Agency meeting is scheduled for this Thursday, which has a heavy emphasis on budget training.

Section 8 remains consistent and stable. It is now 14 vouchers leased higher than the 12 month average.

LIHEAP has been focusing on spending the remaining 2023 contract. The Weatherization side of the contract has already been spent out. While the contract ends in June of this year, the agency has accepted the extension through the end of the year to fully expend it. SLIHEAP is also already spent out and is closing this month. The other two LIHEAP programs do not close until the summer of 2025.

The 2023 CAA and 2023 CAA Discretionary contracts were extended until May 2024. Both contracts are fully spent out.

The 2024 CAA contract is still in the early stages of the contract. Subgrantees are beginning to submit for their reimbursement. At the last CAA Board Meeting, there were conversations about the importance of each county working with the subgrantees to submit in a timely manner.

A.I Workplace Violence Prevention Plan

Finance Director, Cindy Ramsey, reported Governor Gavin Newsom signed the Senate Bill 533, which requires agencies to have written violence prevention plans and training on such events. PCCDC has created a plan by working with our worker's compensation agency. PCCDC will be educating and reviewing said plan at the Annual Spring meeting.

Recovery Agreement between County of Plumas Housing Authority and HUD

Executive Director Roger Diefendorf reported that HUD has been concerned that PCCDC has had low occupancy in particularly in Greenville even though we have explained the Dixie Fire has a lot to do with the low occupancy. In addition, HUD has been concerned because PCCDC has been running behind on audits and year-end submissions. HUD has created a Recovery Agreement for PCCDC (Attachment VIII.B) In the Agreement, it reflects low occupancy rates for PCCDC. PCCDC has been working to improve occupancy. Due to the impact of the Dixie Fire PCCDC has been able to exclude eight (8) Green Meadows units from being "on-line". This is good for PCCDC because we will not get a demerit for these eight (8) units. Secondly, the 2022 PHAS Assessment reflects a failing physical sub-indicator, based on a score of 21 points of 40. PCCDC just had a NSPIRE inspection with a score of 91 points of 100. Lastly, in the Agreement HUD is requiring that PCCDC push forward with repositioning, which is a three year process.

Finance Director, Cindy Ramsey, reported that many of the items listed in the Recovery Agreement between PCCDC and HUD have already been addressed. For example:

- The physical inspection for 2023 received a 91/100 score (91%) compared to 21/40 (53%).
- All audits are current. The 2023 audit was only two weeks late and only because the other audits were all late.
- 2023 unaudited Financial Data Schedule (FDS) submission was submitted on time.
 - Waiver for late submission was submitted early; however it was denied. Trever Auser at HUD later contacted Executive Director Roger Diefendorf and myself stating he thought the waiver was reasonable, but it was out of his hands.

- Ramsey created a GIANT calendar outside of her office which has deadlines of all extra important tasks, such as audits, year-end reports, contract closing dates, budget submissions, etc.
 - Ramsey also heavily uses her outlook calendar to coordinate due dates.
 - Ramsey regularly schedules meetings to discuss due dates and to create plans to execute tasks efficiently.
- The Agency has been working with HUD and technical assistance to begin the repositioning process. PCCDC may not be able to continue working with Mike Andrews; but has requested for someone else with the equal amount of expertise.
- Occupancy is one of the biggest concerns; however, with the allowance of some units at Green Meadows property being “off line”, this is achievable. There are still some unknowns in that process that Diefendorf is working on, such as how long the units can remain in that status. Ramsey created a small spreadsheet that allows her to manipulate the occupancy numbers as a goal for the upcoming fiscal years.
 - Site managers and maintenance staff are working to not only maintain the current occupancy, but prepare other units for occupancy as well.
 - There is a waiting list for public housing. Primarily, tenants prefer Sierra Meadows, but Ramsey was pleased to report there are two units being leased up at Green Meadows in May.
- The Finance Department is always looking for ways to improve efficiency in the procedures so that, should another drastic event happen (fire, pandemic, staffing changes, etc.), we will be able to continue processing tasks as normal to avoid getting behind in the larger tasks (audits, year-end submissions).

Commissioner Goss motions to adopt the Recovery Agreement between County of Plumas Housing Authority and HUD. Commissioner Engel seconds the motion.

Roll Call

Ayes: Commissioner Ceresola, Commissioner McGowan, Chairperson Hagwood, Commissioner Engel and Commissioner Goss

Noes: None

Abstain: None

Absent: None

Vote: Motion passed by unanimous roll call vote.

Repositioning

Finance Director Cindy Ramsey stated the simplest way to explain repositioning is it is all about the funding. Currently, public housing has an operating fund and a capital fund. Because PCCDC is a small agency PCCDC is able to use either fund. With repositioning,

PCCDC will receive different funding. It will depend on which repositioning choice PCCDC chooses to which categories the funding will come from.

Executive Director Roger Diefendorf stated because PCCDC is allowed to use capital funds for operating expenses it also means PCCDC cannot use capital funds for capital improvements.

Last year PCCDC worked with a HUD consultant, which was very helpful. At this point, we need to really start moving forward. Repositioning is changing the legal structure and financial structure so that the public housing units become Section 8 funded as opposed to funded through capital and operating funds that PCCDC receives directly from HUD. The Section 8 program operates on a Housing Assistance Payment (HAP). The HAP is somewhat larger than the combined amounts of the operating fund and capital fund. What PCCDC is developing is taking the HUD units and through PCCDC's non-profit or a separate non-profit depending on various legal issues, and joint venturing with that private entity to operate PCCDC's public housing. It would not be considered public housing any longer, but housing that would be private but Section 8. This would mean that the Agency would transfer title to a private entity that would be controlled by the Agency. The reason for this is because part of repositioning is improving the building structure and the overall facilities. A Public Housing Authority (PHA) cannot borrow money against the property that it owns. Once title is transferred, PCCDC could borrow money against those properties for improvements to make them more desirable, increase the income and manage them differently. They are still the same properties. They are still low-income properties, and they are still operating under HUD rules, but a different set of rules.

Chairperson Hagwood inquired if the Board of Commissioners would be dissolved.

Diefendorf stated the Board of Commissioners would continue to direct what PCCDC does even if the Agency doesn't have title to the property because the Agency has control over the entity that would have title.

Commissioner McGowan inquired if this would help address the workforce housing crisis or would it be the same Section 8 low-income housing.


Ms. Ramsey stated it would still be low-income housing, but the rules will be different of who qualifies. It will depend on what the rules are at that time.

Diefendorf stated PCCDC has mentioned to Commissioner Goss who is also a board member of PCCDC's non-profit that a possible plan would be to mothball PCCDC's Wolf Creek property. As an Agency we could dispose of the property, and it could be turned into workforce housing. This could be sooner than other parts of the repositioning because most of the repositioning involves this legal shell game with title transfers and some remote possibilities of low-income tax credit funding, which is another incredibly complicated area that Diefendorf is sure would apply to this particular situation. If PCCDC were able to dispose of the Wolf Creek Property, no one would be displaced because they could move to Green Meadows site.

PROJECTS/PROGRAMS

JOURNMENT

Chairperson Hagwood inquired if there were any further comments from the public or anyone attending by Zoom. There were no comments. The Board adjourns at 9:43 AM. Claims were reviewed at 8:45 AM.



Greg Hagwood, Chairperson

Attest:



Tricia Romandia, Board Secretary