



# REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

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[www.RegionalHA.org](http://www.RegionalHA.org)

February 24, 2022

TO: Chairperson Kent Boes  
Vice-Chairperson Randy Fletcher  
Commissioner Tony Kurlan  
Commissioner Dan Miller  
Commissioner Sue Hoek  
Commissioner Denise Conrado  
Commissioner Jeremy Chapdelaine  
Commissioner Bob Woten  
Commissioner Suzanne Gallaty  
Commissioner Marc Boomgaarden  
Commissioner Nicholas Micheli  
Commissioner Doug Lofton  
Commissioner John Loudon  
Commissioner Manny Cardoza  
Legal Counsel Brant Bordsen

Sutter County Board of Supervisors  
Nevada County Board of Supervisors  
Yuba County Board of Supervisors  
Colusa County Board of Supervisors  
City Council, Live Oak  
City Council, Yuba City  
City Council, Colusa  
Duane Oliveira, General Counsel Emeritus  
Appeal-Democrat  
PEU Local #1  
Judy Sanchez, City of Yuba City  
The Union

## NOTICE OF REGULAR MEETING

March 2, 2022

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, March 2, 2022, at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

  
Gustavo Becerra  
Executive Director

AGENDA  
REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF  
REGIONAL HOUSING AUTHORITY

**Richland Neighborhood Center,  
420 Miles Avenue, Yuba City, CA 95991**

**March 2, 2022, 12:15 PM**

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. EXECUTIVE SESSION: NONE  
May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- E. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
  - 1. Recommend Establishing the Findings to Allow the Board to meet      pg. 1  
virtually if they elect to do so
  - 2. Recommend the Reclassification of Supervising Maintenance      pg. 3  
Technician to Assistant Operations Manager and Approval of  
Changes to Organizational Chart
  - 3. Recommend Approval of Out of State Travel for Operations Manager      pg. 8
- F. AWARDS AND PRESENTATIONS:
  - 4. Presentation on HUD Family Self-Sufficiency Programs      pg. 9  
Gustavo Becerra, Executive Director  
Alisha Parker, Occupancy Manager

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action: NONE

I. ADMINISTRATIVE REPORT:

5. Administrative Update

Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: March 16, 2022

L. ADJOURNMENT:

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** March 2, 2022  
**To:** Board of Commissioners  
**From:** Jennifer Ruiz, Executive Assistant/HR Coordinator

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**SUBJECT:** Ability to Hold Board Meetings Virtually as per AB361  
**RECOMMENDATION:** Establish the Findings to Allow the Board to meet virtually if they elect to do so  
**FISCAL IMPACT:** N/A

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**Background**

On September 16, 2021, Governor Gavin Newsom signed AB 361 which will go into effect October 1, 2021. AB 361 extends the COVID-19 rules for conducting virtual or teleconference meetings under the Brown Act. In order to utilize the provisions of AB 361, a meeting must be held during a proclaimed state of emergency in which state or local officials have imposed or recommended measures to promote social distancing. The legislative body of the local agency must determine, by majority vote, that meeting in person would present imminent risks to health or safety of attendees.

If a proclaimed state of emergency still exists and the local agency wishes to continue to hold meetings in compliance with AB 361, the following must be done:

1. Within 30 days of the initial virtual or teleconference meeting, make the following findings by majority vote:
  - a. The agency has reconsidered the circumstances of the state of emergency, and
  - b. It either continues to directly impact the ability of members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing
2. Make the same findings by majority vote every 30 days thereafter.

**Recommendation**

It is recommended that the Board of Commissioners of Regional Housing Authority establish the findings to allow the Board to meeting virtually if they elect to do so as per AB 361.

Prepared by:

Submitted by:



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Jennifer Ruiz  
Executive Assistant/HR Coordinator



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Gustavo Becerra  
Executive Director

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** March 2, 2022  
**To:** Board of Commissioners  
**From:** Tom Goodwin, Operations Manager

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**SUBJECT:** Reclassification and Modification of Organizational Chart  
**RECOMMENDATION:** Approval to reclassify Supervising Maintenance Technician position to Assistant Operations Manager  
**FISCAL IMPACT:** +\$6,051.24 annually

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**Background:**

Currently the Maintenance Department consists of 11 positions. The Supervising Maintenance Technician currently assists the Operations Manager with day-to-day activities including supervising maintenance staff. The proposed reclassification of Supervising Maintenance Technician to Assistant Operations Manager will enable the position to perform these necessary duties and the ability to perform more complex duties to include, but not limited to, personnel actions, including discipline, performance evaluations, and other confidential related matters. This reclassification will also go from a Non-Exempt classification to an Exempt classification.

The Operations Manager will be shifting into a variety of special projects as assigned by the Executive Director, including but not limited to oversight of the construction phase of new construction projects, and coordination with a variety of consultants during the pre-development phase of projects; thus needing the Assistant Operations Manager to take on many of the day-to-day tasks, including employee supervision.

**Recommendation:**

Staff recommends the Board of Commissioners approve the reclassification of the Supervising Maintenance Technician position to Assistant Operations Manager.

Prepared by:



Tom Goodwin  
Operations Manager

Submitted by:



Gustavo Becerra  
Executive Director

## ASSISTANT OPERATIONS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.*

*The Position:* Under direction of Operations Manager, to supervise maintenance staff; perform a variety of skilled and semi-skilled building maintenance and repair work; to diagnose and remedy problems in buildings, grounds, and utility systems; to perform specialized maintenance and repair work; and to do related work as required.

*Class Characteristics:* This is a single position classification and a working middle level management position. The incumbent supervises maintenance staff engaged in maintaining and/or renovating a wide variety of rental units, exercising independent decision making and problem solving. The incumbent also performs advanced journey-level maintenance and takes charge in the absence of the Operations Manager.

*Example of Duties:*

- Supervises and directs various maintenance staff engaged in maintaining or renovating rental units
- Oversees purchasing functions
- Takes charge of maintenance operations in the absence of the Operations Manager
- Performs specialized maintenance and repair work on Housing Authority facilities
- Checks for and reports safety hazards
- Evaluates and assigns work orders
- Identifies preventive maintenance
- Supervises and manages special projects and property improvement needs
- Coordinates the purchase of maintenance equipment, materials, and supplies
- Responsible for proper procurement procedures
- Assists in staff trainings
- Serves on the Safety Committee
- Develops safety programs
- Prepares annual performance evaluations including performance goals
- Recommends disciplinary action when required to the Operations Manager
- Maintains oversight of vendors/contractors at sites
- Work with service contractors to oversee the execution of their contracts.
- Perform performance evaluations.
- Manage and approve staff leave requests.
- Monitor open work orders reports
- Manage day to day distribution of workload.
- Assist Operations Manager as needed

## *Minimum Qualifications*

### *Knowledge of:*

- Basic supervision methods, practices, and training
- Methods, tools, equipment and materials used in building maintenance and repair work, i.e., carpentry, electrical, heating, air conditioning, and plumbing
- Diagnostic principles and practices used in building maintenance repair or renovation work
- Methods, tools and materials used in preparation of and in painting of a variety of surfaces
- Proper use and maintenance of basic tools
- Safety principles and practices required for general maintenance work
- Computer programs such as Word, Outlook, Excel, Yardi

### *Ability to:*

- Supervise and direct maintenance staff
- Follow oral and written directions.
- Communicate effectively in oral and written form.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of employment.
- Prepare and maintain accurate and complete records, reports and files.
- Perform heavy specialized, skilled and semi-skilled maintenance work
- Care for and maintain tools and equipment properly
- Analyze maintenance problems and determine alternatives for correction when necessary
- Accurately estimate costs
- Effectively schedule work and coverage for emergencies
- Follow oral and written instructions
- Prepare reports
- Establish and maintain effective working relationships with others
- Set priorities and identify and resolve problems
- Learn, interpret, and apply the policies, procedures, laws, codes and regulations applicable to assigned functions
- Comply with drug and alcohol-free workplace requirements

### *Education and Experience:*

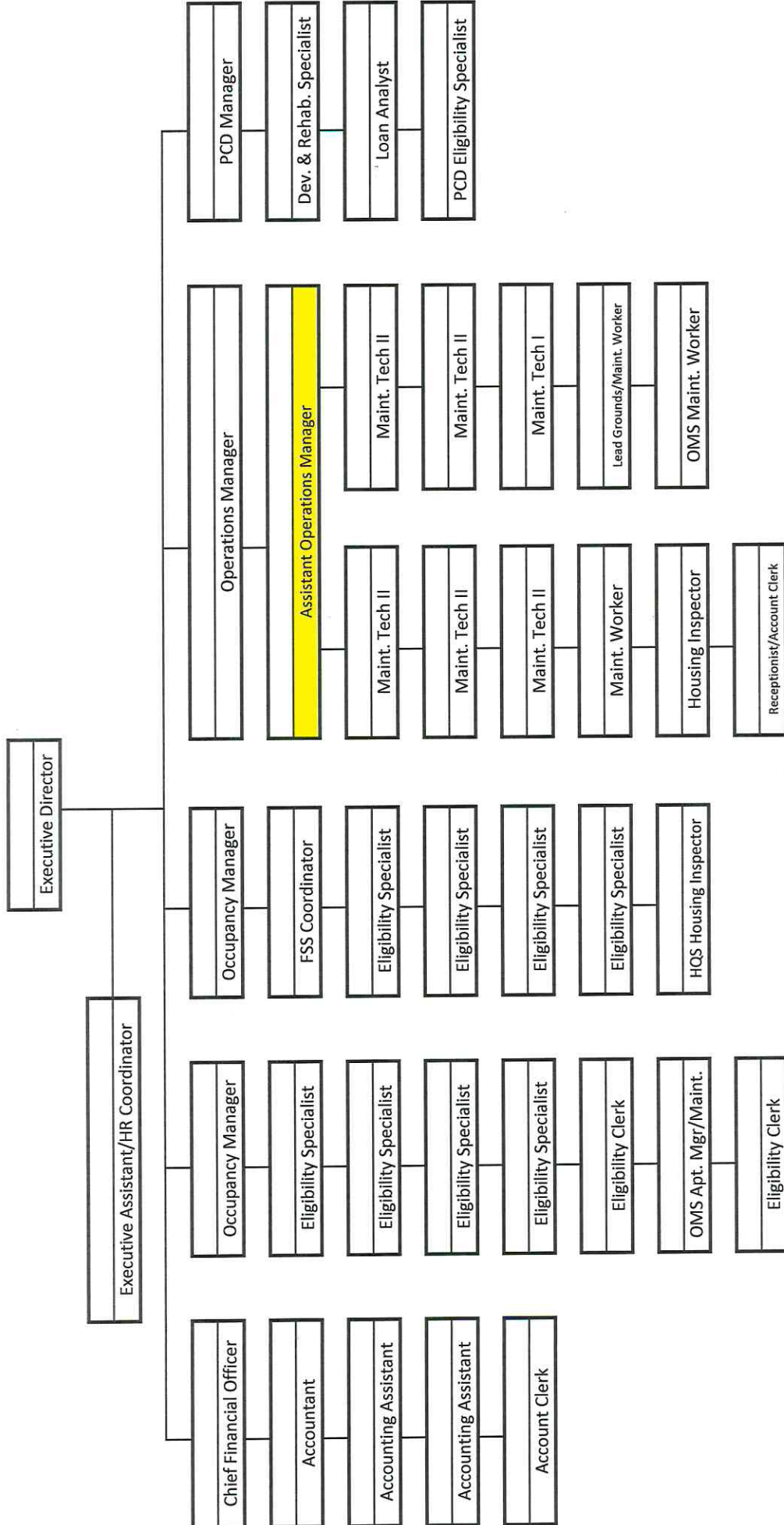
- Equivalent to completion of seven years of experience in maintenance construction or repair work that would demonstrate the above knowledge and abilities.
- Specialized trade school and technical classes in building trades are desirable.



*Special Requirements:*

- Possession of valid California Driver's License and meet automobile insurability requirements for Regional Housing Authority.
- Must be able to perform heavy manual labor.
- Must be available to work after hours and be subject to call back for maintenance emergencies.

# Regional Housing Authority Organizational Chart



Revised: 3-2-2022

**\*\*Yellow highlighted position is currently a Supervising Maintenance Technician. Staff is requesting approval to reclassify as an Assistant Operations Manager.**

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** March 2, 2022  
**To:** Board of Commissioners  
**From:** Gustavo Becerra, Executive Director

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**SUBJECT:** Out of State Travel for Operations Manager  
**RECOMMENDATION:** Approval for out of state travel to Las Vegas, NV for Operations Manager training  
**FISCAL IMPACT:** Approximately \$1,491.00

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**Background**

The agency recommends Operations Manager, Tom Goodwin attend the 22<sup>nd</sup> Annual Nelrod Consortium Conference training in Las Vegas, NV, April 6, 2022, through April 8, 2022.


Participants in this training will receive training regarding, but not limited to, technical skills, responding to lead-based hazards in housing, inventory management, fire suppression and customer service.

|                       |                     |
|-----------------------|---------------------|
| Course Fees           | \$ 649.00           |
| Hotel                 | \$ 424.00           |
| Per Diem              | \$ 182.00           |
| Airfare               | \$ 150.00 Roundtrip |
| Mileage               | \$ 38.00            |
| Airport Parking       | \$ 48.00            |
| Total estimated cost: | \$1,491.00          |

**Recommendation**

It is recommended that the Board of Commissioners of the Regional Housing Authority approve the out of state travel to Las Vegas, NV for the Operations Manager to attend the 22<sup>nd</sup> Nelrod Consortium Conference.

Submitted by:

  
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Gustavo Becerra, Executive Director

## Family Self Sufficiency Program

- The Family Self Sufficiency Program is a program that helps HUD assisted families increase their earned income while reducing their dependency on welfare and rental subsidy.
- FSS is a voluntary program for families. Once an eligible family is selected to participate in the FSS program, the head of household and the Housing Authority execute an FSS Contract. This contract is for 5 years but may be extended for another 2 years for good cause. The family along with housing authority staff develop an individual training and services plan (ITSP). The ITSP has the goals of the family as well as a timeline for these goals to be achieved and services and resources they may need to access.
- All participants have 2 main goals they agree to work towards while on the program:
  - The household must be free of income assistance from federal or state welfare programs for at least 12 months (this does not include food stamps or Medicaid)
  - The head of household has to seek and maintain full time employment
- There is a financial incentive for participants to increase their earnings in the form of an escrow savings account that increases as resident earnings increase.
  - Families with a Housing Choice Voucher pay rent based on a percentage of their income. When a family's income rises, the amount the family must pay towards rent also goes up. When you're a participant of the FSS Program you have the opportunity to recapture a portion of that rent increase through the escrow account.
    - Deposits to the FSS escrow account happen when the household earnings of an FSS participant increase and lead to an increase in

rent. When this happens the Housing Authority will deposit an amount equal to the family's increase in rent due to the increase earnings into the FSS escrow.

- Funding for the escrow account comes from the Housing Authority's HUD Housing Assistance Payment (HAP) budget.
  - A family receives their escrow funds at graduation (when they have met their goals).
  - A family may get earlier disbursements if it is needed to accomplish goals on their ITSP.
  - There are no restrictions as to what the participants can do with their escrow account.
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- The Housing Authority has to apply for the FSS grant from HUD yearly to keep the program running.